



# **BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

## **RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

### **Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

In accordance with the Council's scheme of delegation.

### **Decisions Taken**

To update the methodology for charging for certain enforcement notices as adopted in the policy report dated 28<sup>th</sup> November 2017 and adopted by Council on the 25<sup>th</sup> January 2018.

### **Reasons for the Decisions**

In order to ensure full cost recovery of reasonable administrative costs associated with the preparation and serving of relevant enforcement Notices and to ensure compliance with *s49 of The Housing Act 2004*. This change is in accordance with legal advice obtained.

### **Options considered**

It would not be appropriate to continue with the existing charging methodology and therefore a new methodology is proposed.

Standard rates for enforcement Notices could be established however they might not accurately reflect the costs incurred with regards any enforcement action taken in any particular case.

Charging for officer time relevant to each enforcement action would be relatively straightforward to calculate, would be more transparent and less likely challenge.

### **Any declarations of interest and details of any dispensations granted in respect of interests.**

None

### **List of Background papers**

Charging for Housing Act 2004 Enforcement report dated 28 November 2017.

### **Authorisation**

Post Held: Assistant Director (Regeneration, Housing and Place)

Signature:

Date:

### **Consultation with members/officer**

**If the decision is taken following consultation with the members/officers, please give details:**

Signed by Member as consulted:

Date:

**e-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function		Housing Act Enforcement Charges				
Is this a new or existing policy/ service/function?		Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		To update and clarify the charging methodology associated with the preparing and serving of notices in accordance with <i>s49 of The Housing Act 2004</i> .				
<b>Question</b>		<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age			x	
		Disability			x	
		Gender			x	
		Gender Re-assignment			x	
		Marriage/civil partnership			x	
		Pregnancy & maternity			x	
		Race			x	
		Religion or belief			x	
		Sexual orientation			x	
Other (eg low income)			x			
<b>Question</b>		<b>Answer</b>		<b>Comments</b>		
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?		No				
3. Could this policy/service be perceived as impacting on communities differently?		No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?		No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>		N/A		<b>Actions:</b>		
				<b>Actions agreed by EWG member:</b> Name .....		
<b>Assessment completed by:</b>  Gordon Jackson-Hopps						
<b>Job title</b>  Housing Standards Manager		<b>Date</b> May 2020				

**Please Note:** If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.



# Borough Council of Kings Lynn & West Norfolk

## Serving an Improvement Notice Fees Calculator

Borough Council of  
King's Lynn &  
West Norfolk



Address: Enter address in here

Ref: Enter ref in here

Enter number of habitable rooms =

Enter number of storeys =

### Serving an Improvement Notice Processing Costs

	Actions taken	Time (minutes)	Hourly rate (inc. on-costs)	Cost £	Officer
1	Senior Housing Standards Officer to allocate case following discussion with support officer following informal visit	30	£ 33.28	£ 16.64	Senior HS officer
2	Housing Standards officer to familiarise themselves with the file. Prepare notice of entry for landlord and tenants for formal inspection. Update IDOX	60	£ 26.25	£ 26.25	HS officer
3	Travelling time for visit and undertaking formal inspection	210	£ 26.25	£ 91.88	HS officer
4	Produce report and schedule following visit including HHSRS assessment. Update IDOX.*If more than 2 hazards charge £45.94 per each additional hazard*	210	£ 26.25	£ 91.88	HS officer
5	Review case, revisit and validate any necessary certificates to ensure works are complete - update IDOX	180	£ 26.25	£ 78.75	HS officer
6	Officer to discuss the case with Senior Housing Standards officer to determine if notice is required	30	£ 33.28	£ 16.64	Senior HS officer
7	<b>IMPROVEMENT NOTICE</b> is determined as most appropriate action to take. Decide whether to suspend notice and check property status.	30	£ 26.25	£ 13.13	HS officer
8	Obtain details of relevant persons from NOE and prepare and serve Improvement Notice, statement of reasons and schedule (reviewing previous schedule) on relevant person and copies to be served on all other relevant persons and occupier within 7 days - Update IDOX	180	£ 26.25	£ 78.75	HS officer
9	Wait 21 days. If no appeal advise Landcharges of notice served	15	£ 21.18	£ 5.30	Support officer
10	Monitor progress/are works progressing	60	£ 26.25	£ 26.25	HS officer
11	Review case, revisit and validate any necessary certificates to ensure works are complete - update IDOX	120	£ 26.25	£ 52.50	HS officer
12	Revoke or vary notice and notify all relevant parties and advise Landcharges	120	£ 26.25	£ 52.50	HS officer
	<b>Totals</b>	<b>1,155</b>		<b>£ 550.45</b>	
E	Additional costs e.g. specialist reports			Cost £	
13				£ -	
				<b>Total Fee without discounts</b>	<b>£550</b>