

**Minutes of the
Housing Policy Development and Review
Panel**

(to be confirmed at the next meeting)

Date: Thursday, 8 March 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor F Birkett (Chairman)

Councillor B Bayford (Vice-Chairman)

Councillors: Mrs M Brady, Mrs C L A Hockley, Ms S Pankhurst,
D L Steadman and Mrs K K Trott

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the Housing Policy Development and Review Panel meeting held on 18 January 2018 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman extended his thanks and best wishes to retiring Councillors Bayford and Steadman for their service to the Panel over the years.

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. FAREHAM HOUSING PRESENTATION

The Panel received a presentation by the Managing Director of Fareham Housing which outlined the Fareham Housing Strategy. A copy of the presentation is attached as Appendix A to these minutes for information.

The presentation outlined that Fareham Housing will bring together all aspects of housing within the borough to provide affordable and sustainable solutions for residents with a focus on those whose needs are not currently being met through existing provision. A document was tabled for Members' information which gives an overview of how this will be achieved. A copy of this document is attached as Appendix B to these minutes for information.

The Managing Director of Fareham Housing provided an overview of the proposed staffing restructure of the department and highlighted the key changes. This included the creation of a new Affordable Housing Strategic Lead post that will provide leadership and focus on driving forward the delivery of affordable housing in the borough. A copy of the job description for this role was tabled for Members' information and is attached as Appendix C to these minutes. A full copy of the proposed restructure, which is currently under consultation, was provided to Members and a copy is attached as Appendix D to these minutes for information.

Members were advised that the next stage of the process will be to prepare and present the Fareham Housing Business Plan. This will come forward from the new overall Housing Strategy which is part of the Council's Corporate Strategy and is now almost ready to present for approval.

The Managing Director of Fareham Housing was thanked for a very informative presentation and for the work that has been done so far in this existing new venture.

7. TENANCY MANAGEMENT PERFORMANCE REPORT

With the agreement of the Chairman, this item was brought forward in the agenda and heard as item 6.

The Panel considered a report by the Managing Director of Fareham Housing which provided Members with information about the housing management services covered by the Tenancy Services Team. The report included information about Housing Rent Collection, Tenancy Management, Estate Management, Leasehold Management and a summary of the current tenant arrears position.

The Tenancy Services Manager highlighted key points of the report and answered Members questions accordingly.

It was AGREED that the Panel notes the information contained within the report.

8. FINAL REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT WORK PROGRAMME 2018/19

The Panel considered a report by the Managing Director of Fareham Housing which gave a final review of the current Work Programme 2017/18 and the proposed Work Programme for 2018/19.

Having reviewed the Work Programme for the current year 2017/18, as attached as Appendix A to the report, it was AGREED that the Panel:

- (a) approves the proposed Work Programme for 2018/19 as attached as Appendix C to the report; and
- (b) agrees to submit the proposed Work Programme for 2018/19 to Council for endorsement.

(The meeting started at 6.00 pm
and ended at 7.25 pm).

Fareham Housing

APPENDIX A

- National context – restructure recognises importance
- Brings together all aspects of housing
- Provide affordable and sustainable housing solutions
- Focus on those most in need – waiting list
- Work to vanguard principles – within a budget
- New roles key – Affordable Housing Strategic Lead, Policy Officer
- HOS in building repairs – aim to grow the business in time
- Investment in the department – more FTE and higher costs

Fareham Housing

Restructure Consultation Proposals

Posts to be deleted

- Tenancy Services Manager
- Systems and Support Manager
- Surveyor/ Inspector (2 to 1 Full Time Equivalent (FTE) post)
- Senior Housing Management Officer
- Vacant Multi-trade post (8 to 7 FTE posts)
- Vacant Housing Rents Officer
- Vacant Groundworker post

Fareham Housing

Restructure Consultation Proposals

New posts

- Head of Building Repairs and Maintenance
- Neighbourhood Manager (ring-fenced to 'at risk employees')
- Policy Officer (ring fenced to 'at risk employee')
- Affordable Housing Strategic Lead
- Labourer

Additional FTE

- Repairs Admin Officer (1fte)
- Neighbourhood Officer (1fte)

Fareham Housing

Restructure Consultation Proposals

- Investigations and Overpayments to sit in Neighbourhood team
- Benefits Team Leader to take back full supervisory responsibility of Assessors and Support Officers
- Benefits Systems Support to report to ICT
- Admin Assistant 0.5 FTE to Revenues and 0.5 FTE to move to Housing Business Support team
- Planned Maintenance Manager to return to post from Vanguard secondment
- Duty changes will be highlighted by Heads of Service

Fareham Housing

Restructure Consultation Process

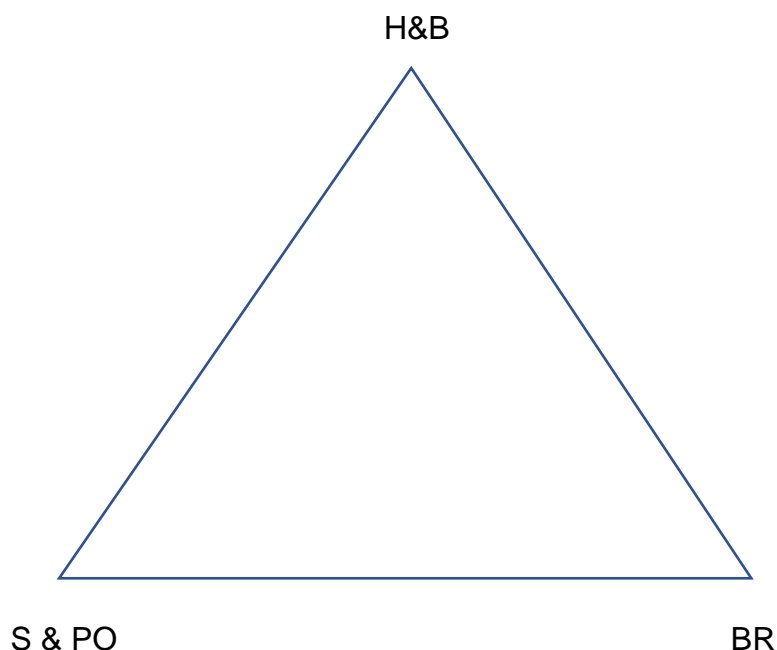
- Start of 30 day consultation
- Welcome ideas and comments on proposals
- A new structure to be implemented on 1 April 2018
- Recruitment and Selection for new posts including any ring fenced posts for those at risk

Purpose of Fareham Housing Department

To provide affordable and sustainable housing solutions for residents of the borough, prioritising those in greatest need

How

1. Identifying and pursuing opportunities to build new social and affordable housing to meet current and future demand
2. Matching demand and supply in terms of locality, type of tenure and affordability to inform development
3. Reviewing the council's existing social housing stock condition to inform a strategy for improvement, opportunities for regeneration, renewal, refurbishment or disposal
4. Providing a flexible housing options service for those requiring housing advice and assistance (find me a home)
5. Proactively managing tenant and leaseholder residents to provide homes of good quality and help occupants to remain in suitable accommodation (help me stay in my home and community)
6. Providing a first-class benefits service to quickly and objectively assess applications that will enable people to secure appropriate accommodation (help me to afford a home)
7. Providing a highly responsive repair and maintenance service to ensure that residents needs are met (help me stay in my home)
8. Achieving purpose within clearly defined revenue and capital budgets, through the appropriate political and legislative frameworks



FAREHAM

BOROUGH COUNCIL

JOB TITLE:	Affordable Housing Strategic Lead
POST NO:	TBC
SALARY:	TBC Subject to JE

What is the role?

As a dedicated Strategic Lead, you will provide leadership and focus on driving forward the delivery of affordable housing in the borough. The main requirement of the role is to initiate and deliver creative solutions to maximise the supply of homes for those whose needs are not being met through existing provision

- Identify, lead on and progress affordable housing (AH) development opportunities across the borough.
- Identify, evaluate and secure appropriate funding streams and other initiatives to enable the delivery of AH.
- Support the implementation of relevant council strategies and participate in negotiations with developers, Registered Social Landlords, government agencies and other partners to ensure that good quality affordable housing is delivered for those in greatest need.
- Ensure that all new AH provision (type, tenure, mix, size and layout) meets the local need.
- Identify opportunities for the acquisition or disposal of council – owned land and housing to enable new provision.
- Develop a strategy to provide new sheltered housing schemes and other supported accommodation that meets local need.
- Research best practice in relation to AH provision, produce strategy documents, committee reports and complete grant funding applications

You will also act as the Council's Affordable Housing Champion, promoting the council's strategy by developing partnerships a local, regional and national level.

It is important to us that you have:

- Experience in the delivery of social and / or affordable housing
- Outstanding communication skills
- Effective negotiating and influencing skills
- The determination, resilience and drive to meet the challenges the role will present
- The ability to build effective relationships with both internal and external customers or clients.
- The ability to produce a range of concise written information.
- Sound financial experience particularly in relation to affordable housing funding
- Experience of preparing successful funding bids
- The ability to constructively challenge and question others in their decision making.
- Political Awareness and an understanding of the sensitive and challenging issues which this role will bring
- Influential and motivational leadership skills across multi service areas

- The ability to think uniquely and imaginatively and to be able to provide solutions to problems
- Enthusiasm and drive to move projects forward
- The ability to proactively prioritise and manage your workload
- Excellent ICT skills
- A sense of pride and determination to do a good job
- A customer orientated approach
- Regeneration / Development Experience
- A full driving license

Last Updated January 2018

If you need any particular arrangements or adjustments, due to a disability or health condition to carry out any of the above, please let us know.

You will

- Develop an effective working relationship with all Councillors
- Act with political neutrality and provide impartial advice at all times
- Empower others to “do the right thing” for customers
- Support your Managing Director in order to deliver the development of affordable housing successfully

Corporate

- Develop an effective communication and support network with both internal and external parties
- Understand that some corporate rules cannot be broken because they form part of the Council’s governance framework, however others are flexible.
- Take responsibility for the effective management of any corporate roles and tasks assigned to you
- Understand the Corporate Vision and strategic aims of the Council and translate these into a series of relevant and achievable goals for yourself and others you are working with

Business Development

- Act on the systems under your control at all times, understanding the flow of work and the levels of demand
- Respond to the market, understand your customers and seek feedback
- Manage your budgets effectively
- Identify risks and take action to mitigate them
- Protect the data under your control

Personal Integrity

- Set a positive example through your behaviour, courtesy to others, honesty, smart appearance and general conduct
- Be open to learning and actively seek opportunities to train and develop yourself
- Exercise judgment and discretion in your decision making

Fareham Housing Proposed Structure

