



South Cambridgeshire District Council

Electrical Management Policy (Housing)

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Ownership	Head of Housing
Approved by	Cabinet
Policy Contact	Service Manager - Housing Assets
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1. Introduction

1.1 South Cambridgeshire District Council (SCDC) is committed to ensuring that our tenant's homes and our communal areas are safe and secure places to live and work.

1.2 We will fulfil our responsibilities as the responsible person under all relevant legislation and statutory codes of practice and guidance. This includes, but is not limited to, the following:

- [The Building Regulations 2010](#)
- [Approved Document P - Electrical safety in dwellings](#)
- British Standard 7671:2018, as amended (IET Wiring Regulations)
- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment
- [The Electricity at Work Regulations 1989](#)
- [The Landlord and Tenant Act 1985](#)
- [Housing Act 2004](#)
- [The Electrical Equipment \(Safety\) Regulations 1994](#)
- [Management of Houses in Multiple Occupation \(England\) Regulations 2006](#)
- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Electrical Safety Standards in the Social Rented Sector \(England\) Regulations 2025](#)
- [The Hazards in Social Housing \(Prescribed Requirements\) \(England\) Regulations 2025 – Part 4 and Part 5](#)
- [Awaab's Law requirements for hazard response \(Guidance for social landlords\)](#)

1.3 We address these responsibilities through:

- The provision of suitable, sufficient and risk appropriate electrical precautions.
- Ongoing and continuous risk assessment.
- Delivering our individual and collective duties, as required by the regulations.



- Monitoring and challenging our own performance.

2. Scope and purpose

- 2.1 SCDC are required by law to ensure that electrical installations and wiring in our housing stock is safe when tenants move into our properties and that they are maintained in a safe condition throughout the duration of the tenancy. We will take all reasonable steps to prevent and control the risk from electricity in the properties that we own.
- 2.2 This policy sets out how we will comply with statutory electrical safety duties, including inspection, testing and communication requirements.
- 2.3 This policy applies to all residential and communal buildings owned and managed by SCDC. This does not include leasehold, equity share or shared ownership properties (unless stated within the lease agreement) or properties managed by Ermine Street Housing or Shire Homes Lettings, as they have their own policies.

3. Management of properties (electrical installations)

- 3.1 SCDC will inspect all electrical installations in both our residential properties, communal buildings and landlord supplies (portable appliances) to ensure that electrical safety standards are met. The standards that should be met are set out in British Standard 7671, also known as the 18th edition of the Wiring Regulations.
- 3.2 As from 1st November 2025 it is a regulatory requirement that Electrical Installation Condition Reports (EICR) are carried out at least every 5 years for all new tenancies, with a phased roll out for existing tenants of May 2026, with full compliance by November 2026.
- 3.3 Inspections will be carried out by a qualified engineer at least once every five years, or more frequently where risk assessments suggest that it is appropriate. EICRs will give the results of the test and set a date for the next inspection.



- 3.4 Copies of the report will be provided to the tenant within 28 days of the inspection. For new tenants, a copy of the report will be given prior to occupation of the property. From 1 May 2026, copies of EICRs will be provided to all existing tenants even if the EICR predates this.
- 3.5 A full electrical inspection and test will be carried out whenever we regain possession of a property, such as at the end of a tenancy. This includes when the property is vacant, when new tenants are to move in, or when a mutual exchange takes place. We may also carry out inspections in response to tenant's concerns, or if we are aware that a tenant has made unauthorised alterations to their home or where a risk assessment (HHSRS) identifies a need.
- 3.6 The inspection process includes the completion of an EICR to confirm the electrical installation is safe for continued use. Any remedial work which is required to make the electrical installations safe will be undertaken immediately.
- 3.7 If a property is newly constructed or has undergone a complete rewire, an Electrical Installation Certificate (EIC) will be issued. In these cases, a copy of the EIC will be provided to the tenant when the tenancy starts, and no further inspection will be required for a period of five years from the date of issue of the certificate.
- 3.8 **Portable Appliance Testing (PAT):** Landlord-supplied appliances provided as part of the tenancy and subject to a White Goods Charge, such as cookers, fridges or microwaves, will be tested at least every 5 years or more frequently based on risk in accordance with regulatory requirements. Checks will be carried out regardless of the age of the equipment. Where the equipment is identified as unsafe, it will be taken out of use immediately and a repair or replacement will be arranged within 28 days. If the premises are not occupied under a tenancy, the equipment will be replaced or made safe before the tenancy commences.
- 3.9 In some circumstances, the Council may gift White Goods to tenants. In these cases, the responsibility for ensuring the ongoing safe use and maintenance of the appliance rests with the tenant.



- 3.10 Tenants are responsible for ensuring that any electrical equipment they personally own or bring into the property are safe to use. Such tenant owned equipment falls outside the scope of this policy, and the Council does not hold responsibility for their condition or safety.
- 3.11 Testing of portable and fixed appliances within communal areas, including sheltered housing communal rooms, will be tested annually, reflecting a risk-based assessment and the heightened use of these shared spaces.

4. Responsibilities

4.1 SCDC's responsibilities include:

- Compliance with all relevant legislation.
- Complete 5-year periodic electrical test for all residential properties, blocks and communal areas (or more frequently if recommended).
 - Use all recognised routes including, where necessary, taking legal action to gain access to obtain a compliant report.
 - Undertake electrical testing at change of tenancy.
 - Test portable and fixed appliances within communal areas annually.
 - Maintain accurate asset information.
 - Have competent, skilled, and well-trained staff internally at SCDC.
 - Ensure all operatives used by our main contractors completing the electrical works have all necessary and relevant qualifications.
 - Seek independent assurance and challenge on our performance (third party inspection on 10% of all electrical work, on a quarterly basis).
 - Report on our performance about electrical safety to Managers and Members as part of our compliance monitoring.



- 4.2 SCDC will appoint a responsible person to ensure that the commitments in this policy are carried out as well as the actions identified in the risk assessments - see management structure below:

Duty Holder: Head of Housing

Has ultimate accountability for electrical management.

Responsible Person: Service Manager - Housing Assets

Oversees the overall implementation of this policy.

Deputy Responsible Person: Asset & Compliance Manager

Supports the responsible person in the day-to-day management of this policy.

- 4.3 Where contractors carry out risk assessments, works or checks on our behalf, they will be required to meet our health and safety standards and be appropriately qualified and accredited.

5. Accessibility and inclusion

- 5.1 SCDC is committed to engaging with tenants and residents in line with the [Equality Act 2010](#). Reasonable adjustments will be made to ensure services are accessible to all. This may include:

- Contact preferences
- Offering home visits
- Use of advocates or interpreters
- Alternative communication formats, such as large print or translated materials
- Adjusting appointment times
- Adjusting locations to accommodate mobility or health needs



6. About this policy

- 6.1 This policy will be reviewed every 5 years. However, earlier reassessment may be required following tenant feedback, further guidance or where there are changes in operations and/or legislation.
- 6.2 This policy has been produced in consultation with tenant representatives. If a tenant is interested in getting involved in shaping the housing service, further information is available on the [website](#), or contact resident.involvement@scambs.gov.uk.



7. Service Requests and Complaints Process

- 7.1 A tenant should report initial service requests, such as repairs or safety concerns, through the designated channels:

Repairs: [Online](#) via the Council's [website](#).
By phone via the Repairs Hotline: 0800 085 1313.
Through the **M&Me** Mobile App

General Queries: Tel: 01954 713 000 or
Email: duty.housing@scambs.gov.uk.

The [Communications Charter for tenants and leaseholders](#) sets out detailed guidance on how to contact the Council and the service standards that can be expected in relation to communication and responsiveness.

- 7.2 SCDC aims to provide excellent customer service but recognise that mistakes can happen. If a tenant is dissatisfied with the service received following a service request, they can make a complaint in accordance with the Council's Complaints Policy. To make a complaint, visit our [website](#) or telephone 01954 713000 or email housing.complaints@scambs.gov.uk.



8. Our values

Ambitious

- We are proactive and take a forward-thinking approach to addressing challenges.
- We create smart solutions and reach our goals with determination and a clear vision.

Collaborative

- We foster a culture of teamwork and open communication.
- We work with and involve stakeholders, to improve how the organisation works and serves the public.

Compassionate

- We prioritise empathy and understanding in decision-making and service delivery.
- We consider the wellbeing of people and communities in everything we do and we replicate this when we talk to our colleagues because we know that when we support each other, we all do better.

Accountable

- We take responsibility for our actions and decisions.
- We own up to mistakes and make sure we fulfil our commitments.