

**OXFORD CITY HOMES BUSINESS MANAGER – DELEGATED POWERS**

1. To collect rent, rent arrears and sundry debts.
2. To manage and maintain the housing stock and related land and buildings held by the Authority under the Housing Revenue Account.
3. To determine eligibility to exercise the Right to Buy.
4. To serve notice to quit and notice of proceedings for possession.
5. In rent arrears cases only, to commence, defend, conduct, withdraw or settle Court proceedings including implementing a warrant for eviction (except where a demoted tenancy exists)
6. To determine applications by tenants to alter their homes.
7. To reimburse tenants for tenants' improvements.
8. To transfer tenancies into joint names.
9. To agree mutual exchange.
10. In conjunction with the Strategic Director, Finance and Corporate Services, to review the scheme for carpet compensation on an annual basis by way of index linking to the Authority's annual rate of inflation.
11. To decide how to spend any budgets specifically allocated for the maintenance or improvement of local housing areas, after consulting the tenants affected by the proposed works.
12. To take immediate action to secure the removal of trespassers from housing land and property.
13. To exercise the Authority's powers relating to unlawful eviction and harassment in so far as they relate to the responsibilities of the Housing Services Business Unit.
14. To grant service tenancies (for housing held property).
15. To implement and operate the Authority's asbestos policy.
16. To operate the Furnished Tenancy Scheme agreed by Council on 15<sup>th</sup> September 2003.

**COMMUNITY HOUSING BUSINESS MANAGER – DELEGATED POWERS**

1. To acquire leases on sufficient suitable dwellings to provide continuity of supply for the needs of the Housing Services Housing Needs Team, the length and terms of such leases to be determined as part of the procurement exercise.
2. To receive nominations from the Vale of White Horse District Council to any vacancies at the Authority's properties in Abingdon where tenants had been re-housed under that Council's inter-Agency Transfer Policy.

3. To operate the housing allocations scheme, allocate properties and make nominations to Housing Associations.
4. To determine whether people are homeless and whether they are in priority need.
5. To allocate temporary accommodation.