

Annex A.

October 2025



Renters Rights Bill – Implementation Project Plan 2025

NB all dates are subject to change as and when timetable for implementation is published

1. Organisational Awareness and Resource Planning					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
1a) Working group to lead on implementation	<ul style="list-style-type: none">Group of key officers identified who are responsible for the delivery of the activities in this plan.	By 10 th October 2025	Tanya Wenham	N/A	Key officers identified as: Sarah Thomas Jo Pope Sam Barnett Christine Freeman Tanya Wenham
1b) Raise awareness of the bill with senior management and elected members	<p>Briefing to Homes PDG to include:</p> <ul style="list-style-type: none">the changes being introduced by the Bill,expected impact on current service deliveryexpected impact on resourcingexpected impact on budget	<p>Meeting 18th November 2025</p> <p>Paper to be ready by 28th October 2025</p>	Tanya Wenham	N/A	

1. Organisational Awareness and Resource Planning					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
	<ul style="list-style-type: none"> expected impact on different areas of the council 				
1c) Identify impact on resources	<ul style="list-style-type: none"> Identify main changes and where responsibility is due to sit within the teams Undertake impact assessment to predict demand on service and resourcing requirements Submit Change Management Request for additional staff if necessary 	<p>January 2026 for resourcing requirements</p> <p>Resources in place by April 2026 when Act is expected to be fully implemented</p>	<p>Tanya Wenham</p> <p>Working group</p>	TBC – potential for new burdens funding	
1d) Identify impact on budget	<ul style="list-style-type: none"> Identify any additional spend required such as training, PPE, equipment, ICT, legal 	Feb 2026	<p>Tanya Wenham</p> <p>Working group</p>	TBC	
1e) Identify impact on support services	<ul style="list-style-type: none"> Services likely to be impacted are legal, finance and ICT. Determine their role and ensure they are given sufficient notice of their involvement. 	Jan 2026	<p>Working group</p> <p>Tanya Wenham</p>	N/A	
1f) Identify training needs for staff	<ul style="list-style-type: none"> Utilise free webinars provided by Op Jigsaw Ensure enforcement staff have specific training on powers 	Oct 25-Jan 26	Team Leaders	Existing CPD budget	
1g) Delegation of powers to PH&HO	<ul style="list-style-type: none"> Cabinet paper to ensure the Act is enacted by MDDC and powers are 	April 26	Tanya Wenham	N/A	

1. Organisational Awareness and Resource Planning					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
	delegated to Head of Housing and PH&HO Service officers <ul style="list-style-type: none"> Update authorisations for relevant officers 				
1h) Access to landlord database	<ul style="list-style-type: none"> Identify main administrator Add staff that need to have access Ensure there is guidance on the use and updating of the system 	April 26	Working group	N/A	

2. Policy Updates					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
2a) Ensure Enforcement Policy is fit for purpose	<ul style="list-style-type: none"> Review enforcement policy to cover the renters' rights obligations and any other pieces of legislation introduced since last adopted, include decision to prosecute. 	Before implementation of the Act	Tanya Wenham	N/A	
2b) Ensure Financial Penalties Policy is up to date	<ul style="list-style-type: none"> Review Financial Penalties policy to cover new aspects of bill, including all new penalties, and rent re-payment orders 	Before implementation of the Act	Tanya Wenham Working group	N/A	
2c) Ensure Debts are recovered	<ul style="list-style-type: none"> Consider whether a policy is required to deal with failing to pay a penalty or whether this should be included in the penalties policy. 	Before implementation of the Act	Tanya Wenham Debt recovery, legal	N/A	
2d) Ensure all officers can access clear processes and procedures	<ul style="list-style-type: none"> Review existing procedures, templates and decision documents to ensure robust enforcement processes 	Before implementation of the Act	Working group	N/A	
2e) Authorisations for staff	<ul style="list-style-type: none"> As detailed in (1g) above. Provision of individual authorisations for all staff. 	As part of the enforcement policy update	Tanya Wenham	N/A	
2f) Working with Trading standards and ensuring there is an agreement in place to confirm responsibilities	<ul style="list-style-type: none"> Heart of South West MOU on Trading Standards responsibilities and working together EH Managers and DPSHG forum to agree an MOU DPA in place to share info between TS and MDDC. 	April 2026	Tanya Wenham	N/A	

3. Data and Reporting					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
3a) Ensure compliance with data returns	<ul style="list-style-type: none"> Review guidance and ensure that data is being collected or is capable of being collected using the uniform system and jigsaw system 	Jan 2026	Working group	N/A	
3b) Housekeep existing data to ensure accurate reporting (uniform)	<ul style="list-style-type: none"> Identify uniform reports that will be required and undertake a housekeeping exercise. Any areas of missing data to be completed and new procedures introduced to ensure all fields that are needed are completed correctly 	Jan 2026	Working group	N/A	
3c) Ensure systems can provide the data and make changes/upgrade as necessary	<ul style="list-style-type: none"> Request amendments to modules and systems where needed to ensure data can be collected Identify if formal upgrades are being provided by uniform and/or jigsaw Provide details of costs associated with any upgrades 	April 2026	Working group	TBC	
3d) Implement the Landlord database	<ul style="list-style-type: none"> As 1h above Identify any reporting requirement in relation to the database 	April 2026	Working group	N/A	

4. External Communication					
Objective	Activity	Time frame	Responsible Officer	Budget	Progress
4a) To communicate roles and responsibilities to Landlords	<ul style="list-style-type: none"> Develop communications plan, to include the event, workshops, specific social media posts To cover the response to the Act by MDDC, preparation, regulation, assistance, advice, roles and responsibilities 	Ongoing	Working group	TBC	
4b) To communicate roles and responsibilities to Tenants	<ul style="list-style-type: none"> Develop a communications plan suitable to reach private tenants To cover changes that tenants need to be aware of, where to access advice and support 	Before implementation of the Act	Working group	TBC	
4c) Communicate MDDC position to Partner Organisations	<ul style="list-style-type: none"> Develop approach to sharing MDDC position with partners such as CHAT, YMCA, CAB, Police, Fire, Internal communications with other departments 	Before implementation of the Act	Working group	N/A	
4d) Website updates	<ul style="list-style-type: none"> Review website pages Update with relevant information and sign post to useful sites 	Before implementation of the Act	Working group	N/A	