

FAREHAM

BOROUGH COUNCIL

AGENDA

HOUSING POLICY DEVELOPMENT AND REVIEW PANEL

Date: Thursday, 8 March 2018

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor F Birkett (Chairman)

Councillor B Bayford (Vice-Chairman)

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

Deputies: S D Martin
J S Forrest



1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the Housing Policy Development and Review Panel meeting held on 18 January 2018.

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. Fareham Housing Presentation

To receive a presentation by the Managing Director of Fareham Housing which outlines the Fareham Housing Business Plan and Housing Strategy.

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

To consider a report by the Managing Director of Fareham Housing on Tenancy Management Performance.

8. Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19 (Pages 17 - 34)

To consider a report by the Managing Director of Fareham Housing which invites the Panel to review the overall progress against the Work Programme for 2017/18 and finalise the proposed Work Programme for 2018/19.



P GRIMWOOD
Chief Executive Officer
Civic Offices
www.fareham.gov.uk
22 February 2018

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 18 January 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 J S Forrest (deputising for Mrs K K Trott)

Also Present: Councillor Mrs K Mandry, Executive Member for Housing (for Item 7)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs K K Trott.

2. MINUTES

The Head of Housing and Benefits provided an update on the action being taken in respect of item 6 of the previous minutes. Members were advised that a further update would be brought to the Panel in due course.

It was AGREED that the minutes of the Housing Policy Development and Review Panel meeting held on 16 November 2017 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

An update was given to Members in respect of a recent fire at a Council owned property at Minden House in South Fareham.

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. REVIEW OF FARELETS

The Panel considered a report by the Director of Fareham Housing which gave an update on the Farelets Scheme. The Panel also received a presentation which provided Members with an overview of recent case studies that demonstrate how the Farelets scheme has provided many homeless customers with successful housing outcomes.

It was AGREED that the Panel note the progress of the Farelets scheme to date.

Members extended their thanks for a very interesting and informative report and presentation.

7. COUNCIL HOUSING REPAIRS AND MAINTENANCE REPORT

The Panel considered a report by the Director of Fareham Housing which outlined the Council Housing Repairs and Maintenance service delivered to residents during the third quarter of 2017/18.

At the invitation of the Chairman, Councillor Mrs K Mandry, Executive Member for Housing, addressed the Panel on this item.

The Planned Maintenance Manager reported that the one outstanding case where the Landlord Gas Safety Record has expired within the last 6-12 months has now been resolved.

Members commended the team on the significant improvement that has been made in respect of gas heating appliance inspections.

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

8. REVIEW OF THE WORK PROGRAMME

The Panel considered a report by the Director of Fareham Housing which provides a preliminary review of the Work Programme for 2017/18 and presents a draft Work Programme for 2018/19.

Members were invited to put forward suggested items for inclusion in the 2018/19 Work Programme. Councillor Mrs C L A Hockley requested an item outlining the current Housing Association position.

It was AGREED that the 2017/18 Work Programme, attached as Appendix A to the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.00 pm).

FAREHAM

BOROUGH COUNCIL

Report to Housing Policy Development and Review Panel

Date **08 March 2018**

Report of: **Managing Director of Fareham Housing**

Subject: **TENANCY MANAGEMENT PERFORMANCE REPORT**

SUMMARY

This report provides Panel members with information about the housing management services covered by the Tenancy Services team. The report includes information about Housing Rent Collection, Tenancy Management, Estate Management, Tenant Involvement and Leasehold Management.

RECOMMENDATION

It is recommended that the Panel notes the information contained within the report.

INTRODUCTION

1. The Tenancy Services team is responsible for the day to day management of council housing tenancies. Housing service functions provided by the Tenancy Services team include the following:
 - Housing Rent Collection;
 - Tenancy Management;
 - Estate Management;
 - Sheltered Housing;
 - Tenant Involvement;
 - Leasehold Management;
 - Right to Buy;
 - Empty Property Management;
 - Exchanges; and
 - Kitchen/Bathroom modernisations

2. Panel members received a report on 21st September 2017 which provided information about the Council's Housing Stock and the staffing structure for Tenancy Services. The report also provided information regarding Sheltered Housing, Empty Property Management, Right to Buy, Exchanges and Kitchen/Bathroom modernisations.

HOUSING RENT COLLECTION

3. Annual rental income through the charging of either a social housing rent for most tenants or in the case of new build properties and repurchased properties an affordable rent set at 80% of market rent level.

4. In addition to the weekly net rent many tenants pay a service charge for the following:
 - (a) Sheltered Housing Management;
 - (b) Sheltered Housing Support;
 - (c) Block Cleaning;
 - (d) Grounds Maintenance;
 - (e) Heating;
 - (f) Water Rates;
 - (g) Communal Laundry facilities; and
 - (h) Mobility Scooter Storage

5. Many of the service charges are currently eligible for housing benefit. However, the charges for sheltered housing support, heating, water and scooter storage are not so tenants must pay the full cost of these services.

6. Housing rents and service charges are set and notified on an annual basis. Historically housing rents followed Government guidelines with target rents for properties of similar size and type. This meant that rents for some properties were increasing at a greater rate than others to achieve the target rent figure. However, since 2016/17 housing rents have been subject to a 1% reduction in accordance with Government policy. This policy is due to continue until 2020/21 but is subject to further change.

7. Current tenant rent arrears are recovered by the housing officer team using a process of letters and visits. In cases where the tenant does not engage or does not repay rent arrears, legal action is taken through Portsmouth County Court for the recovery of the debt and in extreme cases possession of the property.
8. Appendix A to this report provides panel members with information about the level of current tenant rent arrears.
9. As panel members will be aware tenants have been affected by welfare reforms such as the reduction in spare room subsidy for working age tenants living in accommodation that is deemed to be larger than meets their housing needs. In Fareham, we currently have 96 cases; of these 79 are under occupying by one bedroom and seeing their housing benefit cut by as much as 14% and 17 tenants who are under occupying by more than one bedroom are seeing their housing benefit cut by as much as 25%.
10. Universal credit has been introduced in Fareham to some client types and this too is having a knock-on effect in terms of impact on debt management, largely as benefit is paid at least one month in arrears and is paid direct to the claimant. However, in certain cases where the tenant is deemed to be vulnerable the housing element of their benefit can be paid direct to the Council.

TENANCY MANAGEMENT

11. At present the Council offer one of four tenancies to tenants moving into its empty homes. These include:
 - (a) Secure tenancies (often referred to as lifetime tenancies) are granted to existing council tenants who hold a secure tenancy and housing association tenants who hold an assured tenancy;
 - (b) Introductory tenancies (these last for the first 12 months) and are granted to all new tenants. On expiry of the 12-month introductory period, tenants living in a studio flat or one bedroom accommodation are awarded a secure tenancy;
 - (c) Flexible tenancies are granted to new tenants living in general purpose family sized accommodation for a period of 5 years. The first year being under an Introductory tenancy; and
 - (d) Non-secure tenancies are granted to housing applicants occupying council accommodation on a temporary basis pending assessment of a homelessness application or allocation of more permanent accommodation in public or private rented sector.
12. All tenants are issued with a tenancy agreement, these document sets out the terms and conditions by which the Council and the tenant must abide. The agreement is legally binding and breaches could lead to enforcement action and ultimately repossession of the property.
13. During a tenancy, there may be a need to make changes to the tenancy. The most common requests for changes occur when the tenant has died leaving their spouse or family member in occupation or in the case of a joint tenancy where there has been a relationship breakdown resulting in one of the parties moving out.

14. It is a condition of tenancy that tenants seek written permission to carry out any alterations or improvements to their home. Although we cannot unreasonably refuse such requests these are often agreed subject to certain conditions such as meeting any planning and building regulations.
15. The most common cause of complaint regarding tenancy breaches relates to nuisance and anti-social behaviour. In dealing with such breaches, officers often liaise with colleagues from the Council's environmental health and community safety teams. A range of enforcement options are available to officers ranging from initial visits to noise abatement notices, acceptable behaviour contracts and ultimately repossession action through the court.

ESTATE MANAGEMENT

16. The cleaning of communal areas to housing blocks is outsourced to Hi-Spec services. The work includes cleaning of entrance halls, stairs, landing areas, bin areas and window cleaning. All sites are cleaned on a weekly basis however the cleaning of glazed areas is generally carried out on a quarterly basis.
17. The council's Streetscene team provide a street cleansing and grounds maintenance service to housing sites. The work includes grass cutting, shrub bed maintenance, litter clearance, weed treatment and the sweeping of hard surfaces such as parking service areas and drying areas.
18. The council provides garages for rent and off-road parking areas for tenants. Despite this, officers frequently find themselves having to deal with reports about dumped or abandoned vehicles and misuse of parking service areas. In response to demand for additional parking on housing estates a small annual budget has been set aside to spend on off road parking schemes.
19. Although there is provision at the council's blocks for refuse and recycling bin storage this is not working at some sites. Fly tipping and dumping of bulky waste remains an issue as does residents not disposing of waste and recycling material in the proper way. This has given rise to the need for greater surveillance and more secure refuse and recycling storage facilities at some sites.
20. A small annual budget has been set aside to help fund estate improvement suggestions from tenants and officers alike. In the past schemes have included lighting improvements, landscaping, line marking, improved signage and privacy fencing.

TENANT INVOLVEMENT

21. In July 2017, the Homes and Communities agency as the regulatory body for social housing made changes to a tenant involvement and empowerment standard. Officers in consultation with an active group of tenants have developed a local offer against the standard which involves and empowers tenants.
22. Council officers provide support to a Tenant & Leaseholder forum. The forum chaired by a tenant representative meets five times a year. Meetings are generally well attended with between 25-40 attendees at each meeting.
23. On 25th January 2018, 7 tenants attended a tenant engagement event in Basingstoke where they met and asked questions of the Housing Minister Dominic Raab.

24. Housing officers together with support from the Tenant Involvement and Leasehold Management officer carry out 16 estate inspections each year. The inspections are carried out of a defined local area and local tenants and leaseholders are invited to attend to discuss local issues of concern and identify action required to remedy these.
25. Tenant and leaseholder representatives assist in the monitoring and feedback on block cleaning and grounds maintenance services. This feedback is used to discuss performance with the service provider on a quarterly basis.
26. The tenant involvement officer provides support to a tenant editorial panel in the development and production of two tenant newsletters each year.
27. The Council, in partnership with a number of other local housing providers, organises two training events each year for tenants and leaseholders. Each organisation can send up to 10 representatives to each event.
28. In addition to block cleaning and grounds maintenance, tenants and leaseholders help to scrutinise the Council's performance in regard to other services. This includes gas servicing.

LEASEHOLD MANAGEMENT

29. The Council currently manages 451 leasehold properties, broken down as follows:
 - 85 one bedroom/bedsit flats
 - 364 two bedroom flats/maisonettes
 - 2 three bedroom flats
30. Leaseholders are subject to a lease agreement which sets out conditions of the lease similar to those which tenants have to abide under the terms of their tenancy agreement. From time to time it is necessary to remind leaseholders about the terms of their lease and where necessary take enforcement action. The Council has also published a leaseholders' handbook which provides useful information about being a leaseholder.
31. Leaseholders have two separate accounts; a service charge account and a cyclical repair account. The service charge account includes annual costs for day to day repairs, ground rent, insurance, management costs and communal services such as grounds maintenance, block cleaning and lighting. The cyclical repair account helps to pay for major items of expenditure such as new roofs, windows and doors with leaseholders paying so much each year to build up funds in the account. In the event of service charge queries these are directed to the Leasehold Management Officer in the first instance.
32. From time to time leaseholders have enquiries about their lease. This can vary from enquiries about the term of the lease, permission requests to alter the property to purchasing the freehold. In each case, enquiries are directed to the Leasehold Management Officer.
33. Under the terms of the lease, leaseholders are responsible for paying a proportion of the cost of building works to their home; this includes work to the block where they live. Where the cost of the work exceeds £250 per dwelling the Council has a legal duty to formally consult with leaseholders. In the event that no formal consultation is carried out the maximum amount leaseholders can be charged is capped at £250.

RISK ASSESSMENT

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

CONCLUSION

35. This report has provided panel members with some general information about the council housing service and some of the service areas provided by the Tenancy Services team.

Appendices: Appendix A – Current Tenant Rent Arrears Information

Background Papers: None

Reference Papers: None

Enquiries:

For further information on this report please contact Jon Shore (Ext 4375)

Current Tenant Rent Arrears

Arrears Banding	Arrears Total	No of cases with Arrangement	Value of cases with Arrangement	No of cases with no Arrangement	Value of cases with no Arrangement
Less than £50	£2,740	7	£167	138	£2,573
Between £50-£100	£5,075	8	£575	62	£4,500
Between £100-£200	£11,547	3	£487	80	£11,060
Between £200-£500	£52,543	30	£10,689	127	£41,854
Between £500-£1000	£66,075	20	£15,944	91	£50,131
Between £1000-£2000	£89,420	15	£23,961	29	£65,459
Greater than £2000	£112,115	19	£59,240	18	£52,875
Totals	£339,515	102	£111,063	545	£228,452

% of current tenants in arrears as at 11th February 2018 = 26.5

% of arrears covered by an arrangement = 33

FAREHAM

BOROUGH COUNCIL

Report to Housing Policy Development and Review Panel

Date **08 March 2018**

Report of: **Managing Director of Fareham Housing**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT WORK
PROGRAMME 2018/19**

SUMMARY

At the last meeting of the panel on the 18 January 2018, Members reviewed the existing Work Programme for 2017/18, and also considered the draft Work Programme for 2018/19.

The Panel is now invited to further review the Work Programme for the current year and finalise a draft Work Programme for 2018/19.

RECOMMENDATION

It is recommended that the Panel:

- (a) reviews the Work Programme for the current year 2017/18, as attached at Appendix A to this report;
- (b) approves the proposed Work Programme for 2018/19, as Attached as Appendix C to this report; and
- (c) submits the proposed Work Programme for 2018/19 to the Council for endorsement.

INTRODUCTION

1. At the meeting of the Panel on 18 January 2018, Members reviewed the 2017/18 Work Programme and were invited to consider items and review a proposed Work Programme for the next municipal year. This is the last cycle of meetings for this municipal year and the Panel is invited to finalise its review of this year's work and confirm the draft Work Programme for 2018/19.

THE PANEL'S TERMS OF REFERENCE

2. Under its terms of reference, The Housing Policy Development and Review Panel is responsible for:-
 - Reporting and advising upon policies and proposals relating to the Housing Portfolio;
 - Assisting Full Council and the Executive in the development and formulation of policy; and
 - Reviewing the performance of services provided directly or indirectly by the Council.

THE CURRENT WORK PROGRAMME – 2017/18

3. Appendix A to this report sets out details of the current year's Work Programme for review by the Panel.

For Member's information, Appendix B contains details of the outcomes from matters considered at Panel meetings during the current municipal year.

REVISIONS TO THE CURRENT WORK PROGRAMME 2017/18

4. There are no revisions to the current Work Programme.

DRAFT WORK PROGRAMME FOR 2018/19

5. Appendix C sets out details of the proposed items for consideration during 2018/19. 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. The Panel is also likely to consider reports on specific subjects 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.
6. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2018/19 programme.
7. Appendix D contains a list of the plans and strategies currently contained in the Council's policy framework. This 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:-

- (i) review the outcome of its Work Programme for the current year 2017/18;
- (ii) approve the Work Programme for 2018/19, having considered the proposed draft set out in Appendix C, and at the same time add to the Panel's draft Programme for 2018/19 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; and
- (iii) submit the approved Work Programme for 2018/19 to the Council for endorsement.

Appendices

Appendix A: Current Work Programme for 2017/18

Appendix B: Work Programme 2017/18 – Outcomes

Appendix C: Draft Work Programme for 2018/19

Appendix D: Policy Framework

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Paul Doran (Ext 4572).

**HOUSING POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME
2017/18**

MEETING DATES FOR 2017/18	ITEMS
25 May 2017	Review of Work Programme Report 2017/18 Introduction to the Panel, achievements, priorities & challenges Annual review of Discretionary Housing Payments
20 July 2017	Review of Work Programme Report 2017/18 Council Housing Repairs and Maintenance
21 September 2017	Review of Work Programme Report 2017/18 Tenancy Management Report Empty Properties Report
16 November 2017	Review of Work Programme 2017/18 Update on Homelessness Update on Fire Issues and Precautions
18 January 2018	Preliminary Review of Work Programme 2017/18 and Draft 2018/19 Review of Farelets Report and presentation Council Housing Repairs and Maintenance Report
08 March 2018	Final Review of Work Programme 2017/18 and 2018/19 Tenancy Management Report Presentation on Fareham Housing

**Housing Policy Development and Review Panel
Work Programme 2017/18 - Outcomes**

MEETING DATE	25 May 2017
<u>Subject</u>	Introduction to the Panel, Achievements, Priorities and Challenges
Type of Item	Presentation
Action by Panel	<p>The Panel received a presentation from the Director of Operations on the Achievements, Priorities and Challenges for the Panel.</p> <p>The presentation gave an overview of the Housing Portfolio Services which include:-</p> <ul style="list-style-type: none"> • The Role of the Panel in reviewing performance of housing services, developing and reviewing policies and submitting recommendations to the Executive. • An introduction to the Management Team and their areas of responsibility. • Responsibilities of the Tenancy Services Team in the management of council-owned properties in the Borough. • Responsibilities of the Responsive Repairs Team and the Finance and Resources Property Team in maintaining and improving housing stock. • Responsibilities of the Housing Options Team in dealing with Housing Allocations, Housing waiting lists, providing assistance and support for people who are homeless or threatened with homelessness, providing Housing advice, managing the Farelets scheme and providing temporary accommodation. • The delivery of new affordable housing which is a corporate priority. <p>Members were also advised of the key challenges ahead, which are:-</p> <ul style="list-style-type: none"> • Pressures on the Housing Revenue account • The Housing and Planning Act

	<ul style="list-style-type: none"> • The Homelessness Reduction Act • Welfare Reforms • Housing Strategy and the vision for Housing. <p>The Director of Operations was thanked for providing a very informative presentation.</p>
Outcome	Complete
Link Officer	Paul Doran
<u>Subject</u>	Annual Review of Discretionary Housing Payments
Type of Item	Report
Action by Panel	<p>The Panel received a report by the Head of Housing, Revenues and Benefits on an annual review of the Council's Discretionary Housing Payments (DHP) Scheme.</p> <p>Members commented on how the level of DHP funding allocated to rent/deposit advances in 2016/17 and the level of overall funding received for 2017/18 highlight the difficulties that are encountered by residents in trying to move into the private rental market.</p> <p>It was AGREED that the Panel notes the information contained in the report.</p>
Outcome	Complete
Link Officer	Caroline Newman
<u>Subject</u>	Review of the Work Programme 2017/18
Type of Item	Report

Action by Panel	<p>The Panel considered a report by the Director of Operations on a review of the current Work Programme 2017/18.</p> <p>With the permission of the Chairman, Councillor Mrs K Mandry, Executive Member for Housing, addressed the Panel on this item.</p> <p>As a result of discussion that arose in connection with the possibility of empty properties across the Borough being brought back into use, it was AGREED that a report on Empty Properties in the Borough be brought to a future meeting of the Panel.</p>
Outcome	Complete
Link Officer	Paul Doran
MEETING DATE	20 July 2017
<u>Subject</u>	Council Housing Repairs and Maintenance Report
Type of item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations on Council Housing Repairs and Maintenance.</p> <p>Councillor F W Birkett arrived at the meeting during consideration of this item (6.10pm) and took the Chair for the remainder of the meeting.</p> <p>Members were advised that as a result of issues highlighted by the Grenfell Tower disaster, officers are undertaking reviews of fire safety risk assessments carried out on Council owned properties in the Borough and will work with partnership agencies on work to be done in the coming months. A special edition of the tenant's' newsletter has been produced and circulated to tenants to highlight fire safety issues and provide fire prevention guidance.</p> <p>It was AGREED that Members note the content of the report.</p>
Outcome	Complete
Link Officer	Sean Barnett

<u>Subject</u>	Review of the Work Programme 2017/18
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's Work Programme for 2017/18.</p> <p>In response to Members' questions regarding ASPECT developments, Councillor Mrs K Mandry, Executive Member for Housing, addressed the Panel on this item.</p> <p>The Director of Operations advised that following a presentation by Two Saints at a recent Scrutiny Board meeting, the Update on Homelessness will now be brought to the November meeting of the Panel.</p> <p>Members requested that an update on Fire Issues and Precautions be brought to the November meeting of the Panel.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the Update on Homelessness be added to the Work Programme report for the meeting scheduled to take place in November; (b) an Update on Fire Issues and Precautions be added to the Work Programme report for the meeting scheduled to take place in November; and (c) the Panel notes the content of the report.
Outcome	Complete
Link Officer	Paul Doran
MEETING DATE	21 September 2017

<u>Subject</u>	Tenancy Management Report
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations which provided Members with general information about the Council's housing stock and staffing structures but also went into greater detail for five service areas (Sheltered Housing, Empty Property Management, Right to Buy, Mutual Exchanges, Kitchen/Bathroom Modernisations).</p> <p>Members were advised that if the proposed new senior management structure is approved by Council it will result in a more focussed, fully integrated Housing department. In addition to managing the day to day operation of the Council's housing services, the new department would consider a new approach to the provision of social and affordable housing to ensure that the right type of housing is delivered in the right areas based on demographic trends and population increases. A report will be brought to Panel in due course to provide Members with more information regarding the aims and objectives of the new department.</p> <p>Members were encouraged that future provision of new affordable housing will take account of residents' needs and will be provided in locations where it is required, thus building on the good work already done to change the approach to new allocations to one of making sure that the right person is placed in the right property.</p> <p>The Head of Housing, Revenue and Benefits provided some additional data to demonstrate how successful the new approach to allocating homes has been. There has been a significant reduction in the number of tenants falling into arrears with their rent or reporting repairs within the first few months of their tenancy.</p> <p>It was AGREED that the information contained in the report be noted.</p>
Outcome	Complete
Link Officer	Jon Shore
<u>Subject</u>	Empty Properties Update
Type of Item	Report

Action by Panel	<p>The Panel considered a report by the Director of Operations which provided members with an update on the activities being undertaken to bring empty, private sector, properties across the Borough back in to residential use.</p> <p>Councillor S Martin left the meeting during this item.</p> <p>The Panel also received a presentation showing the clearing of an abandoned property in Larkspur Close and detailing the renovation work done to transform it into a habitable property that the Council will now be able to lease out.</p> <p>Members enquired whether a large property in Stubbington, which has been empty for many years, could be brought back into use by the Council. The Head of Housing, Revenue and Benefits advised that whilst decisions do need to be made regarding this property, its suitability for a leasing arrangement was questionable due to its size and significant renovation costs.</p>
Outcome	Complete
Link Officer	Giles Hearn
<u>Subject</u>	Review of the Work Programme 2017/18
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Operations which reviewed the Panel's Work Programme for 2017/18.</p> <p>Members were invited to note that, as requested at the last meeting of the Panel, agenda items regarding Fire Issues and Precautions and an Update on Homelessness have been added to the meeting scheduled to take place on 16 November 2017.</p> <p>Members were also invited to submit any further requests for additional items to be added to the Work Programme to the Chairman.</p> <p>It was AGREED that the Panel notes and agrees the Work Programme for 2017/18.</p>

Outcome	Complete
Link Officer	Paul Doran
MEETING DATE	16 November 2017
<u>Subject</u>	Update on Fire Issues and Precautions
Type of Item	Verbal Update
Action by Panel	<p>The update provided information to Members on fire risk assessments across the Borough which have now been reviewed and an action plan developed to deal with their recommendations. Information was also provided in respect of annual smoke alarm testing, periodic electrical lighting testing and annual fire alarm maintenance for blocks of flats across the Borough. Details were also provided on properties that had received cladding materials during refurbishments and their performance in the event of a fire. This included the assurances provided by manufacturers. The newly built properties such as Collingwood, Sylvan and Stevenson Courts have some cladding in areas but are of a different type of system than Grenfell Tower.</p> <p>Members noted the comprehensive review of fire safety carried out in Council owned properties across the Borough but raised concern that the same level of scrutiny might not be carried out in Housing Association properties. As the Council does not have a legal right to carry out risk assessments on non-Council owned properties it was AGREED that Housing Associations should be asked to provide the Panel with a report on their fire safety arrangements.</p>
Outcome	Complete
Link Officer	Ian Cousins
<u>Subject</u>	Update on Homelessness
Type of Item	Report
Action by Panel	The Panel received a report by the Managing Director of Fareham Housing which provided an update on the progress being made in delivering the Council's Homelessness and Housing Options Strategy 2014-17.

	<p>Members were asked to note an amendment to item 2d of the table provided in Appendix A to the report which advises that the correct number of properties the Council has purchased using Right to Buy receipts is 11.</p> <p>It was AGREED that the Panel notes:</p> <ul style="list-style-type: none"> • the progress made to date in meeting the 19 actions in the current Homelessness and Housing Options Strategy; • the progress made in reviewing particular areas of the Council's homelessness and advice services; and <p>the new homelessness legislation set to be implemented in April 2018</p>
Outcome	Complete
Link Officer	Cathy Dawes
<u>Subject</u>	Review of Work Programme 2017/18
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Managing Director of Fareham Housing which provided a review of the current work programme 2017/18.</p> <p>The Managing Director of Fareham Housing advised Members that he is aware that the Panel will be keen to hear how the new Fareham Housing department will be structured and what the Council's new Housing strategy will be. A presentation on this will therefore be given at the meeting of the Panel scheduled to take place on 06 March 2018.</p> <p>It was AGREED that the Housing Policy Development and Review Panel:-</p> <ul style="list-style-type: none"> (a) agrees that a presentation on Fareham Housing be added to the agenda of the March meeting of the 2017/18 Work Programme; and (b) subject to the inclusion of the item outlined in (a) above, approves the programme of items for 2017/18 as set out in the Appendix to this report.

Outcome	Complete
Link Officer	Paul Doran
MEETING DATE	18 January 2018
<u>Subject</u>	Review of Farelets
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Fareham Housing which gave an update on the Farelets Scheme. The Panel also received a presentation which provided Members with an overview of recent case studies that demonstrate how the Farelets scheme has provided many homeless customers with successful housing outcomes.</p> <p>It was AGREED that the Panel note the progress of the Farelets scheme to date.</p> <p>Members extended their thanks for a very interesting and informative report and presentation.</p>
Outcome	Complete
Link Officer	Andrea Howells
<u>Subject</u>	Council Housing Repairs and Maintenance Report
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Fareham Housing which outlined the Council Housing Repairs and Maintenance service delivered to residents during the third quarter of 2017/18.</p> <p>At the invitation of the Chairman, Councillor Mrs K Mandry, Executive Member for Housing, addressed the Panel on this item.</p> <p>The Planned Maintenance Manager reported that the one outstanding case where the Landlord Gas Safety Record</p>

	<p>has expired within the last 6-12 months has now been resolved.</p> <p>Members commended the team on the significant improvement that has been made in respect of gas heating appliance inspections.</p> <p>It was AGREED that the Panel notes the information contained in the report.</p>
Outcome	Complete
Link Officer	Shaun Barnett
<u>Subject</u>	Review of Work Programme 2017/18
Type of Item	Report
Action by Panel	<p>The Panel considered a report by the Director of Fareham Housing which provides a preliminary review of the Work Programme for 2017/18 and presents a draft Work Programme for 2018/19.</p> <p>Members were invited to put forward suggested items for inclusion in the 2018/19 Work Programme. Councillor Mrs C L A Hockley requested an item outlining the current Housing Association position.</p> <p>It was AGREED that the 2017/18 Work Programme, attached as Appendix A to the report, be approved.</p>
Outcome	Complete
Link Officer	Paul Doran

**HOUSING POLICY DEVELOPMENT AND REVIEW PANEL – PROPOSED WORK
PROGRAMME FOR 2018/19**

MEETING DATES FOR 2018/19	Subject
24 May 2018	Introduction to the Panel, achievements, priorities & challenges Annual Review of Discretionary Housing Payments Review of Work Programme 2018/19
19 July 2018	Council Housing Repairs and Maintenance Report Review of Work Programme 2018/19
20 September 2018	Tenancy Management Report Empty Properties Report Review of Work Programme 2018/19
15 November 2018	Update on Homelessness Update on Fire Issues and Precautions Review of Work Programme 2018/19
24 January 2019	Review of Farelets Council Housing Repairs and Maintenance Report Preliminary review of Work Programme for 2018/19 and preliminary draft Work Programme for 2019/20
19 March 2019	Tenancy Management Report Final Review of Work Programme for 2018/19 and draft Work Programme for 2019/2020

Unallocated Items

New Allocations Policy (draft)

New Allocations Policy – Consultation results

New Homelessness & Housing Options Strategy (draft)

**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) Licensing Policy;
- (d) Development Plan Documents:
 - Fareham Local Plan Part 1: Core Strategy;
 - Fareham Local Plan Part 2: Development Sites and Policies;
 - Fareham Local Plan Part 3: The Welborne Plan;
- (e) Community Safety Strategy; and
- (f) Corporate Strategy.

