

## **Addendum 1**

1. In accordance with Section 27 of the Housing Act 1985 (as amended) and the General Approval for Housing Management Agreements 1994, the authority delegated management and maintenance functions to:

### **Belle Isle Tenant Management Organisation**

The following functions were delegated<sup>3</sup>:

- the management and maintenance of Council housing, Council garages, land vested in Neighbourhoods and Housing and other assets as agreed with the Council to facilitate the day to day management of Council housing within the Tenant Management Organisation area. This excludes the management of estate shops;
- responsive repairs and maintenance of those assets delegated to the Tenant Management Organisation;
- the repair inspection process;
- the planned and cyclical maintenance of those assets delegated to the Tenant Management Organisation;
- the responsibility to consult with tenants on repairs and improvements to those assets delegated to the Tenant Management Organisation;
- the delivery of energy efficient responses to repairs and modernisation that contributes to the Council's Best Value performance responsibility;
- to contribute fully to the regeneration policies of the area within which the Tenant Management Organisation operates;
- management of leasehold self improvements;
- the management of Sheltered Housing schemes excluding the management of the wardens;
- the management of Supported Housing schemes including the staff;
- the responsibility to manage and maintain those premises used as housing offices;
- the management and maintenance and repair of tenant resource centres or meeting rooms within the Tenant Management Organisation area;
- to make best use of housing stock;
- the selection of tenants for vacant properties in accordance with the Council's lettings policy;
- the allocation of new tenancies in accordance with the Council's lettings policy;
- the notification to and signing up of new tenants in accordance with the Council's lettings policy;
- the transferring of tenants in accordance with the Council's lettings policy;
- the management of successions in accordance with the Council's lettings policy;
- the management of Mutual Exchanges in accordance with the Council's lettings policy;
- the collection of rent due and the recovery of current and former tenants arrears along with other charges falling due;
- the processing of the tenants insurance scheme;

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<sup>3</sup> In respect of properties within the Leeds South Homes Limited in Belle Isle North and Belle Isle South

## *Officer Delegation Scheme (Executive Functions)*

- the management of the terms and conditions of tenancies and the enforcement of the same;
- the environmental management of housing estates;
- the processing of requests for action to tackle Anti Social Behaviour;
- the development of tenant involvement structures including tenant compacts;
- the provision of information about service delivery, changes to service delivery and performance of service delivery to tenants;
- the letting of contracts in relation to the delegated functions in accordance with the Procurement Protocol;
- the provision of financial management of the revenue budget. The provision of financial and statistical returns as and when directed or requested;
- the provision of reports to tenants about the Tenant Management Organisation;
- the management of employee relations;
- the responsibility to proactively work with the local Area Housing Partnership;
- the preparation of an annual Service Improvement Plan;
- the management of performance in line with the performance management framework; and
- the negotiation of Service Level Agreements in accordance with value for money principles.

## **Arms' Length Management Organisations**

In accordance with the approval of the Secretary of State, the authority delegated<sup>4</sup> housing management functions as follows to:

**East North East Homes Leeds Ltd**  
**Aire Valley Homes Leeds Ltd**  
**West North West Homes Leeds Ltd**

## **General**

- The management and maintenance of Council housing, council garages, land vested in Neighbourhoods & Housing Department, , and other assets as agreed with the Council to facilitate the day to day management of Council housing within the ALMO area (in this Annex collectively called "Assets")
  - To make best use of housing stock
- Asset management and stock condition**
- The maintenance of stock condition data on such Assets
  - The responsibility to consult with tenants on repairs and improvements to such Assets
  - Clearance of such Assets and the responsibility to decant tenants where appropriate
  - The delivery of energy efficient responses to repairs and modernisation in relation to such Assets that contributes to the Council's Best Value performance responsibility
  - The responsibility to manage and maintain those premises used as housing offices as set out in Annex 9

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<sup>4</sup> By agreements in 05 and 07

## *Officer Delegation Scheme (Executive Functions)*

- The management and maintenance and repair of tenant resource centres or meeting rooms within the ALMO area
- To contribute fully to the regeneration policies of the area within which the ALMO operates
- The responsibility to work proactively with the local Area Housing Partnership

### **Repairs and maintenance**

- The repair and maintenance, whether responsive or major, of such Assets
- The repair inspection process relating to such Assets
- The planned and cyclical maintenance of such Assets
- The modernisation and improvement of such Assets

### **Environmental**

- The environmental management of housing estates

### **Allocations**

- The selection of tenants for vacant properties in accordance with the Council's lettings policy
- The granting of new tenancies in accordance with the Council's lettings policy
- The notification to and signing up of new tenants in accordance with the Council's lettings policy
- Transferring tenants in accordance with the Council's lettings policy
- The management of successions in accordance with the Council's lettings policy
- The management of Mutual Exchanges in accordance with the Council's lettings policy

### **Income collection**

- The collection of rent due and the recovery of current and former tenants arrears along with other charges falling due

### **Tenants' Insurance**

- The processing of the tenants insurance scheme

### **Tenancy enforcement**

- The management of the terms and conditions of tenancies and the enforcement of the same
- The processing of requests for action to tackle Anti Social Behaviour

### **Sheltered housing**

- The management of Sheltered Housing schemes

### **Supported housing**

- The management of Supported Housing schemes including the staff

### **Leasehold**

- Leasehold management within the ALMO area

### **Information, consultation and involvement**

- The provision of information about service delivery, changes to service delivery and performance of service delivery to tenants
- The provision of reports to tenants about the ALMO
- The development of tenant involvement structures including tenant compacts

### **Financial management**

- The provision of financial management, both revenue and capital, to the ALMO
- The provision of financial and statistical returns as and when directed or requested

### **Procurement**

- The letting of contracts in accordance with the terms of this Agreement

### **Organisation**

- The preparation of Business Plans

### *Officer Delegation Scheme (Executive Functions)*

- The management of performance in line with the Performance Management Framework
- The negotiation of Service Contracts/Service Level Agreements in accordance with value for money principles
- The management of employee relations