

**CITY OF WESTMINSTER****DELEGATED AUTHORITY TO CHIEF HOUSING OFFICER**

Subject	Last Delegated by:	To be Delegated by:	Executive/ Non-Executive	Reason For Change
<b><u>Financial Matters</u></b>				
1. To approve the transfer of City Council charges over leasehold or freehold property	Housing Operational Sub-Committee 9 September 1997	Cabinet	Executive	Anomaly This delegation has been available in terms of freehold property since 1997. Need to cover all properties.
2. To waive or reduce lessee's contributions to service charges in accordance with the Social Landlords Discretionary Reduction of Service Charges (England) Directions 1997	New	Cabinet	Executive	New Needed to authorise the waiving or reduction of lessee's service charge contributions
3. To write off debts and take other action in accordance with Financial Regulation 28	New	Cabinet	Executive	New To provide consistency between the Financial Regulations and the delegations
4. To exercise the Council's power of sale under a legal charge	Housing Committee 11 June 1996	Cabinet	Executive	Anomaly This was formally part of a much wider delegation covering the instituting of proceedings and power of sale. The delegation needs to be split to reflect the different roles of City West and CHO.
5. To sign on behalf of the Council all forms of discharge of legal charges subject to such discharge being reported subsequently to the cabinet member with responsibility for housing.	Housing Committee 11 June 1996	Cabinet	Executive	Anomaly Not yet transferred to CHO from Director of Housing on establishment of CityWest
6. To carry out an annual review of differential Bed and Breakfast rates incurred by the City Council in the supply of temporary accommodation	Cabinet member for Social Services and Housing and was agreed on 25 March 2002	Cabinet	Executive	Anomaly Error on last approved list. Needed as part of the overall financial management and monitoring of the temporary accommodation budget

Previous Issue:

This Issue: November 2003

**CITY OF WESTMINSTER**

**DELEGATED AUTHORITY TO CHIEF HOUSING OFFICER**

Subject	Last Delegated by:	To be Delegated by:	Executive/ Non-Executive	Reason For Change
<p><b><u>Housing Management Matters</u></b></p> <p>7. To promote co-ordinate and process the sale of dwellings in accordance with the provisions of the Housing Act 1985</p> <p><b><u>Property Matters</u></b></p> <p>8. To let such Council properties as he/she may be allocated responsibility for at the best rents obtainable for terms up to 30 years and to grant licences in accordance with Council policy and the relevant legislation and to serve notices under the Landlord and Tenant Act 1954</p>	<p>Housing Committee 11 June 1996</p> <p>Housing Committee 11 June 1996</p>	<p>Cabinet</p> <p>Cabinet</p>	<p>Executive</p> <p>Executive</p>	<p>Anomaly Not yet transferred to CHO from Director of Housing on establishment of CityWest</p> <p>Anomaly Not yet transferred to CHO from Director of Housing on establishment of CityWest</p>

---

Previous Issue:  
This Issue: November 2003

---