



Report to Health and Housing PDR Panel

Date: **14 March 2013**

Report of: **Director of Community**

Subject: **WORK PROGRAMME FOR 2012/13 AND DRAFT 2013/14**

SUMMARY

At the last meeting of the Panel on 19 January 2012, members reviewed the existing work programme for 2011/12 and also considered the draft work programme for 2012/13. The Panel is now invited to assess the overall progress for the current year and finalise a draft work Programme for 2013/14.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2012/13;
- (b) agree a proposed work programme for 2013/14; and
- (c) submit the proposed work programme for 2013/14 to the Council for endorsement.

INTRODUCTION

1. At the meeting of the Panel in January 2013, members reviewed the 2012/13 work programme and considered possible items for a proposed programme for 2013/14. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2013/14.

REVISIONS TO WORK PROGRAMME FOR 2012/13

2. Members are requested to endorse the following revisions to the work programme for the current year:-
 - (i) To receive a presentation from the Head of Strategic Housing outlining the policy, procedures and services available to rough sleepers.
 - (ii) To receive a report proposing a Member and Officer working group be established to review and update the Tenancy Agreement for Council Housing.
 - (iii) To receive a report summarising the Council's plans and progress in promoting investment in energy conservation measures in residential properties.
3. A copy of the updated Work Programme, incorporating the above revisions, is attached at Appendix A.
4. Appendix B contains details of the outcomes from the matters considered at Panel meetings from May 2012 up until January 2013, for members' consideration.

WORK PROGRAMME 2013/14

5. Appendix C sets out details of the proposed items for consideration during 2013/14.
6. 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. It is likely that the Panel will consider reports on a specific subject 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.
7. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2013/14 programme. Appendix D contains a list of the plans and strategies currently contained in the Council's policy framework. The 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:-
 - (a) Review the outcome of the work programme for the current year 2012/13; and

- (b) Agree a draft work programme for 2013/14, (having considered the proposed draft set out in Appendix C), which may include 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.

APPENDICES

Appendix A - Work Programme for 2012/13
Appendix B - Work Programme 2012/13 - Outcomes
Appendix C - Draft Work Programme 2013/14
Appendix D - Policy Framework

Background Papers: None

Reference Papers: Housing Policy Development and Review Panel 17 January 2013
(Minute 7)

Enquiries:

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

**HEALTH & HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
WORK PROGRAMME 2012/2013**

Date	Subject	Type of Item
24 May 2012	Review of the work programme 2012/13	Programming
	Collingwood House update	
	Broadlaw Walk update	
	Empty Homes Strategy	
19 July 2012	Review of the Work Programme 2012/13	Programming
	Collingwood House Update	
	Home Improvement Agency update	
	Review of the Council's Nominations Policy	Review
13 September 2012	Review of the Work Programme 2012/13	Programming
	Review of Homelessness Strategy	Review
	Collingwood House Update	
	Welfare Reform Update	
15 November 2012	Review of the Work Programme 2012/13	Programming
	Tenancy Strategy	
	Nomination Policy Review	Review
	Delivery of New Affordable Housing – Annual Report	
17 January 2013	Preliminary Review of the Work Programme 2012/13 and Draft Work Programme for 2013/14	Programming
	Disabled Facilities Grants – Annual Report	
	Fareham's approach to Health & Wellbeing	

14 March 2013	Final review of the Work Programme for 2012/13 and draft 2013/14	Programming
	Review of Incentive Payments to residents of under-occupied properties	Review
	Presentation on the policy, procedure and services available to rough sleepers	Information
	Review of Temporary Accommodation	Review
	Review of Tenancy Agreement	Review
	Annual Home Energy Conservation Report	Review

Unallocated Items

Housing Policy Development and Review Panel –Progress on Actions from May 2012 to January 2013

<u>MEETING DATE</u>	<u>24 MAY 2012</u>
<u>Subject</u>	<u>Initial endorsement of the Panel's Work Programme for 2012/13</u>
Type of Item	Information
Action by Panel	<p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) 'Delivery of New Affordable Housing - Annual Report' be added to the work programme for 15 November 2012; (b) 'Disabled Facilities Grants - Annual Report' be added to the work programme for 17 January 2013; and (c) subject to (a) and (b) above, the proposed work programme for 2012/13, as shown in Appendix A to the report, be endorsed.
Outcome	The Council confirmed the proposed work programme at its meeting on 21 June 2012
Link Officer	Martyn George
<u>Subject</u>	<u>Empty Homes Strategy</u>
Type of Item	Information
Action by Panel	<p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) it be noted that a report would be submitted to a future meeting of the Executive; (b) the Panel was supportive of the proposed changes to the Council's Empty Homes Strategy and the new policy proposals as detailed in the report and would like consideration given to property owners only gaining a financial reward if they enter into an agreement with the Council over nomination rights to properties; and that an administration fee should be incorporated into the scheme as well; and

	(c) the officers consult with the Chairman and the Executive Member for Housing on the revisions to the proposals prior to a report being submitted to the Executive.
Outcome	Report to Executive meeting on 3 September. The following decisions were made:- (a) amend the Empty Home Loan scheme as detailed in the Report; (b) set aside a revolving £100,000 loan fund from the Housing Capital Programme; (c) authorise Officers to take more robust enforcement action if an owner persistently refuses to make any efforts to bring property back into use including making application for Empty Dwelling Management Orders. (d) approve the Empty Homes Strategy attached to the Report as Appendix A. (xho-120903-r10-ghe refers).
Link Officer	Giles Hearn
Subject	<u>Presentation – Introduction to Strategic Housing (Roles, Remits, Achievements and Key Projects for 2012/13</u>
Type of Item	Information
Action By Panel	It was AGREED that the Head of Strategic Housing be thanked for the presentation and that the contents be noted.
Outcome	Content of the presentation was noted.
Link Officer	Andrew Fiske
Subject	<u>Collingwood House Update</u>
Type of Item	Information
Action By Panel	Members were reminded that a report on this matter had been considered by the Executive at its meeting on 14 May 2012. It was AGREED that the progress that had been made with the redevelopment of Collingwood House be noted.
Outcome	Report to Executive meeting on 14 May. The following decisions were made:- (a) to proceed with the redevelopment of Collingwood House;

- (b) that a budget of £5 million be set aside for the redevelopment of Collingwood House within the Housing Revenue Account Capital Programme;
- (c) that the Council enter into contract with the Homes and Communities Agency (HCA) through a Framework Delivery Agreement to accept the grant offer of £625,000 with a condition that the scheme is completed before March 2015;
- (d) that the permanent tenants at Collingwood House and Gibraltar Close be given priority Band 0 status within the Housing Nominations scheme to move to suitable alternative accommodation to enable the redevelopment to take place;
- (e) that a Project Manager be appointed (funded from the HCA grant) to advise the Council and oversee the successful delivery of the project;
- (f) to submit a planning application for the redevelopment and seek authority from the Planning Committee for the diversion, and stopping up of any no vehicular public rights of way needed to enable the redevelopment to proceed;
- (g) to authorise the making of any necessary applications under section 247 of the Town and Country Planning Act for the diversion, and stopping up of any public vehicular rights of way (if any);
- (h) that the land shown hatched on the plan in Appendix C, being the access way, is no longer suitable for sheltered accommodation and that it be appropriated under Section 122 of the Local Government Act 1972 to be held for planning purposes to enable the redevelopment of the land;
- (i) to delegate authority to the Director of Finance and Resources to agree terms and authorise the Council to enter into any necessary legal documents relating to the extinguishment of the existing rights of way and the grant of an alternative means of access to adjoining property owners in respect of their vehicular right of way over Gibraltar Close or in respect of any other identified easement that needs to be extinguished to enable the development to proceed; and
- (j) to delegate authority to Director of Community and Streetscene to appropriate the former redevelopment

	access way from land held for planning purposes to land held for housing purposes under the Housing Act 1985 upon completion of the redevelopment project to facilitate the re use of the former access way as part of the redeveloped land for older persons as it will no longer be required for planning purposes.
Link Officer	Andrew Fiske
Subject	<u>Broadlaw Walk Update</u>
Type of Item	Information
Action by Panel	Members were reminded that a report on this matter had been considered by the Executive at its meeting on 14 May 2012. It was AGREED that the positive progress that had been made with the regeneration of Broadlaw Walk be noted.
Outcome	Report to Executive meeting 14 May. The following decisions were made:- <ul style="list-style-type: none"> (a) to award a Housing Enabling Grant of £85,000 to First Wessex Housing Association towards the completion of the scheme. (b) that the award is subject to First Wessex Housing Association entering into a community use agreement securing the long-term use of Lion Place Community Room.
Link Officer	Andrew Fiske
MEETING DATE	<u>19 JULY 2012</u>
Subject	<u>Review of the Work Programme for 201213</u>
Type of Item	Information
Action by Panel	It was AGREED that the Panel's work programme for 2012/13, as set out in appendix A attached to the report, be approved.

Outcome	The Work Programme for 2012/13 was noted.
Link Officer	Martyn George
<u>Subject</u>	<u>Collingwood House Update</u>
Type of Item	Information
Action by Panel	It was AGREED that the good progress being made in the project for the redevelopment of Collingwood House be noted.
Outcome	Content of the report was noted.
Link Officer	Andrew Fiske
<u>Subject</u>	<u>Home Improvement Agency - Update</u>
Type of Item	Information
Action by Panel	It was AGREED that:- <ul style="list-style-type: none"> (a) the Panel note and commend the progress made in delivering the Home Improvement Agency (HIA) service in Fareham; and (b) the proposal to enter into a further 3 year contract with Hampshire County Council to jointly fund a Home Improvement Agency and Handyperson scheme from 2013 onwards, be endorsed.
Outcome	
Link Officer	Malcolm Stevens
<u>Subject</u>	<u>Review of the Council's Nomination Policy</u>
Type of Item	Information
Action by Panel	Members were informed that the Code of Guidance for the allocation of accommodation, referred to in paragraph 2 of the report, had now been published. It was noted that the intention was for a draft revised Nominations Policy to be prepared for

	<p>consideration by the Panel at its meeting on 15 November 2012.</p> <p>The Chairman requested nominations from members of the Panel who wished to join the proposed Member and Officer Working Group. It was proposed that the three elected members on the Working Group would be:- Councillor Mrs M E Ellerton, (Chairman of the Housing Policy Development and Review Panel), Councillor Miss S M Bell and Councillor Mrs K K Trott.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) a Member and Officer Working Group be established to explore key issues and inform the review of the Nominations Policy; and (b) the following three Panel members be appointed to the Working Group:- <ul style="list-style-type: none"> Councillor Mrs M E Ellerton Councillor Miss S M Bell Councillor Mrs K K Trott.
Outcome	
Link Officer	Ed Till
<u>MEETING DATE</u>	<u>13 SEPTEMBER 2011</u>
<u>Subject</u>	<u>Review of the Panel's Work Programme for 2012/13</u>
Type of Item	Information
Action by Panel	It was AGREED that the Panel's work programme for 2012/13, as set out in appendix A attached to the report, be approved.
Outcome	The Work Programme for 2012/13 was noted.
Link Officer	Martyn George

Subject	<u>Welfare Reform - Update</u>
Type of Item	Information
Action by Panel	It was AGREED that:- (i) the Panel note the content of the report; and (ii) the Head of Revenues and Benefits and her team be thanked for the work undertaken.
Outcome	The content of the report was noted.
Link Officer	Caroline Quirk
Subject	<u>Review of the Homelessness Strategy</u>
Type of Item	Consultation
Action by Panel	The Senior Housing Options Officer was thanked for his informative presentation. It was AGREED that the Executive be advised that in the Panel's view:- (a) the amendments to the 2012-13 action plan be approved; (b) the proposals for the use of the Homelessness Prevention Grant for 2013-14, as set out in paragraphs 7 to 12 of the report, be approved, and; (c) the Director of Community and Streetscene be requested to explore the possibility of using unallocated funds from the Homelessness Prevention Grant, to provide or retain adequate staffing levels to assist in reducing homelessness.
Outcome	Report to Executive meeting 3 December. The following decisions were made:- the amendments to the 2010-2013 Action Plan, as set out in paragraph 6 of the report, be approved (xho-121203-r03-afi refers); and (b) the proposals for the use of the Homelessness Prevention Grant for 2013/14, as set out in paragraph 7 to 12 of the report, be approved

	(c) the Executive Member for Health and Housing be given delegated authority to make decisions on the use of the balance of the Homelessness Prevention Grant fund in consultation with the Director of Community.
Link Officer	Andrew Fiske
<u>Subject</u>	<u>Collingwood House – Update</u>
Type of Item	Information
Action By Panel	It was AGREED that the Panel note the good progress made to redevelop Collingwood House.
Outcome	Content of Report Noted
Link Officer	Andrew Fiske
<u>MEETING DATE</u>	<u>15 NOVEMBER 2012</u>
<u>Subject</u>	<u>Review of the Panel's Work Programme for 2012/13</u>
Type of Item	Information
Action by Panel	It was noted that a report will be presented to the next meeting on 17 January 2013 outlining the Panel's remit, role and responsibilities in relation to health matters (see minute 1 above). It was AGREED that, subject to the inclusion of an item referred to above, the Panel's work programme for 2012/13, as set out in appendix A attached to the report, be approved.
Outcome	The Work Programme for 2012/13 was noted.
Link Officer	Martyn George

<u>Subject</u>	<u>Fareham's Tenancy Strategy</u>
Type of Item	Information
Action by Panel	<p>It was proposed that the reference on Page 10, (second paragraph), to "a senior officer" be replaced with the words "Tenancy Services Manager".</p> <p>It was AGREED that, subject to the replacement of the words "a senior officer" with the words "Tenancy Services Manager" on Page 10 of the draft document, Fareham's Draft Tenancy Strategy, attached as Appendix A to the report, be endorsed.</p>
Outcome	Report updated and endorsed.
Link Officer	Jon Shore
<u>Subject</u>	<u>Nomination Policy Review</u>
Type of Item	Information
Action by Panel	<p>It was AGREED that,</p> <ul style="list-style-type: none"> (i) the figure of £2000 in paragraph 10.6 (Page 22) of the draft allocations report be amended to £500; and (ii) subject to the amendment referred to above, the draft Allocations Policy detailed in Appendix A to the report, be endorsed.
Outcome	Report amended and endorsed
Link Officer	Ed Till
<u>Subject</u>	<u>Delivery of New Affordable Housing - Annual Report</u>
Type of Item	Information

Action by Panel	It was AGREED that the Panel noted the current affordable housing programme and progress made towards the provision for 2013-2017.
Outcome	Content of Report Noted
Link Officer	Jon Shore
<u>MEETING DATE</u>	<u>11 JANUARY 2013</u>
<u>Subject</u>	<u>Preliminary Review of the Work Programme for 2011/12 and Draft Work Programme for 2012/13</u>
Type of Item	Information
Action by Panel	It was AGREED that members noted the content of the report, and approve the draft work programme for 2013/14 with the inclusion of the suggested additional items.
Outcome	The Work Programme for 2012/13 and draft Work Programme for 2013/14 be updated accordingly.
Link Officer	Martyn George
<u>Subject</u>	<u>Fareham's Approach to Health and Wellbeing</u>
Type of Item	Information
Action by Panel	It was AGREED that the Panel, (iii) noted the Government's reforms to the National Health Service; (iv) noted how Fareham Borough Council's services impact on the health and wellbeing of residents and visitors; (v) noted that the remit of the Panel has now extended to include maintaining an overview of local health issues and

	<p>priorities;</p> <p>(vi) noted how the Council is represented on the various Health bodies;</p> <p>(vii) noted how the Panel can make representations to the Hampshire Health & Wellbeing Board and the Fareham & Gosport Clinical Commissioning Group about local health issues and priorities via the Council's appointed representative, and</p> <p>(viii) approved the list of priorities given by Councillor Bayford to form the basis of the Council's response to the Fareham and Gosport Clinical Commissioning Group consultation paper.</p>
Outcome	Response to consultation paper sent to F&GCCC
Link Officer	Martyn George
<u>Subject</u>	<u>Disabled Facilities Grants – Annual Report</u>
Type of Item	Information
Action by Panel	It was AGREED the Panel noted the improvements made in the delivery of the Disabled Facilities Grants Programme, the demand and progress made in delivering this year's programme and the challenges for 2013/14.
Outcome	Content of report noted.
Link Officer	Giles Hearn

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2013/14**

<u>MEETING DATES FOR 2012/13</u>	<u>ITEMS</u>
23 May 2013	<ul style="list-style-type: none"> • Introduction to the role of the Panel • Review of the work programme 2013/14 • Review of Temporary Accommodation • Review of Sheltered Housing Stock
18 July 2013	<ul style="list-style-type: none"> • Review of the work programme 2013/14 • Affordable Housing Programme • The Government's Green Deal • Floating Support Service for Older Persons • Collingwood House Update
12 September 2013	<ul style="list-style-type: none"> • Review of the work programme 2013/14 • Presentation on Local Health Priorities (invitation to Director of Public Health & Fareham & Gosport Clinical Commissioning Group)
14 November 2013	<ul style="list-style-type: none"> • Review of the work programme 2013/14 • Nominations Policy - Six monthly review • Review of Homelessness and Rough Sleeping in the Borough
16 January 2014	<ul style="list-style-type: none"> • Preliminary overall review of work programme 2013/14 and draft 2014/15 • Welfare Reform - update • Review of Housing Arrears • Housing Initiatives (Accessing the private rented sector)
13 March 2014	<ul style="list-style-type: none"> • Final review of work programme for 2013/14 and draft for 2014/15 • Empty Homes - Update • Collingwood House Update • Health Update • Homelessness Strategy 2014-17

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) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Plans and Alterations comprising the Development Plan;
- (f) Development Plan Documents;
- (g) Community Safety Strategy;
- (h) Corporate Vision, Values, Objectives and Priority Actions.