



Report To:	Overview and Scrutiny Committee
Date:	9 th December 2025
Subject:	Housing Standards Policies
Purpose:	To consider the review and update of Housing Standards Policies prior to alignment of respective Policies across the Partnership.
Key Decision:	No
Portfolio Holder:	Councillor John Baxter, Portfolio Holder for Housing
Report Of:	Emily Spicer, Assistant Director – Communities and Housing Services
Report Author:	Jon Challen, Group Manager – Safer Communities Luke Settle Housing Standards Team Leader
Ward(s) Affected:	All
Exempt Report:	No

Summary

There are three draft Housing Standards Policies that have been fully reviewed, updated and aligned across the Partnership. These are the Houses in Multiple Occupation (HMO), Empty Homes and Housing Standards Enforcement Policies. Reviewing these policies ensures any updates are captured within the new aligned Policies, as well as ensuring the policies are still fit for purpose and comply with all relevant statutory requirements and guidance.

Recommendations

That Overview and Scrutiny Committee considers the draft Empty Homes Policy at Appendix 1, the draft HMO Licensing Policy at Appendix 2, and the draft Housing Standards Enforcement Policy at Appendix 3, and recommends them all to Cabinet for approval.

Reasons for Recommendations

To ensure the Council has suitable policies and procedures in place for responding to and dealing with housing standards issues.

Other Options Considered

Keep current policies – not recommended.

1. Background

- 1.1 The Council is responsible for ensuring it has suitable policies in place for dealing with Houses of Multiple Occupation (HMOs), Empty Homes and Housing Enforcement matters.
- 1.2 The Council wants to deal with these matters in a way that is open, fair and compliant with legislation. A policy-led approach helps staff understand what is expected of them, what options for action are available and who can authorise these actions. Having a policy that can also be shared with homeowners, tenants, and landlords can help in managing their expectations.
- 1.3 By reviewing, updating, and aligning the Housing Standards Policies across the Partnership, the Council ensures that enforcement practices and legislative compliance are consistent with national standards, enabling all councils involved to operate under the same guidelines and statutory requirements for housing enforcement.

2. Report

Empty Homes Policy (Appendix 1)

- 2.1 The Policy sets out the options and powers available to the Council to enable and encourage home owners to bring homes back into use. A Policy on this matter is not required by law, but it is considered best practice. For information, a long-term empty home is a residential dwelling which has been unoccupied for 6 months. Councils have a limited number of tools to assist with returning empty homes back into use (page 8 of the policy)

Houses in Multiple Occupation Licensing Policy (Appendix 2)

- 2.2 A house in multiple occupation (HMO) is any house or flat which is occupied by more than one household who share (or lack) kitchen, bathroom or toilet facilities. From April 2006 the owners of certain types of HMOs must apply to the Council to have their property licensed. As of 2018 this requirement applies to dwellings of all storeys. The Council must maintain a register of licensed HMOs for the public to view. There are a range of different requirements, and we have fees and charges linked to this contained within the appendices to the policy. The fees associated with HMO licensing can be found within "Appendix 3A" as there is no "Appendix 2A" due all fees relevant to the Housing Standards department being grouped into one appendix.

2.3 Housing Standards Enforcement Policy (Appendix 3)

- 2.4 This policy details the way the Council will deliver private sector housing enforcement under respective legislation and what landlords and tenants can expect from the service. The alignment of fees across the Partnership enables a consistent approach to enforcement for the Council and its officers – specifically those who are authorised under section 113 arrangements.

3. Conclusion

- 3.1. These three Policies have been fully reviewed and updated to ensure the information is easily accessible and understood by officers and members of the public alike, clearly setting out the processes for different situations. They have also been fully reviewed against prevailing legislation, national and local guidance to ensure best practice is being followed. Adoption of these policies will ensure that the Council complies with all statutory requirements and guidance primarily from the Housing Act 2004 as well as the legislation outlined within each of the three policies.

Implications

South and East Lincolnshire Councils Partnership

This will be a set of aligned policies, so officers across the partnership are working to a single set of policies and procedures, ensuring consistency for officers and residents alike.

Corporate Priorities

Improve housing standards, deliver affordable housing based on housing needs now and in the future and bring empty properties back into use.

Staffing

None

Workforce Capacity Implications

None

Constitutional and Legal Implications

These policies allow the Council to discharge its statutory duties in relation to housing enforcement, licensing of HMOs and dealing with empty homes.

Data Protection

The provisions of the Data Protection Act 2018 (including UK GDPR) will be complied with at all times when dealing with people in matter relating to this Policy.

Financial

Section 249A of the Housing Act 2004 enables Councils to serve financial (civil) penalties as an alternative to prosecution, limited to £30,000 per offence. The alignment of these

penalty amounts will see an increase for the same offence across the three Councils. The fees and charges for the Housing Standards department will align across the Partnership as well as a revision to the way in which the HMO licensing fee is calculated to reflect proportionality and transparency equal to the size and layout of each dwelling.

Risk Management

The risk to the Councils lies in not taking action to return empty homes to use, not effectively managing HMOs and not having properly enforced housing standards. These matters could mean a lack of sufficient housing to meet local needs, loss of income to the Councils and a detrimental income to tenants and communities in terms of neglected or unmaintained properties.

Stakeholder / Consultation / Timescales

Housing officers across the partnership have been consulted throughout the updating and aligning of the 3 policies. Portfolio Holders have also had chance to see the draft Policies for input before coming to committee for consideration, along with relevant senior officers and departments. Finally, these policies will be considered by the relevant scrutiny committee before being considered by Cabinet for final approval.

Reputation

None

Contracts

None

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

The policies will support the Council's Safeguarding duties in protecting vulnerable residents.

Health and Wellbeing

The policies will support the Council's health and wellbeing responsibilities in protecting vulnerable residents.

Climate Change and Environmental Implications

Empty homes can be detrimental to neighbouring properties and the local built and natural environment. Reducing the number of empty properties can mitigate against this. Where these are modernised and/ or brought up to decent homes standards, they are likely to be better insulated and more energy efficient, reducing their impact on the environment, as well as reducing costs to their owners and/or residents.

Acronyms

HMO – Houses in Multiple Occupation

CPN – Civil Penalty Notice

Appendices

Please note that due to the size of the documents the following appendices are available on the Council's website:

<https://democracy.boston.gov.uk/ieListDocuments.aspx?CId=339&MId=2368&Ver=4>

Appendix 1	Draft Empty Homes Policy
Appendix 2	Draft HMO Licensing Policy
Appendix 3	Draft Housing Standards Enforcement Policy

Background Papers

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

Chronological History of this Report

Name of Report	Date
HMO Policy	6 November 2019
Empty Homes Policy	15 September & 27 October 2020
Housing Enforcement Policy	11 November 2021

Report Approval

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