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AGENDA HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 24 September 2015

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor B Bayford (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors Mrs M E Ellerton

Mrs C L A Hockley

T G Knight
Mrs K K Trott

C J Wood

Deputies: D M Whittingham

D J Norris



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the Health and Housing Policy Development and Review Panel meeting held on 23 July 2015.

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. Presentation on Hampshire's JSNA (Joint Strategy Needs Assessment)

To receive a presentation from Darren Carmichael, Health Protection Principal from Hampshire County Council on Hampshire's JSNA (Joint Strategy Needs Assessment).

7. Health Update

To receive a verbal report by the Chairman on Local Strategic Health Issues.

8. Review of Sheltered Housing (dispersed schemes) (Pages 7 - 10)

To consider a report by the Director of Community on a review of sheltered housing (dispersed schemes).

9. Tenancy Management Performance Report (Pages 11 - 16)

To consider a report by the Director of Community on the Tenancy Management Performance.

10. Review of Farelets (Pages 17 - 20)

To consider a report by the Director of Community on a review of Farelets.

11. Welfare Reform Update

To consider a verbal update by the Director of Community on the Welfare Reform.

12. Affordable Housing Programme Update

To consider a verbal report by the Director of Community on an update of the Affordable Housing Programme.

13. Review of the Work Programme 2015/16 (Pages 21 - 24)

To consider a report by the Director of Community, which invites the Panel to review the work programme for 2015/16.

P GRIMWOOD Chief Executive Officer

Civic Offices www.fareham.gov.uk 16 September 2015

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100

democraticservices@fareham.gov.uk



Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 23 July 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillior B Bayford (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: Mrs M E Ellerton, Mrs C L A Hockley, T G Knight and

Mrs K K Trott

Also Present:



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the Health and Housing Policy Development and Review Panel held on 28 May 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement:

He informed the Panel that Collingwood Court has now opened and that some residents have already moved in.

He expressed his thanks to all of the Officer's that were involved in the redevelopment of these properties, and stated that he thought that it was an excellent facility.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. **DEPUTATIONS**

There were no deputations made at this meeting.

6. HEALTH UPDATE

The Panel received a verbal update from the Chairman on local health issues.

He reported that he had recently attended a meeting with senior officers of the CCG, and during that meeting they had discussed many of the issues raised by the Panel.

The Community Hospital was discussed in detail, including the issues with multi agencies that are involved in the running of it, the under use of the facilities and the charges that are being applied to the use of the facilities that are preventing services from using the hospital.

He informed the Panel that the hospital was funded by a private finance initiative (known as LIFT) and the company responsible for this is Solent Community Solutions, and that the CCG are responsible for paying Solent Community Solutions for the unused space in the hospital. More positive news is that the hospital's usage has now increased to approximately 70% with more day care facilities been offered there.

Members expressed concern over the usage of the hospital and the charges that are being applied to those using it, and felt that this should be a matter that the local MP deals with. The Chairman confirmed that this was already happening.

He also informed the Panel that the CCG are planning on creating a local call service where you can be put in touch with, doctors, physio, hospital and social workers. Councillor Knight requested that members be sent the minutes of CCG meetings and the timetable of meetings.

The Chairman concluded by informing the Panel that the NHS are preparing for an amalgamation of community and health services under the Better Care Fund, which will fall under the responsibility of Hampshire County Council.

The Chairman was thanked for his informative health update.

7. PRESENTATION AND REPORT FROM THE ROUGH SLEEPER WORKING GROUP

The Panel received a presentation and considered a report by the Head of Housing, Revenues and Benefits on the findings from the Rough Sleeper Working Group.

The presentation was broken down into the areas that the working group looked at and gave the findings from these. The working group focused on these key questions:

- Why do people sleep rough
- What are the impacts for those who sleep rough and those living, working or visiting the Borough
- What help is available to them
- Why do people sleep rough in Fareham
- What legislation and enforcement action are available to the Council to help them deal with rough sleepers.

Councillor Knight enquired about the funding of the Two Saints Hostel at 101 Gosport Road. The Director of Community explained that the Hostel is funded through Hampshire County Council's Supporting People funding. He explained that this funding will decrease soon but will still allow for the hostel to continue to run.

Councillor Mrs Ellerton expressed her thanks to Caroline Newman and Sara Head for all of their help with the working group and for their depth of knowledge they have on rough sleepers.

It was AGREED that:-

- (a) The Head of Housing, Revenues and Benefits be thanked for her presentation;
- (b) The Panels notes the content of the report;

- (c) The Panel confirms the Working Group has completed its investigations; and
- (d) The suggested items for further actions be confirmed.

8. PRESENTATION: FINDINGS AND LEARNING ARISING FROM THE VANGUARD INTERVENTION IN HOUSING ALLOCATIONS

The Panel received a presentation from the Tenancy Services Manager on the findings and learning that has arisen from the Vanguard intervention in Housing Allocations which has focused on the letting of Council properties.

The presentation was broken down in sections which outlined the various stages that the intervention has been through so far:

- The Check Stage working with officers from a variety of sections to gain an understanding of the different processes that are in place throughout the allocations process.
- The Plan Stage focusing on the key principles. Finding out what was important to the customer and only doing value work. The aim was to keep the processes as simple as possible and with the minimal amount of input from other people and avoid the work being passed around.
- The Value Steps trying to achieve the perfect flow, by cutting out unnecessary procedures and putting new simpler processes in place.

Councillor Knight enquired as to whether there have been any savings made from the exercise yet. The Tenancy Service Manager explained to the Panel that this is not a cost cutting exercise and that the focus is on providing a better service to the customer.

It was AGREED that the Tenancy Services Manager was thanked for his presentation.

9. COUNCIL HOUSING: REPAIRS AND MAINTENANCE REPORT

The Board considered a report by the Director of Streetscene on Council Housing repairs and maintenance.

The report was presented by the Planned Maintenance Manager who informed the Panel that the Vanguard intervention in Building Services is further along in its process than the Housing allocations intervention. He informed members that since 1 April 2015 the Council has been running its own 'in house' contractors which is proving to be very successful. In addition to this they have introduced a van stock system and materials delivery service which allows for the contractor to complete the work on the first visit rather than having to order parts and return at a later date.

The Panel was also advised that the Responsive Repairs Service are looking into reintroducing customer satisfaction surveys. These will be different from the old style surveys in that these will have more open ended questions to allow the customer to provide more detailed feedback on the service that they have received.

Councillor Mrs Hockley asked what feedback has been received from the staff concerning the new way of working. The Planned Maintenance Manager informed the Panel that staff have embraced the new way of working and are very happy with it.

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

10. REVIEW OF THE WORK PROGRAMME 2015/16

The Panel consider a report by the Director of Community which reviewed the Panel's work programme for 2015/16.

It was suggested that an update report on Rough Sleepers be added to the work programme for the 21 January 2016 meeting.

It was AGREED that, subject to the addition of an update report on Rough Sleepers to the 21 January 2016 meeting, the work programme for 2015/16 be approved.

(The meeting started at 6.00 pm and ended at 8.18 pm).



Report to Health and Housing Policy Development and Review Panel

Date 24 September 2015

Report of: Director of Community

Subject: REVIEW OF SHELTERED HOUSING (CLUSTER SCHEMES)

SUMMARY

This report provides members with an update of proposed changes to the sheltered housing service that sheltered tenants living in cluster sheltered housing schemes receive from the Council.

RECOMMENDATION

That panel members note the contents of the report.

INTRODUCTION

- The Panel received a report on 12 March 2015 regarding changes to the sheltered housing service provided to tenants living in the Council's CORE sheltered housing schemes at Assheton Court, Barnfield Court, Collingwood Court, Crofton Court and Downing Court.
- 2. The report also made reference to plans to consult tenants living in the Council's CLUSTER sheltered housing schemes over the summer months about the level of support they receive from the mobile sheltered housing officer team.
- 3. The location of the CLUSTER sheltered schemes by ward area are shown in the table below for information purposes:

WARD AREA	CLUSTER SCHEMES
Fareham East	Western Court
Fareham North West	Frosthole Close Hillson Drive Nashe Way
Fareham South	Barnfield Court Coniston Walk Trafalgar Court
Locks Heath	Northmore Close
Portchester East	Garden Court King George Road Norman Close
Portchester West	Linden Lea Robinson Court
Stubbington	Baytree Lodge Foster Close Spencer Court
Titchfield	Chapelside
Titchfield Common	Beverley Close Birchen Close Lincoln Close
Warsash	Foy Gardens

CONSULTATION WITH SHELTERED TENANTS

4. Consultation with the tenants living in the CLUSTER schemes took place between May and July and took the form of an individual letter with response form and an invite to a meeting held at a local sheltered housing scheme to discuss the changes.

- 5. Consultation letters were sent to 391 tenants and 9 consultation meetings were held for tenants at sheltered housing schemes in the area near their homes.
- 6. Tenants were asked what level of service they felt they needed and wanted in the future. Three service options were made available;
 - a) Option 1 Alarm with Monitoring Service Only (Named contact for any Emergency)
 - b) Option 2 Alarm with Monitoring Service and Emergency Response from a Sheltered Housing Officer
 - c) Option 3 Alarm with Monitoring Service, a Weekly Welfare Visit and an Emergency Response from a Sheltered Housing Officer
- 7. Tenants that failed to return a response form with their preferred option have been visited by a member of the sheltered housing officer team to determine what level of service they would like to receive in the future.
- 8. In cases where it has not been possible to engage with the tenant to determine what level of service they would like, it is being assumed that they wish to retain the current level of service shown as option 3 above.

FEEDBACK FROM THE CONSULTATION

- As at 21 August 2015 responses had been received from 350 tenants, a response rate of 90%. Further attempts to consult with those tenants that have failed to respond are on-going.
- 10. Feedback to date shows that 50% of existing sheltered tenants wish to continue receiving the current level of service provided by the mobile sheltered housing officer team.
- 11. Feedback from the remaining 50% of tenants have shown interest in receiving a different level of service to that currently provided, with 21% preferring option 1 and 29% option 2.

PROPOSED CHANGES

- 12. It is proposed to implement changes to the service provided from the beginning of January 2016. Letters notifying tenants of the change will be sent out in November.
- 13. A reduced level of service provided to tenants will have a knock on effect to the income generated. Based on feedback from tenants that have opted to receive a reduced service the annual loss of income based on current charge level is estimated to be in the region of £50,000.
- 14. An outcome of providing tenants with choice in the level of service they receive will free up some capacity within the mobile sheltered housing officer team.
- 15. The freeing up of capacity within the mobile sheltered housing officer team presents an opportunity to expand the support service to elderly residents living in private accommodation in the borough. It also presents an opportunity to provide a support service to elderly tenants living in the Council's general purpose accommodation that would benefit from such a service.

16.At schemes where the majority of tenants have indicated a preference to receive a reduced level of service this may also provide an opportunity to review the future use and suitability of the accommodation for sheltered tenants.

RISK ASSESSMENT

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

CONCLUSION

- 18. The report has provided members with feedback from the consultation with sheltered tenants in regard to change in the level of service received from the mobile sheltered housing officer team.
- 19. The report has also outlined possible opportunities to expand the support service to elderly residents in the borough and/or review the future use of accommodation at some existing sheltered schemes.

Background Papers: None

Reference Papers:

Report to Health and Housing Policy Development Review Panel 12 March 2015 – Changes to the Sheltered Housing Service

Enquiries:

For further information on this report please contact Jon Shore (Ext 4540)



Report to Health and Housing Policy Development and Review Panel

Date 24 September 2015

Report of: Director of Community

Subject: TENANCY SERVICES PERFORMANCE MANAGEMENT REPORT

SUMMARY

This report provides Panel members with an update on performance in regard to current tenant rent arrears, management of empty homes, anti-social behaviour, estate services and tenant involvement.

RECOMMENDATION

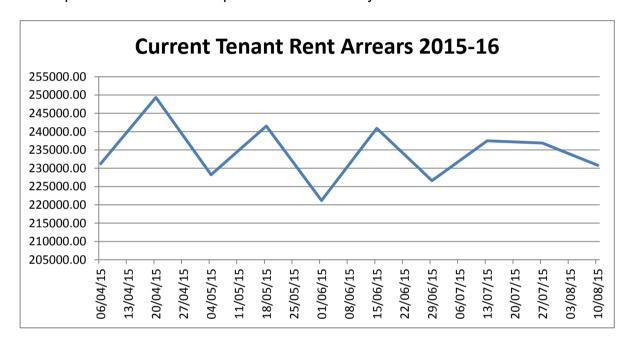
That the Panel notes and scrutinises the information contained within the report.

INTRODUCTION

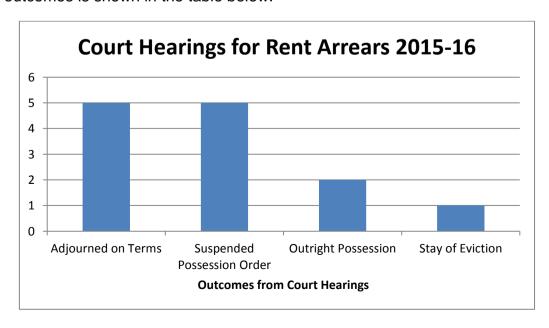
- 1. The Tenancy Services team is responsible for a range of housing management service functions which include rent collection and arrears recovery, managing empty homes, dealing with anti-social behaviour, housing estate management and tenant involvement.
- 2. This report to panel members seeks to provide an update on performance and highlight any key service issues the team are dealing with.

CURRENT TENANT RENT ARREARS

3. The level of current tenant rent arrears as at week ending 9 August 2015 was £230,791. This equates to 1.94% of the projected annual rent debit. The graph shown below helps to illustrate arrears performance for the year to date.



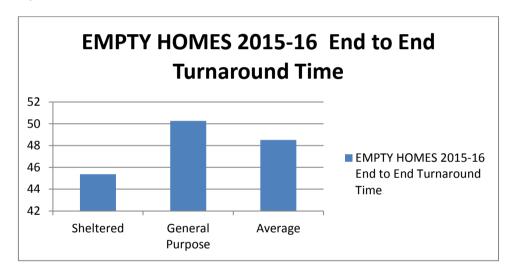
4. As part of the arrears recovery process it is necessary to refer some cases to the County Court. In the year to date there have been 13 hearings in court a breakdown of the outcomes is shown in the table below.



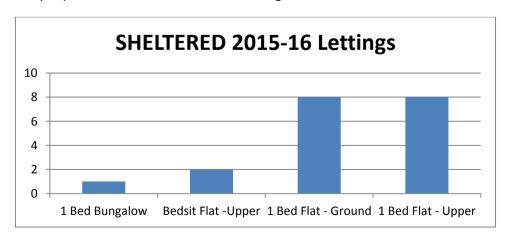
- 5. In the year to date there has been one eviction due to rent arrears. The tenant was a single male with no dependants who lived in a general needs bedsit flat.
- 6. As at the beginning of August 2015 there were 102 working age tenants whose housing benefit had been reduced due to under-occupying their home, this is a reduction on previously reported figures.

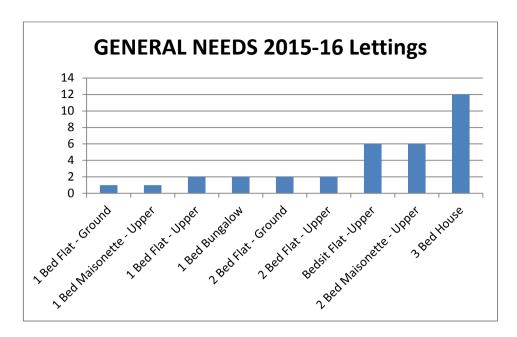
MANAGEMENT OF EMPTY HOMES

- 7. The way in which empty homes are managed has changed with emphasis on matching the right person to the right property and carrying out works to empty homes that have been identified and agreed with the new tenant rather than reinstating the property to a prescribed standard.
- 8. In terms of performance measures, end to end turnaround times continue to be recorded. However in terms of reporting we no longer amend turnaround times for properties requiring major works such as modernisation or disabled adaptations. For illustration purposes the chart shown below shows the average turnaround time for general needs and sheltered as well as an overall average for the period April to the end of July 2015.

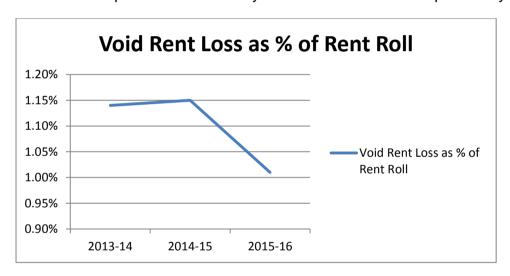


9. In the period April to the end of July 2015 a total of 53 homes have been relet; 19 of which were sheltered and 34 general needs. A breakdown by property size and type for information purposes is shown in the following charts.





10. In terms of rent loss due to empty homes, as at 9 August 2015 this amounted to £37,103 which is 1.01% of the total rent due in the financial year to date. The graph shown below illustrates performance in the year to date and over the past two years.



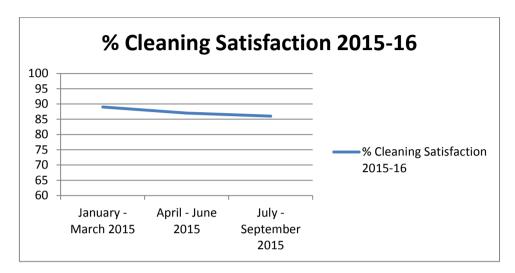
DEALING WITH ANTI-SOCIAL BEHAVIOUR

11. The table below provides information of reported incidents of ASB where officers took some form of action against the perpetrators. This action could have been anything from sending a letter to carrying out visits with Community Safety/Police. Currently there are 4 tenants on Acceptable Behaviour Contracts. Three secure tenants and one introductory have been served Notice due to on-going ASB problems and possession proceedings are now being considered. In one of these cases consideration is currently being given to applying for a Demotion order.

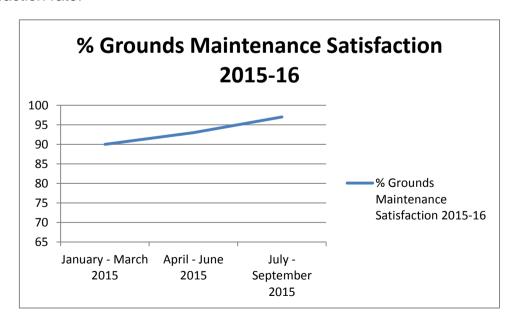
Period	Reported incidents	Serious cases
April to August 2015	7	5

HOUSING ESTATE MANAGEMENT

12. The communal areas of the Council's blocks of flats and maisonettes are cleaned on a weekly basis. Windows to the communal areas and individual units within sheltered housing blocks are cleaned on a 3-6 monthly basis. Feedback is obtained from tenant and leaseholder representatives and housing staff and is collated to give an overall satisfaction rate.



- 13. Quarterly Performance meetings are held with the service provider and the last meeting was held on 4 August 2015. There were no major issues discussed.
- 14. The external areas around housing blocks and general needs areas, including garage service areas, are maintained by the Council's Streetscene team who provide the grounds maintenance service. The service includes grass-cutting, weed treatment, litter-picking and sweeping of hard surfaces. Feed-back is obtained from tenant and leaseholder representatives and housing staff and is collated to give an overall % satisfaction rate.



15. Quarterly performance meetings are held with the service provider and the last meeting was held on 18 June 2015. There were no major issues discussed.

- 16. Estate inspections are carried out throughout the Borough in areas which have been highlighted by tenants or officers as having problems. In the year to date 9 inspections have taken place where problems were noted and action has been taken to rectify the issue. The main issues which came to light during the inspections were:
 - Fly-tipping in communal areas of flats and maisonettes
 - Overgrown hedges encroaching onto public footpaths from privately-owned gardens

TENANT INVOLVEMENT

- 17. Since April 2015 tenants and leaseholders have been involved in the following events:
 - Editorial Panel meeting;
 - Tenant and leaseholder Forum;
 - South Coast Training;
 - Grounds Maintenance Quarterly Review meeting; and
 - Cleaning Contract Review meeting

RISK ASSESSMENT

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

CONCLUSION

19. This report has provided panel members with an update on performance across a range of housing management services.

Background Papers: None

Reference Papers: None

Enquiries:

For further information on this report please contact Jon Shore (Ext 4540)



Report to Health and Housing Policy Development and Review Panel

Date 24 September 2015

Report of: Director of Community

Subject: REVIEW OF FARELETS

SUMMARY

Following changes in the welfare system, the demand for the Housing Options service and for temporary accommodation (TA) increased significantly. In response to this, the FareLets scheme was created, comprising three new private rented sector (PRS) services to encourage more landlords to work with the Council and allow their properties to be let through Strategic Housing.

RECOMMENDATION

That the Panel notes the progress of the FareLets scheme to date.

INTRODUCTION

- Due to the changes brought about by the recent welfare reform, the Housing Options service is seeing more customers who are homeless or at risk of becoming homeless. Many are unable to afford to secure their own privately rented accommodation due to increasing rents and fees charged by letting agents. Therefore the demand for temporary accommodation (TA) is increasing.
- 2. The FareLets scheme was developed by the Council in order to increase the supply of TA so that more homeless households could be helped into accommodation and so the Housing Options service would be less reliant on bed and breakfast (B&B) establishments. The development and publication of the FareLets scheme was approved in January 2014.

FARELETS - SCHEME INFORMATION

- 3. The FareLets scheme was launched on 1st July 2014 and advertised locally by posters, fliers and in Fareham Today. In November 2014 a radio advertising campaign was launched on Wave 105 in order to reach more potential landlords.
- 4. The scheme comprises three levels of service that landlords can choose from:
 - Tenant Find the Council matches a tenant with a landlord, provides a deposit bond equivalent to one month's rent and guarantees the rent for 12 months. The tenancy agreement is between the landlord and tenant. There is no cost to the landlord for this service
 - Managed Lease the Council takes on the lease of a private property for between 12 months and 3 years. During the lease period the Council is responsible for finding tenants, managing the tenancy, paying rent to the landlord and arranging the majority of repairs. The rent is guaranteed for the term of the lease and the property is returned to the landlord in the same condition as it was taken on, aside from fair wear and tear. The Council can carry out gas and electrical safety checks on the landlord's behalf and provide a carbon monoxide detector where needed. The landlord pays a one off charge of between £100 and £300, depending on whether they require the Council to do the safety checks.
 - Full Management similar to services offered by high street letting agents, this service charges the landlord 8% plus VAT of the monthly rental income. In return, the Council identifies the tenants, manages the tenancy, collects rent and updates the landlord. In addition, landlords receive free gas and electrical safety certificates and a carbon monoxide detector, where needed. The landlord can also benefit from repairs up to the value of £150 per year.

PROGRESS TO DATE

5. The target for the first year was to take on 45 properties across the three services. However, a total of 26 new properties have been taken on and let to date. 15 of these are Managed Lease properties, 10 are Tenant Find properties and 1 is with the Full Management service. The number of properties taken on has been sufficient for the demand coming through the Housing Options service, so advertising was stopped earlier this year in order to reduce the flow of enquiries. Landlords are still contacting

the service, so more properties could have been taken on, but the Council would then run the risk of having to pay rent on vacant properties.

- 6. The new Managed Lease properties and the older Private Sector Lease properties (PSLs) converting to Managed Leases have raised a total of £9,300 in fee income. This is offset by the internal cost of gas and electrical safety checks and rent arrears across the scheme of approximately £3,000, although there have been no claims against the deposit bonds to date. The cost of using B&B for homeless households has reduced significantly from around £85,000 in 2013/14 to approximately £69,000 in 2014/15. This can be attributed, in part, to the increase in TA availability.
- 7. Targets have not been set for taking on properties in the forthcoming year. The demand and need for TA is currently being considered as part of the Vanguard intervention in Housing and this will help inform the future of the FareLets scheme.

RISK ASSESSMENT

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

CONCLUSION

9. The FareLets scheme was launched on 1st July 2014 to provide more TA for homeless households. The scheme has been successful, with 26 new properties taken on and let to date, and landlords are still contacting the service with enquiries. B&B costs have also been reduced. The future of the scheme will not be known until the Vanguard intervention in Housing has been concluded.

Background Papers:

Review of Temporary Accommodation – 12th September 2013 Housing Initiatives (Accessing the Private Rented Sector) – 16th January 2014

Reference Papers:

None

Enquiries:

For further information on this report please contact Andrea Howells. (Ext 4370)



Report to Health and Housing Policy Development and Review Panel

Date 24 September 2015

Report of: Director of Community

Subject: REVIEW OF WORK PROGRAMME 2015/16

SUMMARY

At its meeting on 23 July 2015, the Health and Housing Policy Development and Review Panel agreed to a draft Work Programme for 2015/16.

RECOMMENDATION

Members are now invited to review the Work Programme for the year 2015/16.

INTRODUCTION

1. At the last meeting of the Panel on 23 July 2015, members agreed a Work Programme for 2015/16 which is attached as Appendix A.

REVISIONS TO THE WORK PROGRAMME

2. Members are asked to note the addition of a report on 'Rough Sleeper Update' which has been added to the Work Programme for the 21 January 2016 meeting.

RISK ASSESSMENT

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

CONCLUSION

4. The Panel is invited to review and agree the proposed Work Programme for 2015/16 and as appropriate, add to the draft programme and proposed additional items agreed generally by the Panel or put forward by individual members and accepted by the Panel.

Background Papers:

Reference Papers:

Health and Housing Policy Development and Review Panel – 23 July 2015 - Minutes

Enquiries:

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

DRAFT WORK PROGRAMME FOR 2015/16

MEETING DATES FOR 2015/16	<u>ITEMS</u>
28 May 2015	 Review of Work Programme 2015/16 Health Update – (Presentation from Cllr Bayford on local health priorities) Presentation – Introduction to the Panel and revised Terms of Reference Presentation: Achievements, Priorities and challenges
23 July 2015	 Review of Work Programme 2015/16 Health Update Presentation and report from the Rough Sleepers Working Group Presentation: Findings and learning arising from the Vanguard intervention in Housing Allocations Council housing repairs and maintenance report.
24 September 2015	 Review of Work Programme 2015/16 Health Update Presentation on Hampshire's JSNA (Joint Strategy Needs Assessment) Welfare Reform Update Affordable Housing Programme Update Review of FareLets Tenancy Management Performance Report Review of Sheltered Housing (dispersed schemes)
12 November 2015	 Review of Work Programme 2015/16 Health Update Presentation from Fareham

	and Gosport Clinical Commission Group – Local Health Priorities New Allocations Policy (draft)
21 January 2016	 Preliminary Review of Work Programme 2015/16 and Draft Work Programme 2016/17 Health Update Affordable Housing Update Tenant Engagement Council housing repairs and maintenance report. Rough Sleeper Update
10 March 2016	 Final Review of Work Programme 2014/15 and Draft Work Programme 2016/17 Health Update Affordable Housing Programme Update Tenancy Management Performance Report New Allocations Policy (consultation results)