

ACTION	LEAD OFFICER(S)	START DATE	END DATE
Data and Analysis			
Review existing data, and that received over the coming weeks, in relation to damp and mould issues affecting privately rented properties in the Charnwood area to inform service planning around damp and mould.	Private Sector Housing Manager / Housing Strategy and Support Manager	30/11/2022	Completed
Review Options for a private rented stock condition survey.	Private Sector Housing Manager	30/11/2022	Completed
Communication			
<p>Produce communications and marketing plan in relation to damp and mould issues, including how to access information / advice about:</p> <ul style="list-style-type: none"> • Prevention • Landlord responsibilities • Remedial action • Grant options <p>Other considerations to include:</p> <ul style="list-style-type: none"> • Information item issued to elected members. • Updating information and guidance on the council's website for private sector tenants and landlords in relation to damp and mould issues. 	Private Sector Housing Manager / Communications Team	30/11/2022	Completed

<ul style="list-style-type: none"> Produce events plan for private sector tenants and landlords in relation to damp and mould issues, and addition of damp and mould to the Landlord Forum agenda. 			
Policy, Procedure, and Referral Mechanisms			
Review existing Private Sector Enforcement policy, to confirm includes an appropriate focus on issues with damp and mould.	Private Sector Housing Manager	06/10/2023	
Review existing procedures relating to identification / enforcement of standards, to ensure an appropriate focus on issues with damp and mould.	Private Sector Housing Manager	30/11/2022	Completed
Review existing reporting and both internal and external referral routes for assistance with damp and mould issues in the private rented sector.	Private Sector Housing Manager / Housing Needs Manager	30/11/2022	Completed
Capacity and Training			
Review existing staffing resources and capacity, assess potential additional resource requirements to ensure adequate response to an anticipated increase in reports / referrals relating to damp and mould issues.	Private Sector Housing Manager	30/11/2022	Completed
Produce a training plan and timeline for production of associated guidance for Council officers, to support the identification of damp and mould issues in private sector properties.	Private Sector Housing Manager	30/11/2022	Completed
Training and Information for Partners			

Produce a training plan and timeline for production of associated guidance for external partners, to support the identification of damp and mould issues in private sector properties.	Private Sector Housing Manager	30/11/2022	Completed
Response to Government by 27th January 2022			
Produce a report that identifies the following: <ul style="list-style-type: none"> • How many reports / referrals in relation to damp and mould hazards have been received within the last 3 years • How many inspections / assessments in relation damp and mould hazards have been carried out within the last 3 years • How many damp and mould hazards have been identified within the last 3 years • How many damp and mould hazards have been remediated within the last 3 years • How many times enforcement action has been taken to remedy damp and mould hazards within the last 3 years • How many civil penalty notices have been issued in relation to non-compliance with enforcement action over damp and mould hazards within the last 3 years • How many prosecutions have been successfully pursued in relation to damp and mould hazards within the last 3 years 	Private Sector Housing Manager / Housing Strategy and Support Manager	30/11/2022	Completed
Produce a report that outlines the Council's assessment of damp and mould issues affecting privately rented properties in the Charnwood area, including the prevalence of category 1 and 2 damp and mould hazards.	Private Sector Housing Manager	01/01/2023	Completed
Produce a report that outlines how the council is prioritising enforcement of housing standards more generally in the Charnwood area, across all tenures, including plans to ensure	Private Sector Housing Manager	01/01/2023	Completed

adequate enforcement capacity to drive up standards in the private rented sector.			
Produce a detailed plan taking into account findings arising from the above actions.	Private Sector Housing Manager	01/01/2023	27/01/2023
Implementation and Maintenance of Existing Initiatives to Continue to Improve Standards in the PRS.			
Implement Selective and Additional Licensing schemes	Private sector Housing Manager	In progress	Implementation 02/02/2023 (due to end 2028)
Charnwood Borough Council continues to be part of the Leicestershire Green Living Partnership which delivers energy efficiency measures in the privately rented sector including HUG (Home Upgrade Grant) and LAD (Local Authority Delivery).	Private Sector Housing Manager	In progress	Ongoing
Continue Landlord Accreditation membership (currently members of DASH - a Landlord Accreditation Scheme requiring private Landlords to complete training and HHSRS inspections of their properties)	Private Sector Housing Manager	In progress	Ongoing
Monitoring			
This plan has been added to the workplan of the Council's internal Communities Board which is attended by the Council's Chief Executive and Directors.	Head of Strategic Housing / Communities Board	Ongoing	Ongoing