

# FAREHAM

BOROUGH COUNCIL

## AGENDA HOUSING SCRUTINY PANEL

**Date:** Tuesday, 10 March 2020

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor Mrs K Mandry (Chairman)

Councillor S Dugan (Vice-Chairman)

Councillors I Bastable  
Mrs C L A Hockley  
Ms S Pankhurst  
Mrs K K Trott  
L Keeble

**Deputies:** J G Kelly



**1. Apologies for Absence**

**2. Minutes (Pages 5 - 8)**

To confirm as a correct record the minutes of the Housing Scrutiny Panel meeting held on 07 November 2019.

**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. Two Saints (Pages 9 - 10)**

To receive a presentation from Two Saints to address the Housing Scrutiny Panel on the matters outlined in the scoping report.

**7. Affordable Housing Update (Pages 11 - 12)**

To receive an update by the Affordable Housing Strategic Lead which provides Members with an update on affordable housing. To also incorporate detail about the funding arrangements for new projects as requested by the Panel at their meeting on 11 July 2019

**8. Motion received from Council**

At the Council meeting on the 21 February 2020 the following Motion was received from Councillor K K Trott: -

*"I propose that Fareham Borough Council calls upon the Secretary of State for Housing, Communities and Local Government to review the way Councils can use the proceeds from the 'Right to Buy' policy, in order to facilitate the provision of more, much needed, Affordable homes including those for Social Rent."*

The Housing Scrutiny Panel are asked to consider the Motion.

**9. Executive Business (Pages 13 - 14)**

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) **Housing Software** (Pages 15 - 16)
- (2) **Draft Fareham Housing Greener Policy** (Pages 17 - 18)
- (3) **Housing Allocations Policy** (Pages 19 - 20)
- (4) **Assheton Court, Portchester** (Pages 21 - 22)

#### 10. **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)  
02 March 2020

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Housing Scrutiny Panel

(to be confirmed at the next meeting)

**Date:** Thursday, 7 November 2019

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Mrs K Mandry (Chairman)

**Councillor** S Dugan (Vice-Chairman)

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

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

There were no Apologies were received at this meeting.

**2. MINUTES**

RESOLVED that the minutes of the Housing Scrutiny Panel meeting held on 11 July 2019 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting.

**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. EXECUTIVE BUSINESS**

The Panel considered the Executive items of business which fall under the remit of the Housing Portfolio, including individual Executive Member decisions, that have taken place since the last meeting of the Panel.

**(1) Consultation: Draft Housing Allocations Policy**

There were no comments received for this item.

**(2) Affordable Housing Strategy**

There were no comments received for this item.

**(3) Fareham Housing Development Site at Station Road, Portchester (former Merjen Engineering site)**

There were no comments received for this item.

**7. AFFORDABLE HOUSING UPDATE**

The Panel received a presentation from the Affordable Housing Strategic Lead, which updated the Panel with a detailed overview of the progress of the key sites managed by Fareham Housing. A copy of the presentation is appended to these Minutes.

Members discussed Assheton Court at length, raising concerns over the way in which the project will proceed. Officers clarified that there will be a sensitive approach to the project, which is still to be finalised, ensuring residents are kept informed throughout the process.

RESOLVED that the Housing Scrutiny Panel considered the contents of the presentation.

**8. APPROVAL OF SCOPING REPORT FOR THE TWO SAINTS HOMELESSNESS SERVICE**

The Panel considered a draft scoping report to be included in an invitation for Two Saints Homelessness Service to attend the next scheduled meeting of the Panel on the 06 February 2020.

Members requested that an additional bullet point be included to the Objective and Description section of the report. This would be to provide on the funds that residents receive and how this is broken down for the services that they receive. Offices advised that this could be provided to the Panel as general, average figures, so as not to give any specific details about individuals.

RESOLVED that the Housing Scrutiny Panel: -

- (a) considered the draft scoping report; and
- (b) with the addition of a bullet point requesting that some general financial information be provided, approve that the report be included in an invitation for Two Saints Homelessness Service to attend the next meeting of the Panel on the 06 February 2020.

**9. TENANCY MANAGEMENT, REPAIRS AND MAINTENANCE OF COUNCIL-OWNED PROPERTIES**

The Panel received a report from the Head of Housing and Benefits, providing information about the housing management and maintenance services delivered by the Council's Neighbourhood Team and the Repairs and Maintenance teams.

The report was presented to the Panel in three sections. The first was delivered by the Head of Housing and Benefits who ran through the Neighbourhood Services. Members enquired around the funding for the new post of Welfare Support Officer. The funds for this role have been reallocated from monies that were previously paid to the Citizens Advice Bureau for a similar external post. This new internal post has been a success to date, with several positive case studies highlighted in the report. Members asked that in future reports, information also be provided on the challenges and failures to assist and engage with tenants as well as the positives.

The Responsive Repairs and Planned Maintenance sections of the report were delivered by the Head of Building Repairs and Maintenance Service and the Planned Maintenance Manager. Members enquired as to the data used to monitor the Planned Maintenance Service, officers confirmed that this data was provided by a third-party consultant.

RESOLVED that the Housing Scrutiny Panel considered the contents of the report.

**10. DRAFT FAREHAM HOUSING GREENER POLICY**

The Panel received a report from the Policy Officer on the draft Fareham Housing Greener Policy.

Members discussed the draft Fareham Housing Greener Policy at Appendix A to the report at length. It was requested that Officers explore ways of obtaining feedback from the Boroughs Passivhaus tenants to assist with the Council's housing developments moving forward. Members also asked that Officers investigate the potential use of Greywater in new developments to reduce water consumption for Council tenants. Officers thanked Members for their feedback.

RESOLVED that the Housing Scrutiny Panel considered and commented on the draft Fareham Housing Greener Policy.

**11. HOUSING SCRUTINY PANEL PRIORITIES**

Members considered the scrutiny priorities for the Housing Scrutiny Panel. Members asked for Officers to provide feedback to the Panel on the Tenant and Lease Holder Forum meetings. Officers advised that this can be added to the half yearly Tenancy Management, Repairs and Maintenance of Council-owned properties report and would be a useful tool for Members to identify areas of possible scrutiny.

RESOLVED that the Panel considered the Scrutiny priorities for the Housing Scrutiny Panel.

(The meeting started at 6.00 pm  
and ended at 7.10 pm).

# FAREHAM

## BOROUGH COUNCIL

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

**Date:** 10 March 2020  
**Report of:** Head of Housing and Benefits  
**Subject:** TWO SAINTS

#### **SUMMARY**

The purpose of the presentation by Two Saints is to provide Members with information about the services they provide in Fareham.

#### **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

## Presentation to The Housing Scrutiny Panel

**Date:** 10 March 2020  
**Report of:** Affordable Housing Strategic Lead  
**Subject:** AFFORDABLE HOUSING UPDATE

### SUMMARY

The purpose of the presentation is to inform Members of the Panel of the 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:** 10 March 2020

**Report of:** Head of Housing and Benefits

**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

2019/20  
Decision No.  
2143

### Record of Decision by Executive Portfolio for Housing

Monday, 2 December 2019

<b>Portfolio:</b>	Housing
<b>Subject:</b>	<b>Housing Software</b>
<b>Report of:</b>	Deputy Chief Executive Officer
<b>Corporate Priority:</b>	Providing Housing Choices

#### **Purpose:**

To seek Executive Member approval for the procurement of new computer software for Fareham Housing.

This report provides the Executive Member with information on the new software proposed for managing the Council's tenants and Leaseholders. It has been identified that the existing IT is outdated and ineffective, with five interlinked sections of the department holding data separately. Orchard, which is currently used for Tenancy Management, was first implemented in 1996. The remaining data is held either in bespoke software or Excel spreadsheets developed to fill in the gaps over the years.

The software used for each team needs to interact to enable joined up working and an effective customer experience. The existing IT cannot accomplish this because of the different formats the data is held in. The logical conclusion is to replace these separate formats and use one encompassing system.

The Government's online marketplace, the G-Cloud, was used in tandem with a detailed specification to identify the software solution. Civica have been selected, providing both a competitive rate and a best fit for the needs of the department.

Civica is the digital partner for more than 140 local authorities in the UK and work with other public bodies such as the NHS and the Home Office. Extensive work has been undertaken to ensure Civica can meet the Council's user, security and IT requirements. Purchase of the Civica product provides an additional advantage, the software will integrate seamlessly with the asset management system (Keystone) procured earlier in the year.

Civica also supplies an Enhanced Repairs Module. This module is separate to Cx Housing but will provide the essential functionality for running the Responsive Repairs service. However, this module is not available on the G-Cloud, so the purchase would be made via the Council's standard procurement procedure.

**Options Considered:**

As recommended below.

**Decision:**

It is recommended that the procurement of Civica's Housing Cx and Enhanced Repairs Module is approved.

**Reason:**

To replace the various outdated, fragmented software currently in use and procure a more efficient, customer centric system.

**Confirmed as a true record:**

Executive Member for Housing (Councillor F Birkett)  
Monday, 2 December 2019

# FAREHAM

## BOROUGH COUNCIL

2019/20  
Decision No.  
2144

### Record of Decision by Executive

Monday, 16 December 2019

<b>Portfolio</b>	Housing
<b>Subject:</b>	<b>Draft Fareham Housing Greener Policy</b>
<b>Report of:</b>	Deputy Chief Executive Officer
<b>Corporate Priority:</b>	Protect and enhance the environment

**Purpose:**

To seek approval of the draft Fareham Housing Greener Policy.

The potential impacts of climate change are high on the global, national and local agenda and Fareham Housing recognises it can contribute to mitigating against some of the worst effects through the use, maintenance and development of Council owned stock.

This policy provides clarity on how Fareham Housing will make a contribution to mitigating the effects of climate change and undertake preparations in anticipation of new legislation.

The document is set out into four principles (detailed further in this report) to provide a framework for the document. These are as follows:

1. Minimise consumption of resources
2. Promote sustainable lifestyle
3. Build homes that meet the sustainability needs of our customers now and in the future
4. Deliver a greener standard

The careful use, planning and maintenance of council-owned housing stock, will have an additional benefit of helping our tenant reduce their energy costs and help in combating fuel poverty.

**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 approves the draft Fareham Housing Greener Policy, as provided in Appendix A to the report, for publication.

**Reason:**

To define Fareham Housing's commitment against climate change and prepare for anticipated change in legislation.

**Confirmed as a true record:**

Councillor SDT Woodward (Executive Leader)  
Monday, 16 December 2019

# FAREHAM

## BOROUGH COUNCIL

2019/20  
Decision No.  
2145

### Record of Decision by Executive

Monday, 16 December 2019

<b>Portfolio</b>	Housing
<b>Subject:</b>	<b>Approval of Draft Housing Allocations Policy</b>
<b>Report of:</b>	Deputy Chief Executive Officer
<b>Corporate Priority:</b>	Providing housing choices

**Purpose:**

To review the consultation results on the Housing Allocations Policy and adopt the final version.

Local housing authorities have a duty to make sure that homes, which they own or have nomination rights to, are let in accordance with a published allocation scheme. The allocation scheme must describe the procedure for letting homes and for determining the relative priority accorded to different categories of applicants.

At its meeting on 2 September 2019, the Executive approved a new Draft Housing Allocations Policy for a six-week period of consultation.

Public consultation took place between 16 September and 25 October 2019, with a total of 187 comments received.

As a result of the consultation some small changes have been made to the draft version to inform the final version of the Housing Allocations Policy which is recommended for adoption.

**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:

- (a) notes the feedback received from the public consultation exercise, together with the proposed changes to the policy, as outlined in this report; and
- (b) adopts the Housing Allocations Policy, as attached at Appendix A of the report, to formally replace the current Allocations Policy (2014).

**Reason:**

To adopt an up-to-date Housing Allocations Policy that is in accordance with current legislation and statutory guidance which meets the purpose of the Housing Options Service to “*understand each customer’s housing problem and help them to solve it*”.

**Confirmed as a true record:**

Councillor SDT Woodward (Executive Leader)  
Monday, 16 December 2019

# FAREHAM

## BOROUGH COUNCIL

2019/20  
Decision No.  
2146

### Record of Decision by Executive

Monday, 16 December 2019

<b>Portfolio</b>	Housing
<b>Subject:</b>	<b>Assheton Court, Portchester</b>
<b>Report of:</b>	Deputy Chief Executive Officer
<b>Corporate Priority:</b>	Providing housing choices

**Purpose:**

To seek approval in principle to proceed with the redevelopment of Assheton Court in Portchester in order to provide a new larger sheltered housing scheme using the existing site and a small area of the adjacent long stay car park.

To also advise Members of (a) the principles of a decant policy (relevant for those residents affected by any future redevelopment works); (b) the approach to any flats becoming vacant as Assheton Court; and (c) how a future report will be brought back to the Executive relating to the funding of the redevelopment and the future contractor appointment process.

Assheton Court was built in 1971 and comprises 33 flats, 13 of which are bedsit accommodation. The Council's recently adopted Affordable Housing Strategy set out an ambition to provide additional affordable housing for those in need and to improve existing Council owned stock, with Assheton Court being identified as one of the early schemes to address.

The attached report outlines the benefits of redeveloping the Assheton Court sheltered housing scheme in Portchester, to include a small area of the adjacent public car park, with the intention to provide a new larger sheltered housing scheme in what is an excellent location for older person accommodation.

It also explains how officers have considered the impact that redevelopment will have to existing residents at Assheton Court and have developed an outline of the decant principles to help alleviate many of the concerns that residents may have.

**Options Considered:**

At the invitation of the Executive Leader, Councillor R H Price, JP, addressed the Executive on this item.

As recommendation.

**Decision:**

RESOLVED that the Executive agrees:

- (a) the principle of seeking a redevelopment of the Assheton Court sheltered housing scheme;
- (b) the inclusion of a small area of the adjacent Long Stay East car park within any redeveloped design on the basis that no net loss in overall public car parking spaces will occur in the Council car parks at Portchester village centre;
- (c) that officers shall progress a Developed Design and planning application for a new Sheltered Housing Scheme; and
- (d) that £100,000 be allocated from the HRA Capital Development Fund, to progress the feasibility and design stage of the Assheton Court proposal.

**Reason:**

To provide additional older person affordable housing for those in need and to improve and update existing Council owned stock.

**Confirmed as a true record:**

Councillor SDT Woodward (Executive Leader)  
Monday, 16 December 2019