

SPECIFIC FUNCTIONS**HOUSING FUNCTIONS**

	FUNCTION	EXERCISED BY
(1)	To have an allocation scheme, publish a summary of it and allocate housing accommodation in accordance with the scheme (Housing Act 1996, S.167, S.168)	Cabinet / Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(2)	Ensure that advice and information is available free of charge to persons in their district about the right to make an application for an allocation of accommodation (Housing Act 1996, S.166)	Cabinet / Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(3)	To supervise the nominations for the allocation of housing by Newcastle Housing Advice to persons on the housing waiting list in accordance with the relevant housing allocations policy	Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(4)	To deal with homelessness under the Housing Act 1966 Part 7 and the Homelessness Act 2002 including: Duty to make enquiries into cases of homelessness or threatened homelessness. Co-operation in certain cases involving children (Housing Act 1996, S.213 as amended by Homelessness Act 2002, S.12). Interim duty to accommodate in case of apparent need. Duty to persons becoming homeless intentionally. Duty to persons not in priority need who are not homeless intentionally. Duty to persons with priority need who are not homeless intentionally. Duties in case of threatened homelessness. Duties to applicant where case is considered for referral or referred. Discharge of functions: out of area placements (Housing Act 1996, Part 7). Review of decisions as to suitability of accommodation (Homelessness Act 2008, S.8)	Cabinet / Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(5)	To periodically review the housing needs of its area in relation to housing conditions and the needs of the district (Housing Act 1985, S.8)	Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(6)	Statutory duty to serve notice of intended works on adjoining owners under the Party Wall Act 1996	Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff

(7)	To exercise the Council's powers and duties in relation to harassment of private tenants and illegal eviction by private landlords	Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(8)	Duty of local housing authority to formulate a homelessness strategy (Homelessness Act 2002, S.1)	Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff
(9)	To exercise the Council's powers under the Caravan Sites Act 1968	Public Protection Cttee / Executive Director (Regeneration and Development) / Head of Housing / appropriately qualified housing staff or approved contractor