

# 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).

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

<b>MEETING DATES FOR 2017/18</b>	<b>ITEMS</b>
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**

<b>MEETING DATE</b>	25 May 2017
<b><u>Subject</u></b>	<b>Introduction to the Panel, Achievements, Priorities and Challenges</b>
<b>Type of Item</b>	Presentation
<b>Action by Panel</b>	<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"> <li>• The Role of the Panel in reviewing performance of housing services, developing and reviewing policies and submitting recommendations to the Executive.</li> <li>• An introduction to the Management Team and their areas of responsibility.</li> <li>• Responsibilities of the Tenancy Services Team in the management of council-owned properties in the Borough.</li> <li>• Responsibilities of the Responsive Repairs Team and the Finance and Resources Property Team in maintaining and improving housing stock.</li> <li>• 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.</li> <li>• The delivery of new affordable housing which is a corporate priority.</li> </ul> <p>Members were also advised of the key challenges ahead, which are:-</p> <ul style="list-style-type: none"> <li>• Pressures on the Housing Revenue account</li> <li>• The Housing and Planning Act</li> </ul>

	<ul style="list-style-type: none"> <li>• The Homelessness Reduction Act</li> <li>• Welfare Reforms</li> <li>• Housing Strategy and the vision for Housing.</li> </ul> <p>The Director of Operations was thanked for providing a very informative presentation.</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran
<b><u>Subject</u></b>	<b>Annual Review of Discretionary Housing Payments</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Caroline Newman
<b><u>Subject</u></b>	<b>Review of the Work Programme 2017/18</b>
<b>Type of Item</b>	Report

<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran
<b>MEETING DATE</b>	<b>20 July 2017</b>
<b><u>Subject</u></b>	<b>Council Housing Repairs and Maintenance Report</b>
<b>Type of item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Sean Barnett

<b><u>Subject</u></b>	<b>Review of the Work Programme 2017/18</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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"> <li>(a) the Update on Homelessness be added to the Work Programme report for the meeting scheduled to take place in November;</li> <li>(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</li> <li>(c) the Panel notes the content of the report.</li> </ul>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran
<b>MEETING DATE</b>	<b>21 September 2017</b>



<b><u>Subject</u></b>	<b>Tenancy Management Report</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Jon Shore
<b><u>Subject</u></b>	<b>Empty Properties Update</b>
<b>Type of Item</b>	Report

<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Giles Hearn
<b><u>Subject</u></b>	<b>Review of the Work Programme 2017/18</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>

<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran
<b>MEETING DATE</b>	<b>16 November 2017</b>
<b><u>Subject</u></b>	<b>Update on Fire Issues and Precautions</b>
<b>Type of Item</b>	Verbal Update
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Ian Cousins
<b><u>Subject</u></b>	<b>Update on Homelessness</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	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"> <li>• the progress made to date in meeting the 19 actions in the current Homelessness and Housing Options Strategy;</li> <li>• the progress made in reviewing particular areas of the Council's homelessness and advice services; and</li> </ul> <p>the new homelessness legislation set to be implemented in April 2018</p>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Cathy Dawes
<b><u>Subject</u></b>	<b>Review of Work Programme 2017/18</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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"> <li>(a) agrees that a presentation on Fareham Housing be added to the agenda of the March meeting of the 2017/18 Work Programme; and</li> <li>(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.</li> </ul>

<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran
<b>MEETING DATE</b>	<b>18 January 2018</b>
<b><u>Subject</u></b>	<b>Review of Farelets</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Andrea Howells
<b><u>Subject</u></b>	<b>Council Housing Repairs and Maintenance Report</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Shaun Barnett
<b><u>Subject</u></b>	Review of Work Programme 2017/18
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<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>
<b>Outcome</b>	Complete
<b>Link Officer</b>	Paul Doran



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

<b>MEETING DATES FOR 2018/19</b>	<b>Subject</b>
<b>24 May 2018</b>	Introduction to the Panel, achievements, priorities & challenges Annual Review of Discretionary Housing Payments Review of Work Programme 2018/19
<b>19 July 2018</b>	Council Housing Repairs and Maintenance Report Review of Work Programme 2018/19
<b>20 September 2018</b>	Tenancy Management Report Empty Properties Report Review of Work Programme 2018/19
<b>15 November 2018</b>	Update on Homelessness Update on Fire Issues and Precautions Review of Work Programme 2018/19
<b>24 January 2019</b>	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
<b>19 March 2019</b>	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 &amp; 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.