



Subject:	Service Level Agreement between the Northern Ireland Housing Executive and Belfast City Council with regard to Housing Fitness Inspections
Date:	8 August 2017
Reporting Officer:	Nigel Grimshaw, Director City & Neighbourhood Services Department
Contact Officer:	Siobhan Toland, Assistant Director City & Neighbourhood Services Department Stephen Leonard, Environmental Health Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	Environmental Health Officers (EHOs) within local Councils may be requested by the Northern Ireland Housing Executive (NIHE) to undertake specific inspections to assist in the NIHE's response to their statutory housing functions.
1.2	Requests for service are initiated by NIHE subject to the demands of that authority. These requests are responded to by local Councils utilizing suitably trained and competent staff and a report provided to NIHE. A fee and travel expenses is charged by the local Council.

1.3	Previously inspection requests from the NIHE outside of Belfast were subject to a Service Level Agreement with the former Group Environmental Health structures on behalf of local Councils.								
1.4	Local Councils also have their own responsibility for certain provisions under the Private Tenancies (NI) Order 2006 as amended and subordinate legislation. These responsibilities are not subject to this agreement.								
2.0	Recommendations								
2.1	The Committee is asked to; <ul style="list-style-type: none"> consider and endorse the draft Service Level Agreement with the NIHE and Belfast City Council with regard to the provision of Housing Fitness Inspections and authorise the Director of City and Neighbourhood Services to sign the agreement on the Council's behalf. 								
3.0	Key Issues								
3.1	This agreement outlines the arrangement between the Northern Ireland Housing Executive and the City and Neighbourhood Services Department of Belfast City Council.								
3.2	The objectives of this agreement are: <ol style="list-style-type: none"> To establish the roles of both parties; To establish an agreed level of response and performance target; To set out the financial arrangements 								
3.3	Council shall provide suitably competent and trained staff to carry out the inspections required by the NIHE and shall respond to service requests within the agreed timeframe. The document has been reviewed by the Council's Legal Services Department.								
3.4	<u>Financial & Resource Implications</u> The NIHE have set the following fees for all District Councils: <table border="1" data-bbox="373 1711 1469 2016"> <thead> <tr> <th>Activity</th> <th>Unit Cost</th> </tr> </thead> <tbody> <tr> <td>Inspection report</td> <td>£150 per inspection and report plus mileage(£0.505p per mile)</td> </tr> <tr> <td>Detailed Works Costing report</td> <td>£100 per report</td> </tr> <tr> <td>No access to property</td> <td>£25 plus mileage (£0.505p per mile)</td> </tr> </tbody> </table>	Activity	Unit Cost	Inspection report	£150 per inspection and report plus mileage(£0.505p per mile)	Detailed Works Costing report	£100 per report	No access to property	£25 plus mileage (£0.505p per mile)
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3.5	<p><u>Equality or Good Relations Implications</u></p> <p>There are no relevant equality considerations associated with the delivery of the service level agreement.</p>
4.0	<p>Appendices – Documents Attached</p>
	<p>Appendix One - Draft Service level agreement between the Northern Ireland Housing Executive and Belfast City Council</p>