

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### HOUSING SCRUTINY PANEL

**Date:** Thursday, 22 November 2018

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor Mrs K Mandry (Chairman)

Councillor S Dugan (Vice-Chairman)

Councillors I Bastable  
J M Englefield  
Mrs C L A Hockley  
Ms S Pankhurst  
Mrs K K Trott

**Deputies:** L Keeble  
S Cunningham



**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 20 September 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. Introduction to the Housing Scrutiny Panel (Pages 9 - 10)**

To receive a presentation by the Head of Democratic Services which outlines the role and functions of the new Scrutiny Panel.

**7. Executive Business (Pages 11 - 12)**

To consider any item of business dealt with by the Executive since the last meeting of the Panel that falls under the remit of the Housing Portfolio. This will include any decisions taken by the Executive Member during the same time period.

**(1) Appointment of Employer's Agent for Hampshire Rose and Bridge Rose Housing Development Sites (Pages 13 - 14)**

**(2) Housing Revenue Account Borrowing Programme Funding Bid (Pages 15 - 16)**

**8. Affordable Housing Update (Pages 17 - 18)**

To receive a presentation by the Managing Director of Fareham Housing which provides Members with an update on Affordable Housing.

**9. Fire Issues and Precautions Report (Pages 19 - 24)**

To consider a report by the Managing Director of Fareham Housing on Fire Issues and Precautions.

**10. Housing Association Scoping Report (Pages 25 - 28)**

To provide Members with an opportunity to prepare a scoping report to enable Officers to extend an invitation to a Housing Association to attend a future meeting of the Panel.

## 11. Housing Scrutiny Panel Priorities

To provide an opportunity for Members to consider the scrutiny priorities for the Housing Panel.



P GRIMWOOD  
Chief Executive Officer  
Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
05 November 2018

**For further information please contact:**  
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**Tel:01329 236100**  
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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Housing Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 20 September 2018

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor Mrs K Mandry (Chairman)

Councillor S Dugan (Vice-Chairman)

Councillors: I Bastable, S Cunningham, Mrs C L A Hockley, Ms S Pankhurst  
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 19 July 2018 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**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. AFFORDABLE HOUSING UPDATE**

The Panel received a presentation by the Affordable Housing Strategic Lead which provided Members with an update on the Affordable Housing position. A copy of the presentation is appended to these minutes as Appendix A.

The presentation gave an overview of the recent bids that have been submitted to Homes England for additional borrowing capacity against the Housing Revenue Account. It also provided Members with a comprehensive analysis of Housing Need across the Borough so that supply and demand can be matched. A summary of the urgency of housing need based on the circumstances of individual households was outlined and an in-depth analysis given of the various types of accommodation needed in different areas of the Borough.

Members also received a progress update on each of the key sites identified for affordable housing development along with a summary of the potential affordable housing that could be delivered through planning applications.

It was AGREED that:

- (a) the Panel notes the content of the presentation; and
- (b) the Panel's thanks to Officers be placed on record for providing a very comprehensive and informative presentation.

## **7. TENANCY MANAGEMENT REPORT**

The Panel received a report by the Head of Housing and Benefits which provided Members with information about the housing management services provided by the Neighbourhood Team.

It was AGREED that:

- (a) the Panel notes the content of the report; and
- (b) the Panel's thanks to Officers be placed on record for providing a very comprehensive and informative report.

## **8. EMPTY PROPERTIES REPORT**

The Panel received a report by the Head of Housing and Benefits which provided the Panel with an update on the activities being undertaken to bring empty properties across the Borough back into use.

It was AGREED that:

- (a) the Panel notes the content of the report; and
- (b) the Panel's thanks to Officers be placed on record for providing a very comprehensive and informative report.

## **9. REVIEW OF THE WORK PROGRAMME**

The Panel considered a report by the Managing Director of Fareham Housing which provided Members with an opportunity to review the Work Programme for 2018/19.

The Managing Director of Fareham Housing reminded Members that a report will be taken to the October Council meeting which recommends changes to the Policy Development and Review Panels. The proposed changes have already been reviewed and recommended by the Scrutiny Board and the Executive and, if agreed by Council, will necessitate a full revision of the Work Programme.

Subject to approval of the proposed changes to the Policy Development and Review Panels at the Council meeting in October, the following amendments to the Work Programme were AGREED:

- (a) the removal of the 'Update on Homelessness' from the agenda of the November meeting;
- (b) the addition of a scoping report to the agenda of the November meeting to enable Members to suggest topics for inclusion in any presentation

that is made by a Housing Association when presenting an update on services at a future meeting of the Panel;

- (c) the meeting scheduled to take place on 24 January 2019 be cancelled;
- (d) the existing Council Housing and Maintenance report and the Tenancy Management report be amalgamated into a single report and added to the agenda of the meeting scheduled to take place on 07 March 2019;
- (e) the addition of a Housing Association presentation to the agenda of the meeting to be held in March; and
- (f) the addition of a report to the agenda of the meeting to be held in March that will summarise the changes being consulted on by Hampshire County Council in respect of Social Inclusion services. This report will put forward a recommended response to the consultation and will encompass the issues of homelessness and rough sleeping.

(The meeting started at 6.00 pm  
and ended at 7.47 pm).

# FAREHAM

## BOROUGH COUNCIL

### **Presentation to The Housing Scrutiny Panel**

**Date:** 22 November 2018

**Subject:** INTRODUCTION TO THE HOUSING SCRUTINY PANEL

#### **SUMMARY**

On the 11 October 2018 it was agreed by Council that the 5 Policy Development and Review Panels and the Scrutiny Board be dissolved and 6 new Scrutiny Panels be created in their place, with each Panel representing each of the 6 Executive Portfolios.

Members will receive a presentation from The Head of Democratic Services to outline the role and functions of the new Scrutiny Panel.

#### **RECOMMENDATION**

It is recommended that the Housing Scrutiny Panel considers the contents of the presentation and makes any comments or raises any questions for clarification.



# FAREHAM

## BOROUGH COUNCIL

### Report to Housing Scrutiny Panel

**Date**                    **22 November 2018**

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

**Subject:**                **EXECUTIVE BUSINESS**

#### **SUMMARY**

One of the key functions of this Scrutiny Panel is to hold the Executive Portfolio Holder and Senior Officers to account in the delivery of the service and the Improvement Actions identified in the Council's Corporate Priorities and Corporate Vision.

Members are therefore invited to consider the items of business which fall under the remit of the Housing portfolio and have been dealt with by the Executive since the last meeting of the Panel. This also includes any decisions taken by individual Executive Members.

The relevant notices for decisions taken are attached for consideration.

#### **RECOMMENDATION**

It is recommended that Members consider the items of Business discharged by the Executive since the last meeting of the Panel and make any comments or raise any questions for clarification.



# FAREHAM

## BOROUGH COUNCIL

2018/19  
Decision No.  
2041

**Record of Decision by Executive Portfolio for  
Housing**

**Monday, 13 August 2018**

<b>Portfolio</b>	Housing
<b>Subject:</b>	<b>Appointment of Employer's Agent for Hampshire Rose and Bridge Road Housing Development Sites</b>
<b>Report of:</b>	Managing Director of Fareham Housing
<b>Corporate Priority:</b>	Providing housing choices

**Purpose:**  
To seek Executive Member approval for the appointment of Employer's Agent for the development of both the Bridge Road and Hampshire Rose development sites.

Full planning permission is in place for the development of social rent homes at 123 Bridge Road and the Hampshire Rose (Highlands Road) development sites. Fareham Housing now seeks to progress the delivery of the affordable homes at these two sites. Key to this is the appointment of an Employer's Agent to act on the Council's behalf and to project manage these two development sites.

This appointment follows Executive approval on the 08 April 2018 to proceed with construction on these two schemes. Together they will provide 23 new social rent properties.

The Council is part of the Wayfarer Partnership; a consortium of affordable housing providers joined together to increase the supply of affordable housing. This Partnership includes a framework that allows the appointment of various professional services with experience in this field. Boulter Mossman have been selected as the Employer's Agent for these two sites. The Council has successfully used Boulter Mossman previously on other Council developments, their fees are competitive and they have indicated that they have the capacity to deal with the two schemes,

The contract sum is such that Executive member approval is required to proceed with the appointment.

**Options Considered:**  
As recommendation.

**Decision:**

It is recommended that the appointment of Boulter Mossman as Employer's Agent for the Bridge Road and Hampshire Rose development sites be approved.

**Reason:**

The cost associated with this contract/appointment requires Executive Member authorisation.

**Confirmed as a true record:**

Executive Member for Housing (Councillor Fred Birkett)  
Monday, 13 August 2018

# FAREHAM

## BOROUGH COUNCIL

2018/19  
Decision No.  
2043

### Record of Decision by Executive

Monday, 3 September 2018

<b>Portfolio</b>	Housing
<b>Subject:</b>	<b>Housing Revenue Account Borrowing Programme Funding Bid</b>
<b>Report of:</b>	Managing Director of Fareham Housing
<b>Corporate Priority:</b>	Providing housing choices

**Purpose:**

To agree the principle of the Council submitting a bid for additional Housing Revenue Account borrowing.

At the end of June 2018, the Secretary of State for Housing, Communities and Local Government announced the availability of additional Housing Revenue Account (HRA) borrowing funds for 'high affordability pressure areas'. High affordability pressure areas are those where the average weekly cost of private rent is £50 or more than the average cost of social rent. Fareham borough is one of many authorities in England where this applies.

£500 million of additional borrowing is available outside of London between 2019/20 and 2021/22. With the Council's Corporate priority of 'Providing Housing Choices' the availability of the additional HRA borrowing could provide an important opportunity to enable the delivery of additional affordable homes on Council owned (or potentially owned) sites.

Bids for additional HRA borrowing must be site specific and include certain criteria and information. The bids must be submitted by 07 September 2018.

This report seeks Executive approval for the principle of bidding for this additional borrowing, with the total amount bid for not exceeding £13 million. The final bids will be submitted by the Managing Director of Fareham Housing and based on the detailed information required for each site/bid, including the expected development costs and borrowing required. This can vary depending on the individual site, affordable tenure and other matters. It is not expected to exceed £13 million.

It should be noted that this is a decision to approve the principle of bidding for money and not a decision to accept or use any funds that may subsequently become available.

**Options Considered:**

At the invitation of the Executive Leader, Councillor Mrs K K Trott addressed the Executive on this item.

As recommendation.

**Decision:**

RESOLVED that the Executive agrees to delegate authority to the Managing Director of Fareham Housing to submit bids for additional borrowing of up to £13million to the Ministry of Housing, Community and Local Government under the Housing Revenue Account Borrowing Programme (2019/20, 2020/21 and 2021/22 by the deadline of 07 September 2018.

**Reason:**

To seek Executive approval for the principle of the total(s) to be submitted, as per a requirement of the bid submission process.

**Confirmed as a true record:**

Councillor SDT Woodward (Executive Leader)  
Monday, 3 September 2018

# FAREHAM

## BOROUGH COUNCIL

### **Presentation to The Housing Scrutiny Panel**

**Date:** 22 November 2018

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

**Subject:** AFFORDABLE HOUSING UPDATE

#### **SUMMARY**

The purpose of the presentation is to inform Members of the Panel of progress with the Fareham Housing sites and other relevant strategic housing matters.

#### **RECOMMENDATION**

It is recommended that Members consider the contents of the presentation and make any comments or raise any questions for clarification.



# FAREHAM

## BOROUGH COUNCIL

### Report to Housing Scrutiny Panel

**Date**                    **22 November 2018**

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

**Subject:**              **UPDATE ON FIRE ISSUES AND PRECAUTIONS**

#### **SUMMARY**

The purpose of the report is to inform Members of the Panel of progress with the fire issues and precautions in Fareham Housing.

#### **RECOMMENDATION**

It is recommended that the Panel Members consider the contents of the report and make any comments or raise any questions for clarification.

## **INTRODUCTION**

1. On the 17<sup>th</sup> November 2017 an update was provided to the Housing Policy Development Review Panel on Fire Safety for Fareham Housing Properties.
2. This report provides members with a further update on matters relating to Fire Safety and Precautions.

## **FIRE RISK ASSESSMENTS**

3. The Regulatory Reform (Fire Safety) Order 2005 covers the provision of Fire Risk Assessments in England to common parts of flats.
4. Fire Risk Assessments are required to be reviewed regularly. We are looking to carry out an internal review every year with a 5-yearly external review by an independent fire risk assessor. In the 2018 / 2019 financial year we have shifted our focus for the external fire risk assessments to sheltered sites rather than sticking with a rigid timescale. These assessments will include the requirements from recently published fire safety information for this type of property.
5. We are progressing well with the programme of internal reviews. For the external reviews we have now received four reports and other assessments are currently being carried out. We remain on programme to have reviewed all our sites by the end of the financial year. Further information is provided in Appendix A.
6. Both types of assessment will include a desk based review and a site inspection. The results of the assessment will generate actions which are categorised into four priority categories: immediate, within 3 months, within 6 months and at next refurbishment / modernisation. These are allocated within a given timescale. All actions are logged and progress monitored. A follow up site visit will be made within an appropriate timescale to ensure the actions have been completed and any actions that have not been resolved will be escalated.

## **SMOKE DETECTION ANNUAL TESTING**

7. Our Fire Risk Assessor has identified a requirement to carry out an annual test of the smoke detection with our properties in blocks of flats covered by a fire risk assessment. We have implemented a programme for this to be carried out by sheltered housing officers, our gas contractor, Liberty Gas or a responsive repairs operative. For most properties the check will be carried out in conjunction with other work.
8. To ensure the safety of all our tenants we have extended this testing to all homes and not just the properties covered by Fire Risk Assessments using the same resources.
9. In addition, we continue to encourage our tenants and leaseholders to carry out their own regular checks on the smoke detection equipment in their homes.
10. The programme of testing commenced in the summer of 2017 and we have now tested 93% of our tenanted properties.
11. Of the properties not tested the majority are where we have been unable to gain access; in some cases the tenant has declined the installation of equipment, in a few cases we have incomplete data and we have a few properties that are empty.

12. Efforts continue to gain access to all our properties to ensure they have working smoke detection.

### **ELECTRICAL AND EMERGENCY LIGHTING**

13. A programme of electrical testing is in place to ensure that all electrical installations are tested in accordance with regulation and recommendations.
14. All emergency lighting in blocks of flats have a basic monthly test with a yearly programme of 3-hour testing currently being undertaken.

### **FIRE SAFETY EQUIPMENT**

15. We have a programme of testing and maintenance for fire alarm, fire risers, lightning protection and fire shutters in accordance with relevant standards.

### **FIRE DOORS**

16. During the investigations into the Grenfell Tower fire, concern has been expressed into the performance of composite fire doors manufactured by certain companies. Following a supplier review, to the best of our knowledge no doors from the currently identified suppliers have been installed to any of our properties.
17. Any new composite doors are now required to be exposed to additional testing to ensure their performance in the event of a fire. Whilst we await the results of the new testing procedures we are not fitting any of this type of door. When we receive confirmation that these doors have passed the new testing regime and are again available we will look to recommence fitting this type of door.

### **INFORMATION**

18. Early in 2018 a flyer was issued to all leaseholders and tenants with some basic fire safety advice, the importance of smoke detection and advice to keep escape stairs and routes clear of obstructions. It also provided basic instructions of what to do in the event of a fire.
19. It is planned in the first quarter of 2019 to again write to all tenants and leaseholders with further advice on fire safety in the home.

### **CONCLUSION**

20. A group of Housing and Property officers meet on a regular basis to discuss all elements of housing fire safety to ensure we maintain standards and update our procedures as new recommendations are received.
21. We engage the services of an independent fire risk assessor to support us in the provision of fire risk assessments and provide general fire safety advice.

### **Enquiries:**

For further information on this report please contact Ian Cousins. (Ext 4835)



## Item 09 - Appendix A

### Progress Update for Housing Fire Risk Assessments and Internal Reviews for 2018

As at 25th October 2018

Property Type	No of Blocks	Assessments carried out	Internal Reviews carried out	Assesments due	Internal Review due
Sheltered Housing - Core Schemes	8	4	0	3	1
Sheltered Housing - Other Blocks	8	4	0	2	2
General Purpose Housing - Blocks of 24	8	7	1	0	0
General Purpose Housing - Blocks of 16	17	0	17	0	0
General Purpose Housing - Other Blocks	15	0	14	0	1
<b>Total</b>	<b>56</b>	<b>15</b>	<b>32</b>	<b>5</b>	<b>4</b>



# FAREHAM

## BOROUGH COUNCIL

### Report to Housing Scrutiny Panel

**Date**                    **22 November 2018**

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

**Subject:**              **SCOPING REPORT TO VIVID HOUSING ASSOCIATION**

#### **SUMMARY**

The purpose of this Scrutiny Panel is to hold the Executive Portfolio Holder and Senior Officer to account in the delivery of the service and the Improvement Actions identified in the Council's Corporate Priorities and Corporate Vision.

The Scrutiny Panel will also undertake an external scrutiny function and can invite external organisations operating within the Borough to attend meetings to present information and respond to questions.

Members have previously requested that a Representative from one of the Council's Housing Associations be invited to attend a meeting of the Panel to provide an overview of the services provided to their tenants in Fareham. Members are therefore invited to consider the scoping report attached as Appendix A to ensure that it outlines the main issues and objectives that the Panel would like to address.

#### **RECOMMENDATION**

It is recommended that the Panel considers the scoping report attached as Appendix A and approves it for inclusion in the invitation to Vivid Housing Association to attend a future meeting of the Housing Scrutiny Panel.



**HOUSING SCRUTINY PANEL - SCOPING REPORT**

***Councillor requesting item:*** Councillor Connie Hockley

<b>Issue</b>	The provision of tenancy management services by Vivid Housing to their tenants living in Fareham
<b>Background</b>	Formed in April 2017 from a merger of First Wessex and Sentinel housing associations, Vivid Housing owns and manages 30,000 affordable homes across Hampshire and Surrey. They are the largest provider of affordable homes in Fareham with over 800 properties spread across the borough, of which approximately 80% are affordable rented homes. Fareham Borough Council has full nomination rights into Vivid owned properties and tenants are allocated their homes in accordance with our Allocations Policy.
<b>Objective &amp; Description</b>	<p>The purpose of inviting Vivid Housing to a future meeting of the Housing Scrutiny Panel is to provide an overview of the services provided their tenants in Fareham and the impact on services as a result of the merger in April 2017.</p> <p>In particular, the Panel would like to understand:</p> <ul style="list-style-type: none"> <li>• The arrangements Vivid Housing have in place to provide effective local estate management to their tenants</li> <li>• How Vivid Housing meet and measure their customer service targets to guarantee tenants concerns are responded to in a timely and professional manner</li> <li>• What processes do Vivid Housing have in place to ensure all their properties are safe to occupy and maintained to a high standard (including communal areas and external spaces)</li> <li>• Vivid Housing's approach to dealing with anti-social behaviour</li> <li>• How Vivid Housing encourage tenant involvement and engagement to ensure their services are developed in accordance with tenants needs and expectations</li> <li>• What procedures Vivid Housing have in place to identify potentially vulnerable tenants and details of the steps taken to ensure these tenants can successfully maintain their tenancies</li> <li>• How Vivid Housing have prepared their tenants for the roll out of Universal Credit</li> </ul>

## APPENDIX A

<i>Please clearly state the final objective. Objectives might include scrutiny of process or issue, or shaping of policy option or special project.</i>	
<b>Proposed Way Forward</b>	It is proposed that representatives from Vivid Housing are invited to a meeting of the Housing Scrutiny Panel and requested to address the Panel on the matters outlined above.
<i>How is the objective to be achieved? Options might include a report written by officers and considered by Scrutiny Panels; informal working groups; discussion with external bodies; or a combination of several tools. Thought should be given to the process to be followed once the Scrutiny Panel completes its work; a request or comment may be made to the Executive or policy options offered to Council.</i>	
<b>Key Dates</b>	Attendance and presentation to the Housing Scrutiny Panel at their meeting of 7 March 2019.

DRAFT