



Public Document Pack STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB
Telephone 01453 766321
www.stroud.gov.uk Email: democratic.services@stroud.gov.uk

24 January 2022

HOUSING COMMITTEE

A meeting of the Housing Committee will be held on **TUESDAY, 1 FEBRUARY 2022** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **7.00 pm**

Kathy O'Leary
Chief Executive

Please Note: The meeting is being held in the Council Chamber at Stroud District Council and will be streamed live on the Council's [YouTube Channel](#). A recording of the meeting will be published onto the [Council's website](#). The whole of the meeting will be recorded except where there are confidential or exempt items, which may need to be considered in the absence of press and public.

Due to the Covid-19 pandemic a maximum of 6 members of public will be permitted in the Council Chamber at any one time, if you would like to attend this meeting please contact democratic.services@stroud.gov.uk.

A G E N D A

1. **APOLOGIES**
To receive apologies of absence.
2. **DECLARATION OF INTERESTS**
To receive declarations of interest.
3. **MINUTES (Pages 5 - 12)**
To approve the minutes of the meeting held on 7 December 2021.
4. **PUBLIC QUESTION TIME**
The Chair of the Committee will answer questions from members of the public submitted in accordance with the Council's procedures.

DEADLINE FOR RECEIPT OF QUESTIONS Noon on Wednesday 26 January 2021

Questions must be submitted to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and can be sent by email to democratic.services@stroud.gov.uk

5. **CAPITAL GRANT FOR TEMPORARY ACCOMMODATION (Pages 13 - 16)**
This report seeks Committee support to provide a one-off capital grant to Gloucester City Homes, in order for them to purchase and convert a building in Stroud to provide temporary accommodation for single people or couples at risk of homelessness or rough sleeping.
6. **HRA DELIVERY PLAN UPDATE (Pages 17 - 26)**
To present the updated position of the HRA Delivery Plan to Committee.
7. **OLDER PERSONS STRATEGY ACTION PLAN (Pages 27 - 38)**
To present the updated position of the Older Peoples Strategy Action Plan.
8. **INDEPENDENT LIVING MODERNISATION PROGRAMME (Pages 39 - 44)**
To seek approval for the schemes to be modernised in 2022/23 and to provide Committee with a brief update on the progress of the modernisation programme.
9. **PROGRESS UPDATE ON KEY ACTION PLANS (CLEANER ESTATES AND SERVICE STANDARDS) (Pages 45 - 46)**
To receive a verbal update.
10. **MINIMUM ENERGY EFFICIENCY STANDARDS (MEES) POLICY (Pages 47 - 60)**
To recommend to Committee the adoption of a policy with regard to the implementation and enforcement of the Minimum Energy Efficiency Standards (MEES) in accordance with the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.
11. **MEMBER / OFFICER REPORTS**
 - (a) Tenant Representatives (Verbal Update)
 - (b) Retrofit / Carbon Reduction Task and Finish Group
 - (c) Tenant Engagement and Empowerment Task and Finish Group
 - (d) Housing Repairs and Voids Task and Finish Group
12. **WORK PROGRAMME (Pages 61 - 62)**
To consider the work programme.
13. **MEMBERS' QUESTIONS**
See Agenda Item 4 for deadlines for submission.

Members of Housing Committee

Councillor Mattie Ross (Chair)

Councillor Paula Baker
Councillor Laurie Davies
Councillor Katrina Davis
Councillor Colin Fryer
Councillor Lindsey Green

Councillor Christopher Jockel (Vice-Chair)

Councillor Nicholas Housden
Councillor Steve Hynd
Councillor Jenny Miles
Councillor Loraine Patrick
Councillor Lucas Schoemaker

Tenant Representatives

Becky Adams

Trish Betteley (Deputy)

Mike Ritcher

Carole Wise (Deputy)

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www.stroud.gov.uk

Email: democratic.services@stroud.gov.uk

HOUSING COMMITTEE

07 December 2021

7.00 - 9.07 pm

Council Chamber

Minutes

Membership

Councillor Mattie Ross (Chair)

Councillor Paula Baker
Councillor Laurie Davies
Councillor Colin Fryer
Councillor Katrina Davis
Councillor Steve Hynd

*= Absent

Councillor Christopher Jockel (Vice-Chair)

Councillor Nicholas Housden
Councillor Jenny Miles
Councillor Lucas Schoemaker

* Councillor Lindsey Green *

* Councillor Loraine Patrick *

Officers in Attendance

Accountancy Manager
Principal Accountant
Housing Manager

Strategic Director of Communities
Head of Contract Services
Democratic Services & Elections Officer

Tenant Representatives

Mike Richter

HC.042 Apologies

Apologies for absence were received from Councillors Green, Hynd, Davis, Patrick and from the Tenant Representative Becky Adams.

HC.043 Declaration of Interests

There were none.

HC.044 Minutes

RESOLVED That the Minutes of the meeting held on 2 September 2021 were approved.

HC.045 **Public Question Time**

There were none.

HC.046 **Housing Committee Budget Estimates – Revised 2021/22 and Original 2022/23 and Housing Revenue Account (HRA) Medium Term Financial Plan 2021/22 – 2025/26**

The Accountancy Manager presented the above report and highlighted the main points which included:

The General Fund

- Table 1 on page 17 of the document pack set out the summary of the proposed budget changes.
- Table 2 on page 18 showed a breakdown of the proposed budget adjustments which totalled £94k.

The General Fund Capital

- The £500k budget that had been set aside for temporary accommodation was to be removed from the Capital Programme due to no longer being required.
- The Green Homes Local Authority Delivery Scheme (LADS) and Home Upgrade Grants for Sustainable Warmth budgets were to be increased in line with external funding.

HRA

- Dwelling rents and garage rents were to increase by 4.1% in line with both the budget strategy and the regulator of social housing.
- Table 6 on page 25 of the document pack showed the proposed changes. The £1.2 million of changes would cause the closing balances of the HRA reserves to be lower than the recommended minimum levels. The majority of those changes were short term and wouldn't severely impact the longer term.
- Graph 1 on page 26 showed the longer term forecast within which the balance of the HRA would drop well below the recommended minimum levels. The Accountancy Manager explained there would be intervention before it got to that level and these figures helped identify what changes needed to be put in place in order to bring the financial position back into a sustainable position.

HRA Capital Programme

- The retrofit works, recommended by Housing Committee on the 14 September, had now been included in the figures for Major Works.
- The Major works, New homes and Regeneration Programme and the Independent Living Modernisation Programme had all had their capital schemes re-profiled.
- The New homes and Regeneration Programme had seen a spend increase of £39k which was proposed to be covered from the 2021/22 contingency fund.
- £50k had been assigned to the May Lane site in Dursley to be appropriated from the General Fund to the HRA subject to a market valuation.
- The Independent Living Modernisation Programme had the same budget however, it was proposed for 3 schemes to be completed in 2022/23.

Councillor Fryer raised concerns regarding inflation and whether that would result in a significant drop in income. The Accountancy Manager confirmed there was always an uncertainty with inflation and explained to the Committee that should inflation rise above the proposed rental increases, it would add further pressure onto the HRA.

In response to questions the Accountancy Manager gave the following answers:

- A number of SDC properties had been identified for temporary accommodation use for families. This included 3 SDC properties and an additional 7 tenants on a short term licence, who could potentially take over tenancy of the properties they currently resided in.
- There were varied levels of risk. They used a broad level of risk to identify the budget strategy over the longer term.
- Service charges could be altered if the tenant was provided with 28 days' notice. This was not the usual process but could be considered by the Housing Committee if they felt it necessary.
- The costs surrounding the former Ship Inn site were included within the budget forecast and consisted of £1.83m.

Councillor Schoemaker proposed and Councillor Fryer seconded.

Councillor Housden stated that if the former ship inn site was removed from the HRA, there would be a net gain of £1.83m. The Councillors debated this topic at length.

After being put to a vote, the Motion was carried unanimously.

- RECOMMEND TO STRATEGY & RESOURCES AND COUNCIL** That:
- a) **The revised General Fund Housing revenue budget for 2021/22 and original budget 2022/23 are approved; and**
 - b) **The Fees and Charges listed in Appendix A are approved; and**
 - c) **The revised HRA revenue budget for 2021/22 and original budget 2022/23 are approved; and**
 - d) **The movement to and from HRA balances and capital reserves as detailed in Appendix C and section 11 are approved; and**
 - e) **That from 1 April 2022:**
 - i. **Social rents and affordable rents are increased by 4.1% (CPI +1%), in line with national rent guidance**
 - ii. **Garage rents are increased by 4.1%**
 - iii. **Landlord service charges are increased by 4.1%**
 - f) **That the General Fund Housing Capital Programme, as detailed in Section 4, be included in the Council's Capital Programme; and**
 - g) **That the HRA Capital Programme for 2021/22 to 2025/26, as detailed in Appendix D, be included in the Council's Capital Programme; and**
 - h) **To delegate authority to the Strategic Director of Resources to appropriate land and buildings at 11/11A May Lane (as shown on the plan at Appendix E) into the HRA and the New Build Programme from the General Fund, once a market valuation has been received; and**
 - i) **To delegate authority to the Head of Property Services to continue work on progressing this site with land to the rear of Parsonage Street, Dursley, including opening negotiations to acquire land from 3rd party private owners.**

HC.047 **Budget Monitoring Report 2021/22 Quarter 2**

The Principal Accountant introduced the report and gave an overview of each section which included:

General Fund Revenue Budget Position

He drew the Committees attention to table 1 on page 46 of the document pack and confirmed that there was a projected overspend of £10k.

General Fund Capital Programme

The Principal Accountant highlighted a few key points regarding table 2 on page 47 of the document pack, these included:

- There was a small error with the totals. The Revised Budget total should have read '2,531' which would in turn alter the Outturn Variance total to be '(181)'. This was due to a last minute amendment not pulling through to the totals.
- The large variance for the Green Homes LADS project due to previous allocations of funding being brought forward into the current year.
- The temporary accommodation budget of £500k had been removed from the programme due to the reasons explained earlier by the Accountancy Manager.

He also drew attention to Table 3 on page 48 which showed the HRA revenue summary and highlighted the key variances which included:

- Total Income showed a loss of £336k, which was mostly due to a higher number of void properties than expected.
- Supervision and Management showed a £372k underspend, this was due to a number of posts being vacant, and £107k of that was set aside for IT software which has been delayed into later on in the year.
- Repairs and Maintenance had an £480k overspend again due to the pressures of voids. This also included £167k overspend in Property Care for specialist roles e.g. roofing and drainage.

Finally, he drew the Committees attention to Table 5 on page 51 of the document pack which showed the current breakdown of the Capital Programme and highlighted the key projects which included:

- Major works
- Other Capital Works such as the new Housing IT system
- New Build and Regeneration
- Independent Living Housing Modernisation
- Acquisitions.

Councillor Baker questioned what the Housing IT system would be used for and when it was likely to be implemented. It was confirmed that they were due to go out to tender that month for the IT system and it would be used for tenancy management, Repairs and Maintenance and Property Care Services. The system would likely not be ready for implementation for the next 9 months.

After a question raised by Councillor Housden, the Accountancy Manager agreed to get back to him with the figures surrounding the loss of income from empty dwellings and how many of those had been empty for over 4 weeks.

In response to questions, the Strategic Director of Communities confirmed the extra £250k was set aside for additional resources for void properties. Although they were more efficient with this process this year than in previous years, there was still a huge backlog that needed to be worked through from the Covid lockdown period.

Councillor Baker proposed and Councillor Davies seconded.

Councillor Housden debated whether performance had improved due to the lack of the figures requested.

After being put to a vote, the Motion was carried unanimously.

RESOLVED To note the outturn forecast for the General Fund and HRA revenue budgets and the Capital Programmes for this Committee

HC.048 Council Plan and Performance Indicators relevant to this Committee

The Strategic Director of Communities introduced the report and explained that the report related to key priorities of the New Council Plan which was approved by Council in October 2021. He further explained that although they couldn't alter the key priorities as these had already been approved, they needed to look at how they would measure the progress of the Council against those priorities.

The Strategic Director of Communities informed the Committee that there had been a session organised to explain how they would be monitored and further training would be provided to the Performance Monitors of the Committee.

In response to Councillors the Strategic Director of Communities agreed to the following:

- To amend CW2.3, first bullet point to include homelessness relief
- To report back on investment and the County wide bid for the accommodations of chaotic single people as a report of progress rather than them being made into specific targets.
- Item CW2.4, could be amended in the future to have a specific target rather than just 'increase'.

Councillor Housden received the following answers in response to questions:

- There was a training session due to take place the following week regarding HomeseekerPlus and how it worked.
- Homelessness prevention was measured from the intervention of the Council between the time that a person informed the government that they would become homeless and when they were actually classed as homeless (requiring temporary accommodation).

In response to Councillor Davies, the Housing Manager confirmed in item CW2.4 on page 60 of the document pack, the first bullet point was missing 'tenant events' at the end of the sentence.

The Strategic Director of Communities drew the Committees attention to EC3.1 on page 56. He suggested to add in the figures of how many tonnes of carbon had been saved as requested by a Councillor at the initial briefings.

Councillor Jockel raised a point whether there should be a metric added to compare the numbers of affordable housing against the market demand.

Councillor Davies raised concerns with the ambitious target for homelessness prevention in CW2.3 due to the current housing crisis adding pressure and questioned whether there

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had been any extra resources set aside to achieve this. The Strategic Director of Communities explained that this topic would be discussed at length in the HomeseekerPlus briefing which was due to take place on the 15 December. He further explained that they had recently reviewed the budgets and tried to allocate as much resource as they could within the limited budget.

Councillor Baker questioned whether the HomeseekerPlus figures could be reported on and how many people were housed and in what type of accommodation to get a better view of what demand was being met. The strategic Director of Resources confirmed this could be reported on and he would take it away and discuss with the Chair on the best way to report back with those figures.

Councillor Housden requested a breakdown on the Towns/Parishes in which the new builds were proposed. The Strategic Director of Communities agreed the information could be provided however may not be necessary to include as part of the KPI targets.

Councillor Jockel proposed and Councillor Schoemaker seconded.

The Councillors debated that these were flexible indicators that could be amended as time went by.

Councillor Housden debated the inclusion of the locations for the proposed new builds within the KPI's.

After being put to a vote, the Motion was carried unanimously.

RESOLVED To AGREE on the performance indicators that are relevant to this committee subject to the amendments included in the minutes above.

And

RECOMMEND TO STRATEGY AND RESOURCES COMMITTEE That these amended performance indicators are incorporated in the Council Plan and updated and monitored according to the Council's Performance Management Framework.

HC.049 Progress update on Key action plans (Cleaner Estates & Service Standards)

The Housing Manager circulated a written update to Members prior to the meeting.

In response to questions raised the Housing Manager gave the following answers:

- Tenants of Chapel Street had raised an interest in spending the day investing in the local area carrying out activities such as planting or tidying.
- 11 Cameras had been arranged for Chapel Street, this had been arranged with the Police in order to gain best knowledge of where to put the cameras.
- Discussions were taking place with tenants in Nouncells cross to gain feedback from the cleaning, there were also plans in place to close off the unused nooks and crannies where rubbish gathered.

- The trial of using the skip to prevent fly tipping had been very successful on independent living sites and the pilot site. It was being monitored and it continued to be successful would be rolled out in wider HRA areas.

RESOLVED To note the report

HC.050 Member / Officer Reports

a) Tenant Representatives (Verbal Update)

The Tenant Representative gave a short update on recent work that he had been involved with.

b) Retrofit/Carbon Reduction Task and Finish Group Update

Councillor Jockel as the lead member of the task and finish group gave an update on the work they had completed which included:

- Shifted the main focus to tenants having recognised the success was about engaging with people so they could enjoy the benefits.
- Discussed the factors influencing installed performance and things SDC would not be able to control and how they could encourage tenant behaviour to use the technology to its maximum efficiency.
- They had developed a dash board to keep up with the progress of the work going forward.

c) Tenant Engagement and Empowerment Task and Finish Group Update

Councillor Fryer as the lead member of the task and finish group gave an update on the work they had completed which included:

- Meeting to review communication channels for SDC was postponed. They would be looking to gain an understanding of the complaints raised by tenants and how they were investigated.
- Out of the pool of new tenants who expressed an interest in working with SDC this is what they have expressed an interest to support with:
 - 8 Tenants interested in Repair and Inspections.
 - 4 new Neighbourhood Ambassadors Community Champions.
 - 7 Green Champions.
 - 12 tenants interested in focus group activities.
- At a recent focus group meeting 2 tenants asked to join the task and finish group to be involved with the new tenant charter.

Task and finish group were looking to review the ARK report.

d) Housing Repairs and Voids Task and Finish Group Update

Councillor Baker as the lead member of the task and finish group gave an update on the work they had completed and explained up to this point, they had been solely focusing on Voids. The updated included:

- The Empty Homes Team had been working hard and as of yesterday had progressed from 120 voids to 91.

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- The task and finish group identified customers didn't engage in upgrades which then extended the amount of work needed while the property was in void status. Work was underway to support customers to receive the upgrades when they were required.
- It was identified that the Repairs and Voids team were not notified when notice was received, this was delaying the repairs.

She informed the committee of the following recommendations suggested by the group:

- To increase home checks to prevent further neglect and damage of properties were made.
- For pre-void inspections to be undertaken with a surveyor and a further NMO follow up.
- A small incentive implemented to leave the property in a good condition and consequences for leaving rubbish and damage.
- A key safe for the Repairs and Voids team to enable efficient transition and earlier commencement of work.
- Better communication between Repairs and Lettings, let the team know when a property is due to come back into use 4-6 weeks prior so they can prepare and advertise earlier.
- A cross review of the waste management to increase recycling and manage repairs waste more efficiently.
- The letting process could be completed on days other than Monday, dependant on the new IT system.

HC.051 **Work Programme**

The Chair informed the Committee that the Minimum Energy Efficiency Standards (MEES) Policy had been added to February meeting.

RESOLVED **To note the above update to the Work Programme.**

HC.052 **Members' Questions**

Member questions were submitted. They were asked by Councillor Housden. (Refer to the [Council's recording](#) and [Agenda Item 11](#)).

The Chair reminded Members of the upcoming HomeseekerPlus briefing.

The Strategic Director of Communities gave some assurance on the OOH plans this year and explained that an information sheet with OOH Officer contact details would be circulated prior to the shutdown.

The Chair ended the meeting by informing the Committee that the food bank had been struggling due to a 40% increase in referrals across the SDC district in Nov. This included a 70% increase in Stroud wards and reminded Members that people were struggling with the high prices and credit cuts.

The meeting closed at 9.07 pm

Chair

STROUD DISTRICT COUNCIL

HOUSING COMMITTEE

1 FEBRUARY 2022

Report Title	Capital Grant for Temporary Accommodation			
Purpose of Report	This report seeks Committee support to provide a one-off capital grant to Gloucester City Homes, in order for them to purchase and convert a building in Stroud to provide temporary accommodation for single people or couples at risk of homelessness or rough sleeping.			
Decision(s)	<p>The Committee RESOLVES to:</p> <p>a) DELEGATE authority to the Head of Strategic Housing Services in consultation with the Council Solicitor, to enter into legal agreement(s) with Gloucester City Homes to set out the terms applicable to the payment and use of the grant.</p> <p>And</p> <p>This Committee RECOMMENDS to Council:</p> <p>b) that the Temporary Accommodation Capital Grant be added to the Council’s Capital Programme</p>			
Consultation and Feedback	<p>This proposal has been discussed at Housing Review Panel and received Panel support. Members of Housing Committee supported a proposal for funding to be allocated to this project in 2019; however, the detail of the proposal has changed since that time.</p> <p>The Dogs Trust and SDC Animal Welfare Team has been approached about the ‘pet friendly’ aspect of the project and are fully in support.</p>			
Report Author	Pippa Stroud, Head of Strategic Housing Services (interim) Tel: 01453 754099 Email: pippa.stroud@stroud.gov.uk			
Options	Committee could choose not to support the provision of funding to this project; however, no alternative funding sources exist at this time.			
Background Papers	N/A			
Appendices	None			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	Yes	Yes	No	No

1. INTRODUCTION / BACKGROUND

1.1 Project Overview

This project has been prompted by the need to improve and expand the District’s temporary accommodation offer to childless households facing homelessness, or who are at risk of

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rough sleeping. At present, the temporary accommodation offer for these households is generally bed and breakfast style accommodation provided by the private sector, often in Gloucester; SDC does not currently own or directly commission this type of accommodation.

Background

- 1.2 In February 2019 members of Housing Committee considered and approved a request to purchase the former Salvation Army Minister's House in Acre Street, Stroud, for repurposing as temporary accommodation for homeless households, and the external commissioning of the management of the completed accommodation. At the same time, Members approved a request to utilise HRA properties as temporary accommodation for homeless families.
- 1.3 Shortly after that, the Salvation Army decided that it wanted to dispose of the property on a lease rather than an outright sale. As a result, officers worked with Gloucester City Homes (GCH), a non-profit housing association, to scope and cost GCH taking on the lease, converting the property and then managing the property as temporary accommodation for Stroud residents.
- 1.4 Unfortunately, progress on this ceased when the Salvation Army furloughed their estates staff at the start of the pandemic.
- 1.5 Since that time, the local housing picture has changed, especially as regards single people and vulnerable rough sleepers.

2. MAIN POINTS

- 2.1 The Council Plan at CW2.3 reflects the need to invest in temporary accommodation in order to prevent homelessness:

CW2.3 Prioritise the prevention of homelessness by delivering the Next Steps Accommodation Programme and invest in temporary accommodation and specialist support, including working with partners countywide to develop the specialist housing and support needed
- 2.2 The Housing Advice Team has identified that there is a particular problem with a lack of temporary accommodation provision for single people and childless couples generally, as well as for rough sleepers who have pets, usually dogs, which aren't allowed in the temporary accommodation usually available. As a result, people are forced to part with their animal, either temporarily or permanently, in order to be accommodated. Understandably, a number of people chose to remain rough sleeping rather than give up their pet.
- 2.3 Accordingly, discussions were restarted with the Salvation Army, which has now decided to sell the Minister's House, about Gloucester City Homes purchasing this property for repurposing as temporary accommodation which can allow pets.

- 2.4 At the same time, MHCLG and Homes England launched a bid programme known as RSAP – Rough Sleepers Accommodation Programme. A bid for £280,000 was submitted which reflects the cost of Gloucester City Homes purchasing, converting and providing dedicated support to the property. Unfortunately, the bid was unsuccessful, despite receiving MHCLG support at the outset.
- 2.5 Gloucester City Homes (GCH) has now worked to reduce the capital costs of delivering the project and requires a one-off capital grant of £190,000 from SDC to deliver the project. GCH will be funding the remainder of the costs (£326,000) via their own borrowing.
- 2.6 A grant agreement will be put in place between SDC and GCH to ensure that the accommodation remains as agreed, or if changes are required in future, SDC retains the ability to approve or refuse those changes. In addition, a nominations agreement will be drawn up to allow SDC to put tenants forward to the accommodation.

3. CONCLUSION

- 3.1 The aim is to provide 5 rooms of accommodation over the upper two floors of the house, with communal kitchen, living room and staff office on the ground floor. There is outdoor space in the form of a backyard which could be utilised for exercising dogs.
- 3.2 The accommodation will be used to house homeless single people and childless couples temporarily before they move on into permanent accommodation.
- 3.3 The advantage of this accommodation over the traditional bed and breakfast style accommodation is that the provider, GCH, will be able to work with households to link them into any help and support needed to address any problems, and help make them ready to take on a more permanent tenancy.
- 3.4 Members should note that there is a risk that the Salvation Army will sell the property in advance of the Council decision on funding. If that should be the case, officers will work with Gloucester City Homes to identify an alternative property elsewhere; however, the location and price of the Minister's House is likely to make it difficult to source anything comparable.

4. IMPLICATIONS

4.1 Financial Implications

This report recommends a new capital scheme of £190k to be awarded as a capital grant to a social housing provider to purchase property that would be used as temporary accommodation in the district.

The grant of £190k can be initially funded in part by the existing Homelessness Prevention Reserve of £88k. This was put aside from unused Homelessness Prevention Grant funding in 2017/18 and 2018/19. It is proposed that the remaining funding required of £102k is allocated from the New Home Bonus grant in 2022/23 and this is included with the Medium Term Financial Plan presented at Strategy and Resources in January 2022.

It is expected that the initial investment in the additional temporary accommodation would lead to revenue savings of £18k per year from reduced costs in temporary accommodation

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for this cohort. This is largely because although not relatively expensive, our existing bed and breakfast accommodation provision, is higher than is able to be claimed through housing benefit, with SDC paying the difference. As a registered social housing provider, Gloucester City Homes would be able to reclaim a higher level of rent through Housing Benefit.

In order to ensure that this temporary accommodation provision remains available to place homeless households in the district, or those facing homelessness, conditions should be attached to the grant payment.

Lucy Clothier

Tel: 01453 754343 Email: lucy.clothier@stroud.gov.uk

4.2 Legal Implications

A grant agreement will need to be entered into which sets out the conditions of payment, use of the grant, any KPIs and the right for the Council to nominate persons to the accommodation. It may be that a separate nominations agreement will be required. Consideration must also be given as to whether to require repayment of the grant if, for example, the property changes use within the agreed grant period, and whether to secure the right of repayment against the property.

Given the purpose of the grant, there should be no reason why the grant will not constitute a lawful subsidy pursuant to the Trade and Cooperation Agreement dated 31.12.20 made between the UK and the EU following the UK's withdrawal from the European Union. The subsidy control system replaced the State Aid regime.

One Legal

Tel: 01684 272691 Email: legalservices@onelegal.gov.uk

4.3 Equality Implications

An EqIA is not required because there are not any specific changes to service delivery proposed within this decision.

4.4 Environmental Implications

There are no significant implications within this category.

STROUD DISTRICT COUNCIL

HOUSING COMMITTEE

1 FEBRUARY 2022

Report Title	HRA Delivery Plan update			
Purpose of Report	To present the updated position of the HRA Delivery Plan to Committee			
Decision(s)	The Committee RESOLVES to: a) Note the updates b) Agree to review and submit a revised plan in light of the new Council Plan, the 30-year financial plan, the Government White Paper on Social Housing and CN2030 including retrofit			
Consultation and Feedback	Head of Property Services, Head of Contract Services, New Homes and Regeneration Manager, Strategic Head of Housing, Accountancy Manager.			
Report Author	Name Kevin Topping, Head of Housing Services Tel: 01453 754196 Email: kevin.topping@stroud.gov.uk			
Options	N/A			
Background Papers	None			
Appendices	Appendix A – Equality Impact Assessment			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	No	No	No	Yes

1. Introduction

- 1.1 Stroud District Council's (the Council) Housing Revenue Account (HRA) Delivery Plan sets out the Council's direction and priority for its housing service, enabling it to focus on the delivery of stated priorities, manage and respond to business risks and opportunities, and have appropriate contingencies in place.
- 1.2 The HRA Delivery Plan includes an action plan which is revised annually to ensure that it remains relevant and supports the Council's ability to meet local needs, statutory and regulatory responsibility, borrowing and debt repayment commitments, stock investment and management objectives (decent homes), service delivery, (tenancy management, resident involvement, satisfaction levels) objectives, as well as ensuring that it remains sustainable.
- 1.3 Following a period of consultation during summer 2019 with tenants and leaseholders and the application of the tenant survey reports (STAR Survey), members of Housing Committee and the Housing Review panel reviewed and updated the HRA Delivery Plan 2020-2025 with additional strategic priorities; this was approved by the Housing Committee on 10th December 2019.
- 1.4 The HRA Delivery Plan was updated with the following key strategic objectives for the medium term:

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- Improve tenant satisfaction and culture exploring different avenues and opportunities to build, enhance and grow communities;
- Delivery of the Older Person's Strategy and action plan over the next 5 years including the current programme to modernise the Council's sheltered housing stock and the quality of the 'housing offer';
- New development;
- Investment in sustainable and attractive estates and stock; and
- Implementation of the updated energy strategy.

1.5 A 12-point action plan was put in place and activity can be seen against each element and is supported by work streams involving the Head of Housing Contracts, New Homes and Regeneration Manager and the Head of Strategic Housing Services.

<p>Objective one: Develop forward-looking development and Asset Management Strategies that sets out the Council's long-term strategic approach to ensuring sustainable council housing.</p>	<p>The New Homes Strategy was approved in September 2020. The programme is aiming to deliver schemes to a minimum SAP rating of 86 and EPC A rating with a fabric first approach. (Ringfield, Broadfield and Summerfield). The specification is being reviewed for future schemes, by liaising with colleagues in Contract Services to align with their approach, assess new technology coming to the market e.g. battery storage and learn from others to achieve the best value approach to delivering greater energy efficiency and reduced running costs for the Council's residents.</p> <p>The Corporate Asset Management Plan will be reviewed in 2022.</p>
<p>Objective two: Work with residents to define our local 'offer' to them, i.e. what will we do and to what standard, balancing: the 'people' issues, i.e. the needs and aspirations of residents with the 'property' issues, i.e. the investment need for homes and neighbourhoods and getting best use of resources by focussing on priorities and diverting resources from non-priority areas if appropriate.</p>	<p>The consultation was halted due to Covid-19 lockdown restrictions during 2020 with staff repurposed on service priorities of increased ASB and lettings, including homeless provision for all rough sleepers in line with Government direction. Additional actions in line with this activity include acknowledging the Government's White Paper and the seven strands of the Charter for Social Housing Residents and SDC's response (paper to HC in Sept 2021). Also the formation of the Tenant Involvement and Empowerment Strategy Task & Finish Group in August 2021 is specifically looking at these issues including (after consultation in January 2022) drafting a Tenants Charter specific to Stroud. The review of tenant led service standards and Cleaner Estates Strategy, which are additionally supported by the Tenant Participation and Advisory Service (TPAS). A 20-point consultation is currently out for comment</p>

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	<p>based on tenant satisfaction measures from the Regulator of Social Housing and work is underway to gauge views from our tenants prior to Stroud responding by the end of February 2022 (deadline is the first week of March 2022).</p>
<p>Objective three: Produce regular review and impact assessments of the future sustainability of the Housing Revenue Account Delivery Plan and 30-year financial model, to support all decision-making.</p>	<p>The Medium-Term Financial Plan (MTFP) and 30-year financial position of the HRA is reported annually to Housing Committee, Strategy and Resources and Council as part of the budget setting process.</p> <p>The long term impact on the financial position is also reported as part of major decisions, such as the consideration of a retrofit programme, in order to support the decision making.</p>
<p>Objective four: Begin development of closer management arrangements of the new Communities directorate including regular senior manager meetings to shape the directorate and ensure a clear vision and direction.</p>	<p>The Directorate management team meet every Month and there are regular fortnightly/monthly catch ups scheduled with the Director of Communities. The Head of Housing Services and Head of Community Services engage directly on a number of key cross cutting issues.</p>
<p>Objective five: Deliver agreed priorities from the updated energy strategy.</p>	<p>The Tenant Services Energy Strategy has a five year rolling programme, which enables delivery of objectives to be strategically aligned to the MTFP.</p> <p>Over the past 12 months we have spent over £3m on energy related improvement works, and improving 270 homes.</p> <p>In line with the Council's 2030 Strategy, Housing Committee on 7th December 2021 agreed a retrofit programme which will see improvements being made to over 3500 dwellings over the next 8 years, ensuring the retained stock achieves an average SAP rating Band C by 2030. This will involve committing over £18m in additional financial resources to achieve the target.</p> <p>In addition to this commitment we will continue to investigate and pursue opportunities where grants or support may be available to support our work.</p>
<p>Objective six: Assess and explore options which may help the Council to maximise the number of new homes delivered, both by itself, and in partnership with other social landlords, with a preference for rented housing.</p>	<p>The Strategy for New Council Homes was approved by Housing Committee on 21 September 2020, setting a framework for the purchase of land and the type, tenure, and standards for new homes. Approved programme with budget in the MTFP to deliver</p>

	<p>the next 101 new homes across the district together with a land acquisition pot. Update to the programme was issued in an Information Sheet in September 2021.</p> <p>SDC are part of the Gloucestershire Rural Housing Partnership (GRHP) which focusses on delivery of rural exception sites. This will assist in the delivery of further opportunities to add affordable homes to the new homes programme.</p> <p>The disposal programme for the sale of garage and small sites in the HRA is continuing and uses a process of review to identify development opportunities on each site and consider the best means of achieving this.</p> <p>The brownfield sites register is being reviewed for opportunities to deliver more affordable homes.</p> <p>In 2019/20 we completed 198 new affordable homes with CLT and RP partners, against an average of 120 per annum. The increase can largely be attributed to the delivery of new homes at Great Oldbury. For viability reasons, homes delivered under planning policy are generally 50% rented, 50% shared ownership. However, sales of shared ownership are strong and help relieve pressures on the rented stock.</p> <p>In 2020/21 we completed 219 new affordable homes with CLT and RP partners, against an average of 120 per annum. The increase can largely be attributed to the delivery of new homes at the Great Oldbury strategic site. For viability reasons, homes delivered under planning policy are generally 50% rented 50% shared ownership. However, sales of shared ownership are strong and help relieve pressures on the rented stock.</p>
<p>Objective seven: Deliver the Independent Living (formerly sheltered modernisation) programme as defined in the older peoples Housing strategy.</p>	<p>Ringfield, Broadfield Road, Cambridge House, and Glebelands, are all being progressed with a view to redeveloping assets which are no longer fit for purpose.</p> <p>The overall Modernisation Programme is progressing well and all on programme and on cost. Works being carried out in 21/22 are also</p>

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	<p>due to be completed on schedule and within budget.</p> <p>We now have a total of 4 Hubs operating in the district and are currently carrying out works on our 3rd Independent + scheme to be modernised.</p> <p>(see Information Sheet Sept 2021)</p>
<p>Objective eight: Begin a consultation on green space areas linked to alternative use such as community allotments and community based assets, enhancing communities and reducing costs to the HRA for e.g. grounds maintenance.</p>	<p>Paused due to lockdown restrictions and current resourcing issues; however, this will now link to the Cleaner Estates Strategy action plan as they overlap and will be added to the 2022 programme and tie in to the depooling project ahead of its implementation in 2023.</p>
<p>Objective nine: Review the provision of all support services provided to the Housing Service and explore ways to deliver efficiencies and improvements.</p>	<p>This is an overarching piece being led by the Director of Communities in how he wishes to shape services</p>
<p>Objective ten: Explore the options for greater integration across council services to deliver efficiencies and a more holistic approach to meeting the needs of residents and neighbourhoods.</p>	<p>See Objective nine.</p>
<p>Objective eleven: Develop a new 'suite' of performance indicators focusing on our key priorities (covering resident satisfaction, value for money and programme delivery). The suite will support informed decision-making and the delivery of key strategies including this and linked plans.</p>	<p>New KPI's are being developed through the Council Plan and are being shared and agreed by committees as part of the cycle.</p>
<p>Objective twelve: Exploring the appetite for enhanced (paid) services as part of asset management activities, for example, wider choice, higher quality fittings or services to leaseholders, provision of a 'handyperson'/care & repair, service, etc.</p>	<p>This remains part of future opportunities that we have not been able to progress as quickly as we would like. Conversations between the Head of Housing Services and the Director of Communities have begun regarding opportunities, but these are very much part of the return to "normal" following lockdown and the development of the Communities directorate in line with the Council Plan and service plans.</p>

2. Summary

- 2.1 Clearly Covid has had a significant impact on delivery and as such a number of work streams that should have commenced or been completed have been delayed. Additionally the formation of the Communities Directorate during this time has been slower than expected as a result. That said there are some great examples around new build and development, resident involvement, and independent living.

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A new delivery plan is required to reflect the changing nature of the work the Council and its stakeholders are involved with, including the new Council plan, the Government's White Paper on Social Housing and CN2030 (including retrofit), as well as the impact of Covid, both financially and socially, with our residents and stakeholders.

3. Implications

3.1 Financial Implications

The ongoing work on the updated delivery plan is funded within existing budget. Any future charges would need to be considered against existing budget pressures.

Jon Coldridge, Principal Accountant

Tel: 01453 754030 Email: jon.coldridge@stroud.gov.uk

3.2 Legal Implications

None arising from this report.

One Legal

Tel: 01684 272203 Email: legal.services@onelegal.org.uk

3.3 Equality Implications

None arising from this report – see Appendix 2

3.4 Environmental Implications

To achieve the targets set out in the Council's 2030 Strategy, changes have been made to the specification for all new homes being delivered through SDC's New Homes & Regeneration Programme. The specification is based on a fabric first approach with the use of additional renewable technology as required on a site by site basis. The aspiration is to achieve a minimum SAP rating of 86 (EPC A rating) for all new homes developed through the programme. The specification now also includes the infrastructure on each site to facilitate future EV charging when required.

The specification will be reviewed again before the next projects start on site to see if there are any technological advances within the sector which may be beneficial to explore and include for all new homes (i.e. battery storage). Contract Services are consulted in relation to any changes to the specification to ensure there is a consistent approach across the Council. All costs associated with specification changes will be modelled and appraised and incorporated in any future budget setting.

Equality Analysis Form

By completing this form you will provide evidence of how your service is helping to meet Stroud District Council's General Equality duty:

The Equality Act 2010 states that:

*A public authority must, in the exercise of its functions, have **due regard** to the need to –*

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The protected characteristics are listed in Question 9

Stroud District Equality data can be found at: <https://inform.gloucestershire.gov.uk/equality-and-diversity/>

Please see Appendix 1 for a good example of a completed EIA.

[Guidance available on the HUB](#)

1. Persons responsible for this assessment:

Name(s): Sara Weaver	Telephone: 01453 754183
	E-Mail: sara.weaver@stroud.gov.uk
Service: Tenant Services	Date of Assessment: 7/1/22

2. Name of the policy, service, strategy, procedure or function:

HRA Delivery Plan Update

Is this new or an existing one? **Existing** (please delete as appropriate)

3. Briefly describe its aims and objectives

Revised plan in light of the new Council Plan, the 30-year financial plan, the Government White Paper on Social Housing, and CN2030 including retrofit
The HRA Delivery Plan was updated with key strategic objectives for the medium term.

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Appendix A

4. Are there external considerations? (Legislation / government directive, etc)

Government White Paper on Social Housing, and CN2030

5. Who is intended to benefit from it and in what way?

Residents and stakeholders.

A 12-point action plan has been put in place supported by work streams involving the Head of Housing Contracts, New Homes and Regeneration Manager and the Head of Strategic Housing Services.

6. What outcomes are expected?

- Improve tenant satisfaction and culture exploring different avenues and opportunities to build, enhance, and grow communities;
- Delivery of the Older Person's Strategy and action plan over the next 5 years including the current programme to modernise the Council's sheltered housing stock and the quality of the 'housing offer';
- New development;
- Investment in sustainable and attractive estates and stock; and
- Implementation of the updated energy strategy

7. What evidence has been used for this assessment?: (eg Research, previous consultations, Inform (MAIDEN); Google assessments carried out by other Authorities)

8. Has any consultation been carried out?

Yes - Head of Property Services, Head of Contract Services, New Homes and Regeneration Manager, Strategic Head of Housing, Accountancy Manager

Details of consultation

Also, a 20-point consultation is currently out for comment based on tenant satisfaction measures from the Regulator of Social Housing and work is underway to gauge views from our tenants prior to Stroud responding by the end of February 2022 (deadline is the first week of March 2022)

If NO please outline any planned activities – n/a

9. Could a particular group be affected differently in either a negative or positive way?

(Negative – it could disadvantage and therefore potentially not meet the General Equality duty;

Positive – it could benefit and help meet the General Equality duty;

Neutral – neither positive nor negative impact / Not sure)

Protected Group	Type of impact, reason and any evidence (from Q7 & 8)
Age	<p>There were 118,130 residents in Stroud in 2017, approximately 8% more than 2001. This is below the county average of just over 10%.</p> <p>The proportion of people aged 65+ (22.2%) exceeds the County and national average of 21%. The second most common household composition is 'pensioner households' standing at 24.4% of households - 3.7% higher than the average for England.</p> <p>In recognition of the district's ageing population, this project addresses the future housing needs of older people, including: research on the housing needs and ambitions of older people in order to encourage downsizing (therefore freeing up family sized accommodation); where possible and where value for money can be demonstrated, new flats will be built with flexibility to alter the layout to future proof them to meet possible changing needs moving forward.</p> <p>Potentially positive impact.</p>
Disability	<p>17% of residents in Stroud had a limiting long-term illness/disability (LLTI) in 2017. This compares to 18% across England.</p> <p>The sheltered modernisation project includes specific actions to meet the needs of this group e.g. new build properties will be built to meet part M of Building Regs (in terms of disabled access, turning circles and lift installs) and a committed programme of improvements to Green & Amber schemes to improve access in and around schemes.</p> <p>Potentially positive impact.</p>
Gender Re-assignment	<p>The HRA Delivery Plan is expected to have a neutral impact upon gender re-assignment groups.</p>
Pregnancy & Maternity	<p>The HRA Delivery Plan is expected to have a neutral impact upon Pregnancy & Maternity groups.</p>
Race	<p>94.9% of the Stroud population identified themselves as White British in 2017. This is significantly higher than the England average of 79.8%. This could potentially lead to some residents of different ethnic origin feeling isolated.</p> <p>SDC's tenancy agreement and sign-up process highlights the importance of respecting the individuality and views of others (including disability, race etc).</p> <p>The HRA Delivery Plan is expected to have a neutral impact upon</p>

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Appendix A

	different race groups.
Religion – Belief	The HRA Delivery Plan is expected to have a neutral impact upon religious beliefs.
Sex	The HRA Delivery Plan is expected to have a neutral impact upon male or female groups.
Sexual Orientation	The report published by Help and Care Development Ltd titled ‘Gay and Grey’ some 60% of respondents reported some degree of isolation and 25% felt they did not have adequate support. The HRA Delivery Plan is expected to have a neutral impact upon sexual orientation groups.
Marriage & Civil Partnerships (part (a) of duty only)	SDC allow same sex couples to have tenancies and we do not discriminate against marriage or civil partnerships. SDC encourage staff to undertake equality training during their induction and there is an e-learning portal available for refresher training at any point.
Rural considerations: le Access to services; transport; education; employment; broadband;	Continuing to signpost customers to outreach services in more rural areas. Mobile services are more fully available as well as self-serve. Building of more houses allowing families to remain in the areas they were born in. Potentially positive impact

10. If you have identified a negative impact in question 9, what actions have you undertaken or do you plan to undertake to lessen or negate this impact?


Please transfer any actions to your Service Action plan on Excelsis.

Action(s):	Lead officer	Resource	Timescale

Declaration

We are satisfied that an Impact Assessment has been carried out on this service and where a negative impact has been identified, actions have been developed to lessen or negate this impact.

We understand that the Equality Impact Assessment is required by the District Council and that we take responsibility for the completion and quality of this assessment

Completed by: Sara Weaver	Date: 7/1/22
Role: Operations Manager (interim)	
Countersigned by Head of Service/Director: 	Date: 24.01.22

Date for Review: Please forward an electronic copy to eka.nowakowska@stroud.gov.uk

STROUD DISTRICT COUNCIL

HOUSING COMMITTEE

1 FEBRUARY 2022

Report Title	Older Peoples Strategy Action Plan			
Purpose of Report	To present the updated position of the Older Peoples Strategy Action Plan			
Decision(s)	The Committee RESOLVES to: a) Note the plan updates b) Agree that officers consult with residents and stakeholders to draft a new strategy by December 2022 for the period 2023-2026			
Consultation and Feedback	Service Delivery Manager (Independent Living), Head of Housing Contracts, Head of Property Services, New Homes & Regeneration Manager, Project Manager, Head of Strategic Housing (Interim), Principal Accountant.			
Report Author	Name Kevin Topping, Head of Housing Services Email: kevin.topping@stroud.gov.uk Lynne Mansell, Service Delivery Manager (Independent Living) Email: lynne.mansell@stroud.gov.uk			
Options	N/A			
Background Papers	Older Persons Strategy 2019-2023			
Appendices	Appendix A - Older Peoples Strategy Action Plan (December 2021)			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	No	No	No	Yes

1. Background

- 1.1 In April 2019, Housing Committee resolved to support the implementation of the Older Persons Housing Strategy (2019-2023) following a long period of consultation and commissioned work from Ark Consultancy beginning in 2015. The in depth review of our sheltered housing accommodation assessing the viable options to achieve a sustainable sheltered housing service and advise on a modernisation strategy.
- 1.2 The findings of the Ark Report resulted in the Council committing to a 10- year modernisation programme. Within the Ark Report, a number of schemes were categorised as ‘red’ and were considered unsuitable for older people’s accommodation. The Council agreed to dispose of a number of these sites, in order to generate income to reinvest in the redevelopment of some of the red sites to provide better quality, more energy efficient older people and general needs accommodation. The money is also being reinvested in the ‘green’ and ‘amber’ schemes to improve the quality of accommodation and to make it more attractive for current tenants and future tenants who may wish to downsize.
- 1.3 The current five-year Strategy was developed as a result of the Ark Report and subsequent working groups views to support the delivery of the modernisation programme and to deliver SDC’s vision for its older people’s accommodation in the district.

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1.4 The “Sheltered Housing Service” transitioned to Independent living in April 2021 to reflect the changing nature of residents.

2. Areas where progress has been achieved and completed include:

2.1 Carry out a thorough analysis of costs prior to any changes to service provision, and establish the financial viability of these options to tenants and the Council. – implemented April 2021.

2.2 Explore all options for funding any additional services- Jan 20 – Meetings with Stroud Valley projects, Barnwood Trust GCC and others to build relationships. - Sept 2021 £10k Funding awarded from National Lottery for community nature trail and sitting area in partnership with Stroud Valley Projects.

2.3 Re-brand and re-designate sheltered housing to ‘Independent Living Hub’, ‘Independent Living +’ and ‘Independent Living’ completed April 2021.

- Erection of external Signage
- Info sheets and Newsletters distributed
- Extensive consultation through site meetings
- ID badges updated

2.4 Service delivery reflects individual service charge per site (Site Officer time allocation).

2.5 Undertake a review of the allocations process and existing age criteria for our older people’s accommodation - Lettings are made following the adopted countywide HomeseekerPlus policy but given the pressure on general needs accommodation support for greater flexibility in lettings of Independent Living the Age criteria has been lowered from 60 to 55.

2.6 Work in partnership with Gloucestershire County Council to develop their Housing with Care Strategy- This is initial work has been completed and is now ongoing see - https://www.gloucestershire.gov.uk/media/2108909/housing-with-care-report_17feb_21.pdf.

2.7 Following a review of the work streams involved a new p/t post was created within budget to support the Community Hub Facilitator (CHF) to provide a consistent liaison point for tenants. To support the CHF with activities. Role will link into H & W Agenda exploring various preventative actions and activities.

3. Summary

3.1 The actions outlined in the plan show significant work has gone into the successful delivery of the action plan across the directorates despite the restrictions imposed by Covid Measures during 2020 and 2021.

3.2 The Older Persons Strategy is due for review during 2022 as it has reached the end of its operational period, additionally there are new factors including a new Council Delivery Plan, Financial impacts as a result of Covid-19 and the white paper on social housing which must be considered as part of the consultation process with stakeholders.

4. Implications

4.1 Financial Implications

There are no direct financial implications arising from this report.

After consultation with residents and stakeholders, any outcomes will be included as part of the future proposal.

Jon Coldridge, Principal Accountant

Tel: 01453 754030 Email: jon.coldridge@stroud.gov.uk

4.2 Legal Implications

There are no legal implications arising from the report recommendations.

One Legal

Tel: 01684 272691 Email: legalservices@onelegal.org.uk

4.3 Equality Implications

There are no Equality Implications from the report recommendations.

4.4 Environmental Implications

The Older Persons Strategy is delivering investment in a number of Independent Living sites resulting in more energy efficient accommodation with positive environmental implication.

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Action Plan

‘Older People’s Housing Strategy (HRA)’

Action Plan – Older People’s Housing Strategy (HRA)

This action plan details how the Strategy will be delivered to achieve SDC’s six strategic objectives (UNIQUE) and in turn realise the Council’s vision.

1. Understand what current and future tenants want from their homes as they age and how this can be achieved.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
1.1 Undertake further analysis and exploration of the results from the Older People’s Accommodation Research to deepen SDC’s understanding of the outcomes. Some areas to explore could include: <ul style="list-style-type: none"> Why residents were not supportive of community groups using the communal lounges. Why residents did not favour living in mixed communities. Why residents were unwilling to pay for additional services. 	Undertake focussed user groups with existing or prospective future tenants to obtain information which can further shape the strategic objectives.	Service Delivery Manager (LM)	December 2021	Dec 2021 – Following extensive consultation tenants are accepting and supporting the local community using communal space as well as external and internal partners addressing social isolation/inclusion. Service charges have been individualised. Slight reduction in Service Charge to HUBS due to external usage.	Clear understanding and consultative approach to gathering intelligence to shape the service we deliver.	Aug 2022
1.2 Commission the Older People’s Accommodation Research to be undertaken again within 5 years. This will ensure the Council are aware of any changing trends enabling future reviews of this Strategy to reflect current and future demand.	Procure a research company to undertake the same survey of a further 500 Stroud district residents within 5 years. This feedback can be used during the review of the Strategy.	Projects Officer (CW)	November 2022	Projects officer is currently repurposed to deliver Resident Involvement activities	Data analysis and identification of any trends.	April 2022
1.3 Undertake market research to identify any additional tenure options specifically for older people, which may address a future gap in the range on offer from SDC.	Approach other Local Authorities and RP’s to find out what other tenures they offer.	Projects Officer (CW)	October 2022	Projects officer is currently repurposed to deliver Resident Involvement activities	Data analysis and potential options for delivering the service in a more effective manner.	
1.4 Carry out a thorough analysis of costs prior to any changes to service provision, and establish the financial viability of these options to tenants and the Council.	The costs of the different ranges of accommodation need to be considered, with regards to affordability to the end user and also the Council. This needs to take place in conjunction with the service charge project, so that tenants are clear about any possible changes to service charges. Where there are any possible increases to service charges, the Council will need to consider whether it can afford to subsidise some of these services and think creatively about how these service charges could be reduced.	Tenancy Operations Manager (PA) Principal Accountant (LC)	April 2020 - Completed	April 2020 Undertaken involving further investigations in relation to service charges. Service charges individualised per site April 2021	Transparent approach to true rent and service chargeable items informing choice and cost.	N/A
1.5 Explore all options for funding any additional services.	Consider partnership working with other providers who already operate hub and spoke models, grants from external agencies and funding from external users.	Service Delivery Manager (LM) Projects Officer (CW)	September 2020 and Ongoing	Jan 20 – Meetings with Stroud Valley Projects, Barnwood Trust GCC and others to build relationships. Sept 2021 £10k Funding awarded from National Lottery for community nature trail and sitting area in partnership with Stroud Valley Projects.	Data analysis and potential options for delivering the service in a more effective manner.	N/A

2. New homes should be designed to be dynamic allowing flexibility and adaptability for the future.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
2.1 New homes should be built to be accessible.	Where possible – new homes should be built to building regulations Part M4 (2), Part M4 (3) or Lifetime Homes Standard.	New Homes and Regeneration Manager /(KR)	Ongoing	On all new sites, unit types are considered in the early stages of the design process and where possible, priority is given to achieving Building Regulations Part M4(2), Part M4(3) or Lifetime Homes Standard. This is also being included within our new 'homes design checklist' which is issued to the architect at the early stages of setting the design brief/concept. (KR)	New homes should allow ease of access to tenants where possible to enable them to live independently.	Review again at the end of the tranche 1 new build sites
2.2 The Standard Employer's Requirements (SER's) should be reviewed to identify any areas where the specification for new homes can be improved to enable tenants to live independently for longer.	The review should consider what changes could be made such as: <ul style="list-style-type: none"> • Adaptable kitchen space • Wet rooms • Easily accessible power points • Level access • Wider doors • Improved energy efficiency 	New Homes and Regeneration Manager /(KR)	Completed	Following a procurement process an Employer's Agent has been appointed to undertake a review of SDC's specification for new homes and this is now completed (KR)	Identify any changes which can be made to the specification for new homes which would allow tenants to live more independently as they age.	Review again at the end of the tranche 1 new build sites
2.3 Consider the mix and tenure of housing on sites which may suit older people's accommodation to continue increasing the amount of housing for this shifting demographic.	Consider sites which are close to health and support services, good transport links and local amenities. Review the 'older person's shared ownership' product and consider introducing this on any suitable sites.	New Homes and Regeneration Manager (KR) Policy Implementation Manager (PS) Head of Housing Services (KT) Service Delivery Manager (LM)	Sites are considered on a site by site basis as to their suitability for older persons accommodation and one of the aims of the Sheltered Modernisation project is to review the 'red' sites for redevelopment for older people	At Tanners Piece the Council has completed its first independent living scheme for older people following the demolition of 8 pre fabricated bungalows. A similar approach is proposed for the Glebelands site in Cam where the Council is looking to demolish a sheltered scheme that is no longer suitable for older people and build another independent living scheme along with some family housing. At Broadfield Road in Eastington the ex wardens accommodation and common room are to be redeveloped to provide 9 further bungalows for older people with planning permission due to be submitted at the end of July. At Ringfield Close in Nailsworth, as part of redevelopment of the site, the Council is proposing to develop its first shared ownership bungalows for older people. The site is close to Nailsworth town centre and is considered a very suitable site to trial this type of accommodation with a view to rolling it out to other sites in the future if found to be successful. (KR) Revision of the Local Plan policy which addresses delivery of housing to meet older persons' needs,	Ensure the delivery of housing is fit for purpose and meets the needs of future tenants. Introduce a competitive choice of housing options for older people.	With consideration at each site

				especially on strategic sites. Delivery by December 2021 (PS)		
2.4	Review and assess the impact of any additional costs through changes to the SER's.	Consider whether these costs can be accommodated within the new build scheme costs and understand how this relates and impacts on future asset maintenance costs and affordability to the Council.	New Homes and Regeneration Manager /(KR) Principal Accountant (LC)	Ongoing	Costs can be accommodated within the new build scheme costs and they have been included in budget figures approved by Housing Committee. Further analysis required to understand how this relates to and impacts on future asset maintenance costs.	Ensure that any changes made to SER's can be accommodated within the HRA.

3. Increase desirability of our older person's accommodation to encourage downsizing.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
3.1	Continue to invest in the Sheltered Modernisation Programme – improving the quality and desirability of schemes.	Funding the remainder of the green and amber scheme improvements which do not currently fall within the medium term financial plan.	Senior Management Team Housing Committee Principal Accountant (LC)	Ongoing	December 2019 HC agreed funding within the confines of the HRA delivery plan and MTFP	Agree the priorities for the HRA Medium Term Financial Plan.
3.2	Re-brand and re-designate sheltered housing to 'Independent Living Hub', 'Independent Living +' and 'Independent Living'. Incorporating a robust communications plan of consultation in line with the service charge project.	Changes made to any references of Sheltered Housing – this should include: <ul style="list-style-type: none"> • Leaflets and information sheets • SDC website and any other websites where this may be referenced • Signage at schemes • Notice boards at schemes • Job titles which reference sheltered housing 	Service Delivery Manager (LM) Head of Housing Services (KT) Katherine Allen (CHF) Communications Officer (RL)	July 2020 - Completed	Re-brand completed April 2021 <ul style="list-style-type: none"> • Erection of external Signage • Info sheets and Newsletters distributed • Extensive consultation through site meetings • ID badges updated • Service delivery reflects individual service charge per site (Site Officer time allocation) 	Consultation with tenants to support changes as proposed to ensure there is a smooth transition with minimum disruption and anxiety to existing tenants. Review, designate and implement the new model of Independent Living.
3.3	Undertake a review of the current marketing and advertising material of the Council's older people's accommodation to see how this could be improved to increase awareness of the range on offer.	Understand what current marketing is being used, consider forming a working group of officers to review and amend, also consider with item 3.2.	Projects Officer (CW) Communications Officer (RL)	July 2022	Projects officer is currently repurposed to deliver Resident Involvement activities	Ensure the marketing promotes the accommodation and service on offer and make it more attractive to prospective tenants.
3.4	Promote and expand the support available for tenants who opt to downsize into smaller accommodation.	Review current promotion methods and identify how to extend the message. Also see item 3.2 and consider linking together.	Housing Manager (ME) Senior Income Management Officer (PH)	Ongoing	IMO's promote the Moving Home Grant and Welfare Mitigation fund budgets which are available to tenants in an effort to assist downsizing and make best use of family sized accommodation. This includes	Ensure best use of stock and support those in larger properties to move into smaller homes

		Communications Officer (RL)		<p>contact tenants who have rent arrears and/or older people who hold tenancies with SD C. The Moving Home Grant was specifically set up to assist tenants over 55 downsize. Depending on circs, tenants can receive up to £2K which can be used to cover moving costs (including mutual exchange invoices), new carpets & curtains, a new cooker and the reconnection of utilities.</p> <p>The Welfare Mitigation fund was created to help tenants of all ages experiencing financial hardship downsize. Up to £1K & is available to tenants who under occupy by 1 bedroom or more and can be used to cover moving costs (as above)& in certain circumstances, clearance of rent debt that have accrued due to benefits being reduced for under occupation. IMO's have undertaken mail shots (including social media) where literature and information has been sent to tenants who are identified via information from Revs & Bens & Northgate as under occupying their properties. This again will often include older people who hold tenancies with SDC. To help this process, Northgate is now populated with correct & up to date information so the appropriate group is being targeted.</p> <p>Supporting agencies P3 and GL Communities have also been contacted and fully updated with information on these options. In turn, passing on to their clients who may under occupy and wish to downsize. If a tenant is able to downsize to a suitable property, the IMO's will quickly be in contact with the tenant to complete an Income Management Vulnerability Assessment form. This provides an opportunity for the IMO's to identify any support needs and then make a referral to the agency which will best address these needs.</p> <p>Age criteria has been lowered from 60 to 55</p>	releasing larger homes for families.		
3.5	Consider how activities will be arranged and advertised within the Hubs to ensure tenants have access to a range of health clinics and other activities.	Examine best practice from other Local Authorities and RP's to find out what has worked well. Consider whether this will be tenant led, or whether this is something which	Katherine Allen (CHF)	Ongoing	Jan 2020 – Visits to Churn Project and GL11 exploring operational management and funding – working	Links to health and wellbeing strategy, also prevention of	N/A

	could be accommodated within existing roles in the service team.	Service Delivery Manager (LM)		with NHS and Fall Proof project to set up preventative activities in HUBS Roll out on hold due to lock down August 2021 – HUBS opened x 4. Working with and delivering <ul style="list-style-type: none"> • Adult education • SDC Health & Well Being team • Choose 2 Move • Move it or Lose it • Basic First Aid Courses • Arts and Crafts • Seated Yoga • Tai Chi • Basic laptop/tablet skills • Day Centre initiation • Partially sighted Club 	slips, trips and falls – leading to reduced A&E admissions and other preventative measures to assist independent living, including the recognition of loneliness and other mental health conditions.		
3.6	Undertake a review of the allocations process and existing age criteria for our older people's accommodation to ensure it is fit for purpose, enabling future tenants to live in accommodation which meets their needs.	Review the existing allocations process, and consider the current age restriction of 60+. Give consideration to more suitable allocations processes which may involve an assessment of need instead of age. Alternatively, a range of different ages for each Independent Living model which would allow greater flexibility of our assets ensuring they are being used in the most effective way.	Tenancy Operations Manager (PA) Policy Implementation Manager (PS) Housing Advice Manager (JW)	July 2020 - completed	Lettings are made following the adopted countywide HomeseekerPlus policy, but given the pressure on general needs accommodation support for greater flexibility in lettings of Independent Living accommodation is welcomed The Age criteria has been lowered from 60 to 55	Ensure the properties we are offering meet the need of tenants both current and future and remove restrictions to entry to be as flexible as possible.	

4. Quality homes which provide a range of options which 'enable' tenants to live independently for longer.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
4.1 Undertake a review of general needs bungalows which are located in close proximity to any schemes identified as 'Hubs'.	Consider whether any tenants in existing general needs bungalow accommodation would like to pay to access the activities in the 'Hub' schemes. Also consider whether to convert any general needs bungalows to independent living accommodation when they become void and affiliate them to a 'Hub' scheme – this would assist by providing additional older person's accommodation and by potentially reducing service charges to those living in a 'Hub'.	Service Delivery Manager (LM) Housing Manager (ME) Katherine Allen (CHF)	December 2020	Delayed due to Covid Oct 2021 – Recruited Volunteer Coordinator who will undertake review of GN properties in close proximities to HUBS Explore other sites becoming Satellite HUBS to feed in and out of HUBS	Co-ordination, use and access to Hubs from general needs tenants. Working towards a cohesive community – promoting a common vision and sense of belonging.	April 2022
4.2 Review the existing Asset Management Strategy to identify any areas which could be improved to 'enable' tenants to live independently in their property for longer.	This could include replacement of components to help prevent slips, trips and falls. It could also include any items which make appliances or power sockets more easily accessible.	Asset Operations Manager (TS)	Ongoing	Delayed due to Covid. New strategy to be developed by June 2023	Identify any areas which could improve tenant's ability to live independently as they age.	June 2023
4.3 Review and assess the impact of any additional costs through changes to the Asset Management Strategy.	Consider whether these costs can be accommodated within the HRA 30 Year Business Plan and what other positive or negative cost impacts may be generated to	Asset Operations Manager (TS)	Ongoing	Completed	Reforecasting of the 30 year plan was completed in August 2021, which identified that efficiencies will be required over	June 2023

	other stakeholders by making these improvements.	Head of Contract Services (JG)			the medium to long term to ensure sustainable investment can be maintained. The position will continue to be monitored on an ongoing basis	
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5. Understand how affordable our homes and services are for our tenants and SDC.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
5.1 Review existing rents and service charges as part of the service charge project, to understand the cost to tenants and how these may alter with the new model in place.	Service Charge Project.	Operations Manager (SW) Business Support Officer (NP)	Subject to Housing Committee Approval	Service Charge complete and operational April 2021	To provide transparency of costs and a review of affordability to tenants and the Council.	
5.2 Consider conversion of any communal areas which are not utilised or where those communal areas are not suitable for conversion, or to offer genuinely desired facilities for both residents and older people in the vicinity.	Procure and engage an architect to assess the possibility for conversion. The current and future use of these communal facilities will need to be considered against the provision of new accommodation.	Project Manager (CH) Service Delivery Manager (LM)	September 2023	Potential conversions of communal areas in 5 schemes – this has been put back to the final 2 years of the programme (24-26) to allow time for consultation and implementation of new scheme designations. Modernisation works have been brought forward to ensure the overall programme is not delayed.	Provide additional homes for older people at affordable costs.	April 2023 (this will consider progress in scheme re-designation)
5.3 Consider how activities will be funded within the Hubs to ensure tenants have access to a range of health clinics and other activities which can be rolled out to outlying properties.	Explore any possible funding options from external providers. Consider how these activities could provide the opportunity to generate income to help support the future viability of these social activities.	Service Delivery Manager (LM) Projects Officer (CW)	Ongoing	Jan 20 Meeting with Barnwood Trust, SVP to discuss funding opps in line with surveys. Nov 2021 - £10k funding awarded through National Lottery and SVP. Volunteer Coordinator setting up committees for tenants to apply for funding direct.	Support the delivery of activities and increase funding available for the provision of these within Hubs.	N/A

6. Engage with other agencies and community groups to improve partnership working; reducing social isolation and improving health and wellbeing.

Action	How will this be achieved?	Resource	Deadline	Progress	Outcome(s)	Review
6.1 Work in partnership with Gloucestershire County Council to develop their Housing with Care Strategy.	Attend strategic meetings with GCC as necessary.	Senior Housing Strategy Officer (LS) Members	Ongoing	Complete https://www.gloucestershire.gov.uk/media/2108909/housing-with-care-report_17feb_21.pdf	To share SDC's vision for housing for older people with Gloucestershire County Council.	Review action plan progress April 2023
6.2 Explore other partnership working with organisations such as the NHS, or those	Review the Ark Report and GCC Housing with Care Strategy and identify any possible partnership opportunities.	Head of Housing Services (KT)	Ongoing	Jan 2020- Working with NHS Clinical Commissioner, Mental	Cohesive communities enabling outreach surgeries in communal areas.	N/A

suggested within the Ark Report to improve the housing options for our tenants.		Service Delivery Manager (LM)		Health, Clean Slate + internal partners including Housing Advice- Bookings generating regular income Lock down from March 2020 stopped activity, however, this has now resumed August 2021- Revisit internal partnerships – H & W, Housing Advice Comm Services etc.,		
6.3 Consider where practical applying dementia friendly improvements and practices across Independent Living schemes.	This will be achieved through the continuation of the sheltered modernisation programme improvements.	Project Manager (CH)	Ongoing	Dementia friendly practices continue to be considered at design phase for each project.	Improvements to the communal areas our Independent Living Schemes to assist the lives of tenants living with dementia.	Ongoing - at the design stage of each project

Action Plan Owner:	Kevin Topping, Head of Housing Services
Review:	Annual updates to Housing Committee

STROUD DISTRICT COUNCIL

HOUSING COMMITTEE

TUESDAY, 1 FEBRUARY 2022

Report Title	Independent Living Modernisation Programme			
Purpose of Report	To seek approval for the schemes to be modernised in 2022/23 and to provide Committee with a brief update on the progress of the modernisation programme.			
Decision(s)	The Committee RESOLVES that Grange View in Stroud, Burdett House in Stonehouse and Hamfallow Court in Newtown, Berkeley will have modernisation works carried out in the financial year 2022/23.			
Consultation and Feedback	Consultation has taken place with senior managers via the Independent Living Modernisation Steering Group and with relevant colleagues in Tenant Services. Residents are consulted both prior to and throughout the improvement works and their feedback helps shape the design for each scheme.			
Report Author	Chris Horwood, Project Manager Email: chris.horwood@stroud.gov.uk			
Options	The Committee could choose not to continue with the modernisation programme or request alternative schemes to be considered for works in 2022/23.			
Background Papers	None			
Appendices	Appendix A - Sheltered Modernisation Programme 2016-2026 Progress			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	Yes	Yes	No	Yes

1. **2021/22 Programme Update**

- 1.1 Further to the recent modernisation programme update contained within the Housing Committee Information Sheet from September 2021, [which can be found here](#), progress has been made as expected for the two schemes being modernised in 2021/22.

Modernisation works at Vizard Close in Dursley were completed on schedule in November 2021 and within budget, with a saving of £21k (8%) on the contract value.

- 1.2 Following a successful planning application, the final scope of works was established for Jenner Court and will include a covered outside space. In the warmer months this covered area will enhance and encourage the use of the patio, which is situated in the private gardens outside the lounge. This space is accessed directly from the lounge via patio doors and helps to extend the lounge as well as making it more versatile for summer events.

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1.3 Modernisation works at Jenner Court commenced on schedule on November 15th 2021 and are progressing well. The project is currently on programme and due to be completed in March 2022.

2. 2022/23 Proposed Programme

2.1 The first five years of the programme will have resulted in the modernisation of four Hubs (Sherborne House in Stonehouse, Concord in Nailsworth, George Pearce House in Minchinhampton and Springfields Court in Cam) and three Independent + schemes (Willow Road in Stonehouse, Vizard close in Dursley and Jenner Court in Berkeley). These schemes were all categorised amber in the Ark report and therefore given priority over those schemes categorised as green.

2.2 The basis of the Independent Living model can be found in the Older People's Housing Strategy which was adopted in 2019 following input from a task and finish group consisting of councillor representation as well as officer input. The strategy was also informed by a district wide survey of all age ranges which examined expectation of older peoples housing provision in the future - <https://www.stroud.gov.uk/media/1022570/older-peoples-housing-strategy-19-23.pdf>. This strategy is currently being reviewed and any changes from the consultation involved in this process will inform the modernisation programme.

2.3 Consultation continues with the residents of each scheme as part of the planning for potential modernisation works. The proposed plans for each scheme are also discussed at the Independent Living Steering Group which is made up of senior managers from SDC, including the Independent Living Service Delivery Manager. The steering group will be reviewing the membership of the group and discussing which other colleagues within the organisation may be able to add value to the meeting. The steering group will also be exploring the best way to incorporate tenant input, possibly from the established tenant participation groups, it is felt that this further input benefits from being across the age range of our tenants.

2.4 The work of the Hub Coordinator, whose role is to develop the provision of the Hubs in the community, has continued to be very successful this year and is now also being supported by a Volunteer Coordinator. This additional role is aimed at managing and promoting all elements of volunteering within the Hubs.

2.5 Last year the programme focused on the Independent + schemes (these are generally smaller schemes which retain communal facilities), this was to allow feedback from those using the facilities in the Hub schemes, to further develop and inform future works. Due to the success of the Hub model, and after consultation with the Service Delivery Manager for Independent Living, the Steering Groups recommendation is that we now continue with the development of the Community Hubs. The modernisation works continue to support this model by providing flexible spaces, with enhancements aimed at both the scheme residents, and also those in the wider community who may wish to access this resource.

2.6 There is now only one remaining amber scheme designated to become a Hub, this is Grange View in Uplands. Although this scheme is fairly modern, there is scope for remodelling of the communal area to greatly enhance the usability of the space. The adjacent scheme at Grove Park Road will also benefit from the new facility and the range of activities it will accommodate.

- 2.7 Alongside the Hubs we propose to continue to develop the Independent + schemes. There are currently three amber schemes designated as Independent + that still require modernisation (Archway Gardens in Paganhill, The Beeches in Kings Stanley and Burdett House in Stonehouse).
- 2.8 Of these three schemes Burdett House in Stonehouse is both the most dated, and also offers the most scope for enhancement. The possibilities around the remodelling of the communal space are ideal for the creation of a versatile space within a very well used facility.
- 2.9 As well as these two schemes we would also like to propose the modernisation of an additional Independent + scheme in this period. Although Hamfallow Court in Newtown is a green scheme, there is currently an ongoing project which is upgrading the heating and energy performance over the whole site. The Steering Group felt that this was a perfect opportunity to follow on this upgrading work with the modernisation of the communal space, to create a much changed and more modern housing facility.
- 2.10 Although Hamfallow Court is an Independent + scheme, due to its remote location it would be ideal to act as a 'satellite hub' and has the potential to offer a space that could be used by the whole community.

2.11 Summary

- 2.11.1 Progress on the programme to date is shown at Appendix A. So far modernisation work has concentrated on updating amber schemes and has resulted in the creation of five Hubs and modernisation works at three Independent + schemes. For the most part we will continue with the policy of prioritising the amber schemes and propose to modernise the final amber Hub and one more amber Independent + scheme this year.
- 2.11.2 Due to the ongoing energy efficiency project at Hamfallow Court, we propose to bring this scheme forward as an additional project this year. This will be the first of our green schemes to be modernised.
- 2.11.3 There is budget provision within the MTFP to allow these modernisation works to be carried out.

3. Conclusion

- 3.1 It is recommended that one Hub and two Independent + schemes undergo modernisation works in 2022/23; Grange View in Uplands, Burdett House in Stonehouse and Hamfallow Court in Newtown. These improvements will be in line with the Older People's Housing Strategy and will continue to build on our Hub provision and also provide a further two enhanced Independent + schemes.

4. IMPLICATIONS

4.1 Financial Implications

The modernisation work detailed in the report can be found within the capital programme as reported to housing committee in December 2021. The budget details will be reported to the full council on February 17.

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Jon Coldridge, Principal Accountant

Tel: 01453 754030 Email: jon.coldridge@stroud.gov.uk

4.2 Legal Implications

The Council will need to follow the procurement procedures set out in the Council's Contract and Procurement Rules if contractors are appointed to carry out the modernisation works. If any of the properties are to be used for wider community use or hiring as stated in paragraph 2.5 above, One Legal can prepare suitable terms of use/hire.

One Legal

Tel: 01684 272691 Email: legalservices@onelegal.org.uk

4.3 Equality Implications

An EqlA is not required because there are not any specific changes to service delivery proposed within this decision. An equalities impact assessment was undertaken for the Older Person's Housing Strategy in 2019; the modernisation programme supports the delivery of that strategy.

4.4 Environmental Implications

In accordance with the Council's commitment to the Carbon 2030 agenda, the specification for the modernisation works to these communal areas will look at the energy efficiency and assess whether improvements can be made as part of these works. The energy efficiency of the tenants' individual homes will form part of ongoing planned maintenance works i.e. outside the scope of this project.

SHELTERED MODERNISATION PROGRAMME 2016-2026
PROGRESS

Classification	Scheme	Decision	Update/Outcome
RED (4 schemes)	Dryleaze Court, Wotton-under-Edge	Sell	Private development in progress 22 new homes
	Ringfield Close , Nailsworth	Redevelop	Tanners Piece 11 flats for older people completed June 2019 Permission for 20 new affordable homes due to complete 2022
	Glebelands, Cam	Redevelop	Planning decision pending for 23 new homes
	Cambridge House, Dursley	Redevelop	Planning permission granted for 13 new homes
AMBER (15 schemes)	Sherborne House, Stonehouse	Hub	Completed
	Concord, Nailsworth	Hub	Completed
	George Pearce House & Trinity Drive, Minchinhampton	Hub	Completed
	Willow Road, Stonehouse	Independent Living +	Completed
	Springfields Court, Cam	Hub	Completed
	Jenner Court, Berkeley	Independent Living +	Works due to complete March 2022
	Vizard Close, Dursley	Independent Living +	Completed
	Grange View	Recommendation: Hub	Works to commence 2022/23 subject to approval
	Burdett House	Recommendation: Independent Living +	Works to commence 2022/23 subject to approval
	Archway Gardens, Ashcroft House, Chapel Lane, Grove Park Road, Malvern Gardens, The Beeches	to be programmed	

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Appendix A

SHELTERED MODERNISATION PROGRAMME 2016-2026 PROGRESS

Classification	Scheme	Decision	Update/Outcome
GREEN (9 schemes)	Broadfield Road, Eastington	Independent Living & new build scheme	9 new affordable homes. Work due to complete March 2022
	Hamfallow Court	Recommendation: Independent Living +	Works to commence 2022/23 subject to approval
	Ashwell House, Draycott, Dryleaze House, Hazelwood, The Corriett, St Nicholas Court, Walter Preston Court	to be programmed	



HOUSING COMMITTEE OFFICER REPORT

BRIEF REPORT

February 2022 Feedback

Cleaner Estates Strategy

The new bin store at Oak Drive, Dursley is now live. This covers flats 33 - 39 & 41 – 47. We are currently consulting with the tenants who reside at numebrs 48 - 54 and are looking at creating a space for the household bins for these properties in the parking bay.

The old bin store at Oak Drive which covers numbers 13 - 19 & 21-27, and attracts the most rubbish, is the next project we will be approaching. We are working towards removing what's there, extending the concrete and then replacing it with the cabinet style bin stores.

The locked skip that we have on Acacia Drive, Dursley is working well and ensuring that we are able to remove fly-tipped items speedily.

We have recently received comments from local residents who have noticed an improvement in the area, regarding the works Manjit, Neighbourhood Management Officer has commissioned with the Site Officers, in cutting back foliage.

Awaiting a delivery date of the CCTV cameras for Chapel Street.

Service Standards Action Plan

We have recently completed the consultation at Phillimore Road, which has resulted in a varied response to the idea of additional parking. This has now been passed back to the Development Team to pursue.

Consultation for the green space at Allen Drive is due to go out this week.

Consultation to be booked in for the Aids & Adaptations Policy.

Café Conversations are booked in for February to gain feedback on reviewing the Tenant Handbook and the Tenant Involvement & Engagement Strategy.

We are currently preparing a comprehensive plan arranging for the Tenancy Management team to hold monthly surgeries out in the community.

REPORT SUBMITTED BY	Michelle Elliot, Housing Manager
DATE	24/01/2022

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STROUD DISTRICT COUNCIL**HOUSING COMMITTEE****1 FEBRUARY 2022**

Report Title	Minimum Energy Efficiency Standards (MEES) Policy			
Purpose of Report	To recommend to Committee the adoption of a policy with regard to the implementation and enforcement of the Minimum Energy Efficiency Standards (MEES) in accordance with the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.			
Decision(s)	The Committee RESOLVES to: a) Adopt the MEES Regulations Policy contained in Appendix A to this report; and b) Authorise the Head of Environmental Health in consultation with the Chair of Housing Committee to make minor amendments as may be required.			
Consultation and Feedback	None			
Report Author	Maria Hickman, Housing Renewal Manager Email: maria.hickman@stroud.gov.uk			
Options	To not adopt a policy which would be in breach of the Council's legal duties under the regulations.			
Background Papers	Link to information on Energy Performance Certificates (EPC) https://energysavingtrust.org.uk/advice/guide-to-energy-performance-certificates-epcs/			
Appendices	Appendix A – Minimum Energy Efficiency (MEES) Regulations Policy			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	No	Yes	No	Yes

1. INTRODUCTION / BACKGROUND

1.1 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 are designed to tackle the least energy-efficient properties in England and Wales – those which are established to be rated F or G on their Energy Performance Certificate (EPC). Known as the MEES (Minimum Energy Efficiency Standards) Regulations they established a minimum standard for privately rented domestic properties, which came into effect for new tenancies granted from 1 April 2018. Since the 1st April 2020, the regulations have applied to all tenancies and landlords are no longer allowed to let or continue to let properties with an EPC rating below E, unless they have a valid and appropriately registered exemption in place.

1.2 Exemptions that can registered relate to:

a. the listing of a property

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- b. works which if carried out would devalue a property
 - c. a wall insulation exemption where a chartered surveyor expert advice indicates this could damage the property
 - d. The financial cap on the costs of work of £3,500 has been reached.
 - e. The consent of a 3rd party is required (which will include the tenant) and cannot be obtained.
- 1.3 Written evidence must be provided to support the exemption. More information and guidance on the evidence required can be found here <https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>.
- 1.4 The MEES regulations do not apply to social housing and some listed buildings including properties in conservation areas.
- 1.5 For the Stroud District, the EPC register currently has 594 registered EPC's for privately rented property where the rating is lower than an E (F or G) but only 16 registered exemptions.
- 1.6 Across the Stroud District it is challenging to identify non-compliant properties and dwellings due to dispersed and isolated location of properties especially in the more rural areas and also tenants may be reluctant to approach the Council due to concern of reprisal actions by some landlords.
- 1.7 In order to take enforcement action against those landlords who are not complying with the regulations the Council must have a policy in place particularly with regard to their enforcement approach and how they will deal with financial penalties.

2 MAIN POINTS

- 2.1 The Housing Renewal team on behalf of Stroud District Council jointly with Gloucester City Council submitted a bid to the Department of Business, Environment and Industrial Strategy (BEIS) via the Midland Energy Hub for £80,000 to proactively deliver a compliance and enforcement programme for the MEES regulations.
- 2.2 The funding has enabled an officer to be engaged in the Housing Renewal Team for six months so as to develop an engagement programme for approaching landlords and managing agents with regards to their MEES obligations.
- 2.3 The programme will include an awareness raising campaign and a direct approach to identified landlords and agents. Accurate, appropriate and effective targeted communication materials will be developed to form part of the awareness campaign. The initial approach will be one of information and advice, Officers will liaise with landlords, letting agents and other stakeholders to provide advice, support and guidance on the MEES regulation compliance and penalties for non-compliance.
- 2.4 Where landlords fail to engage or undertake any necessary action then enforcement under the regulations will be required.
- 2.5 As part of that process the MEES Enforcement and Financial Penalties policy contained in Appendix A has been developed to ensure that the Council is complying with the

requirements of the regulations and that they are applied appropriately, fairly and equitably.

- 2.6 The MEES Officer is developing systems and procedures and will share their expertise and learning with the rest of Housing Renewal enforcement team so that the work can continue in the future after the project ends on the 31st March 2022.

3 CONCLUSION

- 3.1 In order to deliver the MEES project and ensure an improvement to the energy efficiency of private rented property in the district and thereby improve the lives and health of vulnerable tenants a MEES Procedure and Enforcement Policy is required. This is contained in Appendix A to be considered for adoption.

4. IMPLICATIONS

4.1 Financial Implications

There are no direct financial implications arising from this report.

Any funding required to deliver a compliance and enforcement programme will be provided from the £80,000 attained from the Department of Business, Environment and Industrial Strategy (BEIS).

Jon Coldridge, Principal Accountant
Tel: 01453 754030 Email: jon.coldridge@stroud.gov.uk

4.2 Legal Implications

The Council is under a statutory duty to enforce the Domestic Minimum Energy Efficiency Standards (MEES) Regulations.

Appropriate officers must have delegated authority under the Council's constitution to take enforcement action. Delegated authority is important as financial penalties are being used as an alternative to prosecution and the level of those fines are not insignificant.

Additionally, it is recommended that legal advice is built into the process for taking enforcement action due to the statutory processes surrounding decision-making and the need to ensure that the steps taken are compliant with the legislation.

One Legal
Tel: 01684 272691 Email: legal.services@teWKesbury.gov.uk

4.3 Equality Implications

There are not any specific changes to service delivery proposed within this decision.

4.4 Environmental Implications

Overall there will be positive benefits from this action with reduced emissions due to the improvement to the energy efficiency of dwellings so as to meet the minimum energy efficiency rating.

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**POLICY FOR IMPOSING FINANCIAL AND PUBLICATION PENALTIES -
The Energy Efficiency (Private Rented Property) (England and Wales)
Regulations 2015 (MEES Regulations)**

Background:

1. The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (“2015 Energy Regulations”) came into force on the 1st October 2016 using powers conferred to the Secretary of State in the Energy Act 2011. The rules came into force on various dates beginning with the 1st April 2018 and apply to all domestic private rented properties that are let on specific types of tenancy agreements and are legally required to have an Energy Performance Certificate (“EPC”).
2. Part Two of the 2015 Energy Regulations allows the tenant of a private rented property to request permission from their landlord to make energy efficiency improvements in the property they rent.
3. Part Three of the Regulations outlines that private sector landlords must **not**, after 1st April 2018 grant a new tenancy of a property (including an extension or renewal), nor continue to let the property (on an existing tenancy) from the 1st of April 2020, where the EPC is below the minimum level of energy efficiency.
4. The Domestic Minimum Energy Efficiency Standard (MEES) Regulations set a minimum energy efficiency standard (“MEES”) for domestic private rented properties. The MEES Energy performance indicator rating of minimum Band E and where a property is sub-standard, landlords must make energy efficiency improvements which would raise the EPC rating to at least a minimum of Band E before they let the property as a rented dwelling.
5. The Energy Efficiency (Private Rented Property) (England and Wales) (Amendment) Regulations 2019 makes changes to Part 3 of the 2015 Energy Regulations. Since 1 April 2019, landlords of domestic properties with an EPC rating below E must carry out up to £3,500 (Inc. VAT) worth of works improving their energy efficiency if they cannot obtain third-party funding to meet the costs. The £3,500 cap is an upper ceiling, not a target or a spend requirement and landlords may spend more if they wish. If a landlord can improve their property to E (or higher) for less than £3,500 then they will have met their obligation.
6. Whilst it is expected that majority of tenants in properties let as rented dwellings and homes must be provided with an appropriate EPC certificate, there are some statutory exemptions on properties which are not legally required to be subjected to an EPC.
7. Under Regulation 34, local authorities and local weights and measures authorities are under a statutory duty as enforcement authorities, to enforce the regulations. Stroud District Council is

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Appendix A

responsible for enforcing the regulations in respect of domestic private rented properties and may serve a compliance notice on a landlord who appears to be, or to have been at any time within the 12 months preceding the date of service of the compliance notice, in breach of Regulation 23.

8. Giving at least one month, the compliance notice enables the enforcement authority to monitor compliance by requesting relevant information which can include copies or the original of:
 - the EPC that was valid for the time when the property was let;
 - any other EPC for the property in the landlord's possession;
 - the current tenancy agreement used for letting the property;
 - any Green Deal Advice Report in relation to the property;
 - any other relevant document that the enforcement authority requires in order to carry out its functions.
9. The compliance notice may also require the landlord to register copies of the requested information on the PRS Exemptions Register. The compliance notice will specify both the name and address of the person that a landlord must send the requested information to and the date by which the requested information must be supplied.

Objective of the Minimum Energy Efficiency Regulations:

10. The regulations were set up with the aim of ensuring that private rented tenants in most need of thermally efficient homes, especially those classified as being most vulnerable; to reduce fuel poverty and poor energy efficiencies at properties and to lower energy bills. The regulations are also part of the Government's wider approach to reduce the UK greenhouse gas emissions.

Duties of Landlords under the regulations:

11. Under the regulations, private landlords are to take either of the listed actions below:
 - Ensure that their rented properties are subject to an energy efficiency rating of E or above on their EPC or
 - Register a valid exemption on the PRS Exemption Register.

Exemptions and the PRS Exemption Register

12. There are valid exemptions which are available to private landlords. It is however recommended that private landlords have a clear understanding of the regulations as it relates to registering an exemption. It is also recommended that landlords refer to The Energy Act 2011 and the Government's guidance for the full details of the criteria required to register a valid exemption.
13. The PRS Exemptions Register is an online platform which allows landlords (or an agent acting on their behalf) to register valid exemptions from the minimum energy efficiency requirements. The Register can be accessed on the department for Business, Energy and Industrial Strategy ["BEIS"] website. Please note, it is a breach of the Regulations to put false or misleading information on the register.
14. All registered exemptions are valid for a period of five years unless otherwise stated.

Exemptions may be available in the following circumstances:

- a) *Wall insulation - Regulation 24(2)*
Where cavity, external or internal wall insulation has been recommended, but a recognised surveyor is of the expert written opinion that such insulation would have a potentially negative impact on the fabric or structure of the property, a private landlord may register a valid exemption.
- b) *Relevant energy efficiency improvements undertaken - Regulation 25*
Where all relevant energy efficiency improvements have been made within the cost cap of £3,500 (inc. VAT) but the property remains substandard, a private landlord may register a valid exemption.
- c) A valid exemption may be registered where it is established there are no relevant energy efficiency improvements possible at the property, or when the lowest cost recommended improvement exceeds the £3,500 (Inc. VAT) cost cap.
- d) *Consent exemption - Regulation 31(1A)*
If a third party (such as a tenant, superior landlord, mortgage provider, freeholder, or planning authority) refuses to consent to the relevant energy efficiency improvements, a private landlord may register a valid exemption. However, the private landlord must be able to demonstrate that they have made all reasonable efforts to obtain the consent before registering an exemption.
- e) *Devaluation exemption - Regulation 32*
If, according to a surveyor or a qualified expert, the recommended improvements would decrease the value of the property by more than 5%, a private landlord may register a valid exemption. It is recommended that such opinion /report be provided in written form.
- f) *Temporary exemption in certain circumstances - Regulation 33(1) and (3)*
A person may, on becoming a private landlord in limited circumstances, register a valid (temporary) exemption under the circumstances specified under Regulation 33(1) which are:
- The grant of a lease due to a contractual obligation;
 - Where a tenant becomes insolvent and the landlord has been the tenant's guarantor;
 - The landlord having been a guarantor or a former tenant has exercised the right to obtain an overriding lease of a property under section 19 of the Landlord and Tenant (Covenants) Act 1995;
 - A new lease has been deemed created by operation of law;
 - A new lease has been granted under Part 2 of the Landlord and Tenant Act 1954;
 - A new lease has been granted by a court order, other than under Part 2 of the Landlord and Tenant Act 1954.
- g) When a person becomes a private landlord on purchasing a property, and on the date of purchase it was let to an existing tenant, a valid exemption may be registered under Regulation 33(3).
- h) Temporary exemptions registered under Regulation 33 are valid for a maximum period of six months from the date the person became the private landlord of the property.

PRS Exemptions Register:

15. All exemptions must be registered on the PRS Exemptions Register. The register can be found online here: <https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before>.

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16. Supporting evidence will need to be submitted when registering a valid exemption.
17. If a let property is sold, any exemption registered on the PRS Exemptions Register by the previous owner is not transferable to the new owner. The new owner will be required to improve the property or register their own valid exemption.

Removal of “no cost to the landlord” exemption:

18. The originally enacted regulations allowed for a “no cost to the landlord” exemption to be registered. However, the regulations were amended in 2019 to introduce the £3,500 cost cap, and this exemption was not available after 31 March 2019. Owing to the changes, all “no cost to the landlord” exemptions registered on the PRS Exemptions Register before 01 April 2019 and which were originally expected to last five years, have since expired on 31 March 2020.

Government guidance:

19. The Council will have regard to any guidance issued by the Department for Business, Energy & Industrial Strategy (“BEIS”) when exercising their functions under the regulations. This policy takes effect from 2nd February 2022 and will apply to all the relevant breaches of regulations which occur on the date the policy takes effect and thereafter.
20. The Domestic Private Rented Property Minimum Standard - Guidance for landlords and Local Authorities on the minimum level of energy efficiency required to let domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015, as amended, is available online at: <https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>

Compliance Notice:

21. The Council will liaise with landlords of properties in breach of the regulations informally at the first instance by sending them reminder letters giving landlords of such properties adequate time frame. Where breach of the regulations cannot be resolved informally through the warning letters, the Council will then proceed to initiate the penalty process as highly in this policy.
22. Where there is no action taken by the landlord after the 1st and 2nd warning letters have been sent, and if it appears to the council that a private landlord is in breach of the prohibition on letting properties with an energy efficiency rating of F or G, the council may serve a Compliance Notice on that private landlord requiring such information as it considers necessary to enable it to monitor compliance.
23. A Compliance Notice may also be served if it appears to the council that the private landlord was in breach of the regulations at any time in the 12 months preceding the date of service of the notice.

Compliance Notice Contains the following:

24. A Compliance Notice may in particular request copies or originals of the following:
 - The EPC for the property which was valid at the time the property was let;

- Any other EPC;
- Tenancy agreement;
- Any qualifying assessment in relation to the property;
- Any other document the council considers necessary to monitor compliance with the regulations.

25. In addition, a Compliance Notice may require a private landlord to register copies of any of the above on the PRS Exemptions Register.

26. A Compliance Notice will specify the name and address of the officer of the council to whom the documents or other information required must be supplied. The notice will also specify the time period for compliance, which will be no less than one month from the date the notice is served. It is the duty of private landlords to comply with a Compliance Notice.

27. Under Regulation 37(4), a private landlord must comply with any Compliance Notice served on them by the council. They must also allow the council, when requested, to see and take copies of original documents.

Financial and Publication penalties

28. There are four breaches under the regulations for which a private landlord may be imposed with a financial penalty. Regulation 40 sets out the breaches and the statutory maximum amounts that may be imposed in respect of each type of breach.

These are as follows:

- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for less than three months: Statutory maximum financial penalty of £2,000;
- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for three or more months: Statutory maximum financial penalty £4,000;
- Registering false or misleading information on the PRS Exemptions Register under Regulation 36(2): Statutory maximum financial penalty £1,000;
- Failing to provide information to the council demanded by a Compliance Notice, in contravention of Regulation 37(4)(a): Statutory maximum financial penalty £2,000.

29. In respect of any one tenancy, a private landlord cannot, owing to Regulation 40(6), be subject to multiple financial penalties that exceeds a total of more than £5,000.

MEES Financial Penalties Policy

30. The council has determined to take the following approach when imposing financial penalties under the regulations:

- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for less than three months:
 - a) Breach under the regulations: £2,000. However, the council's reduction criteria would be considered as may be applicable.
- Breaching the prohibition on letting a property with an F or G rating, in contravention of Regulation 23, for three or more months:
 - b) Breach under the regulations: £4,000. However, the council's reduction criteria would be considered as may be applicable.

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- Registering false or misleading information on the PRS Exemptions Register under Regulation 36(2):
 - c) Breach under the regulations: £1,000. However, the council's reduction criteria would be considered as may be applicable.
 - Failing to provide information to the council demanded by a Compliance Notice, in contravention of Regulation 37(4)(a):
 - d) Breach under the regulations: £2,000. However, the council's reduction criteria would be considered as may be applicable.
31. For the purposes of this policy, where a landlord having been previously fined up to £5,000 for having failed to satisfy the requirements of the 2015 Energy Regulations then proceeds to unlawfully let a sub-standard property on a new tenancy, a further financial penalty of up to £5,000 can be issued. The maximum remains but the ability to issue a further financial penalty starts again with a new tenancy.
32. Where a House in Multiple Occupation (HMO) is legally required to have an EPC (Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 and if it is let on one of the qualifying tenancy types, then such will be required to comply with the minimum level of energy efficiency. However, individual rooms within HMOs are not required to have their own EPCs. Therefore, a property which is an HMO will only have an EPC if one is required for the property as a whole.
33. In accordance with Regulation 40(6), where a private landlord has committed multiple breaches in respect of a single tenancy and, where such circumstance would make the financial penalty to such landlord to go beyond the £5,000 limit, the council would consider adjusting one or more of the financial penalties in such a manner that the maximum of £5,000 permitted under the MEES regulations is not exceeded.

Publication penalties

34. A publication penalty under Regulation 39 means publication of the following information by the Council, on the PRS Exemptions Register:
- The name of the private landlord, but only where the landlord's name is not an individual;
 - Details of the breach;
 - The address of the property at which the breach occurred;
 - The amount of financial penalty imposed.
35. Under Regulation 39(2), local authorities may decide how long the details of each breach should stay on the PRS Exemptions Register, subject to a minimum period of 12 months.

The Council's Publication Penalty policy

36. The council shall impose a publication penalty in respect of all breaches that are subject to a Penalty Notice, unless there are allowed and permitted representations received.
37. The council is also determined that all breaches will be registered on the PRS Exemptions Register for a period of minimum twelve months but not more than two years.

Penalty Notice Scope

38. If the council decides to impose a financial and/or publication penalty on breach of the regulations, it will serve a Penalty Notice on the offender. A Penalty Notice may be served in respect of an ongoing breach or a breach that has occurred in the 18 months that precedes the date of the service of the Penalty notice. Where a landlord fails to take the action required by a penalty notice within the period specified in that penalty notice in accordance with paragraph (2) (c) a further penalty notice can be served. The total of all fines for the same breach remains capped at £5,000.

39. *The Penalty Notice will set out:*

- a) The provision of the regulations the council believes the private landlord has breached;
- b) The particulars the council considers necessary to identify the breach;
- c) The action the council requires the private landlord to take to remedy the breach, and the timescale in which that action must be taken (which must not be less than one month);
- d) The amount of the financial penalty imposed and how it has been calculated including any applicable discount;
- e) Whether a publication penalty has been imposed;
- f) The time period in which any financial penalty must be paid (which must not be less than one month from the date the Penalty notice was served)
- g) The name and address of the person to whom any financial penalty must be paid and the method of payment.
- h) The effect of Regulation 42, which sets out the right to request a review of the council's decision to serve a Penalty Notice.
- i) The effect of Regulations 43 to 44, which sets out the right of appeal against any decision to confirm a Penalty Notice.
- j) The effect of Regulation 45, which sets out the council's power to recover any unpaid financial penalty as a debt;
- k) The name and address of the person to whom any request to review the council's decision to serve a Penalty Notice must be sent, and the period in which that request must be made.

40. If a private landlord fails to take the action required by a Penalty Notice to remedy the breach, the council may serve a further Penalty Notice.

The Right of private landlord to request a review of the council's decision to serve a Penalty Notice

41. A private landlord who has been served with a Penalty Notice is under the regulations, entitled to request a review of the council's decision to serve the notice. The council will accept such a

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request if it is received within the period of one month, starting from the day on which the Penalty Notice is served.

42. Representations may be submitted by a private landlord to support their request for a review. A request for a review, together with any representations received, will be carefully considered by the council before it makes a final decision as to whether to confirm or withdraw the Penalty Notice. Once the council has made its decision, it will notify the private landlord of that decision by serving a Notice of Decision Following a Review of a Penalty Notice (“Notice of Decision”).
43. To ensure fairness and transparency, every decision to confirm a Penalty Notice following a request for review will be subject to approval by the Head of Environmental Health.

Appeals against a Notice of Decision

44. A private landlord on whom a Penalty Notice or Notice of Decision (after review) has been served may appeal to the First-tier Tribunal on the grounds that:
- The issue of the Penalty Notice was based on an error of fact; or
 - The issue of the Penalty Notice was based on an error of law; or
 - The Penalty Notice does not comply with a requirement imposed by the regulations; or
 - In the circumstances of the case, it was inappropriate for the Penalty Notice to be served.
45. Appeals must be brought within 28 days from the date on which the Penalty Notice was sent.
46. Once an appeal has been made, the Penalty Notice is suspended until the appeal has been finally determined by the First-tier Tribunal or withdrawn by the landlord.
47. The First-tier Tribunal has the power to quash or affirm the Penalty Notice. If the First-tier Tribunal decides to affirm the Penalty Notice, it may do so in its original form or with such modification as it may deem fit.

48. The address and contact details of the First-tier Tribunal can be found at:

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber>

First-tier Tribunal (General Regulatory Chamber)

HM Courts and Tribunals Service

PO Box 9300

Leicester

LE1 8DJ

Email: grc@justice.gov.uk

Tel: 020 39368963

Financial penalty reduction criteria

49. As with criminal prosecutions, an early acceptance of guilt by a guilty landlord and/or managing agent is in the public interest. It saves public time and public money.
50. An offender can demonstrate an early acceptance of guilt by paying a financial penalty within 21 days from the date the Penalty Notice was served. It is the council's policy that if cleared payment is made within this time period, the offender can benefit from a 25% reduction in the amount of financial penalty payable.
51. An offender would not be demonstrating an early acceptance of guilt if they decided to request a review of the council's decision to serve a Penalty Notice. If the Council, then confirms a Penalty Notice after such a request, the full amount of the financial penalty will be payable and the option to make a payment in the reduced sum will no longer be available to the offender.
52. Where a landlord has not committed any other relevant housing offence which is within the remit of Private Sector Housing service, a 25% reduction would be applied to the financial penalty and a payment of 75% would be payable.
53. A 25% reduction would be applied to the financial penalty where the EPC score at the time of the offence was close to the minimum standard (within 5 sap point).
54. The council would apply a 25% where landlord provides the Council with evidence to enable a financial assessment of their assets and income and that assessment deems income is insufficient.

Example:

Stage 1: A landlord commits a breach offence that meets the £4,000 maximum penalty criteria

Stage 2: The Council checks its records for prosecution and civil penalties related to housing offences covered by the Housing Renewal team and was able to confirm the breach of MEES is a first time offence and reduces its penalty by 25% to £3,000.

Stage 3: The EPC rating for the property was within the 5 sap points of reaching the minimum standard and the council reduces the penalty by a further 25%. £3,000 is reduced by 25% to £2250.

Implications of Unpaid Financial penalties

55. The council will take corresponding action to recover any unpaid financial penalty (or part thereof) within the time period stipulated in a Penalty Notice.
56. An application for an order of the County Court will be made in respect of all unpaid financial penalties.
57. If court action is taken to recoup any unpaid financial penalty either in full or partial, the council would seek to recover interest and any court expenses incurred, in addition to claiming the full amount of unpaid financial penalty.

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Enforcement of Unpaid Financial penalties

58. If an offender does not comply with an order of the court, the council will make an application to enforce the judgement. The most likely types of enforcement action which may be taken by the local authority are shown below:

- a) Court bailiffs
- b) Charging order including application for an Order of sale of property belonging to the offender
- c) Attachment to earnings order where it is established that the offender is in paid employment.

Multiple breaches - General principles

59. In respect of any single tenancy, the Council may not impose a combination of financial penalties on an offender that in total exceeds the statutory maximum of £5,000. However, when considering imposing more than one Penalty Notice on an offender as a consequence of that offender committing one or more breaches at multiple properties, the Council will carefully consider whether the cumulative financial penalty would be just and proportionate in the circumstances having regard to the offending behavior as a whole. The Council will however operate a just, equitable and proportionate approach at all times.

Help and further advice

60. If you would like further advice or clarification, contact Stroud District Council, Housing Renewal Team by telephone on 01453 754478 or by email at: environmental.health@stroud.gov.uk. Alternatively, you can write to us at: Housing Renewal Team, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire GL5 4UB

Making a complaint

61. The Housing Renewal Team aims to provide the best possible service at all times. However, if you are not happy with the service you have received, please contact us at the above address. We shall ensure all complaints are addressed rightly, appropriately and responded to accordingly.

HOUSING COMMITTEE

1 FEBRUARY 2022

WORK PROGRAMME

Date of meeting	Matter to be considered	Notes (e.g. lead Member/Officer)
05.04.22	Update on Corrective Action to Strengthen the Council's Out of Hours Call Out Provision	Head of Contract Services
	Budget Monitoring 2021/22 – Quarter 3 Report	Accountancy Manager
	Decant Policy	Head of Housing Services and Housing Manager
	Update of Tenant Handbook	Housing Manager
	Review of Tenant Engagement & Empowerment Strategy	Housing Manager
	New Homes Programme Update	Project Manager
	Progress Update on Key Action Plans (Cleaner Estates & Service Standards)	Head of Housing Services
	Member/Officer Reports a) Tenant Representatives b) Performance Management Q3 c) Retrofit/Carbon Reduction Task and Finish Group Update d) Tenant Engagement and Empowerment Task and Finish Group Update e) Housing Repairs and Voids Task and Finish Group Update	Lead Members

Items to be considered at a future meeting:

- De-pooling Rent and Service Charges - General Needs – Head of Housing Services, Principal Accountant
- Corporate ASB Policy – Head of Housing Services / Head of Community Services
- Revised HRA Delivery Plan – Head of Housing Services

Future Information Sheets:

- Updated Local Plan Affordable Housing Policies (Spring 2022)– Head of Strategic Housing Services (interim)
- Pet-friendly temporary accommodation (Feb 2022)– Head of Strategic Housing Services (interim)
- Review of the Action Plan for the Strategy for New Council Homes (April 2022) - New Homes & Regeneration Manager

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