

08 December 2016

## HOUSING COMMITTEE

A meeting of the Housing Committee will be held on **TUESDAY 20 DECEMBER 2016** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **7.00 pm**.



David Hagg  
Chief Executive

**Please Note:** This meeting will be filmed for live or subsequent broadcast via the Council's internet site ([www.stroud.gov.uk](http://www.stroud.gov.uk)). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

### AGENDA

- 1 **APOLOGIES** - To receive apologies for absence.
- 2 **DECLARATIONS OF INTEREST** - To receive declarations of interest.
- 3 **MINUTES** - To approve the minutes of the meeting held on 27 September 2016.
- 4 **PUBLIC QUESTION TIME** - The Chair of Committee will answer questions from members of the public.  
**Deadline for receipt of questions is noon Thursday 15 December 2016.** Questions must be submitted in writing to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and sent by post or by Email: [democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk)
- 5 **WORK PROGRAMME** - To consider and update the work programme.
- 6 **PERFORMANCE MONITORING** - To receive an update on performance monitoring.

- 7 **COUNCIL HOUSING: NON TRADITIONAL HOMES STRATEGY** – To consider the Strategy and Obsolescence Procedure Guide.
- 8 **COUNCIL HOUSING: TENANT SERVICES AIDS AND ADAPTIONS POLICY** – To consider the revised policy.
- 9 **MEMBERS' QUESTIONS** - See Agenda Item 4 for deadline for submission.

### **Members of Housing Committee**

**Elected Members:**

Councillor Mattie Ross (Chair)  
Councillor Chas Townley (Vice-Chair)  
Councillor Catherine Braun  
Councillor Miranda Clifton  
Councillor Colin Fryer  
Councillor Julie Job

Councillor Norman Kay  
Councillor Phil McAsey  
Councillor Jenny Miles  
Councillor Liz Peters  
Councillor Tom Skinner  
Councillor Debbie Young

**Co-opted Member(s):**

Ian Allen

**HOUSING COMMITTEE****27 SEPTEMBER 2016****7.00 pm – 8.50 pm****Council Chamber, Ebley Mill, Stroud****3****Minutes****Membership**

Councillor Mattie Ross **	P	Councillor Norman Kay	P
Councillor Chas Townley *	P	Councillor Phil McAsey	A
Councillor Catherine Braun	P	Councillor Jenny Miles	P
Councillor Miranda Clifton	P	Councillor Elizabeth Peters	P
Councillor Colin Fryer	P	Councillor Tom Skinner	A
Councillor Julie Job	P	Councillor Debbie Young	P

\*\* = Chair \* = Vice Chair

P = Present A = Absent

**Officers in Attendance**

Strategic Head (Tenant and Corporate Services)	Accountancy Manager
Head of Housing Contracts	Interim Principal Accountant
Head of Housing Management	Business Development Manager
Responsive Maintenance and Voids Manager	Sheltered Housing Project Manager
	Program Manager
	Democratic Services Officer

**HC.012****APOLOGIES**

Apologies of absence were received from Councillors Phil McAsey and Tom Skinner.

**HC.013****DECLARATIONS OF INTEREST**

There were no declarations of interest.

**HC.014****PUBLIC QUESTION TIME**

There were none.

**HC.015****MINUTES – 28 JUNE 2016**

A typographical error was highlighted in the second bullet point of minute HC.009 and it was agreed to replace the word “remove” with “reduce”.

**RESOLVED** That the minutes of the meeting held on 28 June 2016 are confirmed and signed as a correct record, with the above amendment.

**HC.016** **PUBLIC QUESTION TIME**

There were none.

**HC.017** **WORK PROGRAMME**

The following topics were suggested for inclusion onto the work programme:-

- The advantages/disadvantages of community land trusts – to be discussed informally and reported at a future meeting.
- An update on Queens Court, Brimscombe.

**RESOLVED** To update the Work Programme, accordingly.

**HC.018** **PERFORMANCE MONITORING**

Councillor Catherine Braun provided a verbal update from a meeting held on 14 September and confirmed a written report would be submitted prior to the next meeting.

**RESOLVED** The verbal update was noted.

**HC.019** **NOMINATION FOR A REPRESENTATIVE ON HOME-START**

Nominations were received for Councillors Jenny Miles and Liz Peters. Upon the vote Councillor Jenny Miles was appointed but the Chair requested that enquiries were made with Home-Start to ascertain whether they would accept two representatives from the Council.

**RESOLVED** Councillor Jenny Miles would represent the Council on Home-Start for the remainder of the current civic year. Enquiries would be made as to whether Home-Start would have a role for Councillor Liz Peters.

Please Note: On 29 September 2016 Home-Start accepted two Council's representatives.

**HC.020** **CORPORATE ASSET STRATEGY ACTION PLAN**

The Head of Housing Contracts outlined the 14 elements within the action plan. In response to members' questions the following points were clarified:-

- The Decent Homes Standard was set by Central Government and the Council exceeded the minimum standard.
- All statutory legal requirements are complied with eg electrical works to properties.
- The different procedures that are in place were outlined for reducing the carbon footprint for both contractors and employees.

- 95% of the Council's stock had already been surveyed and there were no properties that contained extreme levels of asbestos. Any asbestos that is found is removed.

**RESOLVED**                    **To approve the Action Plan for implementation.**

**HC.021**                            **HOUSING REVENUE ACCOUNT (HRA) BUDGET MONITORING REPORT 2016/17 – QUARTER 1**

The Accountancy Manager outlined the above report. In response to questions officers clarified the following points:-

- The breakdown of the budget at Queens Court.
- A Government announcement was awaited on a high value voids levy.
- The total budget allocated for the development at the Top of Town had now been broken down into the different phases.

**RESOLVED**                    **a. To note the projected outturn position on the HRA for 2016/17;**  
**b. To approve the allocation of carry forwards and capital slippage, as shown in Table 4a of the report;**  
**c. To approve the reprofiled New Build and Development Programme budgets for 2016/17, as shown in Table 4b of the report.**

The Chair confirmed that Agenda Item 12 would be presented as the next report.

**HC.022**                            **ACTION PLAN TO MAINTAIN HRA BALANCES OVER THE MEDIUM TERM FINANCIAL PLAN**

The Head of Housing Contracts outlined the above report. Members debated the current and future financial position of the HRA.

**RESOLVED**                    **To note the action plan.**

**HC.023**                            **PROGRESS REPORT – TENANT CONSULTATION**

The Head of Housing Contracts provided members with a verbal update on the tenant consultation. Independent Tenant Advisors had been appointed and the vacancies for two tenant representatives (without voting rights) to sit on Housing Committee would be widely advertised. The closing date was 7 October with interviews taking place on 13 October. A decision would be taken at full Council on 27 October 2016.

**RESOLVED**                    **To note the verbal update.**

**HC.024**                            **TENANT SERVICES COMPENSATION POLICY**

The Head of Housing Contracts outlined the above policy and confirmed that each application for compensation was considered on a case by case basis. Each void property for future redevelopment is assessed for works against future rental income.

**RESOLVED**                    **To approve the revised Tenant Services Compensation Policy.**

**HC.025**                    **POOLED RIGHT TO BUY (RTB) RECEIPTS**

The Chair read out a letter which had been circulated to Committee addressed to Gavin Barwell MP, Minister of State for Housing and Planning and signed by the Council's Leader and Chief Executive regarding RTB capital receipts.

The Interim Principal Accountant informed the Committee of developments and options for pooled RTB receipts and recommended future action. By the end of the financial year the Council would be in a better position to make a firm decision. The Council needed to be prudent but also deliver housing as a priority.

- RESOLVED**
- a. The Council not withdraw from the Pooled RTB agreement (at this stage).**
  - b. Any new quarterly RTB receipts be repaid to the Department of Communities and Local Government (DCLG) at inception until there is a clear requirement for their application.**
  - c. The expected utilisation of balances (currently £2m) be regularly reviewed and once further information is available, the desirability of repaying any sums from the balance be considered (on recommendation of the Section 151 Officer).**

**HC.026**                    **MEMBERS' QUESTIONS**

There were none.

The meeting closed at 8.50 pm.

Chair

## **2016/17 WORK PROGRAMME FOR HOUSING COMMITTEE**

<b>Date of meeting</b>	<b>Matter to be considered</b>	<b>Notes</b>
24.01.17	i. Work Programme	Leads: Chair and Strategic Head Tenant and Corporate Services
	ii. Performance Monitoring verbal update	Leads: Councillors Braun and Young
	iii. HRA Medium Term Financial Plan 2017/18 – 2020/21	Lead: Accountancy Manager
	iv. HRA Business Plan	Lead: Task and Finish Group
	v. Tenancy Strategy	Lead: Head of Housing Management
	iv. Rent and Service Charges Review	Lead: Head of Housing Management
21.02.17	i Work Programme	Leads: Chair and Strategic Head Tenant and Corporate Services
	iii Performance Monitoring verbal update	Leads: Councillors Braun and Young
	iv Budget Monitoring 2016/17 – Quarter 3	Lead: Accountancy Manager
	v Estate and Tenancy Management Policy	Lead: Tenancy Operations Manager
	v. Rural Designation for RTB	Lead: Strategic Head (Development Services)
	vi. Affordable Housing Provision	Lead: Strategic Head (Development Services)
	vii. Age Friendly Health and Housing Plan	Lead: Health and Wellbeing Development Co-ordinator
28.03.17	i. Work Programme	Leads: Chair and Strategic Head Tenant and Corporate Services
	ii Energy Strategy	Lead: Asset Manager
	iii. Performance Monitoring verbal update	Leads: Councillors Braun and Young

### **Task and Finish Groups**

<b>Title</b>	<b>Membership</b>	<b>Date Est.</b>
To review the effectiveness of the tenant consultation mechanisms in place	Cllrs Ross, Braun, Townley, Young, Clifton, Kay and Tucker. Tenant Representatives: Ian Allan, Shirley Histed, Pat Eagle, Dave Dale, Sally Millett and Pam Blanche. Officers: Head of Housing Management and Engagement Projects & Support Officer	28 June 2016
To produce an HRA Business Plan	Cllrs Kay, Townley, Job, Fryer and Skinner.	28 June 2016

**Information sheets sent to Committee Members**

<b>Date sent and ref no.</b>	<b>Topic</b>	<b>Notes</b>
16.09.2016 H-2016/17-001	Sheltered Housing Modernisation Project Update	Sheltered Housing Project Manager
27.09.2016 H-2016/17-002	Small Sites, Garages and Disposals Update	Principal Estates Surveyor
27.09.2016 H-2016/17-003	Progress Report on the Development of a Business Plan for the HRA	Head of Housing Management
05.12.2016 H-2016/17-004	Homelessness Prevention Strategy – Review 2016	Housing Advice Manager
06.12.2016 H-2016/17-005	New Homes and Regeneration Update	Business Development Manager
06.12.2016 H-2016/17-006	Sheltered Housing Modernisation Project Update	Sheltered Housing Project Manager

**Pending Information Sheets which may subsequently require committee reports**

Update on Queens Court, Brimscombe	Head of Asset Management
------------------------------------	--------------------------



STROUD DISTRICT COUNCIL

AGENDA  
ITEM NO

HOUSING COMMITTEE

20 DECEMBER 2016

7

<b>Report Title</b>	<b>NON TRADITIONAL HOMES STRATEGY</b>
<b>Purpose of Report</b>	For Committee to agree the Strategy and Obsolescence Procedure Guide
<b>Decisions</b>	The Committee <b>RESOLVES</b> to adopt the Non Traditional Homes Strategy in Appendix 1 to the report and the Obsolescence Procedure Guide in Appendix 2.
<b>Consultation and Feedback</b>	Tenant Services Management Team (Sept-Oct 2016) Corporate Team (29 /11/16)
<b>Financial Implications and Risk Assessment</b>	Simon Merrett – Interim Principal Accountant Email: <a href="mailto:simon.merrett@stroud.gov.uk">simon.merrett@stroud.gov.uk</a> This strategy details the procedures to be followed when determining the obsolescence of Non Traditional homes. The financial implications of the process will be considered on a case by case basis and form part of the decision making process.  <b>Risk assessment by the report author</b> The Strategy and Policy are guiding principles which will allow the Council to make informed decisions based on a sound analytical approach. Adoption of the Strategy will ensure that the Council has a robust policy to reduce the risk of challenge in this area. By not having clear guiding principles and a methodology for assessment the Council is at a greater risk of incurring financial loss.
<b>Legal Implications</b>	No significant legal implications to report. Karen Trickey Legal Services Manager and Monitoring Officer Email <a href="mailto:karen.trickey@stroud.gov.uk">karen.trickey@stroud.gov.uk</a>
<b>Report Author</b>	Joe Gordon, Asset Operations Manager Tel: 01453 754190 Email: <a href="mailto:joe.gordon@stroud.gov.uk">joe.gordon@stroud.gov.uk</a>
<b>Options</b>	Continue with the existing ad hoc approach on a property by property basis; or to adopt the strategy and procedure.
<b>Performance Management Follow Up</b>	By annual review via briefing note to members on status and effectiveness of the strategy in light of any legislative or other impacts. Development of an action plan to deal with those properties which remain as part of the housing portfolio.

**1.0. Introduction**

- 1.1. Stroud District Council (SDC) recognises the need to have a greater understanding of the long term financial value and performance of all of its assets. Stroud has embraced the principles of effective asset management, and recognises the importance associated with maintaining effective stock condition and attribute information.
- 1.2. Presently Stroud has circa 600 homes of non traditional construction consisting of 9 different system types, which equates to 11% of the total stock numbers.
- 1.3. In August 2003 SDC commissioned Curtins Consulting Engineers to undertake a Risk Assessment and Structural Survey of SDC's non-traditional housing stock. The purpose was to assess the structural condition of the stock and identify any remedial work required to ensure a minimum 30-year continued life of the structures was achieved.
- 1.4. The report concluded that the stock required significant levels of investment, which has since been acted upon in an ad hoc fashion.
- 1.5. New and sustained focus is now required to ensure that investment is appropriate and the properties do not fall into further disrepair.

**2.0. Background**

- 2.1. The issues relating to the non-traditionally constructed properties owned by the Council have been dealt with in an ad hoc manner. Some properties have been sold under the Right to Buy, some properties included within regeneration schemes (such as Minchinhampton and Top of Town) while others have had remedial work carried out as a matter of urgency to ensure safety and the Decent Homes Standard (DHS) have been met.
- 2.2. In 2012 further checks on a sample of 80 of the properties were undertaken of which some had been modernised and required little or no work at that time. However, it is clear that the on-going investment required for each of the different build styles is varied as each construction type has its own unique problems. Improvement works for each of the different styles needs to be considered separately.
- 2.3. Additional background and the historical context is set out within the body of the strategy document.

### **3.0 Outcomes**

3.1 This will be the first time that the Council has:

- A strategy which covers the non-traditional property portfolio
- A clearly defined Strategy and Procedure for dealing with Hard to Treat (HTT) properties and obsolescence
- A clear and consistent methodology and approach for dealing with these properties
- A clear decision making tool
- Clear guidance for Officers and Members
- A basis on which the Council can effectively inform and consult with all stakeholders

## STROUD DISTRICT COUNCIL

AGENDA

## HOUSING COMMITTEE

ITEM NO

20 DECEMBER 2016

8

<b>Report Title</b>	<b>TENANT SERVICES AIDS &amp; ADAPTATIONS POLICY</b>
<b>Purpose of Report</b>	For Committee to agree the revised policy.
<b>Decisions</b>	The Committee <b>RESOLVES</b> to approve the revised Tenant Services' Aids & Adaptations Policy (Appendix A).
<b>Consultation and Feedback</b>	Tenant Services Senior Management Team (17/11/16) Corporate Team (29/11/16) Occupational Therapy (08/11/16)
<b>Financial Implications and Risk Assessment</b>	The revised policy defines the type and limitations of the services to be provided under statutory requirements. These services are to be provided from the existing budget and therefore there are no significant additional financial implications. Simon Merrett – Interim Principal Accountant Email: <a href="mailto:simon.merrett@stroud.gov.uk">simon.merrett@stroud.gov.uk</a>  <b>Risk assessment by the report author</b> The Policy provides relevant information and guidance on what does and does not attract aids and adaptation works for service failure in line with statutory requirements, the fact that we have a robust policy reduces the risk of challenge to both our financial and reputation.
<b>Legal Implications</b>	The policy reflects the Council's approach to making adaptations to its own housing, a service which is similar to Disabled Facilities Grants available to private sector residents in accordance with the Housing Grants, Construction and Regeneration Act 1996. Karen Trickey Legal Services Manager and Monitoring Officer Tel: 01453 754369 Email: <a href="mailto:karen.trickey@stroud.gov.uk">karen.trickey@stroud.gov.uk</a>
<b>Report Author</b>	Fay Gorick, Programme Delivery Manager Tel: 01453 754550 Email: <a href="mailto:fay.gorick@stroud.gov.uk">fay.gorick@stroud.gov.uk</a>
<b>Alternative Options</b>	Make other changes to the Policy.
<b>Performance Management Follow Up</b>	12 month review via briefing note to members on status and effectiveness of the policy in light of any legislative or other impacts.
<b>Background Papers/ Appendices</b>	Appendix A – Policy and Procedure

## **1.0. Background**

- 1.1. Tenant Services is constantly seeking to improve and deliver its business effectively, efficiently and in a timely manner.
- 1.2. Co-regulation legislation places an emphasis on the effective handling of aids and adaptation works and learning from stakeholders, organisational peers and residents who have experience of such works. Not surprisingly, it is good practice within the relevant industry to have a clear aids and adaptation policy. The Council first adopted such a policy in July 2013.

## **2.0. Purpose of updating the policy**

- 2.1 The aim of the revised policy (set out in Appendix A) is to provide better clarity and guidance for managers, officers, stakeholders in delivering an efficient and effective aids and adaptation service for Council tenants and their immediate families with whom they live. The proposed changes will enable the Council to better support disabled residents to live comfortably and independently in their homes or to enable more suitable alternative accommodation to be found.
- 2.2 More particularly, it is anticipated that the improvements in the policy will:
  - By providing clearer guidance for managers and officers when handling aids and adaptation referrals, ensure a consistent approach is taken across the service;
  - Ensure compliance with statutory and legislative requirements;
  - Better promote the health and wellbeing of our residents by adapting existing accommodation;
  - Secure better long term value for money savings as a result of investigating alternative more suitable accommodation and thereby also potentially release family sized homes that are in high demand
  - Further promote delivery of excellent customer service across Tenant Services.