

To: City Executive Board

Date: 9th September 2009

Item No:

11

Report of: Head of Environmental Development

Title of Report: A Landlord Accreditation Scheme for Oxford

Summary and Recommendations

Purpose of report: To introduce a landlord accreditation scheme in Oxford to improve standards in the private rented sector

Key decision? No

Executive lead member: Councillor Ed Turner

Report approved by: Councillor Ed Turner
Director, City Regeneration, Melbourne Barrett

Finance: Anna Hedges
Legal: Jeremy Thomas

Policy Framework: Corporate Priority: More housing, better housing for all

Recommendation(s):

That the City Executive Board:

- 1. Approve the proposed landlord accreditation scheme and authorise the commencement of the consultation process with local landlords and other stakeholders,**
- 2. Authorise the Head of Environmental Development, in consultation with the Board Member, Finance, Strategic Housing and Strategic Planning and the Head of Community Housing and Community Development, to take forward and implement the landlord accreditation scheme as appropriate when the consultation process is complete.**

Introduction

1. (a) The Council is committed to raising standards in the Private Rented Sector, which makes up an estimated 25% of the housing stock in the City. Accreditation schemes have been introduced elsewhere to develop and disseminate good practice. Many local authorities have run successful accreditation schemes for their landlords but such schemes are not universally available nor do they offer similar standards they range from the well regarded to those that give prospective tenants a spurious assurance of quality with little or no sanction against landlords who breach the scheme objectives. The Department of Communities and Local Government (CLG) in its response to the Rugg Review has stated that it would like to see accreditation being made available to all landlords, wherever they operate. CLG is also looking at whether a national standard for accreditation schemes should be established.

- (b) The City Council has had experience of an earlier voluntary accreditation scheme which ran in part of the City. The intention is now to build upon this earlier experience via a newer style accreditation scheme – hence the corporate target for 2009/10.

What is landlord accreditation?

2. Accreditation is a set of standards, or code of conduct, relating to the management or physical condition of privately rented accommodation. Landlords who join a scheme and abide by the standards are 'accredited'. Accreditation schemes are voluntary and most schemes are run by local authorities, there is even a scheme that covers every local authority area in Wales.

What are the aims of landlord accreditation?

3. The overall aim of the accreditation scheme is to improve the condition and operation of the rented market and reduce the need for intervention for the Council. It can form part of the "carrot" to complement the "stick" of enforcement. It will also enable tenants to recognise private landlords and agents who are committed to providing good quality accommodation. It also aims to:

- Improve the quality of accommodation available in the private rented sector;
- Reduce the number of landlord/tenant disputes needing intervention by Council officers both in relation to property condition and tenancy issues;
- Provide advice and support to landlords and agents on to encourage good quality, well-managed accommodation;
- Provide a channel for consultation between the Council and the private rented sector on strategic issues, (with information exchanged) through questionnaires, forums and newsletters;

- Provide opportunities to inform landlords and agents about legislative proposals, policy or administrative changes, and other matters that might affect them;
- Improve relations between the private rented sector and the Council;
- Encourage and assist landlords and agents to provide accommodation to the vulnerable and those seeking social housing;
- Assist in the prevention of Homelessness.

What are the advantages for landlords?

4. There is no compulsion for landlords to join and as the demand for rented accommodation is very high in Oxford, there may not be a high take up, but there are advantages for landlords, including:

- the status of being publicly identified as a good landlord
- the business advantage of advertising their accredited status to tenants who place emphasis on good quality and well managed accommodation
- the Council and other organisations may choose at a point in the future to only use or recommend accredited landlords

How will the landlord accreditation scheme work?

5. Accreditation schemes may be either property based or landlord based. Property based schemes involve the inspection of every property to be accredited and are very hungry of staff resource. Landlord based schemes are based on landlords reaching/complying with certain standards of conduct. Inspection of their property only forms a very small part of the accreditation process. This is seen to be less of a demand on the Council staff resource and is largely an administrative procedure.

6. The proposal has been developed to provide a landlord based accreditation scheme where landlords self certify that:

- (a) they are fit and proper persons,
- (b) they agree to abide by a code of management for their properties,
- (c) each property meets the minimum required standards.

In addition, copies of relevant safety certificates etc must be submitted for each property.

7. Prior to accreditation, each landlord will be expected to attend a training day for which a fee of £100 will be charged. The training will cover how the scheme will operate and the relevant legislation that applies to rental property.

8. The proposed scheme that has been drafted is attached as appendix 1.

Consultation with landlords and local stakeholders

9. If the scheme is agreed by the Board, consultation will then need to be undertaken with local landlords and letting agents and other stakeholders. The consultation will include questionnaires and part of the next Landlords' Forum will be given over to the subject. The results of this consultation can then be used by the Head of Environmental Development to amend the scheme, if necessary, in consultation with the Head of Community Housing and Community Development – subject to the agreement of the Board Member, Finance, Strategic Housing and Strategic Planning.

Level of risk

10. See appendix 2.

Climate change/environmental impact

11. It is anticipated that the scheme will have a positive impact on conditions in the private rented stock in Oxford. The property standards required include adequate heating systems and thermal insulation so this should improve the energy efficiency in the premises of the accredited landlord. The overall impact will therefore be a positive one.

Equalities impact

12. Raising standards, through training and better management, serves to address health inequalities in the private rented sector where standards are lower than owner-occupied homes. Poor housing conditions not only have a detrimental effect on the health and wellbeing of the occupiers but also pose a risk to life for the most vulnerable.

Financial implications

13. It is anticipated that the scheme will be managed within existing revenue resources. The costs of running the training session will be recovered by charging the specified fee.

14. The costs to landlords will include the cost of attending the training course and then the costs of copying safety certificates and submitting the necessary paperwork. Other costs may be incurred in relation to carrying out works to improve properties to comply with the scheme.

Legal implications

14. Whilst non-compliance will be dealt with under the terms of the scheme, this will not prevent the Council exercising its enforcement powers without delay if it feels this is necessary.

Recommendations

15. That the City Executive Board:

(a) Approve the proposed landlord accreditation scheme and authorise the commencement of the consultation process with local landlords and other stakeholders,

(b) Authorise the Head of Environmental Development, in consultation with the Board Member, Finance, Strategic Housing and Strategic Planning and the Head of Community Housing and Community Development, to take forward and implement the landlord accreditation scheme as appropriate when the consultation process is complete.

Name and contact details of author:

Ian Wright

Environmental Development

Tel 01865 252553 Fax 01865 252344

E iwright@oxford.gov.uk

List of background papers: None

Version number: 2

OXFORD CITY LANDLORD ACCREDITATION SCHEME

www.oxford.gov.uk



For details contact:
Oxford City Council
Environmental Development
Ramsay House
10 St Ebbes Street
Oxford
OX1 1PT
Telephone: 01865 252887
e-mail: oclas@oxford.gov.uk

11-6

THE OXFORD CITY LANDLORD ACCREDITATION SCHEME

The Oxford City Landlord Accreditation Scheme is a free scheme for private landlords, which recognises good quality, well-managed private sector accommodation.

It sets out minimum safety, contractual and service delivery standards that tenants can expect when they rent accommodation. These standards are clear, understandable and readily achievable.

Accreditation status will be given to Landlords of properties which meet the following requirements:

- ✓ The Landlord has attended a 1 day course run by the Oxford City Council
- ✓ The property is free of all category 1 hazards as identified under the Housing Health and Safety Rating System (HHSRS)
- ✓ Gas, Electrical Safety and Energy Performance certificates are provided
- ✓ The property has an adequate means of escape and detection in case of fire
- ✓ The property meets the physical standards set out in the scheme
- ✓ The Landlord is a fit and proper person and complies with the Landlord Management Code of Practice

BENEFITS OF ACCREDITATION

To the Landlord

- ✓ Positive publicity - with certification and logos provided for display
- ✓ Information and guidance on access to energy efficiency grants for insulation and heating.
- ✓ Free advice seminars on housing, legal and other related matters.
- ✓ A web-site which lists accredited landlords, linked to the Oxford City Council web-site
- ✓ Where the City Council is involved in the provision of housing in the private rented sector accredited landlords and their properties will be given priority.
- ✓ Accredited landlords have improved access to Council services

To Tenants

- ✓ Tenants of accredited properties can expect the property to be safe and in good repair.
- ✓ The tenant can be confident that the landlord has commitment to the health, safety and welfare of his/her tenants.
- ✓ Clear and concise tenancy agreements that inform both the tenant and landlord of their responsibilities.
- ✓ Deposits/payments are clearly recorded to ensure no subsequent discrepancies.

HOW THE SCHEME WORKS

Landlords wishing to become members of the Oxford City Landlord Accreditation Scheme should complete the application form (appendix 1) and return it to Oxford City Council, together with the declaration of being a fit and proper person form (appendix 2). In addition, a self certification inspection checklist (appendix 3) is required for each property, along with a gas safety certificate, an electrical test certificate, a domestic energy performance certificate and where appropriate, fire alarm and emergency lighting test certificates.

The Environmental Development service aims to process complete applications within 28 days of receipt.

Landlords are generally accepted on a self-certification basis, however to maintain the credibility of the scheme, a monitoring system is in place. A number of applicants will therefore be contacted for a property inspection.

Upon being accepted as a member of the scheme, the landlord will be awarded a certificate with a membership number. Accreditation lasts for 3 years, during which time the appropriate records and safety certificates of the landlord's properties must be renewed and retained for inspection, to ensure properties continue to meet the requirements of the scheme.

Once a property is accredited, details of the property can be made available to prospective tenants on request.

Where serious complaints are received about a property, you will be contacted to arrange a visit and re-appraisal.

Where a property fails to meet the required standards, there is an opportunity to rectify any deficiencies identified within a specified timescale. Any serious health and safety risks identified will be immediately referred for action. Following completion of any works, the property will be re-inspected without the need for a new application.

FIT AND PROPER PERSON

It is a requirement of the scheme that the landlord is considered a "fit and proper" person. The definition of fit and proper has been based on the one contained in the Housing Act 2004. A declaration of being a fit and proper person must be completed by the landlord and the form is attached as appendix 2.

If any of the issues detailed, under the fit and proper person declaration, cannot be satisfied, please contact the scheme administrator. They will then look into the issue and contact you to discuss your application. The existence of such an issue may not prevent you being accredited.

The council reserves the right to review the fit and proper status of a landlord in order to maintain public confidence in the scheme. In the event of serious or

sustained complaints from tenants, formal action being taken by Oxford City Council or other organisations, or other relevant offences being committed the council will carry out a review. The issues need not be restricted to accredited properties in Oxford and could be related to problems with non-accredited premises either in the city or in other areas or as a result of other business interests or personal conduct.

A review will normally involve a meeting with the landlord to establish and confirm information and when the review is complete a letter will be issued confirming the decision.

Appeals

There is an appeal to the Head of Environmental Development in the event of:

- an application being refused on the grounds that a landlord is not a fit and proper person, and
- a review concluding that a landlord is no longer a fit and proper person

Appeals will be heard within 28 days of being received and accepted.

LANDLORD CODE OF MANAGEMENT

LANDLORDS AGREE TO:

Advertising

- Accurately report property details and allow prospective tenants to view the property having due regard to the rights of existing tenants.

Deposits

- Provide a receipt for deposit paid.
- Provide the tenant with detailed information about what steps they need to take to avoid any part of their deposit being retained at the end of a tenancy and offer to inspect the property at the tenant's request.
- Give a written explanation to the tenants if any portion of the deposit is retained.
- The Housing Act 2004 required a Landlord to join a statutory tenancy deposit protection scheme from the 6th April 2007, if they take a deposit for an Assured Shorthold Tenancy.
- If a deposit is taken you must provide the tenant with details of the tenancy deposit protection scheme under which their deposit is being held.

Receipts

- Provide a receipt for all the rent payments upon request, if rent is payable other than weekly. Written receipts must be provided for all cash transactions.

Fees

- Clearly inform prospective tenants of any fees that may be charged for arranging a letting agreement.

Pre- tenancy Check

- Ensure that at the commencement of the tenancy a pre-tenancy check has been completed and that all obligations on the part of the owner in regard to repairs and property maintenance or improvements have been fully discharged or will be discharged by a date agreed with the tenants. Any pre-tenancy repairs or intentions on the part of the landlord to undertake improvements should be confirmed in writing.

Inventories

- Supply an inventory, indicating the condition of the items where necessary. The inventory must be signed by the landlord and

countersigned by the tenant once both parties have had an opportunity to check its correctness.

- Where a managing agent is employed, the landlord shall at the commencement of the letting, personally sign the inventory to confirm his acceptance of the agent's description of the items listed in the inventory or delegate to the agent in writing responsibility for compiling the inventory and for deciding at the termination of the letting whether all or part of the deposit shall be returned to the tenant.

Housing Benefits

- Landlords who assist tenants to complete application forms should sign the appropriate part to indicate they have helped complete the form.
- If Housing Benefit is paid directly to the landlord and there is an overpayment, then it shall be repaid to the Housing Benefits Section once they have been notified of the amount due, subject to the landlord's right of appeal.
- Where Housing Benefits are paid, provide a quarterly statement to inform tenants of their outstanding contribution.
- Landlords should advise their tenants to keep the Housing Benefits Section up to date with any changes in their circumstances. Landlords who are aware of changes must also notify the Housing Benefits Section.
- Landlords should promptly advise Housing Benefits when a tenant vacates their property.

Disputes

- Where disputes arise between the landlord and tenant, make a written response to correspondence from tenants or their agent within 3 weeks, ensure that all settlements and agreements reached are honoured within three weeks of such a settlement being agreed and maintain courteous professional relations with tenants during any dispute.

Information/Repairs

- There must be arrangements in place to report and deal with general repairs. Tenants should be given details of how to turn off the water supply, gas and electricity services and a telephone number to report repairs.
- Provide details of the relevant utility companies and ensure that the tenant knows how to get services transferred or reconnected when necessary.

Emergency repairs arrangements

- Provide details of an emergency contact (if different from details contained in the tenancy agreement).

- Landlords must have arrangement in place for emergency problems with drains, electricity, gas and dangerous occurrences. A system to record all repairs must be in place as evidence of good practice. The landlord shall ensure that this procedure works in practice.

Target response times

- **Emergency Repairs**
Any repairs required avoiding danger to health, risking to the safety of residents or serious damage to buildings or residents belongings e.g. burst pipes, leaking roofs, heating failure. Make safe or complete within 24 hours of defect being reported.
- **Priority 2 (Urgent Repairs)**
Repairs to defects which materially affect the comfort or convenience of residents must be completed within 10 working days of report of the defect.
- **Priority 3 (Non-urgent Repairs)**
Reactive repairs not falling within the above categories. Completed within 28 days of reporting the defect.

Tenants Agreements

- Provide the tenants with a suitable written tenancy agreement in plain English, in a minimum font size of 12 points (or rent book if weekly tenancy), stating the name, phone number and current registered address of the owner and agent if applicable. The contract should contain no clauses that conflict with the tenants' legal rights or with the terms of this code of practice. Prospective tenants should be given a full copy of the tenancy agreement. Where requested tenants should be permitted at least 48 hours within which to seek advice regarding those contractual terms.
- Clearly detail what rates, taxes, services or other charges are included in the rent and which are not included. The landlord's responsibilities for maintaining these services should be detailed.
- Provide clear written instructions for the payment of rent.
- Include clauses regarding nuisance and anti-social behaviour and the penalties if tenants behave in an anti-social manner.
- Clearly state the grounds for termination of the tenancy and the possession procedure which will ensue if the terms of the tenancy are not complied with.
- Provide contact details to immediate neighbours and agree to respond to complaints regarding neighbour nuisance or the anti-social behaviour of their tenants.

Landlords agree within one week to:

- Visit/contact the tenant to discuss the nature of the complaint.
- Write to the tenant following initial contact detailing what was discussed and agreed.
- During this initial contact, the landlord will respect the anonymity of the complaint if this is requested.
- Co-operate fully with the appropriate agencies if the complaint is not resolved in the first week and take action within agreed time scales.
- Where it is agreed that there is sound evidence of persistent breach of tenancy conditions the owner/agent will serve a notice to terminate the tenancy. The enforcement of this notice will depend upon the subsequent behaviour of the tenant in response to the notice.

Business Conduct

- Not demand money on an unreasonable basis.
- Behave in a professional, courteous and fair manner towards their tenants and prospective tenants.
- Ensure that in the provision and letting of housing or associated services and in the letting of contracts, no person, or group of persons applying will be treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, gender, disability or sexual orientation.
- Adopt the correct procedures for tenancy terminations and refrain from any act of harassment or illegal eviction.
- Ensure adequate insurance cover in place for property and landlords furnishings.
- Give adequate notice of entry before inspecting a property, except in the case of an emergency.

GENERAL PROPERTY REQUIREMENTS

All parts of a dwelling must be in a reasonable state of repair, be clean and safe, and any appliances provided by the landlord must be in good working order prior to occupation.

Landlords should undertake to carry out internal and external inspections of the property at appropriate intervals. Regular inspections can help resolve tenancy problems at an early stage and make the landlord aware of any unreported repairs and protect their assets

Maintenance which can be carried out in a planned and cyclical manner such as gas servicing, gutter cleaning and painting, should be carried out with due regard to the convenience of the tenants.

Landlords must have an **emergency repairs arrangement**, particularly for problems with drains, electricity, gas and dangerous occurrences. A system to record all repairs must be in place as evidence of good practice.

As part of this process, there must be arrangements in place to report and deal with repairs. Tenants should be given details of how to turn off the water supply, gas and electricity services and a telephone number to report repairs.

Appropriate records to be maintained re: Fire safety, Gas and Electrical tests and Domestic Energy Performance.

SPECIFIC PROPERTY REQUIREMENTS

Housing Health and Safety Rating System (HHSRS)

Under HHSRS a dwelling must provide a safe and healthy environment for both occupants and any visitors. This rating system requires a risk assessment to be made, which forms the basis of any housing enforcement decisions.

To maintain an adequate level of health and safety, HHSRS insists that:

- ✓ A dwelling must be free from avoidable hazards.
- ✓ Where hazards are unavoidable, the risk from that hazard should be reduced to an acceptable level.

The Decent Homes Standard

The rating system works in conjunction with this standard, which is the Government target to provide comfortable, warm and affordable housing across all sectors of the housing market.

A decent home as defined as one that:

- ✓ meets all statutory minimum legal requirements
- ✓ is in a good state of repair and structurally stable
- ✓ is wind and weather tight
- ✓ is warm and has reasonably modern facilities

Generally, a property which meets this standard will be automatically approved for accreditation.

Houses in Multiple Occupation (HMOs)

Since the introduction of the Housing Act 2004, the definition of a house in multiple occupation has changed.

If you let a property which is one of the following types, it is a House in Multiple Occupation:

- An entire house or flat which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet.
- A house which has been converted entirely into bedsits or other non-self-contained accommodation and which is let to 3 or more tenants who form two or more households and who share kitchen, bathroom or toilet facilities.
- A converted house which contains one or more flats which are not wholly self contained (i.e. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form two or more households.
- A building which is converted entirely into self-contained flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.
- In order to be an HMO the property must be used as the tenants' only or main residence and it should be used solely or mainly to house tenants. Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

HMOs are also subject to additional legislation regarding the level of amenities - kitchens, bathrooms and wash hand basins - appropriate in number and location for the number of occupants, means of escape in case of fire, and specific management arrangements.

Fire Safety

Although fire safety is a higher risk in multi-occupied properties with more floors, all properties must ensure that tenants can safely exit in the event of a fire, and sufficient early warning of a fire is given.

Properties occupied by a **single household** must be fitted with a form of fire detection incorporating an audible alarm. Generally a mains powered or lithium battery powered smoke detector will be required on each floor, however more may be needed depending on the size and layout of the property.

See the enclosed leaflet on fire safety advice.

For **HMOs**, properties are generally risk assessed individually, as the level of fire protection will depend on the size of the property, the layout, and the number of occupants.

For all HMO properties there must be installed:

- An interlinked automatic fire detection system and emergency lighting system appropriate for the size of property and number of occupants.
- Suitable fire doors with self closing mechanisms
- Non- key operated dead locks to final door locks
- Fire extinguishers/ fire blanket
- Fire action Notices.

The HMO licensing service can be contacted for further guidance on:

Tel: 01865 252887

E-mail: licensing@oxford.gov.uk

Full details are also available on the Oxford City Council web site www.oxford.gov.uk under private rented sector housing – advice for landlords of houses in multiple occupation.

Gas Safety

It is a statutory requirement that gas safety checks are carried out annually.

You will need to provide the Council with a copy of the current gas safety certificate before the property is let, and thereafter maintained annually. A copy of the safety certificate should also be given to the tenant.

Any appliances found to be defective must be repaired or replaced by a qualified registered contractor. Servicing of appliances is a separate activity from that of a safety check and should also be carried out annually.

Portable bottled gas or paraffin appliances should not be provided as a heating source.

Electrical Safety

The whole electrical installation, and any electrical appliances provided by the landlord must be in a safe condition and in good working order.

This must be supported by a certificate from a competent electrician who is a member of a nationally recognised body (eg NICEIC). The report must specify how often the installation should be re-inspected, and this must be followed.

In the event of defects/danger signs, an electrician must be called immediately to remedy any defects.

Although produced for the Hotel industry, the enclosed HSE guide on electrical systems and appliance testing gives very useful and relevant advice.

Furniture Safety

If you let the property furnished, you should ensure that the following items of furniture comply with Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended): beds, mattresses and headboards, sofa beds, futons, sofas, cushions, pillows, other soft furnishings.

All new furniture (apart from beds and mattresses) and loose or stretch covers must carry a permanent label attached showing that the item complies with the Regulations. Details of these standards can be obtained from:

Oxfordshire County Council
Trading Standards Service
County Hall
New Road
Oxford
OX1 1ND

Thermal Comfort

All dwellings must have an efficient, programmable heating system and effective insulation.

Under the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 an energy performance certificate (EPC) is required when a building is let.

Heating

A 'whole house' heating system must be in place, either by the provision of central heating, or at least one fixed programmable heating appliance in each room.

Any heating system should be appropriate to the design, layout and construction of the building, and must have adequate output to effectively heat the whole of the property.

Any form of heating must be controllable by the occupier and safely and properly installed and maintained.

In properties where the heating is centrally controlled, such systems should be operated to ensure that occupants are not exposed to cold indoor temperatures, and should be provided with additional controls to allow the occupants to regulate the temperature within their dwelling.

The use of portable heating appliances is not acceptable.

Insulation

Roof spaces should be insulated to meet Building Regulation requirements (currently 250mm with traditional insulating materials). Alternative insulating products may be used to provide thermal insulation to an equivalent level.

Water tanks and pipes in cold areas must be lagged, and hot water cylinders must be suitably insulated, and where necessary, external doors, windows and letterboxes should be draught proofed.

Energy saving light bulbs are preferable for use in dwellings, and two light bulbs are free to landlords applying for an energy efficiency grant.

The Warm front Scheme, administered by EAGA is a Central Government funded grant for tenants in receipt of certain benefits to receive heating and insulation measures in their homes. Application is made by the tenant direct to EAGA, but the landlord's permission is required to carry out the works. For more information visit the Council Website at www.oxford.gov.uk, look in A-Z under energy efficiency.

Security

External doors must be of strong, solid, and safe construction. The door, and associated architrave and frame, must be of sufficient strength to resist forced entry and fitted with a five-lever mortice deadlock conforming to BS3621. (HMO's will require mortice locks with an internal turn-buckle mechanism so they can be readily opened without the use of a key).

Where a burglar alarm is fitted to the property, it must have a 20 minute cut-out device, and the name and address of the key-holder provided to the Local Authority on the enclosed form.

**Appendix 1
APPLICATION FORM**

Oxford City Landlord Accreditation Scheme

Accredited Landlord Details

Please read the Landlord Code of Management before completing this application.

**Landlord/Owner
Company**.....
.....

Address.....
.....

Telephone.....

Email.....

I have read and understood the Landlord Code of Management and agree to abide by its conditions.

Signature..... **Date**

Position Held.....

Note

Please read the Oxford City Landlord Accreditation Scheme carefully before you make your application. Should you require any advice, please contact the Environmental Development Service on Tel: 01865 252887 or email oclas@oxford.gov.uk

Send all forms to:
Oxford City Council
Environmental Development
Ramsay House
10 St Ebbes Street
Oxford
OX1 1PT

11-21

Appendix 2

DECLARATION OF BEING A "FIT AND PROPER" PERSON

1. I declare that I am a fit and proper person to be accredited. I, nor any person associated or formerly associated with me, have any unspent convictions that are relevant to my application, in particular:

- a. Any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003
- b. Undertaken any unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- c. Been found to have acted otherwise than in accordance with any applicable code of practice approved under section 233.

2. Additionally in the last five years, neither I nor any person associated or formerly associated with me have contravened any provision of housing and/or landlord or tenant law. These include but are not limited to:

- a. Being in control of a property subject to a Control Order under section 379 of the Housing Act 1985.
- b. Been refused a licence, had a licence removed, or breached conditions of a licence for any property in relation to a mandatory, additional or selective licensing scheme under the Housing Act 2004.
- c. Been in control of any property that has been subject to an Interim or Final Management Order or a Special Interim Order under the Housing Act 2004.
- d. Been in control of any property on which a Local Authority has served legal notices of any kind, or carried out works in default.
- e. Been in control of any property where you have been found guilty of a criminal offence or been the subject of legal proceedings commenced by a Local Authority or other Regulatory Body (such as breaches of the Environmental Protection Act 1990, Planning Control, Compulsory Purchase or Fire Safety Requirements).
- f. Been convicted of any charges relating to harassment or illegal eviction.

Signed:

Date

Landlord/Agent

Appendix 3

OCLAS

Oxford City Landlord Accreditation Scheme

ACCREDITED PROPERTY

SELF-CERTIFICATION INSPECTION CHECKLIST

PROPERTY

ADDRESS:

.....
.....

NAME & ADDRESS OF OWNER.....

.....
.....

TEL:.....

AGENT (if applicable):.....

1. **Current Gas Safety Certificate.**
(PLEASE ENCLOSE A COPY WITH THIS FORM) Y / N *
2. **Inspection report from a competent electrician who is a member of a nationally recognised body (e.g. NICEIC)**
(PLEASE ENCLOSE A COPY WITH THIS FORM) Y / N
3. **General Requirements.**
 - (a) Is the property in a reasonable state of repair and free from avoidable hazards? Y / N
 - (b) Do you have emergency repair arrangements? (displayed in prominent place) Y / N
4. **Fire Safety**
 - (a) Does the property have adequate means of escape and fire precautions?
(as per the scheme requirements) Y / N
 - (b) Do the furnishings comply with Fire Safety Standards? Y / N
5. **General Standard of Management:**
Do the management arrangements for the property comply with the code of management practice? (see code for details) Y / N
6. **Thermal Comfort & Domestic Energy Performance Certificates**
 - (a) Does the property have an adequate heating system and effective thermal insulation? (as per the scheme requirements) Y / N
 - (b) (PLEASE ENCLOSE A COPY WITH THIS FORM) Y / N
7. **Security**
Is the property secure? (as per the scheme requirements) Y / N
8. **HMOs**
Is the property an HMO? Y / N
If so, does the property comply with the relevant requirements for amenities? Y / N
Will the HMO need to be licensed? Y / N

* Y / N - Circle as appropriate

I hereby confirm that I carried out an inspection of the above property on
and that it meets the standards set for accreditation.

Signed **Date**

Please print name

(If signing on behalf of a company, please state in which capacity you are signing)

11-24

CEB Report Risk Register

Risk Score **Impact Score:** 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic **Probability Score:** 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

No	Risk Description Link to corporate objective	Gross risk		Cause of risk	Mitigation	Net risk		Further Management of risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P			I	P	Action: Action Owner: Mitigating Control: Control Owner:	Outcome required: Milestone Date:	Q 1	Q 2	Q 3	Q 4	I	P
					Mitigating Control: Level of Effectiveness: (HML)										
	Service unable to cope with demand Transform Oxford City Council by improving value for money and Service Performance	3	2	Very high take up by landlords and large volume of administrative work created	Mitigating Controls: Staff made aware of possible peak of work Staff trained in all relevant activities Efficient IT systems in place Customer response and advice systems in place Level of effectiveness M	2	2	Action: Accept Action owner: Ian Wright Mitigating Control: Monitor take up weekly following launch Control owner: Sue Johnson	Outcome required: Enough resources for the scheme Milestone date: Monthly review with Service Manager after launch of scheme. Review after first quarter.					2	2
	Scheme fails to deliver improvements to housing standards More housing Better Housing for all	3	3	Very low take up by landlords	Review scheme after 6 months Level of effectiveness M	3	3	Action: Accept Action owner: Ian Wright Mitigating Control: Carry out further consultation with landlords and other stakeholders Control owner: Sue Johnson	Outcome required: Sufficient uptake from Landlords Milestone date: Monthly review with Service Manager after launch of scheme. Review after the first quarter					3	3

11-25