

<b>Title of Report:</b>  <b>Transfer of Houses in Multiple Occupation: Service Level Agreements</b>	<b>Officer Presenting: Director of Health and Community</b> <b>Author: Head of Health and Community Wellbeing</b>
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## **1 Purpose of Report/Recommendations**

- 1.1 The purpose of this report is to seek member's approval of Service Level Agreements associated with the delivery of the Licensing of Houses in Multiple Occupation by Councils.

## **2 Background Information**

- 2.1 The Houses in Multiple Occupation (HMO) Act NI 2016 ('the 2016 Act') is due to commence on 1st April 2019.

- 2.2 Service level agreements (SLA's) have been prepared with respect to:

- 2.2.1 Legal Services specifically for HMO Licensing matters and to include training of elected members and the provision of legal advice and attendance where necessary at committee meetings

- 2.2.2 The provision of ICT hardware, software and support to ensure the effective delivery of the HMO service, and

- 2.2.3 The Roles, Responsibilities and obligations of Regional Lead, Sub Regional Leads and cluster Councils in the delivery of the HMO Licensing scheme.

- 2.3 A copy of these SLA's are included at Appendix 1, 2 and 3.

## **3 Key Issues**

### **3.1 The Roles and Responsibilities and Obligations of lead and cluster Councils**

- 3.1.1 The draft Service Level Agreement identifies the roles of all Councils to ensure effective working in partnership to satisfy the requirements of the Houses in Multiple Occupation Act 2016 and in delivering the new system of mandatory licensing.

3.1.2 The SLA is between the agreed lead delivery council (Belfast City Council) and the sub-regional lead Councils that are part of the proposed delivery model (Causeway Coast and Glens Borough Council and Derry City and Strabane District Council). Key aspects of the SLA include, inter alia the following:

- Provisions to assist the lead delivery Council and cluster lead Councils to implement and administer the mandatory licensing scheme.
- Definition of the roles, responsibilities and obligations of those Councils included and bound by the SLA.
- Provision to jointly review performance under the SLA on a regular basis with the SLA partners ensuring that necessary action agreed is taken to maintain a high level of service delivery.
- Details relating to the funding, financial and other resource arrangements.

The purpose of this Agreement is to ensure that the proper elements and commitments are in place to provide a consistent HMO Licensing service, support and delivery between the signatories and the service providers and to promote positive working in partnership.

## **3.2 Legal Services**

3.2.1 Belfast City Council will provide legal services as outlined in the draft Service Level Agreement to assist in the effective delivery of the District Councils Houses in Multiple Occupation (HMO) Service and ensure that decisions are taken in lawful and proportionate manner.

## **3.3 ICT Support**

3.3.1 The draft Service Level Agreement clarifies the roles and responsibilities of all parties regarding ICT support required to administer the new licensing functions under the requirements of the HMO Act.

3.3.2 The SLA is an essential element between the agreed lead delivery council (Belfast City Council) and the sub-regional lead Councils that are part of the proposed delivery model (Causeway Coast and Glens Borough Council and Derry City and Strabane District Council). Key aspects of the SLA include the following:

- Provisions to assist the lead delivery Council and cluster lead Councils to implement and administer the mandatory licensing scheme.

- Definition of the roles, responsibilities and obligations of those Councils included and bound by the SLA.
- Provision to jointly review performance under the SLA on a regular basis with the SLA partners ensuring that necessary action agreed is taken to maintain a high level of ICT support.
- Details relating to the funding, financial and other resource arrangements.

## **4 Financial, Equality, Legal, HR, Improvement and other Implications**

### **4.1 Financial and Resource Implications**

4.1.1 It is anticipated that the new HMO licencing scheme transferring from NIHE will remain cost neutral to councils.

### **4.2 Equality or Good Relations Implications/Rural Needs Assessment**

4.2.1 There are no equality, good relations or rural needs implications associated with this report.

## **5 Recommendations**

5.1 It is recommended that committee approve the signing of the Service Level Agreements and that the Chief Executive sign on Councils behalf.

### **Background Papers**

Appendix 1: Service Level Agreement -Legal Services specifically for HMO Licensing matters and to include training of elected members and the provision of legal advice and attendance where necessary at committee meetings

Appendix 2: Service Level Agreement - The provision of ICT hardware, software and support to ensure the effective delivery of the HMO service

Appendix 3: Service Level Agreement - The Roles, Responsibilities and obligations of Regional Lead, Sub Regional Leads and cluster Councils in the delivery of the HMO Licensing scheme