


Quality Assurance Procedure

Matrix to Appointment/Authorisation of Officers (Legislative)

Amendment Record

This procedure is a mandatory requirement and forms part of the Strategic Housing Quality System. Amendments are the responsibility of the Strategic Director – Services.

The Strategic Director – Services authorises the relevant post holder identified in this matrix to undertake all investigations, including the service of associated notices and orders and entry as authorised by the following statutes and as necessary to fulfil the duties of the local authority.

Issue	Date	Approved	Summary of Change
1	15/8/11	AP	For implementation
2	16/03/16	RB	Changes to legislation and organisational structure to recognise Housing Options within the Enforcement Policy
3	21/05/18	RB	Changes to legislation and personnel
4	20/05/20	RB	Review of Council Constitution, and personnel
5	19/07/21	GK	Change in personnel and legislation
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Prepared by		John Easey	
Approved			Gillian Knight Corporate Head of Housing
Date		06/08/2021	

Authorisation Matrix

X = authorised

Post title	Service Lead - Strategic Housing	Senior Private Sector Housing Officer	Senior Private Sector Housing Technician	Private Sector Housing Technician
Post Holder	Karen Thorburn	Kevin Reed	John Easey	David Crowhurst
Public Health Act 1936, Part II s.50 and Part XII s.287	X	X	X	
Public Health Act 1961 Part II	X	X	X	
Building Act 1984, Part III and IV	X	X	X	X
Caravan Sites and Control of Development Act 1960	X	X	X	X
Mobile Homes Act 2013	X	X	X	X
Environmental Protection Act 1990 Part III	X	X	X	X
Prevention Of Damage by Pests Act 1949 Part I and Part III	X	X	X	X
Local Government (Misc Provisions) Act 1976 Part I s.16	X	X	X	X
Local Government (Misc Provisions) Act 1982 s.29 - 32 inclusive	X	X	X	X
Housing Act 2004 Part I	X	X	X	X
Housing Act 2004 Part II	X	X	X	X
Housing Act 2004 Part III	X	X	X	X
Housing Act 2004 Part IV	X	X	X	
Housing Act 2004 Part VII	X	X	X	X
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	X	X	X	X

Housing and Planning Act 2016 Part II	X	X	X	X
Redress Schemes for Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014	X	X	X	
Local Government and Housing Act 1989, Part VII – s.97	X	X	X	
Protection from Eviction Act 1977	x	x	x	
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	x	x	x	x
The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (as amended)	x	x	x	x
Anti-Social Behaviour, Policing and Crime Act 2014.	x	x	x	x