

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 – Housing Services.

The Strategic Director – Housing Services authorises the relevant post holder(s) 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	15/08/2011	AP	For implementation
2	16/03/2016	RB	Changes to legislation and organisational structure to recognise Housing Options within the Enforcement Policy
3	21/05/2018	RB	Changes to legislation and personnel
4	20/05/2020	RB	Review of Council Constitution, and personnel
5	19/07/2021	GK	Changes to legislation and personnel
6	23/10/2024	SH	Changes to legislation and personnel
7	24/02/2025	GK	Changes to personnel
8	06/07/2026	SH	Changes to legislation and personnel

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Approved		Simon Hendey Strategic Director - Housing Services
Date	07/07/2026	

Post Title	Service Lead – Strategic Housing	Private Sector Housing Manager	Private Sector Housing Technician	Private Sector Housing Officer	Strategic Tenancy Relations Officer
Post Holder	Charlotte Quinn	John Corrie	David Crowhurst	Matt Williams	Nadia St Omer
Public Health Act 1936, Part 11 s.50 s 83 and Part XII s 287	X	X	X	X	X
Public Health Act 1936, S84	X	X	X	X	X
Public Health Act 1961 Part II	X	X	X	X	X
Building Act 1984, Part III and IV	X	X	X	X	X
Caravan Sites and Control of Development Act 1960	X	X	X	X	X
Caravan Sites Act 1968	X	X	X	X	X
Mobile Homes Act 1983	X	X	X	X	X
Mobile Homes Act 2013	X	X	X	X	X
Environmental Protection Act 1990 Part III	X	X	X	X	X
Prevention of Damage by Pests Act 1949 Part I and Part III	X	X	X	X	X
Local Government (Miscellaneous Provisions) Act 1976 Part 1 S16	X	X	X	X	X

Local Government (Misc Provisions) Act 1982 s 29 – 32 inclusive	X	X	X	X	X
Housing Act 2004 Part 1	X	X	X	X	X
Housing Act 2004 Part II	X	X	X	X	X
Housing Act 2004 Part III	X	X	X	X	X
Housing Act 2004 Part IV	X	X	X	X	X
Housing Act 204 Part VII	X	X	X	X	X
The Smoke and Carbon Monoxide (England) Regulations 2015	X	X	X	X	X
The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022	X	X	X	X	X
Housing and Planning Act 2016 Part II	X	X	X	X	X
Redress Schemes for Letting Agency Work and Property Management (Requirement to Belong to a Scheme etc.) (England) Order 2014.	X	X	X	X	X
Local Government	X	X	X	X	X

and Housing Act 1989, Part VII – s 97					
Protection from Eviction Act 1977	X	X	X	X	X
The Housing Act 1988					
The Electrical Safety Standards in the Private Rented Sector (England) (Amendments) (Extension to the Social Rented Sector) Regulations 2025	X	X	X	X	X
The Energy Efficiency (Private Rented Property) (England and Wales) (Regulations 2015 as amended)	X	X	X	X	X
The Management of Houses in Multiple Occupation (England) Regulations 2006	X	X	X	X	X
The Licencing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England)	X	X	X	X	X

Regulations 2006					
Anti Social Behaviour, Policing and Crime Act 2014.	X	X	X	X	X
Renters Rights Act 2025 Part 4, Chapter 3, (Sections 114 – 132)	X	X	X	X	X
Renters Rights Act 2025 Part 2, Chapter 1 (Sections 64 – 67)	X	X	X	X	X
Renters Rights Act 2025 Schedule 5, (Sections 33, 34, 39 and 40)	X	X	X	X	X
Renters Rights Act 2025 Sections 82-93	X	X	X	X	X
Renters Rights Act 2025 Section 102 and Schedule 5	X	X	X	X	X
Renters Rights Act 2025 Sections 98 and 103	X	X	X	X	X
Renters Rights Act 2025 Schedule 5 (Sections 56 - 57)	X	X	X	X	X
Renters Rights Act 2025 Part 4 (Section 58 where applicable)	X	X	X	X	X