

FAREHAM

BOROUGH COUNCIL

AGENDA

HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 13 March 2014

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs M E Ellerton (Chairman)

Councillor T G Knight (Vice-Chairman)

Councillors Miss S M Bell
N R Gregory
D L Steadman
Mrs K K Trott
D M Whittingham

Deputies: P J Davies
G Fazackarley



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the Health and Housing Policy Development and Review Panel meeting held on 16 January 2014.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Health Update

To receive a verbal report by the Executive Member for Health and Housing on Local Strategic Health Issues.

7. Fareham Passive House Scheme Update

To receive a presentation by the Director of Community on the Fareham Passive House Scheme.

8. Collingwood Court Update

To consider a verbal report by the Director of Community on an update on Collingwood Court.

9. Homelessness Strategy 2014-17 (Pages 5 - 36)

To consider a report by the Director of Community on the Homelessness Strategy 2014-17.

10. Final Review of Work Programme for 2013/14 and Draft for 2014/15 (Pages 37 - 58)

To consider a report by the Director of Community, which invites the Panel to review the work programme for 2013/14 and the draft work programme for 2014/15.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
5 March 2014

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democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 16 January 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Mrs M E Ellerton (Chairman)

T G Knight (Vice-Chairman)

Councillors: Miss S M Bell, Mrs K K Trott and D M Whittingham

Also Present: Councillor B Bayford, Executive Member for Health and Housing (item 3)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D L Steadman and N R Gregory.

2. MINUTES

It was AGREED that the minutes of the Health and Housing Policy Development and Review Panel held on 14 November 2013, be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

At the invitation of the Chairman, Councillor B Bayford, Executive Member for Health and Housing addressed the Panel to give an update on the Fareham and Gosport Clinical Commissioning Group (CCG) meeting that he had recently attended.

Councillor Bayford referred to item 1 of the previous minutes which reported on a proposed change to cardiovascular services which would result in the majority of cardiovascular services being provided by Southampton University Hospital Trust. A letter of objection to this proposal was likely to be submitted by Gosport Borough Council. The likely outcome will now be that all critical patients will be seen at Southampton General Hospital whilst minor cases will still be seen at Queen Alexandra Hospital.

Council Bayford also gave a brief overview of a Better Care Fund which will be used to fund Care in the Community service to provide support for those who come out of hospital and still require assistance.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or direction made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. WELFARE REFORM UPDATE

The Panel considered a report by the Director of Finance and Resources which gave an update on the Welfare Reform.

The report gave an overview of the changes to the Welfare system and the impact that this has had on the Council and the residents who are in receipt of benefits.

It was reported to Members that the revenue and benefits team has been working closely with the housing department and housing associations to

ensure that all residents affected by the reduction in spare room subsidy have been given support and advice on what their options are.

Members were also provided with information regarding the changes to the Council Tax support scheme which is now being administered by the Council. It was reported that there are currently 1800 residents affected by the changes to this scheme. Members noted the proposed further reduction in support for year two of the scheme and possible impact this could have on residents.

It was AGREED that the content of the report be noted.

7. REVIEW OF IMPACT OF REMOVAL OF SPARE ROOM SUBSIDY

The Panel considered a report by the Director of Community which reviewed the Impact of the removal of the spare room subsidy on Council tenants.

Members attention was drawn to the proposed Event outlined in section 20 of the report, which will be open to all tenants that are affected by the reduction in the spare room subsidy, tenants registered on the Council's Waiting List looking to move to smaller accommodation, tenants registered on Homeswapper who are currently overcrowded and are looking for larger accommodation with the intention that some tenants will be able to find others to exchange properties with. Tenants will also be given advice on the housing waiting list, Homeswapper, housing options and discretionary housing payments. Members were advised that the event has now been arranged for 4 February 2014, at Ferneham Hall.

The option of lodgers was discussed by members and concern was expressed over the safety of tenants who were to do this. The Director of Community informed the Panel that advice would be given at the event on lodgers, highlighting the potential benefits and advice on staying safe.

It was AGREED that the Panel:-

- (a) endorses the proposal to organise an event for those tenants effected by the RSRS;
- (b) requests a verbal update on the outcome of the Event at the meeting on 13 March 2014; and
- (c) notes the content of the report.

8. HOUSING INITIATIVES (ACCESSING THE PRIVATE RENTED SECTOR)

The Panel considered a report by the Director of Community on Housing Initiatives, accessing the private rented sector.

The report outlined the 3 new proposed schemes, The Tenant Finding Scheme, The Private Sector Lease Plus Scheme and The Full Management Scheme.

Questions were asked regarding the viability of the full management scheme as many landlords have already withdrawn from similar schemes with high street letting agents. The Panel were informed that it was felt that the scheme will be successful as unlike high street letting agents, the Council will be responsible for the full management of the tenancy and will guarantee the rent for 12 months.

It was AGREED that the Panel supports the development and publication of the private rented sector schemes as described in the report.

9. PRELIMINARY OVERALL REVIEW OF WORK PROGRAMME 2013/14 AND DRAFT WORK PROGRAMME 2014/15

The Panel considered a report by the Director of Community which invited members to review the outcome of the work programme for 2013/14 and draft the work programme for 2014/15.

Member's attention was drawn to section 2 of the report which highlighted the changes to the 2013/14 work programme.

It was AGREED that the Panel note the content of the report.

(The meeting started at 6.00 pm
and ended at 6.56 pm).

FAREHAM

BOROUGH COUNCIL

Report to Health and Housing Policy Development Review Panel

Date **13 March 2014**

Report of: **Director of Community**

Subject: **HOMELESSNESS STRATEGY 2014-17**

SUMMARY

This report summarises the draft Homelessness and Housing Options Strategy for Fareham, for the period 2014 – 2017. A full draft strategy, together with the Action Plan is attached as an appendix to this report.

RECOMMENDATION

That the Executive be advised that in the Panel's view the draft Homelessness and Housing Options Strategy for 2014 – 2017 and Action Plan, attached as Appendix A to the report be approved.

INTRODUCTION

1. All local housing authorities are required to have a Homelessness Strategy in place which sets out how the authority intends to prevent and deal with homelessness within its district. The strategy should be produced following a review of homelessness which establishes the extent, causes and effects along with the views of stakeholders, partners and service users.
2. The 2014 – 2017 Strategy will be the fourth produced by Fareham since it became a statutory requirement under the Homelessness Act 2002. Annual reviews of the Action Plans produced against each strategy are carried out and the actions updated accordingly.

CHANGES SINCE 2010

3. The main changes which the new strategy needs to take into account can be summarised as follows:
 - The Welfare Reform Act 2012 has introduced some major changes to the welfare benefits systems, some of which have already impacted upon the ability of the authority to secure accommodation in the private rented sector for homeless households. Future reforms such as the introduction of Universal Credit will impact further on the Council's relationship with landlords.
 - The reform of homelessness and allocations legislation through the Localism Act 2011
 - Comprehensive Spending Review, funding received by local authorities has been cut dramatically over the last 3 years and further public sector cuts can be expected.
 - The ending of the Supporting People Programme and the impact this will have on homelessness services.
 - Reductions in the number of new homes being built by developers and Housing Associations
 - The ending of the Mortgage Rescue Scheme in Spring 2014
 - The national launch of No Second Night Out – reducing Rough Sleeping

ACHIEVEMENTS SINCE 2010

4. Officers have prepared annual reports for members on the progress in achieving tasks as set out in the Action Plan. Where tasks could not be achieved, the reasons why and the subsequent actions which were being proposed were reported to members and the Action Plan amended.
5. The main achievements since 2010 can be summarised as follows:
 - Successful bid to HCA Hostel Programme resulted in 2 additional rooms at 101 Gosport Road
 - Conducted a Rough Sleeper Count and agreed Severe Weather Protocol with

Two Saints and Gosport BC

- Review of temporary accommodation undertaken resulting in new initiatives to access the private rented sector being launched in 2014.
 - Money Adviser post extended to April 2015
 - Rough Sleepers Outreach Worker recruited Dec 2013.
 - Selling five mobile home units at Dibles Park used as temporary accommodation
 - Introduced a new database for Supported Housing Panel
6. One of the key actions not achieved was to increase the number of prevention of homeless cases by 10% by 2013. This is due in part to the increasing challenges to access options to prevent homelessness and the way in which the team now deal with approaches for housing assistance.

PRIORITIES FOR 2014 - 2017

7. The main priority will be to launch the new initiatives aimed at increasing our access to accommodation in the private rented sector. Combined with active management of all households in temporary accommodation it is hoped that placements in Bed and Breakfast accommodation can be contained to emergencies only and for limited periods of time.
8. Other priorities can be summarised as follows:-
- Prepare for the withdrawal/ reduction of Supporting People Funding
 - Following the creation of the Initiatives team, establish consistent and effective management of all units of temporary accommodation to achieve move on within agreed timescales.
 - Explore opportunities to continue funding the Rough Sleepers Outreach Worker
 - Aim to achieve the Gold Standard 10 Local Challenges

CONSULTATION

9. The draft strategy has been prepared in consultation with a wide range of statutory and independent agencies, through a Homelessness Event held in December 2013, and will be circulated for further comment before being reported to the Executive.

RISK ASSESSMENT

10. The impact of Welfare Reform and the continuing economic climate has impacted upon the Council's ability to meet housing need through reducing access to accommodation in the private rented sector. As a result there is a risk there could be increased revenue expenditure and legal challenges if the Council fails to meet its statutory obligations to homeless households.

CONCLUSION

11. Since the production of the previous Strategy, there have been significant changes in the local housing environment. The economic climate continues to have an impact upon the financial situation of many households and the Council's budgets. Measures introduced through the Welfare Reform Act 2012 have affected the Council's ability to access accommodation in the private rented sector and with further changes planned with the introduction of Universal Credit it is likely the Council will continue to face challenges. This report highlights the current homelessness situation and the priorities the Council intends to adopt in order to address these. The Panel's comments are invited prior to consideration of the Strategy by the Executive.

Appendix A: [Homelessness and Housing Options Strategy 2014 -2017](#)

Background Papers:

Reference Papers:

FBC Housing Strategy 2010- 2015

FBC Homelessness and Housing Options Strategy 2010 -2013

Enquiries:

For further information on this report please contact Sara Head. (Ext 4369)

**HOMELESSNESS AND HOUSING
OPTIONS STRATEGY**

2014 – 2017

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INTRODUCTION

Fareham's Homelessness and Housing Options Strategy sits below the overarching Housing Strategy.

The Housing Strategy describes the local housing needs within Fareham and sets out a series of priorities for meeting these needs. The priorities are based on an overall aim from which stem a set of 8 objectives. The principal aim being:

- **To work in partnership with a range of agencies to give all of the residents of Fareham the opportunity of a decent home that they can afford.**

Within the context of this aim, the objective relevant to the Homelessness and Housing Options Service is:

- **Provide a sensitive and responsive prevention based service which gives good quality advice, assistance and support to people who are homeless or threatened with homelessness and, where appropriate, to secure good quality accommodation;**

To achieve this objective, the Homelessness and Housing Options Strategy has been informed by a review of homelessness in the Borough. Consultation has taken place with officers, local stakeholders, service users and partner organisations. The Strategy takes into account key local, regional and national issues and priorities.

The new Strategy aims to consolidate the successes and measures of the 2010 Strategy and set out not only what is required to maintain the service, but further develop it.

In order to do this, 4 key areas have been identified:

- To provide advice, assistance and support to enable homeless and vulnerable households to address their housing needs and to lead independent lives;
- Adopt sustainable initiatives that deliver housing solutions accessible to those in housing need and that minimise reliance on the use of temporary accommodation;
- Wherever possible to prevent homelessness from occurring in Fareham by working in partnership with other statutory and independent sector agencies;
- Monitor the demand on the service and outcomes, to inform future provision and direction.

Fareham Borough Council recognises that homelessness is a complex issue that encompasses and impacts upon health, employment, education, offending, finance, relationships and families and therefore in delivering this Strategy, the Council will work in partnership with a number of external agencies.

The Strategic Context

The main policies and themes that have emerged since the last Strategy that impact upon homelessness and the work to prevent it are:

- **Reform of the Housing Revenue Account**
 - *in April 2012 the Housing Revenue Account subsidy system was ended, enabling Councils to keep their rental income and use it to fund their housing stock*
- **Localism Act 2011 – Reform of homelessness and allocations legislation**
 - *introduced powers to set qualification criteria for the Housing Waiting List and enables Councils to discharge accepted homelessness duties through an offer of accommodation in the private rented sector*
- **Welfare Reform Act 2012 – Reform of welfare benefits**
 - *introduced a number of changes to the welfare benefits system*
- **Increase in Discretionary Housing Payment Budgets**
 - *to help with reductions in Housing Benefit following the removal of the spare room subsidy, provide rent deposits or rent in advance to enable households to move to smaller homes*
- **Vision to end rough sleeping: No Second Night Out launched nationwide**
 - *the No Second Night Out campaign is intended to prevent someone having to sleep rough for more than one night and thereby reduce the risk of rough sleeping becoming an entrenched behaviour*
- **Launch of Help to Buy Scheme 2013**
 - *created by the Government to help working people own their own home, by offering 5% deposits*
- **Mortgage Rescue Scheme**
 - *launched in 2008, to help home owners at risk of losing their home to remain in occupation as tenants of a housing association*

- **Extension of the Support for Mortgage Interest Scheme**
 - *available to homeowners receiving certain income related benefits, help is given towards the interest payments on mortgages and loans for certain repairs and home improvements*
- **Comprehensive Spending Review**
 - *each year the Government announces how it will spend tax payers money and continue its drive to reduce the gap on the national debt, the last few years have seen significant reductions in public sector funding, impacting upon the Council's ability to deliver services*
- **National Practitioner Support Service – Gold Standard**
 - *launched in April 2013, to deliver and administer a framework for providing continuous improvement in front line housing services through the development and delivery of the Gold Standard Challenge*
- **Ending of the Supporting People Programme**
 - *a Government funded programme aimed at making sure people receive the housing related support they need to live more independently, reducing the need for people to move into residential settings*
- **Introduction of Affordable Rent and Flexible Tenancies**
 - *Affordable Rent is a model for setting social housing rents introduced in 2011, it requires rents to be set at up to a maximum of 80% of market rent. Landlords are also able to offer flexible tenancies tailored to the housing needs of individual households*
- **The Affordable Homes Programme**
 - *the 2011 – 2015 programme introduced major changes, intended to try and increase housing supply. It invited local authorities to bid for funding to enable them to build housing again.*
- **Use of Right to Buy (RTB) Receipts**
 - *In 2012 the Government introduced changes which allowed the Council to enter into an agreement to retain a proportion of the capital receipt from RTB sales to build new affordable homes or purchase existing homes. A condition of the agreement requires the Council to make use of the capital receipt within two years of its collection.*

KEY FEATURES OF THE BOROUGH

Population Age Profile

Age Group	1991 Census	2001 Census	2011 Census
All Ages	99,262	107,977	111,581
0-4	6,354	5,871	5,578
5-9	5,921	6,568	5,798
10 -14	5,813	7,340	6,696
15-19	6,404	6,428	6,683
20-24	6,316	4,650	5,761
25-29	6,976	5,461	5,406
30-34	7,429	7,592	5,474
35-39	6,909	8,735	6,985
40-44	8,157	8,420	8,584
45-49	7,131	7,188	8,990
50-54	5,807	8,153	8,053
55-59	5,617	7,008	6,961
60-64	5,217	5,764	7,836
65-69	4,920	5,449	6,577
70-74	3,795	4,731	5,244
75-79	3,098	3,848	4,491
80-84	2,061	2,523	3,387
85-89	936	1,466	2,024
90+	401	782	1,053

Average House Prices: April - June 2013

AREA	AV PRICE
Winchester	£388,295
Hart	£332,846
East Hampshire	£324,324
New Forest	£289,417
Test Valley	£281,243
Basingstoke and Deane	£258,528
Eastleigh	£232,214
Fareham	£231,292
Havant	£219,428
Rushmoor	£211,406
Gosport	£176,422

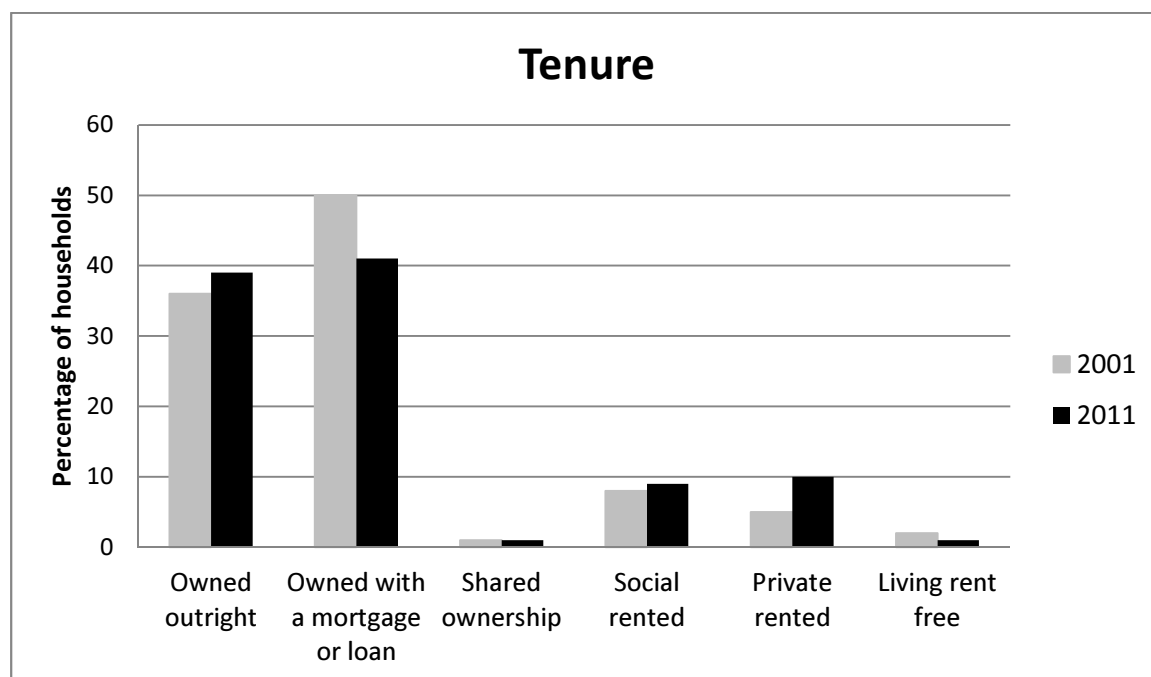
Fareham

**Average house price
£231,292**

Detached	£313,602
Semi-detached	£209,192
Terrace	£196,351
Flat	£129,462

Source: Land Registry

Tenure Breakdown



Source: 2011 Census

Ethnic Profile

Place	% White British	% Mixed	% Asian or Asian British	% Black or Black British	% Chinese
Hampshire	91.07	1.26	2.09	0.97	0.62
Basingstoke & Deane	88.36	1.59	2.57	1.41	0.98
East Hampshire	92.05	1.16	1.70	0.89	0.36
Eastleigh	90.81	1.32	2.81	0.75	0.50
FAREHAM	92.56	0.99	2.06	0.72	0.45
Gosport	93.25	1.12	1.50	0.62	0.62
Hart	89.36	1.43	2.52	1.21	0.55
Havant	93.13	1.12	1.63	0.60	0.43
New Forest	92.80	1.19	1.36	0.74	0.34
Rushmoor	86.72	1.54	3.29	1.76	1.43
Test Valley	91.71	1.23	1.76	0.88	0.88
Winchester	90.64	1.32	2.12	1.24	0.44
Isle of Wight UA	91.73	1.07	1.85	1.14	0.29
Portsmouth UA	84.47	1.47	4.86	2.21	1.18
Southampton UA	81.75	2.24	6.38	2.15	0.59

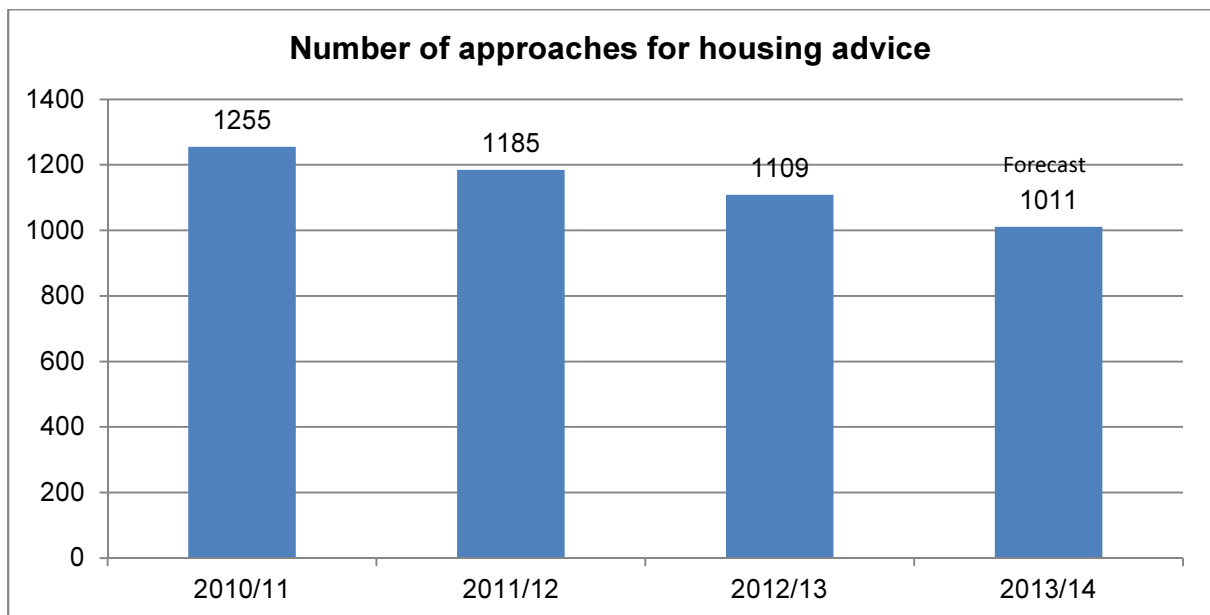
Source: 2011 Census

DEMAND, ISSUES AND OUTCOMES

A review of homelessness, the causes and outcomes has been carried out to determine the Borough's priorities for addressing homelessness and providing a responsive and effective prevention service. The key findings are shown below.

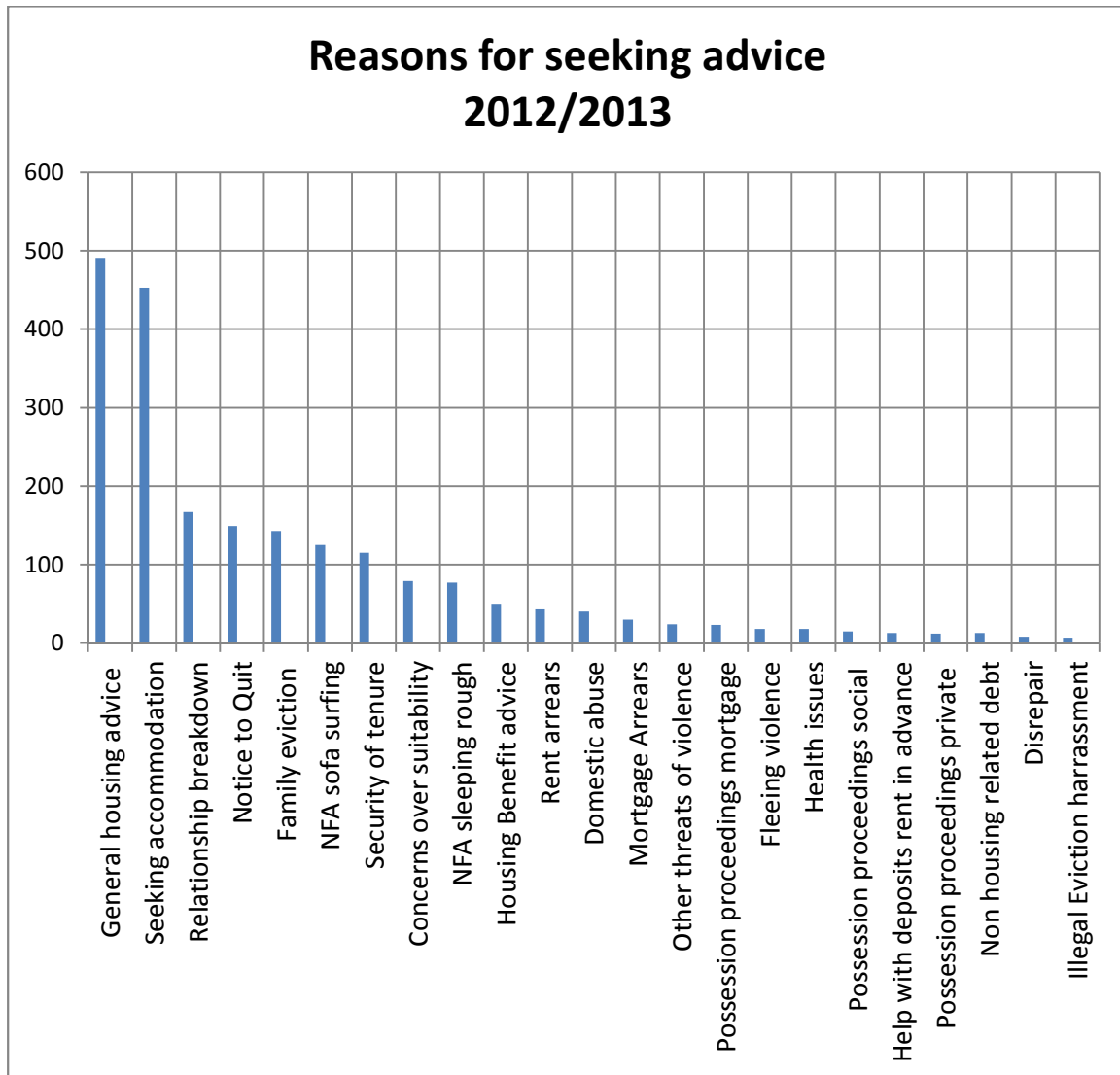
Households accessing Fareham Borough Council's Housing Options drop in service.

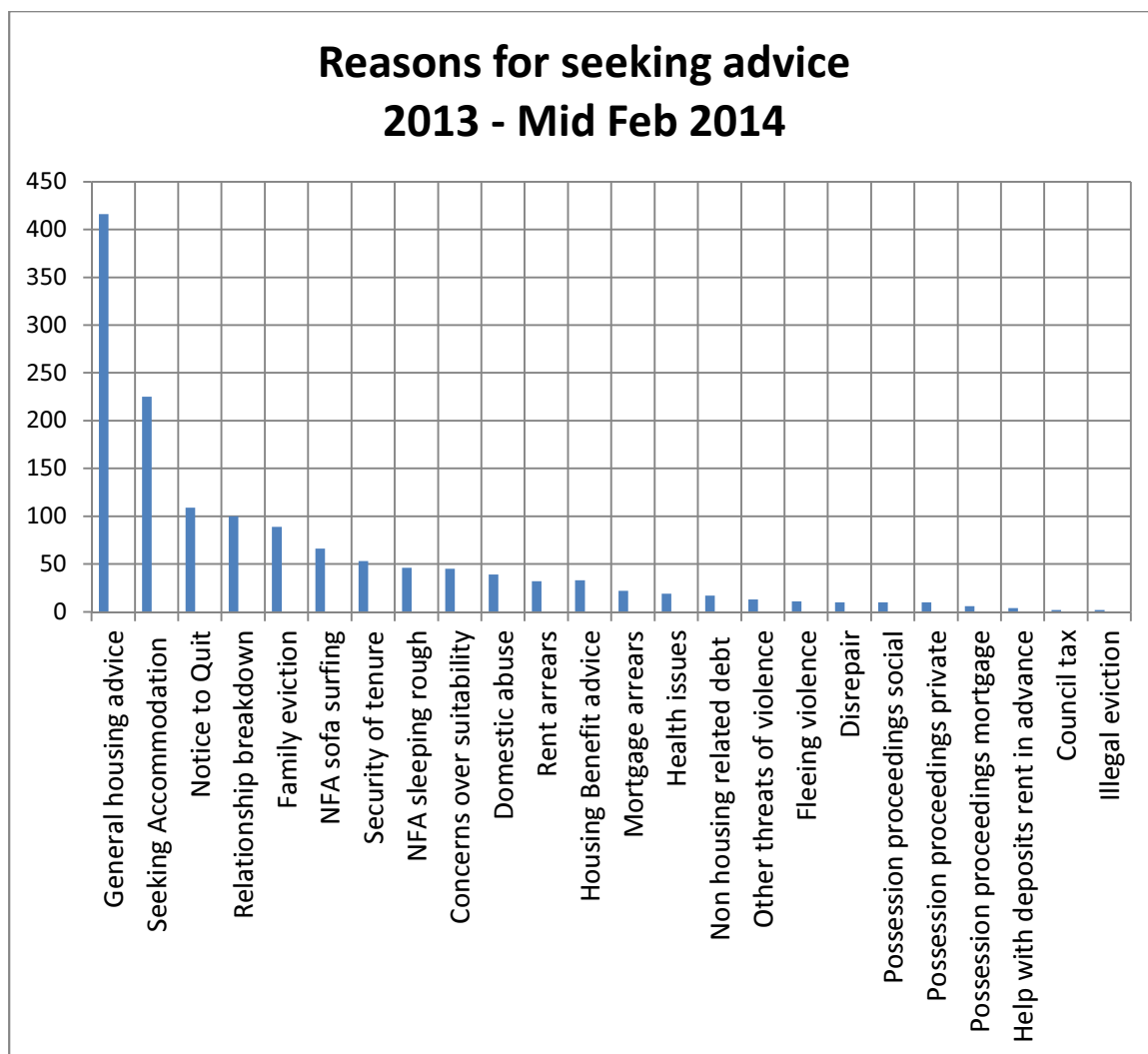
The Housing Options Team operates a daily drop in service for anyone with a housing enquiry. Customers are able to see a Housing Options Officer between 9.30am and 4.00pm to discuss their housing situation. An assessment of their circumstances is undertaken to determine the level of advice and assistance required. This may be assessing an application to join the Housing Waiting List, signposting or referring to other organisations, contacting the client's current housing provider to establish the position and determine the level and nature of assistance required to prevent a homeless situation from arising and / or taking a homelessness application.



The graph shows a decline in the number of households approaching the Council for assistance over the last 3 years. However, the complexity of cases has increased and the economic situation continues to impact upon the housing market and the ability of many households to secure and retain accommodation on their own behalf and therefore relying more on the Council's assistance.

Reasons for Approaching for Housing Assistance





Whilst the above chart does not depict a full 12 months, the forecasted number of approaches for 2013/14 is set to be in the region of 1011, approximately 100 less enquires than 2012/13.

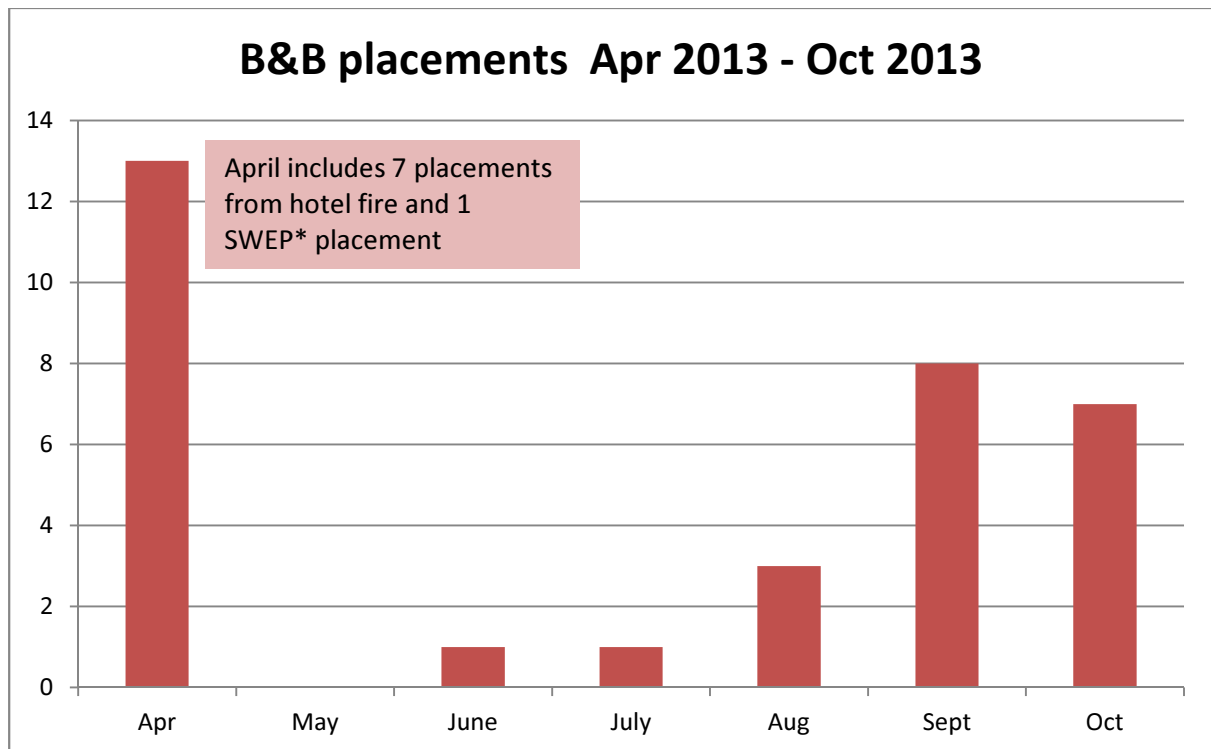
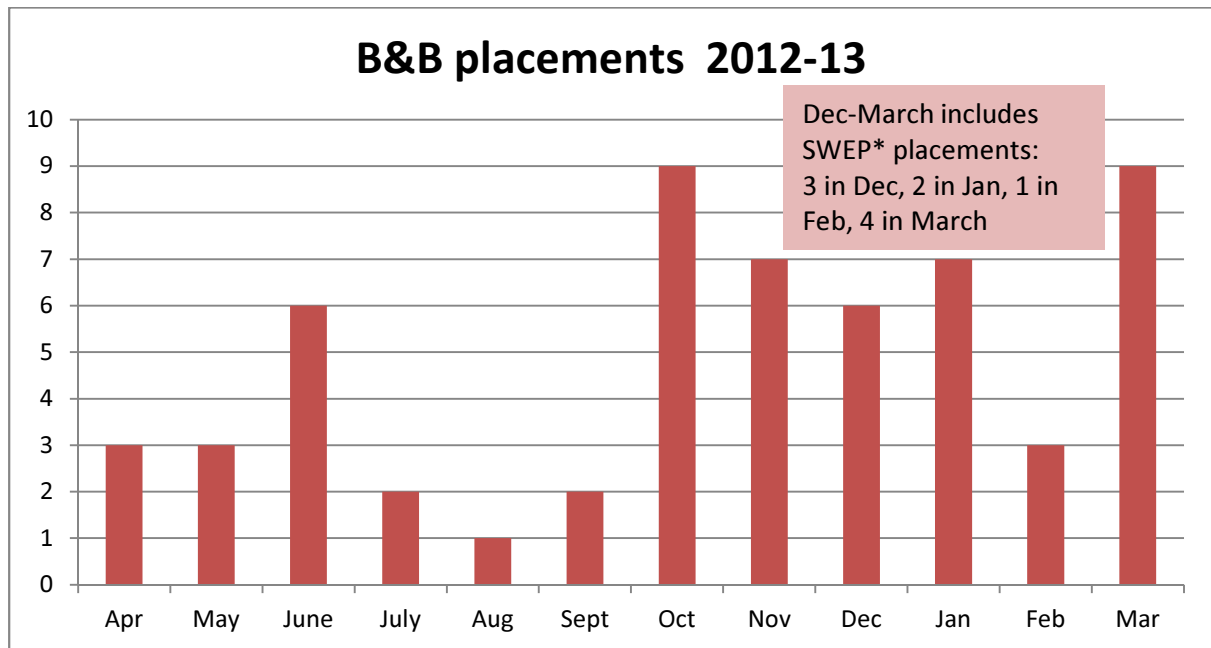
Even though there is not a full 12 months of data to compare, there are some obvious differences. Most notably the numbers requesting assistance with finding accommodation, those claiming to be of no fixed abode/sofa surfing and those under the threat of possession proceedings due to mortgage arrears, have all fallen.

Reasons for approaching the service that have seen an increase are general housing advice, non-housing related debt, domestic abuse and disrepair/Environmental health issues.

The increase in the number of households seeking assistance due to non-housing related debt is to be expected given the continuing economic climate. It would appear that customer expectations are beginning to be influenced by the difficulties in accessing any form of accommodation with the number of approaches specifically seeking accommodation falling steeply; however, there is an increase in people seeking general housing advice.

Bed and Breakfast Placements

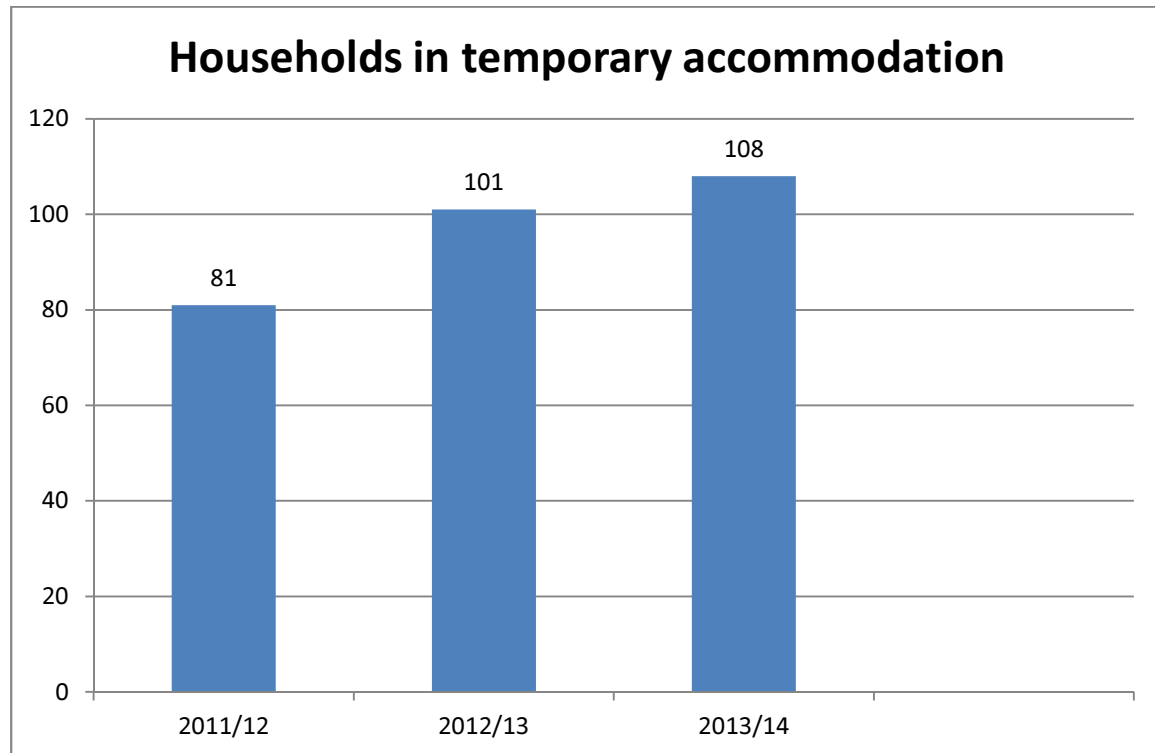
The urgency of some approaches for assistance and the increasing difficulty in accessing accommodation in the private rented sector has contributed to the number of households being placed in Bed and Breakfast Accommodation in the past 12 months. This has led to a major review of how we manage our stock of temporary accommodation to ensure more units are available to avoid prolonged stays in Bed and Breakfast Accommodation.



*SWEPP – Severe Weather Emergency Placement

Demand for Temporary Accommodation

The table below shows the average number of households housed in temporary accommodation at any one time. This demonstrates the steady rise in the number of households needing the assistance of the Council.

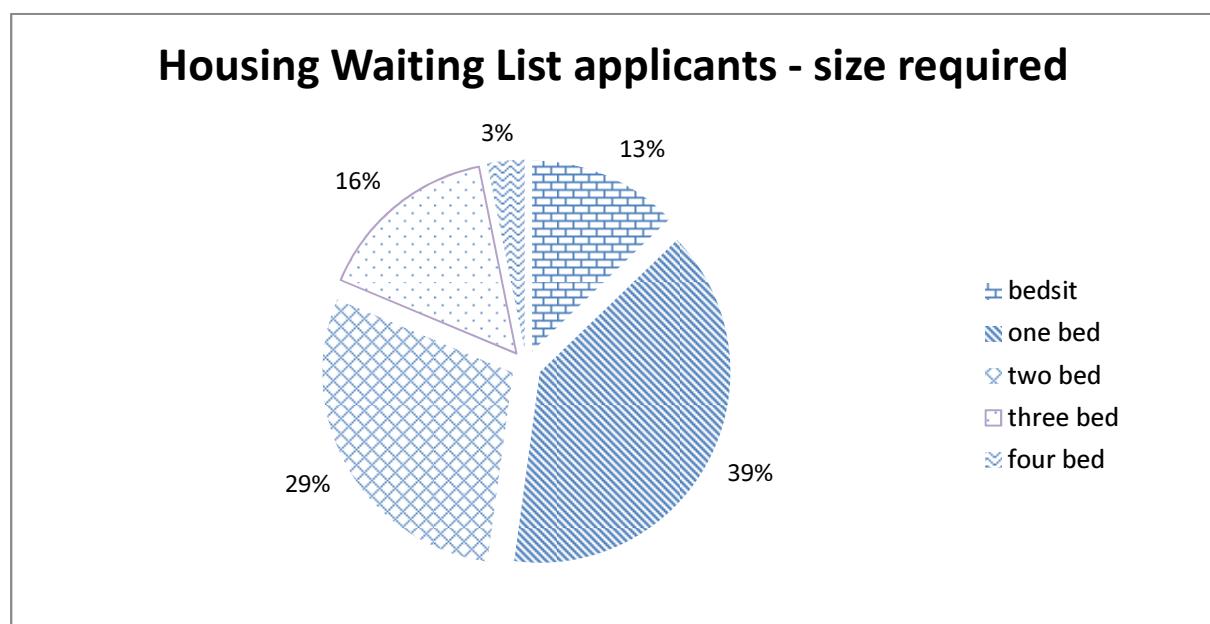
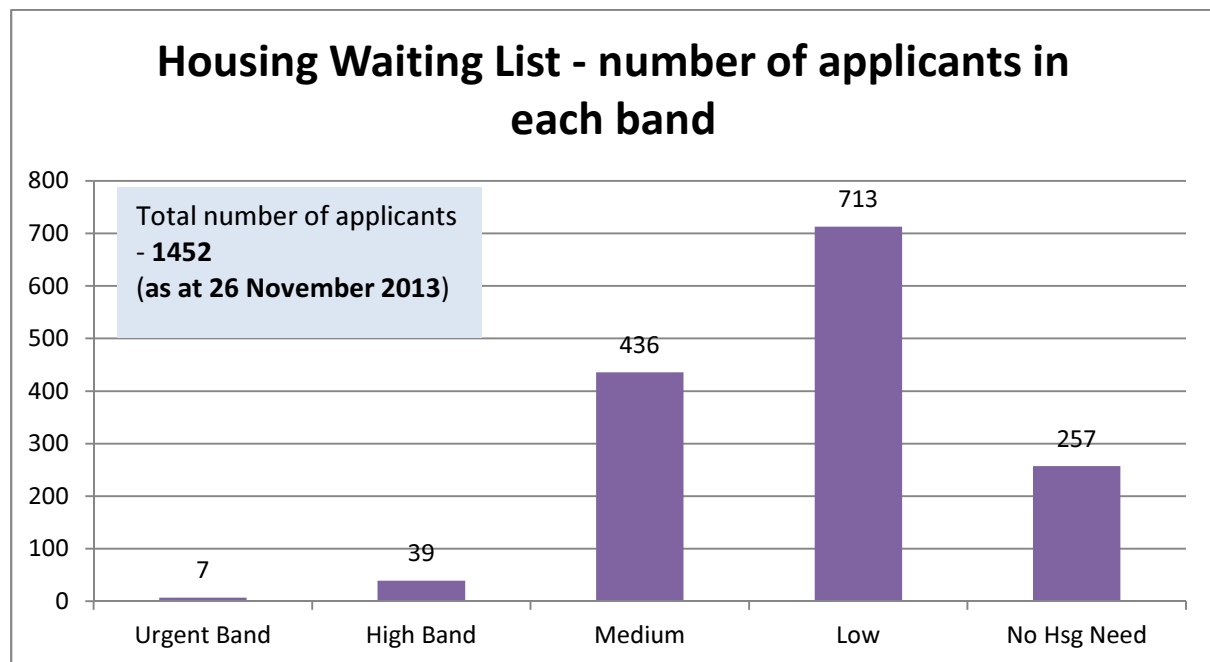


Average length of stay in temporary accommodation

Until the creation of the new Initiatives Team the management of temporary accommodation (TA) had not been a priority for the Housing Options Team. With increasing pressure being placed on TA, it became essential to increase movement through it and apply consistent move on times for each type of accommodation. The new Initiatives Team is tasked with monitoring and managing moves in and out of all units of TA and combined with a change in the Allocations Policy (which gives a greater priority to those in TA), the average waiting time for a move out of TA has been reduced from 2.6 years to 1.6 years.

Households on Fareham Borough Council's Housing Waiting List

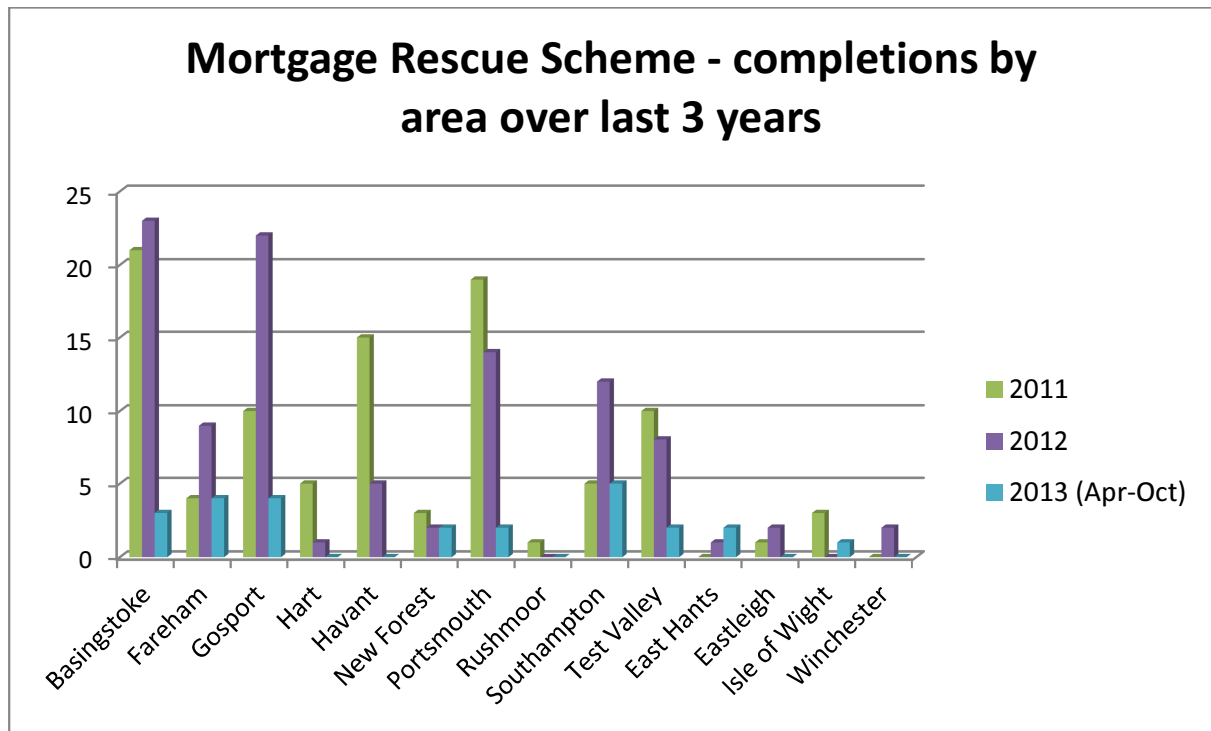
Following the introduction of the Localism Act 2011, the Allocations Policy was reviewed and stricter local connection and qualification criteria introduced. The Policy has since been subject to a further review resulting in the proposal to remove the NO Housing Need Band. This is being proposed to rationalise the administration associated with the Housing Waiting List and to prevent raising the expectations of households that have little or no prospect of being housed. Prior to the review there were 2600 households registered on the Housing Waiting List.



1 bedroom properties remain the most highly demanded accommodation.

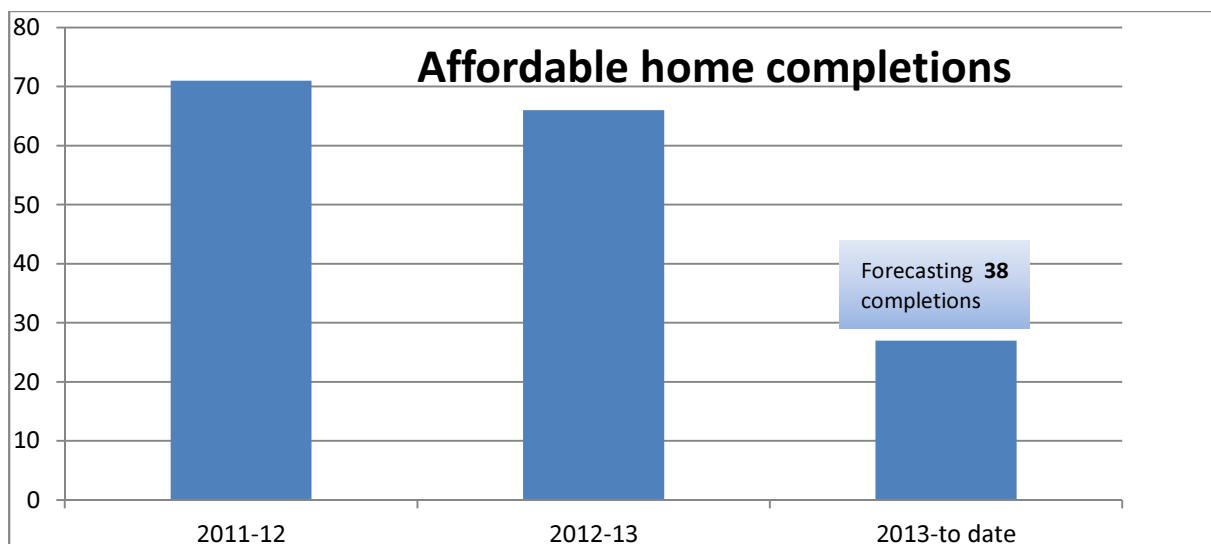
Households assisted through the Mortgage Rescue Scheme

The Mortgage Rescue Scheme was launched by the Government in 2008 and initially had a slow start in Fareham as the criteria for households to be accepted onto the scheme was high. In the last couple of years the qualifying thresholds have been reduced and Fareham has successfully referred a higher number of cases, compared to authorities of a similar size. The scheme however is being withdrawn in March 2014.



Affordable Housing Development

The number of new affordable homes being built to meet the demand from the Housing Waiting List is set to fall over the next couple of years. This in turn impacts upon waiting times and movement through temporary accommodation.



BEST PRACTICE IN HOMELESSNESS PREVENTION

National Practitioner Support – Gold Standard Challenge

The National Practitioner Support Service (NPSS) was set up in April 2013 specifically to support local authorities to deliver early intervention and prevention housing options services.

They developed a 10 step continuous improvement approach that starts with a pledge for local authorities to '*strive for continuous improvement in front line housing services*' and culminates in an application for the Gold Standard Challenge.

The Gold Standard Challenge is a peer review scheme designed to help local authorities to deliver more efficient and cost effective homelessness prevention services.

The Gold Standard is based on ten local challenges:

1. To adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. To actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. To offer a Housing Options prevention service to all clients including written advice
4. To adopt a No Second Night Out model or an effective local alternative
5. To have housing pathways agreed or in development with each key partner and client group that include appropriate accommodation and support
6. To develop a suitable private rented sector offer for all client groups, including advice and support to both client and landlord
7. To actively engage in preventing mortgage repossessions including through the Mortgage Rescue Scheme
8. To have a homelessness strategy which sets out a proactive approach to preventing homelessness and is reviewed annually to be responsive to emerging needs
9. Not to place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. To not place any families in Bed and Breakfast accommodation unless in an emergency and for no longer than 6 weeks

It is not proposed to seek the accreditation of the Gold Standard, however, the 10 local challenges will be incorporated within the objectives of the service and help inform our key actions.

CONSULTATION EVENTS

Homelessness and Housing Options Event

An event was held in December 2013, to which all organisations involved with housing options and homelessness in the borough were invited. The morning aimed to reflect upon the way in which the Council and its partners responded to the challenges presented by those in housing need. Through discussion groups a series of issues were raised and views sought as to how best these could be met.

The event was well attended and useful debates took place around the most pressing issues facing homelessness services. Through the discussion groups, the areas of youth homelessness, welfare reform, accessing the private rented sector and rough sleeping were considered in more depth and the groups were asked to put forward their ideas as to how these groups and issues could be assisted and taken forward.

Strategic Housing Away Day

Following the above event, Officers within the Strategic Housing Division held an away day to review the previous year's highs and lows, achievements and areas for improvement and to look at the priorities for the division for the forthcoming year. Officers within the Housing Options Team reflected upon the discussions held at the Homelessness Event and the changes that had been introduced in response to legislation and the need to respond to the increasing demand for temporary accommodation.

Customer Feedback

A second mystery shopping exercise was carried out in April 2011. The service had come a long way in the two years following the first exercise carried out by Shelter. Weaknesses identified such as not seeking enough details to be able to give advice over the phone had been addressed, with officers now logging details of calls and making entries on the Housing Options Database as to the advice given and the next steps to be taken. The quality of advice given had also improved with explanations of options and legislation being offered where appropriate.

Since this exercise, formal customer feedback has not been sought; however, there are plans to introduce regular customer surveys of the housing options drop in service which can be accessed online as well as via the more traditional methods. These surveys will seek feedback over the interview process and the quality of advice given.

In addition the service will be subject to the systems thinking approach being introduced throughout the Council. This will hopefully highlight where processes and procedures can be reduced to enhance the service offered and provide for a better customer service.

OBJECTIVE 1: *To provide advice, assistance and support to enable homeless and vulnerable households to address their housing needs and to lead independent lives.*

This objective is delivered by the Housing Options Team consisting of 6 Housing Options Officers (HOOs), available on a daily basis to provide advice and assistance to anyone in housing need.

The advice given is tailored to the person and their individual or household's needs. The HOOs provide information to equip people with the knowledge and tools to help themselves and make informed decisions about the options available to them.

In order to deliver a comprehensive service which meets the needs of our customers, it is essential for the HOOs to remain up to date and skilled in all aspects of housing options. The 6 HOOs are supported by a Senior Housing Options Officer, responsible for monitoring individual officer performance, disseminating best practice, identifying gaps and weaknesses in skills and knowledge bases and ensuring appropriate training or job-shadowing opportunities are accessed.

Information, initiatives and options available to households in housing need

- Website

The Housing Options Team maintains pages on the Council's website, which enable households seeking housing advice to access information relevant to their particular circumstances. A self-help tool, factsheets, and links to other websites and organisations are all available to help households resolve their housing situation.

- Fareham Supporting Families Programme

The Troubled Families Programme was launched by the Prime Minister in 2011; the Government is committed to working with local authorities to help 120,000 troubled families in England turn their lives around by 2015.

Fareham has established a Supporting Families Programme led by the Community Safety Team. Households approaching the Housing Options Team that meet the criteria of the programme can be referred, it is hoped that such intervention and support will assist households to remain in their accommodation

- MARAC (Multi Agency Risk Assessment Committee)

These are Police led multi agency meetings held once a month. The meetings serve as a forum where key agencies, including the Police, Housing, Fareham & Gosport Family Aid and Social Services discuss and identify co-ordinated multi agency

responses to households who are suffering from domestic abuse. A whole range of options can be considered before it is necessary for someone to move home.

- Protocol over social housing evictions

All housing associations with stock in the borough are required to sign up to a Partnership Agreement. This sets out the roles and responsibilities of each organisation in respect of their development, management and allocation of affordable housing. Included in the agreement are the expectations over joint working in respect of tenants facing eviction due to rent arrears. Early notification of a potential eviction enables a HOO to engage with the tenant and potentially avoid a homelessness situation from arising.

- Discretionary Housing Payments (DHP)

This scheme enables local authorities to provide additional financial assistance to existing Housing Benefit or Council Tax customers to help meet housing costs. The fund can also be used to provide rent deposits and rent in advance in certain circumstances. Housing Options Officers work closely with colleagues in Housing Benefits to ensure DHP is used effectively to prevent homelessness or secure alternative accommodation.

- Tenancy Rescue Fund

The tenancy rescue fund (funded out of the Homelessness Prevention Grant from Department of Communities and Local Government (DCLG)) can be used to prevent homelessness in the private rented sector. Examples of its use are: paying for damages caused by a third party, irregularities with Housing Benefit, or rent arrears caused by an ignorance of being able to claim benefits.

- Repossession Prevention Fund

At the start of the economic downturn the DCLG gave a one off grant to every local authority to issues as loans up to the value of £5,000 to assist households with mortgage or rent arrears. Fareham Borough Council received £38,000 and there are still funds available to help prevent homelessness.

- Local Welfare Assistance

In April 2013 the County Council awarded each of the districts housing departments £10,000 to use to assist those in housing crisis. The fund is not to be used to pay for things such as rent deposits or rent arrears as there are already budgets in place for these types of issues, but it can be used to help with the cost of removals for example or to bridge a gap in income to enable someone to remain in accommodation or secure it. Unfortunately, this fund will not be made available again, however, if it can be demonstrated that for relatively small awards, placements in Bed and Breakfast have been avoided or moves out of temporary accommodation are achieved, the Council may need to consider setting aside a small percentage of its Homelessness Prevention Grant to continue to assist in these circumstances.

- Housing Waiting List

For the majority of households approaching the Council in housing need, it is appropriate to establish if they are registered or eligible to apply to the Housing Waiting List. The HOO will be able to determine whether they have a realistic chance of being offered accommodation in the near future via the Housing Waiting List, or if they need to consider and explore other housing options.

	Action	Intended Outcome
1a	Senior Housing Options Officer to ensure the best use is made of all available funds including DHP in the prevention of homelessness and the securing of alternative accommodation	To limit the number of households becoming homeless
1b	Review training needs on a regular basis of all Housing Options Officers, to maintain knowledge and skills and to keep up to date with changes in case law and best practice	Ensure customers receive a comprehensive advice service. Through which they are made aware of all their options and other agencies able to give support and assistance
1c	Review the Housing options website, factsheets and housing options plans	Information is user friendly, current and accessible
1d	Strive to achieve Gold Standard local challenges relevant to this objective	Provide an enhanced housing options service

OBJECTIVE 2: *Adopt sustainable initiatives that deliver housing solutions accessible to those in housing need and that minimise reliance on the use of temporary accommodation.*

The changes introduced under the Welfare Reform Act have impacted upon the Council's ability to access the private rented sector to meet the needs of homeless households. With the number of new build properties enabled falling over the last couple of years, the focus has to be on overcoming the barriers to access the private rented sector, if sufficient accommodation options are going to remain available to meet the growing demand.

Housing solutions and support available to households in housing need

- **New Initiatives Team**

In 2013 the Housing Options team restructured to create a new Initiatives Team, the team have 3 main functions:- Managing temporary accommodation, allocating council and housing association accommodation and developing new private rented initiatives.

- **Managing temporary accommodation**

To ensure temporary accommodation is used to its maximum potential, the Initiatives Team is responsible for creating move on plans for households as soon as they are allocated a unit of temporary accommodation. A maximum length of stay has been determined for each type of temporary accommodation, with the aim of achieving higher throughput and reducing the number of households placed in bed and breakfast accommodation.

- **Launch of new private rented sector initiatives**

Three new schemes will be launched in 2014 to attract and encourage landlords to work with the Council. Each of the schemes will hopefully be attractive in their own right, as they range from a basic tenant finder scheme, to a full property management service. With the introduction of the Localism Act 2011 it is anticipated that more households will be accepted as homeless with the aim of discharging the rehousing duty into the private rented sector. Whilst most families seek to gain the security of a council or housing association property, the fall in the number of properties being developed means that long term housing solutions are now considered to be 12 months or more in the private rented sector.

- Allocating council and housing association accommodation

For some households in temporary accommodation their move on plan will include being registered on the Housing Waiting List for an offer of Council or housing association accommodation. The Allocations Officer is part of the new Initiatives Team and is able to advise as to the position and prospects of such households and help inform move on plans.

- Tenancy Support Officer (temporary 12 month appointment)

To be able to help and support households to move on from temporary accommodation and to increase access to the private rented sector, it will be necessary for the Accommodation Officer to devote the majority of her time to developing and building relationships with landlords and letting agents. To release her to do this, the work she undertakes to support tenants and resolving tenancy management issues will be taken over by a new post of Tenancy Support Officer. To coincide with the launch of the new private rented initiatives, this will be a temporary 12 month appointment, funded from the Homelessness Prevention Grant. Extension of the post will be dependent upon the success and take up of the new private rented schemes.

- Purchasing new Temporary Accommodation

Changes have been introduced to enable the Council to use Right to Buy (RTB) receipts of £800k. This is expected to achieve the acquisition of 8 properties for use as temporary accommodation. Delegated power has been granted to enable a rolling programme of acquisitions to take place in future within the available budget.

- Mortgage Rescue Scheme (MRS)

The MRS scheme was launched by the Government in 2008, to help owner occupiers facing repossession the ability to remain in their home and become a tenant of a housing association. Households assisted under this scheme have to meet certain criteria and the Money Adviser role has been crucial to the assessment of affordability post rescue, as there is little point in investing large sums of money to rescue the property if it remains unaffordable in the long term.

Whilst numbers assisted under this scheme have been relatively small, it has nevertheless meant that fewer units of temporary accommodation have had to be found and the closure of the scheme in March 2014 will mean more households will be seeking the assistance of the local authority and possibly requiring temporary accommodation.

- Affordable Housing Programme

One of the key factors which has an impact on homelessness and the demand for temporary accommodation is the shortage of affordable housing in the Borough. With a higher than national average level of owner occupation and a lower than average social housing stock, the Council has continued to set ambitious targets for

the number of new affordable homes delivered per year. The economic conditions however, continue to impact upon the programme and its delivery.

	Action	Intended Outcome
2a	Achieve move on from TA within agreed timeframes for 70% of households in year 1, 2014/2015, increasing to 90% in year 2, 2015/2016	Increase capacity of existing TA, resulting in fewer placements in Bed and Breakfast Accommodation
2b	Monitor the success and impact of the Tenancy Support Worker, prior to 12 month period coming to an end, to determine whether to extend the post	Accommodation Officer released to secure more accommodation in the private rented sector. Rent arrears reduced in TA Better management and intervention around cases of Anti-Social Behaviour
2c	Launch new private rented initiatives in 2014 with the target of taking on 45 properties within the first 12 months of operation	Meet the future demand for temporary accommodation and minimise the use of bed and breakfast accommodation
2d	Purchase 8 existing properties using RTB receipts	Increase available stock of temporary accommodation
2e	Work with Housing Associations to develop new affordable housing in the borough	Increase range of affordable housing to meet housing need in the borough
2f	Strive to achieve Gold Standard local challenges relevant to this objective	Provide an enhanced housing options service

OBJECTIVE 3: *Wherever possible to prevent homelessness from occurring in Fareham by working in partnership with other statutory and independent sector agencies.*

Some homeless situations can be prevented through the actions and interventions of other agencies. The Housing Options Team seeks to maintain and develop these relationships, and wherever possible support such agencies by offering additional funding, use of office space, assisting with joint visits and the sharing of information.

Partnerships and services supported by the Housing Options Team

- Money Advice Worker

In response to the economic crisis and in order to assist with applications to the Mortgage Rescue Scheme the Council decided to use £20,000 per year of its Homelessness Prevention Grant to fund a part time Money Adviser. The post based at Fareham Citizens Advice Bureau was recruited to in September 2009 and has proved invaluable in assisting households to remain in their accommodation. Housing Options Officers refer households to the Money Adviser where debt or poor money management can be identified as the threat of homelessness. The Money Adviser will endeavour to prevent homelessness from occurring by drawing up financial statements, attending court, exploring formal money management options such as IVA's, Bankruptcy, Debt Relief Orders, helping with Benefit claims, negotiating with creditors, lenders and landlords.

Funding for this post has been agreed up until April 2015, it is hoped to be able to continue and possibly extend the hours of this post for the life of this strategy.

- Rough Sleepers Outreach Worker

As part of the national roll out of No Second Night Out, Fareham Borough Council in conjunction with Gosport Borough Council, Havant Borough Council and Two Saints Housing Association, successfully bid to recruit a full time Rough Sleepers Outreach Worker. Working out of 101 Gosport Road (direct access hostel), the Outreach Worker is funded to engage with rough sleepers across the 3 boroughs. As many rough sleepers have additional vulnerabilities such as drug or alcohol issues or debt problems, the Outreach Worker ensures that referrals are made to the appropriate support agencies, so that work can be started to address the issues surrounding long term rough sleeping. The Outreach Worker also engages with landlords in the private sector to assist rough sleepers into accommodation where possible.

- Credit Unions

Offering a service to those applicants unable to gain a bank account, credit unions can assist with the budgeting process to help reduce and prioritise debts. The Hampshire Credit Union trading as United Savings and Loans can offer rent deposits and loans at a far lower interest rate than the doorstep lenders, helping to prevent rent arrears and potential homelessness. United Savings and Loans hold “drop in” surgeries at the Council Offices and other venues within the Borough, enabling people to discuss their situations and establish whether they could benefit from joining.

- Accommodation Resource Centre

The Accommodation Resource Centre (ARC) run by Two Saints Housing Association acts as the gateway agency for young homeless people aged between 16 and 25 in Fareham and Gosport. Funded primarily by Hampshire County Council Supporting People Programme (which is currently under review) the centre provides housing advice and assistance to young people, often acting as mediators, their key aim is to enable young people to return home or access suitable accommodation. Hampshire County Council Children’s Services also fund ARC to undertake their initial assessments. Following the Southwark ruling the County worked with the 11 district authorities to agree a working protocol for 16 /17 year olds. This protocol delivers a coordinated approach to meeting the housing and welfare needs of young people.

- Supported Housing Panel

The Supported Housing Panel was originally established in 2006, it sought to achieve a consistent, fair and managed approach to all supported accommodation in Fareham and Gosport (excluding the direct access hostel, the women’s refuges and sheltered accommodation). The two districts and providers have engaged with the panel process over the years and through Gosport Borough Council commissioned a database to manage referrals and waiting lists for each of the supported housing schemes. It was hoped that the on-going management of the database would be taken over by the Fareham and Gosport Supporting People Housing Co-ordinator, however, this post has been in a state of flux ever since it was introduced and following recent announcements by Hampshire County Council over the ending of the Supporting People Programme, it is now uncertain how the panel process will be managed in future. Even more concerning is the future of a number of supported housing schemes across the two boroughs, as funding has been significantly reduced the long term viability of some, could be in jeopardy.

- Floating Support

Currently commissioned through the Supporting People Programme there is a generic short term floating support service and a specialist mental health floating support service operating across Fareham and Gosport. Housing Options Officers are able to refer households to these services who are in need of support to enable them to maintain their accommodation and avoid becoming homeless. The future of

these services is in question following the announcement of the withdrawal of the Supporting People Programme.

	Action	Intended Outcome
3a	Continue to monitor the success and outcomes of the Money Advice Worker and determine whether funding is available to extend the post for the life of this Strategy	Number of evictions due to rent or mortgage arrears reduced. Homelessness is prevented as a result of better money management, budgeting and awareness of benefit entitlement
3b	Monitor the success of the Rough Sleepers Outreach Worker and determine whether funding can be extended beyond the 12 months funded by the Regional Rough Sleepers Group	Reduction in the number of rough sleepers in the borough. Quick engagement to prevent entrenched rough sleeping Co-ordinated response to rough sleeping with Police, Community Safety & Substance Misuse Agencies
3c	In partnership with Children's Services agree the future role of the Accommodation Resource Centre following the reduction in Supporting People funding	Maintain the gateway agency to ensure 16/17 year olds are given independent advice as to their future accommodation options. Prevent homelessness through mediation and support
3d	Prepare for the impact the reduction in the Supporting People Programme will have on homelessness services across the borough through the reconfiguration of services and the targeting of remaining funds to meet statutory duties	Maintenance of as many homelessness prevention services as possible
3e	Strive to achieve Gold Standard local challenges relevant to this objective	Provide an enhanced housing options service

OBJECTIVE 4: *Monitor the demand on the service and outcomes, to inform future provision and direction*

To ensure that resources and new initiatives are directed appropriately, it is essential that the demand on the service is captured and analysed. Whilst improvements have been made to the reporting functionality on the Housing Options Database, there is still some concern that it is a standalone database that is not linked to any other systems in use. Therefore, investigations into other housing options modules will continue to be made.

The success of the new private rented schemes will be closely monitored. A business plan will be drawn up setting out the expectations for each scheme, with forecasts for income and potential losses.

In May 2013 the Allocations Policy was reviewed to recognise the changes brought in through the Localism Act 2012. Early indications are that the changes introduced have had a positive effect on the movement of households through temporary accommodation, reducing average waiting times by a year. However, close scrutiny will need to be carried out over the next 12 months to ensure that the lowering of priority on the Housing Waiting List for households living with family does not incentivise approaching the Council and applying as homeless.

	Action	Intended Outcome
4a	Continue to explore purchasing the Housing Options module from Orchard	Improved data capture, and monitoring information to inform future plans and Strategies
4b	Produce a Business Plan for the new private rented sector schemes prior to their launch	To be able to monitor the success of the new schemes and support the case for continuing with the posts of: Temporary Accommodation Co-Ordinator and Tenancy Support Officer
4c	Continue to monitor the impact the new Allocations Policy has on homelessness and movement through Temporary Accommodation	Increased movement through temporary accommodation.
4d	Strive to achieve Gold Standard local challenges relevant to this objective	Provide an enhanced housing options service

MONITORING AND EVALUATION

We are committed to ensuring this strategy remains a live document and delivers tangible results for those in housing need in the borough. To ensure that this happens, the Action Plan will be reviewed as part of regular objective monitoring for individual officers within the Strategic Housing Division.

Responsibility for ensuring that this strategy delivers key objectives lies with the Council's Housing Options Manager, / who will ensure that the Action Plan is updated on an annual basis with a progress report submitted to the Health and Housing Policy Development and Review Panel for scrutiny by Members.

Key performance indicators which reflect a number of the strategy's objectives are reported on a monthly basis to senior managers. Managers within the Strategic Housing Division meet regularly with partner agencies, to review progress against targets and changes required to continue to meet housing need in the borough.

FAREHAM

BOROUGH COUNCIL

Report to Health and Housing Policy Development Review Panel

Date **13 March 2014**

Report of: **Director of Community**

Subject: **FINAL REVIEW OF WORK PROGRAMME FOR 2013/14 AND
DRAFT FOR 2014/15**

SUMMARY

At the last meeting of the Panel on 16 January 2014, members reviewed the existing work programme for 2013/14 and also considered the draft work programme for 2014/15. The Panel is now invited to assess the overall progress for the current year and finalise a draft work programme for 2014/15.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2013/14;
- (b) agree a proposed work programme for 2014/15; and
- (c) submit the proposed work programme for 2014/15 to the Council for endorsement.

INTRODUCTION

1. At the meeting of the Panel in January 2014, members reviewed the 2013/14 work programme and considered possible items for a proposed programme for 2014/15. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2014/15.

REVISIONS TO THE WORK PROGRAMME 2013/14

2. Members are requested to endorse the following revisions to the work programme for the current year:-
 - (a) a presentation entitled 'Fareham Passive House Scheme Update' has been added to this meeting;
 - (b) the report titled 'Empty Homes - Update' has been removed from the Work Programme; and
 - (c) the report titled 'Collingwood House Update' has now been renamed as 'Collingwood Court – Update'
3. A copy of the updated Work Programme, incorporating the above revisions, is attached at Appendix A.
4. Appendix B contains details of the outcomes from the matters considered at Panel meetings from May 2013 up until January 2014, for members' consideration.

WORK PROGRAMME 2014/15

5. Appendix C sets out details of the proposed items for consideration during 2014/15.
6. As members are aware, the Panel's focus is on 'policy development' and it is suggested that members may want to consider setting up smaller working groups to work with officers on specific subjects. It is likely that the Panel will consider reports on a specific subject on more than one occasion during the course of the year as the policy is developed and before final recommendations are made to the Executive.
7. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2014/15 programme. Appendix D contains a list of the plans and strategies currently contained in the Council's policy framework. The list may however be subject to amendment arising from any future changes to the Constitution.

RISK ASSESSMENT

8. There are no significant risk considerations in relation to this report.

CONCLUSION

9. To summarise, the Panel is now invited to:-
 - (a) review the outcome of the work programme for the current year 2013/14; and
 - (b) agree a draft work programme for 2014/15, (having considered the proposed draft set out in Appendix C), which may include any proposed strategy or policy reviews and also any additional items agreed generally by the Panel or put

forward by individual members and accepted by the Panel.

APPENDICES

Appendix A – Work Programme for 2013/14

Appendix B – Work Programme 2013/14 – Outcomes

Appendix C – Draft Work Programme 2014/15

Appendix D – Policy Framework

Background Papers:

None

Reference Papers:

Housing Policy Development and Review Panel 16 January 2014.

Enquiries:

For further information on this report please contact Martyn George. (Ext 4400)

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2013/14**

<u>MEETING DATES FOR 2013/14</u>	<u>ITEMS</u>
23 May 2013	<ul style="list-style-type: none"> • Introduction to the role of the Panel • Review of the work programme 2013/14 • Review of Sheltered Housing Stock • Hampshire Health & Wellbeing Strategy • Development of Land at Palmerston Avenue
18 July 2013	<ul style="list-style-type: none"> • Review of the work programme 2013/14 • Affordable Housing Programme • The Government's Green Deal • Floating Support Service for Older Persons • Fareham's Eco-Housing Exemplar • Review of Tenancy Agreements
12 September 2013	<ul style="list-style-type: none"> • Review of the Work Programme 2013/14 • Presentation on Local Health Priorities (invitation to Director of Public) • Presentation on Fareham & Gosport Clinical Commissioning Group • Review of Temporary Accommodation • Discharging the Homelessness Duty through Accommodation in the Private Rented Sector
14 November 2013	<ul style="list-style-type: none"> • Review of the Work Programme 2013/14 • Nominations Policy - Six monthly review • Review of Homelessness and Rough Sleeping in the Borough
16 January 2014	<ul style="list-style-type: none"> • Preliminary overall review of Work Programme 2013/14 and draft 2014/15

	<ul style="list-style-type: none"> • Welfare Reform - update • Review of Housing Arrears • Housing Initiatives (Accessing the private rented sector)
13 March 2014	<ul style="list-style-type: none"> • Final review of work programme for 2013/14 and draft for 2014/15 • Collingwood Court Update • Health Update • Homelessness Strategy 2014-17 • Fareham Passive House Scheme Update
8 May 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update

Health and Housing Policy Development and Review Panel – Progress on Actions from May 2013 to January 2014

<u>MEETING DATE</u>	<u>23 MAY 2013</u>
<u>Subject</u>	<u>Hampshire Health and Wellbeing Strategy</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community regarding the progress made on developing the Hampshire and Wellbeing Strategy.</p> <p>At the invitation of the Chairman, Samantha Hudson Head of Health and wellbeing Partnerships, addressed the Panel on this item and took questions from members.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the Panel thank Samantha Hudson for her presentation; (b) the Panel noted the progress to date in the development of the Joint Health and Wellbeing Strategy; and (c) the Panel supports Hampshire's Joint Health and Wellbeing Strategy in order for it to be adopted by Hampshire Health and Wellbeing Board in Summer 2013.
Outcome	The presentation was noted.
Link Officer	Martyn George
<u>Subject</u>	<u>Introduction to the Role of the Panel</u>
Type of Item	Information
Action by Panel	<p>The Panel received a presentation by the Director of Community on an Introduction to the Role of the Panel.</p> <p>At the invitation of the Chairman the Head of Strategic Housing addressed the Panel on this item. The presentation gave a brief overview of the Role of the Panel, Officers involved and the key Targets.</p> <p>It was AGREED that the Head of Strategic Housing be thanked for the presentation.</p>

Outcome	Content of the presentation was noted.
Link Officer	Andrew Fiske
<u>Subject</u>	<u>Review of Work Programme 2013/14</u>
Type of Item	Information
Action By Panel	<p>The Panel received a report by the Director of Community on the Panels work programme for 2013/14. Members were asked to note the revisions to the Work Programme as shown in item 2 of the report.</p> <p>Councillor Davies suggested that the Work Programme be moved by the end of the agenda for future meetings, to allow any issues that may arise within a meeting to be considered for inclusion onto the Work Programme.</p> <p>It was AGREED that:-</p> <p>(a) the Panel noted the content of the report; and</p> <p>(b) the Panel agreed to move the Work Programme to the end of the agenda for future meetings.</p>
Outcome	Content of report noted, work programme agenda item made last agenda item.
Link Officer	Martyn George
<u>Subject</u>	<u>Review of Sheltered Housing Stock</u>
Type of Item	Information
Action By Panel	<p>The Panel received a report by the Director of Community on a review of the Sheltered Housing Stock which outlined proposed changes to a variety of sheltered housing schemes in order to better accommodate those with mobility issues.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of report noted.
Link Officer	Jon Shore
<u>Subject</u>	<u>Development of Land at Palmerston Avenue</u>
Type of Item	Information

Action by Panel	<p>The Panel received a report by the Director of Community which outlined the proposals for the Council to build 16 flats for affordable rent on land in its ownership at the bottom of Palmerston Avenue.</p> <p>It was AGREED that the panel support the proposal to develop 16 one bedroom flats for affordable rent on land at Palmerston Avenue.</p>
Outcome	<p>Report to the Executive meeting 10 June 2013. the following decisions were made:-</p> <ul style="list-style-type: none"> (a) to progress with the development proposals for 16 one bedroom flats on land in the Council's ownership at Palmerston Avenue including submitting a planning application; (b) to submit a bid for funding to the Homes and Communities Agency (HCA) for grant towards the cost of the development; and (c) to approve a provisional budget of £1,600,000 to be funded from the Housing Revenue Account Capital Programme.
Link Officer	Andrew Fiske
<u>MEETING DATE</u>	<u>18 JULY 2013</u>
<u>Subject</u>	<u>Presentation on Fareham's Eco-Housing Exemplar</u>
Type of Item	Information
Action by Panel	<p>The Panel received a presentation by the Senior Housing Officer (Enabling) which outlined Fareham's proposal to build some Eco-Housing exemplars.</p> <p>The presentation explained that the Government has made a commitment to cut carbon emissions and for new homes to be zero carbon by 2016, and that as a result of this Fareham Borough Council will need to explore ways to make current properties more energy efficient and new homes, including the new Welborne development, zero carbon.</p> <p>The presentation outline "PASSIVHAUS" a construction concept for building energy efficient housing, which focuses on high levels of insulation, minimising air leakage, avoiding the use of thermal bridging, using mechanical ventilation and the use of</p>

	<p>passive solar gain. It was explained to the Panel that this concept is advocated in the Draft Welborne Strategy, and that the Council is currently looking to trial a small scale build of approximately 6 houses in Cold East Close.</p> <p>It was AGREED that the Senior Housing Officer (Enabling) be thanked for his presentation.</p>
Outcome	The presentation was noted.
Link Officer	Ed Till
<u>Subject</u>	<u>The Government's Green Deal</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community which outlined the main aspects of the Government's Green Deal Policy and the actions that the Council propose to take to promote energy efficiency measures in private sector residential accommodation.</p> <p>Members acknowledged the Council's duty to promote the scheme but raised concerns about the likely level of take up of the scheme by residents due to the scheme being complicated and not producing any immediate financial benefits.</p> <p>It was AGREED that the Panel endorses membership of the Solent Green Deal Scheme as a promotional partner.</p>
Outcome	Content of the report was noted.
Link Officer	Giles Hearn
<u>Subject</u>	<u>Floating Support Services for Older Persons</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community on Floating Support Services for Older Persons, which outlined a proposal to extend the support service currently provided to sheltered housing to older persons living in the borough irrespective of their tenure.</p> <p>Members expressed concern over the possible additional work load that the Sheltered Housing Officer may incur. The</p>

	<p>Tenancy Services Manager informed members that there is the possibility that the service could be expanded in the future and that it could lead to additional staff and training.</p> <p>It was AGREED that the Panel noted the proposal to extend the housing support service to older persons living in the borough regardless of their tenure.</p>
Outcome	
Link Officer	Jon Shore
<u>Subject</u>	<u>Affordable Housing Programme</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community on the Affordable Housing programme which outlined the Council's achievements in the delivery of affordable housing since 2011 and the progress made towards meeting the target of 500 homes by 2017.</p> <p>At the invitation of the Chairman, the Director of Community addressed the Panel, the Director of Community addressed the Panel on this item to give a verbal update on the progress of Collingwood House. The Panel was informed that following a meeting of the Executive on 1 July 2013 it was agreed that the tender for the works to redevelop Collingwood House be awarded to the Leadbitter Group. It is hoped that the works will be completed by March 2015.</p> <p>It was AGREED that:-</p> <p>(a) the Panel noted the current affordable housing programme and progress made towards the provision for 2013-17; and (b) the Panel noted the progress made on Collingwood House.</p>
Outcome	Content of the report was noted.
Link Officer	Andrew Fiske
<u>Subject</u>	<u>Review of Tenancy Agreements</u>
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community which reviewed the current Tenancy Agreements and outlined the consultation process and timetable.

	<p>At the Invitation of the Chairman Councillor Bayford addressed the Panel on this item.</p> <p>The Chairman and Councillor Mrs Trott, who formed part of the working group tasked with updating the tenancy agreements, addressed the Panel on this item and explained some of the changes and the reasons for them.</p> <p>It was AGREED that the Panel endorses the proposed changes to the tenancy agreement and noted the proposed timetable for consultation.</p>
Outcome	Content of report noted.
Link Officer	Jon Shore
<u>Subject</u>	<u>Review of the Work Programme 2013/14</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community which reviewed the Work Programme for 2013/14.</p> <p>Councillor Gregory requested a report be brought to the Panel on Potential Fareham Borough Council sites for Development. The Director of Community advised that investigations are still taking place regarding this, but agreed that this could be considered for a future meeting.</p> <p>It was AGREED that the Work Programme, as set out in Appendix A of the report, be approved.</p>
Outcome	Work Programme approved.
Link Officer	Martyn George
<u>MEETING DATE</u>	<u>12 SEPTEMBER 2013</u>
<u>Subject</u>	<u>Presentation on Local Health Priorities</u>
Type of Item	Information
Action by Panel	The Panel received a presentation form Dr Ruth Milton, the Director of Public Health, on the role of the Health & Wellbeing Board and the Health Priorities for Fareham.

	<p>Dr Milton explained that she was visiting all 11 local authorities in Hampshire to explain about the new public health duty for local authorities as a result of the Health and Social Care Act 2012.</p> <p>It was AGREED that Dr Ruth Milton be thanked for her presentation.</p>
Outcome	The presentation was noted.
Link Officer	Martyn George
<u>Subject</u>	<u>Presentation on Fareham & Gosport Clinical Commissioning Group</u>
Type of Item	Information
Action by Panel	<p>The Panel received a presentation from Dr David Chilvers on the role of the Fareham & Gosport Clinical Commissioning Group, giving an overview of the strategic priorities for the group and its approach to public participation and engagement in reviewing service provisions.</p> <p>Copies of a publication entitles ‘Introducing your Clinical Commissioning Group’ were circulated to those present. Dr Chilvers also indicated that he had a powerpoint presentation on the role of the group, which he would make available to members.</p> <p>At the invitation of the Chairman, Councillor B Bayford addressed the Panel during the consideration of this item.</p> <p>It was noted that the CCG had been given access to the Council’s means of communication with residents. It was further noted that consultation had been taking place with the CCG about the inclusion of some questions in the annual Residents’ Survey. The following proposed questions were discussed and agreed with Dr Chilvers and endorsed by the Panel.</p> <ul style="list-style-type: none"> • Do you find it easy to book an appointment within a reasonable tome at your local doctor’s surgery or health centre? yes/no • Are you satisfied with the service you get from your local doctor’s surgery or health centre? yes/no • Are you aware that your doctor’s surgery or health centre has a Patient Participation Group? yes/no <p>It was AGREED that:-</p> <p>(a) Dr David Chilvers be thanked for his presentation; and</p> <p>(b) the matter raised by Councillor Swanbrow and other members concerning where MRI scans could be carried out be</p>

	discussed with Dr Chilvers outside the meeting.
Outcome	The content of the presentation be noted.
Link Officer	Martyn George
<u>Subject</u>	<u>Discharging the Homelessness Duty Through Accommodation in the Private Rented Sector</u>
Type of Item	
Action by Panel	<p>The Panel considered a report by the Director of Community on the changes to the way in which authorities can deal with applications for social housing and homelessness by discharging the homelessness duty through accommodation in the private rented sector.</p> <p>It was AGREED that the Panel note the recent change in legislation and endorse the new policy and procedure enabling the Council to discharge its homelessness duty in the private rented sector.</p>
Outcome	The content of the report was noted.
Link Officer	Sara Head
<u>Subject</u>	<u>Review of Temporary Accommodation</u>
Type of Item	Information
Action By Panel	<p>The Panel considered a report by the Director of Community which reviewed the temporary accommodation that is currently available to the Council and set out a proposed new approach to the management and procurement of temporary accommodation.</p> <p>It was AGREED that the Panel support the new approach to the management and procurement of Temporary Accommodation as set out in the Report.</p>
Outcome	The content of the report was noted.
Link Officer	Andrea Howells
<u>Subject</u>	<u>Review of the Work Programme 2013/14</u>
Type of Item	Information
Action By	The Panel considered a report by the Director of Community which reviewed the temporary accommodation that is currently

Panel	available to the Council and set out a proposed new approach to the management and procurement of temporary accommodation. It was AGREED that the Work Programme for 2013/14 be approved.
Outcome	The content of the report was noted.
Link Officer	Martyn George
<u>MEETING DATE</u>	<u>14 NOVEMBER 2013</u>
<u>Subject</u>	<u>Public Health Grant Funding Application</u>
Type of Item	Information
Action by Panel	<p>The Panel received a presentation from the Community Development Manager on a recent Public Health Grant funding application submitted by the Council in respect of Fareham Park.</p> <p>The presentation provided members with information on the public health and well-being funding bid submitted by the Council for use in this neighbourhood. The presentation explained that the Fareham Park area was chosen because it ranks in the top 3% nationally for skills deprivation and that the Fareham Park project is a key corporate priority for the Council.</p> <p>The presentation gave information on the Fareham Park 'Clued up 2 Go' project which aims to provide support to young people through three key areas;</p> <ol style="list-style-type: none"> 1. the establishment of accessible health and wellbeing sessions including sexual health screening and drug and alcohol services, 2. the development of neighbourhood youth opportunities; and 3. initiatives and opportunities to challenge attitudes towards domestic violence and improving relationships among young people. <p>The Panel were also informed that there will be opportunity second phase in the New Year to bid for funding for other initiatives.</p>

	It was AGREED that the Community Development Manager be thanked for her comprehensive presentation.
Outcome	The content of the presentation was noted.
Link Officer	Janie Millerchip
<u>Subject</u>	<u>Allocations Policy – Six Month Review</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community which gave a Six Month Review of the Allocations Policy.</p> <p>The Housing Options Manager presented the report to the Panel and highlighted the proposed changes to the allocations policy and the reasons for them.</p> <p>The Panel expressed concern over the quality of medical information being provided by GP's in respect of medical applications and over the cost being charges for this information, and requested that Councillor Bayford address this issue with the Clinical Commissioning Group.</p> <p>It was AGREED that the Panel approves the proposed amendments to the Allocations Policy, for these to be subject to Consultation before implementation on 1 April 2014.</p>
Outcome	Content of report noted.
Link Officer	Sara Head
<u>Subject</u>	<u>Review of Homelessness and Rough Sleeping in the Borough</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community which reviewed homelessness for the past year and outlined the approach to preparing the next Homelessness and Housing Options Strategy for the period 2014-2017.</p> <p>The Panel asked how the Strategic Housing division is dealing with the increasing number of parental evictions. It was explained to the Panel that a more active approach in dealing with parental evictions has been adopted by the Housing</p>

	Options team with the Housing Options Officers working more closely with families to try and prevent these evictions. It was AGREED that the content of the report be noted.
Outcome	Report noted.
Link Officer	Sara Head
<u>Subject</u>	<u>Review of the Work Programme 2013/14</u>
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Community which reviewed the Work Programme for 2013/14. The Panel were informed that since the report had been published a further change to the work programme had been made, and that the report due in January 2014 on the new Tenancy Agreement has now been moved to the March 2014 meeting. It was AGREED that, subject to the revisions above, the Work Programme for 2013/14 as set out in Appendix A of the report, be approved.
Outcome	
Link Officer	Martyn George
<u>MEETING DATE</u>	<u>16 JANUARY 2014</u>
<u>Subject</u>	<u>Welfare Reform Update</u>
Type of Item	Information
Action by Panel	The Panel considered a report by the Director of Finance and Resources which gave an update on the Welfare Reform. The report gave an overview of the changes to the Welfare system and the impact that this has had on the Council and the residents who are in receipt of benefits.

	<p>It was reported to Members that the revenues and benefits team has been working closely with the housing department and housing associations to ensure that all residents affected by the reduction in spare room subsidy have been given support and advice on what their options are.</p> <p>Members were also provided with information regarding the changes to the Council Tax support scheme which is now being administered by the Council. It was reported that there are currently 1800 residents affected by the changes to this scheme. Members noted the proposed further reduction in support for year two of the scheme and possible impact this could have on residents.</p> <p>It was AGREED that the content of the report be noted.</p>
Outcome	Content of Report Noted.
Link Officer	Zoey Hillary
Subject	<u>Review of Impact of Removal of Spare Room Subsidy</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community on a review of the impact of the removal of the spare room subsidy.</p> <p>Members attention was drawn to the proposed Event outlined in section 20 of the report, which will be open to all tenants that are affected by the reduction in spare room subsidy, tenants registered on the Council's waiting list looking to move to smaller accommodation, tenants registered on Homeswapper who are currently overcrowded and are looking for larger accommodation with the intention that some tenants will be able to find others to swap properties with. Tenants will also be given advice on the housing waiting list, Homeswapper, housing options and discretionary housing payments. Members were advised that the event has now been arranged for 4 February 2014, at Ferneham Hall.</p> <p>The option of lodgers was discussed by members and concern was expressed over the safety of tenants who were to do this. The Director of Community informed the Panel that advise would be given at the event on lodgers, highlighting the potential benefits and advice on staying safe.</p> <p>It was AGREED that the Panel:-</p> <p>(a) endorses the proposal to organise an event for those tenants effected by the RSRs;</p>

	(b) requests a verbal update on the outcome of the Event at the meeting on 13 March 2014; and (c) notes the content of the report.
Outcome	Content of Report Noted
Link Officer	Jon Shore
Subject	<u>Housing Initiatives (Accessing the private rented sector)</u>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Community on Housing Initiatives, accessing the private rented sector.</p> <p>The report outlined the 3 new proposed schemes, the Tenant Finding Scheme, the Private Sector Lease Plus Scheme and the Full Management Scheme.</p> <p>Questions were asked regarding the viability of the full management scheme as many landlords have already withdrawn from similar schemes with high street letting agents. The Panel were informed that it was felt that the scheme will be successful as unlike high street letting agents, the Council will be responsible for the full management of the tenancy and will guarantee the rent for 12 months.</p> <p>It was AGREED that the Panel supports the development and publication of the private rented sector schemes as described in the report.</p>
Outcome	Content of Report Noted.
Link Officer	Andrea Howells
Subject	<u>Preliminary Overall Review of Work Programme 2013/14 and Draft Work Programme 2014/15</u>
Type of Item	Information
Action by Panel	<p>The Panel received a report by the Director of Community which reviewed the Work Programme for 2013/14 and the draft Work Programme for 2014/15.</p> <p>Member's attention was drawn to the section 2 of the report which highlighted the changes to the 2013/14 work programme.</p>

	It was AGREED that the Panel note the content of the report.
Outcome	Content of Report Noted.
Link Officer	Martyn George

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2014/15**

<u>MEETING DATES FOR 2014/15</u>	<u>ITEMS</u>
17 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Affordable Housing Programme 2015-18 • Development Opportunities • Collingwood Court Update
11 September 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Disabled Facilities Grants 2014-16
13 November 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Review of Homelessness • Welfare Reform Update
15 January 2015	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 and Draft 2015/16 • Health Update • Annual Review of Housing Waiting List & Allocations Policy • Annual Review of Discretionary Housing Payments
12 March 2015	<ul style="list-style-type: none"> • Final Review of Work Programme 2014/15 and Draft 2015/16 • Health Update • Annual Review of Homelessness Action Plan

FAREHAM BOROUGH COUNCIL

POLICY FRAMEWORK

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Plans and Alterations comprising the Development Plan;
- (f) Development Plan Documents;
- (g) Community Safety Strategy;
- (h) Corporate Vision, Values, Objectives and Priority Actions.

