

Housing Committee

Date: **23 June 2021**

Time: **4.00pm**

Venue **Hove Town Hall - Council Chamber**

Members: **Councillors:**, Gibson (Joint Chair), Hugh-Jones (Joint Chair), Hills (Deputy Chair), Williams (Opposition Spokesperson), Mears (Group Spokesperson), Atkinson, Barnett, Fowler, Meadows and Osborne

Contact: **Shaun Hughes**
Democratic Services Officer
shaun.hughes@brighton-hove.gov.uk

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AGENDA

1 PROCEDURAL BUSINESS

(a) Declaration of Substitutes: Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) Declarations of Interest:

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

***NOTE:** Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

2 MINUTES OF THE PREVIOUS MEETING

7 - 18

To consider the minutes of the meeting held on 17 March 2021 (copy attached).

3 CHAIRS COMMUNICATIONS

4 CALL OVER

(a) Items 7–10 which are for decision will be read out at the meeting

and Members invited to reserve the items for consideration.

- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.
- (c) Items 11-15 are for noting and will not be taken as part of the call over.

5 PUBLIC INVOLVEMENT

19 - 26

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 17 June 2021;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 17 June 2021.

6 ISSUES RAISED BY MEMBERS

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

MATTERS FOR DECISION

7 HOUSING REPAIRS & MAINTENANCE CONTRACTS

27 - 44

Contact Officer: Eddie Wilson
Ward Affected: All Wards

8 HOUSING REPAIRS & MAINTENANCE FLEET PROCUREMENT

45 - 64

Contact Officer: Eddie Wilson
Ward Affected: All Wards

9 OLD STEINE AND PALACE PLACE APPROPRIATION FROM GENERAL FUND TO HOUSING REVENUE ACCOUNT

65 - 78

Contact Officer: Glyn Huelin *Tel: 01273 293306*
Ward Affected: All Wards

10 NEW HOMES FOR NEIGHBOURHOODS - WINDLESHAM HOUSE 79 - 114

Contact Officer: Nicholas Fishlock

Tel: 01273 293905

MATTERS FOR INFORMATION

Note: Items 11 – 15 are for information and will therefore not be considered at the meeting but have been included in the agenda to ensure that they are in the public domain.

11 PRIVATE SECTOR HOUSING UPDATE 115 - 128

Contact Officer: Sylvia Peckham

Tel: 01273 293318

Ward Affected: All Wards

12 LEASEHOLD PAYMENT OPTIONS AND UPDATES 129 - 142

Contact Officer: Glyn Huelin

Tel: 01273 293306

Ward Affected: All Wards

13 NEXT STEPS - ROUGH SLEEPING AND ACCOMMODATION DURING COVID 19 PANDEMIC AND RECOVERY 143 - 198

Contact Officer: Sylvia Peckham

Tel: 01273 293318

Ward Affected: All Wards

14 HOUSING COMMITTEE WORKPLAN PROGRESS UPDATE AND HOUSING PERFORMANCE REPORT QUARTER 4 AND END OF YEAR 2020/21 199 - 228

Contact Officer: Tom Matthews

Tel: 01273 293234

Ward Affected: All Wards

15 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 15 July 2021 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

PART TWO

16 PART TWO PROCEEDINGS

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

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The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fourth working day before the meeting.

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FURTHER INFORMATION

For further details and general enquiries about this meeting contact Shaun Hughes, (01273 290569, email shaun.hughes@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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BRIGHTON & HOVE CITY COUNCIL

HOUSING COMMITTEE

4.00pm 17 MARCH 2021

VIRTUAL

MINUTES

Present: Councillor Gibson (Joint Chair), Hugh-Jones (Joint Chair), Phillips (Deputy Chair), Williams (Opposition Spokesperson), Mears (Group Spokesperson), Appich, Atkinson, Barnett, Fowler and Osborne.

PART ONE

139 PROCEDURAL BUSINESS

(a) Declaration of Substitutes: None

(b) Declarations of Interest: None

(c) Exclusion of Press and Public: To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

The Press and public were not excluded from the meeting.

140 MINUTES OF THE PREVIOUS MEETING

140.1 The minutes of the Housing Committee held on 20 January 2021 were accepted as a true record of the meeting.

140.2 Matters Arising:

Councillor Atkinson considered the matter of begging referred to on page 27 of the minutes would benefit from a Members workshop to discuss the issue in the city.

Councillor Mears wished to know if the dispute with the GMB union referred to on page 8 of the minutes had been resolved, and at what cost if it had. The Chair confirmed this would be referred to in the chair's communications section of today's meeting.

141 CHAIRS COMMUNICATIONS

141.1 The pandemic has affected virtually all aspects of housing: whether it be homelessness and rough sleeping, housing repairs (and in particular the helpline), mutual exchanges or the way we engage with residents, tackle anti-social behaviour or

make estate improvements and buy or build new homes. Though there have been some undoubted successes, the pandemic should give us pause to consider how we can improve the council's offer in the future.

141.2 I want to start with a success and news of the occupancy of the first four of our 30 Housing First Homes purchased under the Next Steps Accommodation Programme. While the pandemic has slowed progress on the development of our new builds, we have completed and let 12 new homes at Buckley Close and 30 at Hawkrigge Court (Selsfield Drive). And even despite the pandemic, officers have increased the numbers of home purchases on last year. Taking Hartington Road (the former Gladstone Court and the first Council-owned short-term emergency housing provision) and the Housing First home purchases we should top 100 this year so I would like to express my thanks to officers who have managed to achieve this remarkable success in the circumstances. The hidden homes developments on council estates have progressed well with 10 in total this year (8 at Bristol Estate and 2 at Manor Hill). When let all will be general needs housing at social rents. Overall, despite the pandemic, working on our joint programme we are close to achieving as many additional council homes in our first 2 years as were delivered in the previous 4 years.

141.3 Housing repairs – I am delighted to report that the dispute that arose between the council and the GMB union following the transfer of the repairs service in-house and involving some of the staff working in the Housing Repairs & Maintenance service has been resolved. The job evaluation panels took place in February and all staff have now been sent letters setting out their council terms and conditions. Of course, under TUPE regulations, they also have the option to remain on the terms they were on prior to the transfer. The wider significance of this to our residents is that, as we emerge from lockdown, we can now recruit to fill any vacancies in the team and start to catch up with the backlog of non-urgent repairs and works on voids to reduce the number of empty homes.

141.4 NRPF: there has been some discussion in the press recently of a case concerning a failed asylum seeker in Brighton who sought accommodation under the "Everyone In" scheme so I would like to provide some clarification here. At the time the claim was initiated, the individual had not yet applied for accommodation via the Home Office, which in the view of the Council was where the primary statutory duty arose. The court accepted that argument at the first hearing, and he was eventually accommodated by the Home Office, where he remains.

The case then moved to be on a point of law which was in essence whether LAs had power to accommodate people with NRPF. The Claimants were seeking a declaration that we had acted unlawfully by refusing to consider that power. The court chose not to make that declaration. The council's argument was this was all academic since he was by now accommodated and it had not acted unlawfully as it had followed the express position of the government that the position on NRPF remained. A letter from the government dated 22 September reminded us that: "*Local authorities must ensure that any support offered to non-UK nationals who are not eligible for homelessness assistance complies with legal restrictions (for example, the restrictions contained in Schedule 3 to the Nationality, Immigration and Asylum Act 2002)*"

Many councils, including BHCC, called for suspension of these provisions for at least the duration of the pandemic but the government refused.

What the court has concluded is that where there is a danger to life and limb- and where other duties (such as that of the Home Office) cannot resolve it- then there is a fact-specific power to accommodate. We would ideally like the MHCLG to now clarify that where LAs are exercising such a power it falls within the funding allocated for “Everyone In” accommodation but we certainly welcome the court judgment on the point that we have powers we can use where it is appropriate.

As I have said elsewhere, the work the council does to help rough sleepers is based on trust. The success of that work depends on our ability to gain and maintain the trust of the rough sleepers we work with, some of whom are extremely vulnerable and traumatised. Trust is vital in order for people to feel able to tell us about issues like exploitation, modern slavery, abuse and other vulnerable people at risk.

141.5 Everyone In: the council’s priority is to prevent people becoming homeless, but this service has been limited by the pandemic and we have focussed on the Everyone In for those on the streets and facing rough sleeping. We now have more around 400 more homeless people in emergency accommodation. The fact that we’ve not been able to accommodate all of them within Brighton & Hove has been well publicised. However, the securing of new capacity within the city means we are able to start reducing the pressure elsewhere. Where homeless people are accommodated out-of-area we are endeavouring to ensure that they are provided with the appropriate regular support. Government funding, whilst insufficient, has helped us support over 200 homeless people moving into longer term housing solutions. But while we are restoring full prevention services, there are new homeless people to house as quickly as we move people on. We are running to standstill and the Next Steps accommodation report sets out how we hope to restore something a bit closer to our normal service by the end of June. Despite these challenges we are delighted that official rough sleeper numbers in the city have fallen to the lowest level for many years and importantly for the first time in over 10 years we are out of the top ten local authorities with the highest numbers of rough sleepers. We are delighted to see the first new placements under Housing First, with 48 Housing First Home Purchase Homes for this year and next, and the potential for further funding bids by the end of the next financial year. This should help reduce long term “revolving door homelessness” that has trapped many rough sleepers over the last 20 years. As the economic impact of the pandemic worsens, we are seeing a worrying increase in new rough sleepers, but to date Everyone In is absorbing the demand.

141.6 Private rented housing: with the threat of a return to evictions looming, we were hoping to report to committee on work in the private rented sector and our efforts to improve conditions and security. We have written to landlords encouraging them not to evict and work with the council to help sustain people in their homes and prevent more homelessness. We aim to bring a report on licensing, a good landlord standard and setting up a council run not-for-profit lettings agency to our next housing committee.

141.7 Leaseholder report – which is to include an update on implementation of the leaseholder engagement policy adopted in 2018, along with a review of leaseholder payment

options in line with the Housing Committee Work Plan – will now come to June committee. My apologies to any leaseholders affected by the delay which was due partly to officer absence and partly to the need for further consultation with leaseholders ahead of the report coming to committee. The Leaseholder Action Group are engaged in this work and will have a chance to input into proposals ahead of a report to the next Housing Committee. In the meantime, leaseholders are being consulted on the new framework for major capital works.

142 CALL OVER

142.1 All agenda items were called for discussion by the committee.

143 PUBLIC INVOLVEMENT

(a) **Petitions:** None

(b) **Written Questions:** 3 public questions were submitted.

143.1 Barry Hughes:

I was sorry to learn that Emily Ashmore and Jenny Knight will no longer be attending CAGH (Community Action Group against Homelessness). On behalf of the Coalition, I would like to thank these officers for their contributions to the work of the Group and wish them well for the future. The officers have been particularly successful in securing finance from central government for projects supporting the homeless and rough sleepers in the City.

Can we be assured that Housing Needs, who take over the role, will have the skill sets to match this track record?

Response:

Thank you for your question and support for officers. They are big shoes to fill but I am confident that the new arrangements put in place to improve integration of the council's homelessness and rough sleepers' services will be successful.

No supplementary question was asked.

143.2 David Thomas:

In a written answer explaining why SWEP opening was to be kept secret from the public, a senior officer said: "We have ... found the wider publicity has increased the inflow of rough sleepers into the city from elsewhere."

Do councillors agree that this explanation for restricting services to homeless people should never be allowed?

- the only reputable study says it is not so;
- even if it were true that people come to this city because homeless services are better here, that ship sailed long ago;

- the explanation would prevent every improvement in homeless services at all times.

Response:

Thank you for your question. I believe you may be referring to the "Picture the Change" study which dates from 2015 and was based on research done in late 2014. That study concluded:

"There is a strong pull for people coming and returning to Brighton because they consider the city to be a place of diversity and acceptance. Many people had happy memories of Brighton, which stemmed from childhood or previous relationships. While people were positive about the homelessness services available in Brighton, they were more likely to talk about how much they liked the town itself rather than its services."

The council has not restricted services to homeless people. Indeed, we are still accommodating those at risk of rough sleeping when neighbouring authorities have already restricted their offer to verified rough sleepers.

Today, Housing Committee are being asked to note the low number of verified rough sleepers and that the Council will continue to seek to offer accommodation to all verified rough sleepers where this is permissible within the Council's powers to consolidate this achievement.

As outlined in our regular reports to Committee, at the outset of the pandemic under the 'Everyone In' approach, the council acquired self-contained emergency accommodation to house: verified rough sleepers; clients from commissioned rough sleeping prevention services who were in accommodation which did not enable social distancing; and, those who had become homeless and were at risk of rough sleeping.

The council constantly endeavours to improve its homeless services. In addition to the "Everyone In" response during the pandemic, we are now looking at improving conditions in emergency accommodation, providing more council owned short term and emergency accommodation and at enhanced homelessness prevention. If you are aware of other local authorities where homeless services have learning or experience to share with Brighton & Hove, I invite you to share that information with me or my co-chair or indeed with senior housing officers.

We do recognise that there are a few people who have found it difficult to come in. While the latest Government's Rough Sleeping Snapshot reported that Brighton and Hove had the third largest decrease nationally and the highest decrease outside of London of people sleeping rough, our latest rough sleeper count (undertaken on a night when SWEP wasn't operating) suggests that while this has dropped further there were still 9 people sleeping out. We will continue to make every endeavour to engage with our most hard to reach rough sleepers.

For those people, when SWEP is triggered, we have made provision through our Street Outreach Services who are identifying anyone who is rough sleeping. In addition, the public can report anyone they see or are concerned about through Streetlink. The Street Outreach Service are carrying out outreach shifts 7 days a week including bank holidays and over the full Christmas period, during which SWEP provision remained available regardless of weather.

This year, due to the pandemic we are unable to use congregate sleep space arrangements or offer open access to a single hub as in previous years. Instead we have acquired 14 units of self-contained accommodation to meet the needs of people who would otherwise rough sleep.

Referrals therefore need to be managed but we do not turn people away. If the 14 units are full, colleagues in Housing Options and St Mungo's No Second Night Out Service work together to ensure that everyone in need is offered safe accommodation during periods of severe weather.

Information on how to support people to access SWEP was not kept secret, it has been shared in local media, via social media and is on our website. All organisations working with homeless people have had this information shared with them through the VCS and Operational Forums.

This winter so far as at 12th of March 2021, we have been open on 65 separate occasions including being open every day from the 24 December 2020 to date 8 January 2021. We offer hot meals, snacks, drinks and support. We have provided accommodation to 92 individuals over that time. We are ensuring that where someone will accept engagement, we have a clear onward accommodation offer in place and nobody needs to return to rough sleeping.

The trigger for us to open SWEP is the same this year as it has been for the previous two years: a predicated "feels like" temperature of 0 degrees Celsius or an Amber Weather warning.

In regard to historical attendance at SWEP, last year 33% of the people accommodated in SWEP in November and December were never seen rough sleeping in Brighton & Hove, over a quarter of them were only accommodated once, and 50% of them had no local connection.

No supplementary question was asked.

143.3 Alan Cooke:

EDB granted approval for a fenced path in March 2020 to improve access for Tilgate Close residents.

Following a September road traffic incident, Highways asked for the fencing to be strengthened, pushing the cost over the £10K EDB limit.

EDB transferred the request to Environmental Improvements but on March 8th they deferred a decision pending a review of access to all 354 properties on the Estate, of which only 23 have street-level access. This will take ages. Meanwhile, residents of Craven Road are fearful of another vehicle coming through their bedroom windows.

Please ensure that EI reverses their decision rapidly.

Response:

Thank you for your question.

We will ask officers to work closely with Craven Vale Community Association on the Estate Development Budget bid for a pathway to improve access for Tilgate Close residents.

I understand a sum of £5,000 has been approved for this work and council officers have been working on the detail of the pathway. Further work needs to be undertaken to scope this out and ensure that the pathway is fully accessible and meets the appropriate requirements. Officers will undertake this as a priority and work with the community association around the detail of this.

Vehicle protection measures are a separate issue to this Estate Development Budget project. The council is currently looking at whether vehicle protection measures are required in some areas of our estates following an incident where a car rolled down the steep bank. I am sorry that residents on the estate are fearful of another vehicle incident. I can advise that we will undertake this review in consultation with residents and keep you updated on progress.

No supplementary question was asked.

(c) Deputations: None.

144 ISSUES RAISED BY MEMBERS

144.1 **(a) Petitions:** None.

(b) Written Questions: None.

(c) Letters: None.

(d) Notices of Motion: None.

145 TENANT AND LEASEHOLDER ENGAGEMENT STRATEGY

145.1 The Head of Communities & Equality and the Community Engagement Manager introduced the report.

- 145.2 Councillor Appich was informed that the council were working with 29 out of the 38 tenant, residents and neighbourhood groups, as some groups were more active than others. It was also noted that no resident officers were working during the lockdown.
- 145.3 Councillor Mears noted a previous report had covered the same ground in 2012. The councillor looked forward to seeing how tenants will benefit and engage with the strategy.
- 145.4 Councillor Atkinson considered that the Neighbourhood Action Plans were not always the best way forward, and residents were often confused by different funding from Estate Development Budget (EDB) and Environmental Improvement Budget (EIB). The councillor noted that resident groups often need advice on a wide variety of issues and that there was a backlog of repairs due to the recent lockdown. The councillor was informed that the neighbourhood officers are attending housing area panels and they were working closely with groups through the engagement team. Issues arising can be referred to the officers.
- 145.5 Councillor Williams noted that a walk around with officers was of benefit for the councillors and the residents and would welcome the development of this practice. The councillor considered the Estates Development Budget could be simplified for tenants to understand.
- 145.6 Councillor Gibson was informed that the associations focusing on wider issues were more active at the moment. It was noted that there was a need to address resident needs and for more engagement to understand issues and help more. Progress will be monitored.
- 145.7 Councillor Fowler considered it was important for councillors to go on ward rounds with officers. The councillor was informed that the area panels have been meeting and have not changed, however the service area groups have altered by adding more people.
- 145.8 The Executive Director of Housing, Neighbourhoods and Communities informed the committee that the strategy was a platform to work from and improve. It was also noted that walkabouts were a very positive step and there were all sorts of ways to engage not just through area panels.
- 145.9 The chair put the recommendations to the vote, and they were agreed by 8 votes with 2 abstentions.
- 145.10
- RESOLVED:** That the Housing Committee notes and approves:
- 2.1 The delivery of more 'pro-active' styles of engagement with tenants and leaseholders to consult and engage with a wider and more diverse group of residents.
- 2.2 The proposed changes to the current engagement's structures for tenants and leaseholders as set out in Appendix One.
- 2.3 The maximisation of Estate Development Budget by agreeing a change of scope to include tenant and leaseholder led community projects as well as physical items and

works. This will sit alongside the funds from the environmental improvements budget to give tenants a greater say over funding.

- 2.4 To develop a policy for extending participatory budgeting, co-designed with tenants and leaseholders for approval by Housing Committee Winter 2021.
- 2.5 The development of a co-produced Implementation Plan to support the delivery of the Tenant and Leaseholder Engagement Strategy.

146 NEXT STEPS - ROUGH SLEEPING AND ACCOMMODATION DURING COVID-19 PANDEMIC AND RECOVERY

- 146.1 The Assistant Director of Housing introduced the report to the committee.
- 146.2 Councillor Atkinson was informed that the Homeless Reduction Board (HRB) have had a number of meetings and the minutes of the meetings can be made available to Members. Although it is hard to move people on, this is continuing. Reconnecting people is a lengthy process and mediation services are being used to assist. A sub regional approach has been used with regard to other cities and only those with a duty are linked to the city. There are no clear numbers on the loss of private rented accommodation and landlords are being asked to talk to the council before the pandemic restrictions are lifted. It was noted that the Homeless Bill of Rights is aspirational.
- 146.3 Councillor Williams extended a vote of gratitude to Emily Ashmore and Jenny Knight for their outstanding work and was sorry to see them leave.
- 146.4 Councillor Mears was informed that the officer correction had occurred as there had been a misunderstanding with the legal team. It was noted that the Homeless Reduction Board will report back to the Housing committee and are not a decision making body. The councillor expressed concerns at the amendments to the recommendations and considered the original recommendations to be suitable and there was no need for the amendments.
- 146.5 Councillor Appich was informed that some houses of multiple occupancy (HMO) have been used to accommodate homeless people. It was noted that those being placed in HMOs were also being given support. The HRB action plan is being developed and will come to the Housing committee every six months (approximately) for the committee to agree the actions.
- 146.6 Councillor Gibson considered the work by officers to be amazing and considered the strategy should be fully operational by June 2021. It was noted that although many people were moving on, more were arriving in the city and prevention should proceed as soon as possible. The councillor was informed that the customer facing services were on the corporate road map to be reintroduced as soon as possible ahead of the end of lockdown restrictions. The councillor noted that the HRB were not a decision making body and will report to the Housing committee.
- 146.7 Councillor Williams proposed and introduced the amendments and stated that they considered the amendments to strengthen the recommendations.

146.8 Councillor Gibson seconded the amendments and asked the committee to support the amendments.

146.9 The Chair invited the committee to vote on the amendments which were agreed by a majority with 2 abstentions.

146.10

The Chair invited the committee to vote on the recommendations as amended and they were agreed by a majority with 2 abstentions.

147 MOULSECOOMB NEIGHBOURHOOD HUB & HOUSING SCHEME UPDATE

147.1 The Lead City Regeneration Programme Manager introduced the report and stated the following:

The report provides an update on proposals to develop land in Moulsecoomb & Bevendean, delivering approximately 230 council homes as well as a new neighbourhood hub for the community. The hub will accommodate a Youth Centre, Library, GP surgery and pharmacy at the heart of the development. As part of the comprehensive public realm design, new and improved sports facilities are also included in the proposals.

The latest masterplan, included as an appendix to the report, reflects a series of Planning For Real sessions, Design: South East workshops, and Planning consultancy. The feedback received through this engagement has been combined with the principles of sustainability and public health to shape the current proposals.

Following permission from the Secretary of State for change of use, the report also requests approval to proceed with the redevelopment of the Former Portslade Sixth Form site into new council offices and comply with the conditions of consent set out in the report. The redevelopment of this site is a dependency for the wider scheme in Moulsecoomb, as well as supporting the council's future ways of working and recovery from Covid.

Progress has been made on the housing element of the project with the costs incurred and committed to date for the Housing Scheme totalling £820k. These costs relate to the work undertaken for working up the final design and will form part of the overall scheme costs. This will be funded by the future sites pipeline budget.

The new homes will be delivered over two phases. They will be reliant on grant and initial positive discussions have already been held between the council and Homes England. A grant application will be submitted once the design is finalised and costed.

147.2 Councillors Williams and Hugh-Jones congratulated the team on the report.

147.3 Councillor Appich noted that the report should refer to paragraph 3.27 under the legal implications not 3.24.

- 147.4 Councillor Atkinson noted that the site of the former six form college was currently being used as a COVID-19 testing centre and the residents would be pleased to see the development go ahead.
- 147.5 Councillor Mears considered the presentation given at supply board to be very useful and considered even more visuals would be helpful. The councillor considered £7m costs would need to be kept on track and school placements to be observed to ensure enough were available.
- 147.6 Councillor Gibson considered the progress to be good during the pandemic and felt the residents had been listened to. The 200 council homes would be a benefit to the city and the Homes England grant a positive support if obtained.
- 147.7 Councillor Hugh-Jones considered the project to be inspiring and noted the materials from the demolished building would be re used in the new build.
- 147.8 The Chair invited the committee to vote and the recommendations were agreed unanimously.

148 HOUSING COMMITTEE WORKPLAN PROGRESS UPDATE AND HOUSING PERFORMANCE REPORT - QUARTER 3, 2020/21

- 148.1 The Head of Income Involvement & Improvement introduced the report.
- 148.2 Councillor Hugh-Jones was informed that the private rented sector numbers were down due to COVID-19 and a time lag for information coming forward. Residents are being contacted by phone during lockdown, however it is noted that face-to-face is preferable.
- 148.3 Councillor Mears considered that out of the 305 empty properties, some could be accessed during lockdown and made ready for use, with small improvements left till later. The councillor was informed that the council were trying as hard as possible to get empty properties back into use and the properties were being let as soon as they could be. The councillor noted that the Conservative group leader was not aware that the dispute with the GMB union regarding repairs had been resolved. The councillor was informed by the Chair that there was a statement on the council website and the Policy and Resources committee had agreed terms last week. It was noted that the matter would be confirmed in writing.
- 148.4 Councillor Williams was informed that the main support for tenants related to benefits and income issues. Other organisations, such as Money Advice Plus also supported tenants with specialist advice. Online support has been given during lockdown on budgeting finances, learning and volunteering to improve wellbeing. Support is given to all, not just tenants, and all aspects of support.
- 148.5 Councillor Appich was informed that the government had not mentioned writing off rent arrears after lockdown. Those receiving Universal credit were being contacted regarding debt and advice was being given about stabilising debt, if not able pay off debts. It was noted that if residents are vulnerable the Department of Work and Pensions (DWP) would make payments direct to the council. In extreme situations the council could write off debts. The turn around of void properties has slowed as a result of the pandemic,

however, this will be addressed as soon as possible to return to the previous turn around times.

148.6 Councillor Gibson noted that 52 homes have been lost, however 200 more were being constructed and this increase in supply was a positive. Reducing the number of void properties should be a priority and considered a flexible approach to standards should be employed. The councillor was informed that number of void properties has not changed since the quarter three report has been issued. It was noted that contractors were working at capacity with the properties with little to do being authorised first. The council are aware of the condition of all void properties as they are being monitored.

148.7 The Assistant Director of Housing informed the committee that the council were looking at expanding the number of contractors and were using direct labour to turn around void properties.

148.8 The Head of Housing Repairs & Improvement informed the committee that there was a significant backlog at the moment due to the lockdown and to assist, the General Manager of Property Services will be looking at bringing in additional staff.

148.9 The Chair put the recommendations to a vote, and they were agreed unanimously.

148.10

RESOLVED: That Housing Committee notes the report.

149 ITEMS REFERRED FOR FULL COUNCIL

149.1 No items were referred to Full Council.

150 PART TWO PROCEEDINGS

150.1 There were no Part Two items

The meeting concluded at 6.40pm

Signed

Chair

Dated this

day of

Subject:	Student Rent Strikes & Accommodation. Items referred from the Council meeting held on the 25 March 2021		
Date of Meeting:	23 June 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive the following deputation which has been referred from the full Council meeting held on the 25 March 2021 for consideration.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the deputation either by noting it or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options and writes to the deputation spokesperson setting out the committee's decision(s).

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following deputation along with the extract from the council meeting which is detailed in appendix 1:

(4) Deputation concerning Student Rent Strikes and Student Accommodation
Spokesperson Billie Krish

This written summary is submitted in support of our deputation concerning student rent strikes and private student accommodation in Brighton & Hove.

We wish to raise your urgent attention to the specific situation facing students in halls of residence at the University of Sussex and the University of Brighton, as well as students with private landlords in our city.

Summary of events:

Council will be well aware that in the run up to the 2020/21 academic year, students across the country were encouraged to come to campuses and into private student accommodation on the promise of proper teaching programmes, delivered in person as far as possible. Council will also be aware that the Government released guidance just days before term which tossed these plans out of the window and resulted in thousands of students being misled into accommodation where they were more at risk of COVID-19, more likely to be isolated and face challenges to their mental health and where they would have to pay

already unfair and extortionate rents but for accommodation which they did not require and for many, which they would actually be advised against taking up residence in.

Here in Brighton & Hove and following a lack of action from management at the University of Sussex to remedy the financial and welfare concerns of students, the Sussex Renters Union publicly called for a rent strike in December 2020.

The Sussex Renters Union has a list of six demands, some which include: allowing students to exit their tenancy contracts without penalty, a fifty percent rent reduction for the academic year and no COVID-19 job losses on campus. Sussex Renters Union voices concern towards the University of Sussex's decision to increase rents for students in halls for the next academic year. This is in addition to the removal of Park Village, a £95 a week accommodation, leaving the next most affordable accommodation - Norwich House - at £118.50 a week. We believe the lack of affordability may drive some students away from living on campus. Sussex Renters Union was pivotal in applying pressure onto the University for a rent rebate for the 2021 lockdown period. However, we are petitioning for it to be applied to all students universally. Students have also faced a range of accommodation issues including mould, damp walls and ceilings, leaks, silverfish and rats. The slow response of the University to these issues has led to many students living in unbecoming conditions.

We ask the council to consider:

- What steps it may take in calling on the University of Sussex to maintain recent engagement and the University of Brighton to begin similar cooperation with student rent strikers.
- Requesting the appropriate persons at the council to write to the Minister of State for Universities demanding full and proper financial support for students, to call on universities to cancel rents and provide the necessary financial support our universities require so they need not exploit students in order to survive.
- Bringing a motion (similar to that already brought before Bristol City Council) requesting the appropriate persons write to student landlords and accommodation providers in Brighton & Hove imploring them to take advantage of Government aid that would enable rent reductions and contract releases for students in private accommodation who have not been in occupation during this lockdown.
- Referring this deputation to the Housing Committee for further consideration.

BRIGHTON & HOVE CITY COUNCIL

COUNCIL

4.30pm 25 MARCH 2021

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, West, Wilkinson, Williams and Yates.

PART ONE

121 DEPUTATIONS FROM MEMBERS OF THE PUBLIC

(4) STUDENT RENT STRIKES AND STUDENT ACCOMMODATION

- 121.1 The Mayor reported that five deputations had been received from members of the public and that he would invite the spokespersons to introduce their deputation and for the relevant Chair to respond. He noted that 15 minutes were set aside for the consideration of deputations.
- 121.13 The Mayor noted that the fifteen minutes set aside for the consideration of deputations had been reached and therefore the remaining three deputations would be referred directly to the appropriate committee for consideration.

Subject:	Homeless Bill of Rights for Brighton & Hove. Items referred from the Council meeting held on the 25 March 2021		
Date of Meeting:	23 June 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer: Name:	Mark Wall	Tel:	01273 291006
E-mail:	<u>mark.wall@brighton-hove.gov.uk</u>		
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive the following deputation which has been referred from the full Council meeting held on the 25 March 2021 for consideration.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the deputation either by noting it or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options and writes to the deputation spokesperson setting out the committee's decision(s).

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following deputation along with the extract from the council meeting which is detailed in appendix 1:

(5) Deputation concerning the Homeless Bill of Rights for Brighton & Hove

Spokesperson David Thomas

The Homeless Bill of Rights movement started in the USA ten years or more ago. In Europe, FEANTSA, the umbrella organisation for homelessness organisations, became increasingly concerned by trends towards criminalising and excluding homeless people, and they launched their own version in 2017.

We, Brighton & Hove Housing Coalition, very much liked the European Homeless Bill of Rights, which was drawn up in consultation with organisations of homeless people. It is a compilation of basic rights from European and international human rights law made highly specific to the situation of homeless people. It starts with Article 1, which is a restatement of the right to a home. It does not seek to accept or institutionalise homelessness; that there is homelessness is already a breach of this fundamental right. It also contains some highly specific rights. No-one should ever be forced to sleep rough.

Everyone should have access to sanitary facilities and fresh water. Homeless people should have the same right of access to public spaces as everyone else. There should be respect for their privacy and data, and they should not be discriminated against.

After consultation with our local rough sleepers, with FEANTSA's agreement, we amended the European document a little to make the English more colloquial without changing the meaning, and we added two extra Articles; the right to respect for belongings and the right to have the deaths of homeless people recorded and investigated.

On 28th October 2018 the Brighton & Hove Homeless Bill of Rights was launched, at the Sunday Street Kitchen and at Brighthelm Centre. All three local MPs and Arch Healthcare sent supportive messages and Lloyd Russell-Moyle MP joined us at the Street Kitchen. Our much missed chair, Steve Parry, chaired the launch, and Maria Jose Aldanas of FEANTSA and Jamie Burton of Just Fair came and spoke in support. Many of the councillors presently serving the city were present, from Labour, Green and Conservative parties.

Both the Green and Labour Parties pledged to adopt the Homeless Bill of Rights in their manifestos. Following the election, we presented a petition with more than 2,500 signatures to Full Council on 25th June 2019, which was welcomed by speeches from all three parties. Accordingly the Council Plan 2019-23 states that "We will ... adopt a Bill of Rights for homeless people". The Homeless Bill of Rights was incorporated into the Homelessness and Rough Sleeping Strategy 2020-25 as an aspiration and a standard against which the Council and its partners will judge its policies and practices.

The Homeless Bill of Rights comes before Full Council now for adoption. It has been accepted by officers, the legal department, and the Housing Committee. Last autumn, it had been adopted by nine European cities, including Barcelona and Santiago de Compostela in Spain and Gdansk in Poland. Since then, it has been sweeping through Greece, where 35 cities (including Thessaloniki and Korinthos) have so far adopted it; as they say, "for these municipalities, endorsing the bill is only a starting point for continuous commitment, improvement, and engagement to defend rights of homeless people". Councillors, it is time for the City of Brighton & Hove to become the first UK city to adopt the Homeless Bill of Rights!

Appendix 1

This appendix introduces the organisations involved in the Brighton & Hove Homeless Bill of Rights.

Brighton & Hove Housing Coalition (<https://housingcoalition.co.uk>)

We are a coalition of activists and organisations campaigning on housing issues in Brighton & Hove. Our coalition includes people who have experienced homelessness and activists who work with rough sleepers on a daily basis, including Sussex Homeless Support, ETHRAG, and Opsafe. We are involved in campaigns including the Brighton General Hospital Campaign, AGHAST (Brighton Gasworks campaign), SHS's homeless pods, and in support of Arch Healthcare's plans for a homelessness hub.

And, of course, we launched the Homeless Bill of Rights for Brighton & Hove. The full story of that campaign may be found on <https://homelessrights.org.uk>.

FEANTSA (<https://www.feantsa.org>)

FEANTSA is the European Federation of National Organisations Working with the Homeless. We are the only European NGO focusing exclusively on the fight against homelessness. Our ultimate goal is an end to homelessness in Europe.

Established in 1989, FEANTSA brings together non-profit services that support homeless people in Europe. We have over 130 member organisations from 30 countries, including 28 Member States. Most are national or regional federations.

FEANTSA launched the European Homeless Bill of Rights in 2017 in co-ordination with Housing Rights Watch.

Housing Rights Watch (<https://www.housingrightswatch.org>)

Housing Rights Watch is an interdisciplinary European network of associations, lawyers and academics from different countries, who are committed to promoting the right to housing. The right to housing has been recognised as one of the most important fundamental human rights and what we seek is the realisation of every person's right to live in dignity and to have a secure, adequate and affordable place to live.

Just Fair (<http://justfair.org.uk/>)

Registered as a charity since 2011, Just Fair exists to realise a fairer and more just society in the UK by monitoring and advocating the protection of economic and social rights (ESR).

Just Fair is committed to increasing public awareness of international and domestic human rights law and the capability to use it. Just Fair is also devoted to the advancement of high-quality thinking, training and practice to ensure that ESR are respected, protected and fulfilled.

BRIGHTON & HOVE CITY COUNCIL

COUNCIL

4.30pm 25 MARCH 2021

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, West, Wilkinson, Williams and Yates.

PART ONE

121 DEPUTATIONS FROM MEMBERS OF THE PUBLIC

(5) HOMELESS BILL OF RIGHTS FOR BRIGHTON & HOVE

- 121.1 The Mayor reported that five deputations had been received from members of the public and that he would invite the spokespersons to introduce their deputation and for the relevant Chair to respond. He noted that 15 minutes were set aside for the consideration of deputations.
- 121.14 The Mayor noted that the fifteen minutes set aside for the consideration of deputations had been reached and therefore the remaining three deputations would be referred directly to the appropriate committee for consideration.

Subject:	Contractors Framework – Housing Repairs & Maintenance	
Date of Meeting:	23rd June 2021	
Report of:	Executive Director Housing, Neighbourhoods and Communities	
Contact Officer: Name:	Eddie Wilson	Tel: 01273 293669
	Email: Eddie.Wilson@brighton-hove.gov.uk	
Ward(s) affected:	All	

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 It was agreed by the Housing & New Homes Committee and the Policy, Resources & Growth Committee in 2018 to bring the responsive repairs and empty property refurbishments service in house when the contract expired with Mears on 1st April 2020. As previously reported to Housing Committee, in order to bring the Housing Repairs and Maintenance services in-house, the council has continued to utilise the Mears sub-contractor supply chain for an initial period, many of these sub-contractors being local SMEs (small and medium sized enterprises). The purpose of this report is to present the current contractor requirements of the Housing Repairs & Maintenance service and to seek approval for the procurement of these works and services.

2. RECOMMENDATIONS:

- 2.1 That Committee approves the procurement and award of a four-year multi-contractor framework agreement for the specialist works as described in paragraphs 4.2 and 4.3 below.
- 2.2 That Committee grants delegated authority to the Executive Director of Housing, Neighbourhoods and Communities to take all necessary steps to implement recommendation 2.1 and to award call-off contracts using the framework.
- 2.3 That Committee approves the tendering of Asbestos Surveys via the Council's Construction Related Consultancy Dynamic Purchasing System (DPS)
- 2.4 That Committee approves the use of the Council Highways Works Framework for road surfacing works required in Council managed Housing car parks and garages.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 In order to enable the Repairs & Maintenance (R&M) service to be up and running by the 1st of April 2020, the council relied on the use of contract waivers to procure a works management system, a vehicle fleet and a supply chain for materials and subcontractors.
- 3.2 These decisions were made under the delegated authority agreed at Housing Committee and the New Homes Committee, September 2018, and Policy Resources and Growth Committee, October 2018, to award contracts required to implement the recommendations set out in that report.
- 3.3 Appropriate legal and procurement advice was taken and waivers were approved by the Executive Director and lead councillors on the Housing Committee in March & April 2020. Members were also informed of the intention to enter into these contracts by a report to the January 2020 Housing Committee.
- 3.3 A waiver to continue to use the Mears-approved list of suppliers, a specified list of 21 subcontractors, was agreed (Waiver CP341), as procurement of a council works supply chain was not possible in early 2020 and due to the continued use of the Mears legacy IT works management systems. The waiver for the use of contractors expires on the 31st March 2022.
- 3.4 In line with recommendations arising from Internal Audit of Repairs & Maintenance service reported to January 2020 Audit & Standards Committee and Housing Committee (20 January 2021) this procurement aligns to the agreed audit actions, that:
- The service will ensure that any additional procurements are planned in such a way to avoid the use of waivers. Procurements should be scheduled to replace the existing waiver arrangements as soon as existing contracts allow.
- The service will procure additional subcontractors to meet the requirements of the housing repairs service. Procurements will be in accordance with the councils Contract Standing Orders.
- 3.5 The Council's own separately procured IT system, Northgate Housing Contractor portal, is scheduled to go live in the summer of 2021, allowing for the procurement of a contractor solution for the Council to enter into contracts with all the additional services required by the Repairs & Maintenance team. With the Northgate Housing Contractor portal in place, the service will be able to issue works and payments to contractors.
- 3.6 There are a number of areas of works and services that need to be procured separately within the service, and there are additional opportunities for other Housing services to use the contractor framework mechanism to compliantly meet their contractor needs in future.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The procurement of a framework mechanism for the repairs and maintenance service to contract with various multi-trades, has 4 main objectives:

- Provide a compliant process for the service to issue works orders to contractors when needed. This is typically needed because either:
 - i. the works contracted out are of a specialist nature that cannot be met from within the existing in sourced Repairs & Maintenance Service direct labour, or,
 - ii. the works are required to provide additional support to the insourced service to meet the demand on the service.
- For key areas such as empty property (void) repairs the procurement will establish a contracted programme of works to be allocated to contractors, to allow interested contractors to allocate sufficient resources to meet this demand.
- To engage the local supply chain of contractors to help meet the council's requirements and to ensure the local economy is prioritised whenever possible.
- To provide the service with a diverse and reliable pool of contractors that can work with the service in an agile manner, to deliver improved outcomes for all residents in Council managed housing stock.

4.2 The framework will have 8 Lots for each work type with a maximum number of contractors per Lot as set out in table 4.2. The framework is anticipated to have a value of £16,000,000 over the four-year term. The contracts required by the service with the anticipated annual spend and proposed number of contractors is set out in the table below:

Work Type	Anticipated Annual Spend	Maximum No. of Contractors Proposed
Void Repairs (ready for Re-let at Lettable Standard)	£1,275,000	3
Additional R&M support -General Building, Masonry, Carpentry, Plastering)	£625,000	3
Scaffolding	£500,000	2
Asbestos Removal	£450,000	2
Damp & Condensation works	£340,000	2
Window & Door Repairs	£360,000	2

Clearance & Environmental Cleans*	£300,000	n/a
Roofing Repairs	£150,000	2
Floor Fitting	£125,000	1

- 4.3 The framework agreement would have a Lot for each of the areas above with the exception of Clearance & Environmental cleans* (as this would be included within the Void Repair specification).
- 4.4 Where Work Types are awarded to more than 1 contractor, jobs will be allocated equally between the contractors with spend monitored to ensure the total value of jobs is within the contracted parameters. Allocating works to multiple contractors will allow for more interest from local SME's.
- 4.5 Performance management would be monitored by the service, with allowances in the allocation process to adjust the number of jobs issued to a contractor where Key Performance Indicators (KPIs) fall below the required standard.
- 4.6 The service currently operates using multiple contractors, to carry out the same Work Types. This method of allocating works mitigates against the poor performance of one contractor impacting the whole of the service.
- 4.7 A maximum number of contractors is set for each Work Type, to ensure the commercial viability of each contract for the successful contractors. A Market Engagement event will be held prior to the issue of tender documents to obtain feedback from bidders on the proposed Work Type allocation.
- 4.8 In addition to the works above, the following areas also require contracts that Committee is requested to approve by existing Council Frameworks or Contracts:

Work Type	Anticipated Annual Spend	Maximum No.of Contractors Proposed	Procurement Route
Asbestos Surveys (including communal parts)*	£250,000	2	Call-off Competition from the Council's Dynamic Purchasing System (DPS) For Construction Related Consultancy, Lot 2 – Asbestos Surveying
Car Park & Garages Repairs*	£110,000	1	Use of the Council's Highways Contract

- 4.9 The total 4-year value of the framework to Brighton & Hove City Council (BHCC) is anticipated to be £16,000,000.
- 4.10 The framework agreement would specify how many contractors are to be appointed in line with the column above and would set out the allocation process for the works at the outset (based on an equitable split of the works value). This

will allow contractors certainty to plan their resources to the level required by the service and will ensure clarity on contract performance from the start of the contracts. Feedback from suppliers will be obtained as to how they would prefer to have the works allocated, following a market engagement day, that will be factored into the final tender documents.

- 4.11 By allocating the work areas to more than one contractor, it is anticipated that there will be more incentive for local Small Medium Enterprises (SME) to apply for the framework, and allows the service to manage the risk of single contractor failure and the need for back-up contractors if required. The service is experienced at working with multiple contractors.
- 4.12 The framework would also allow for call-offs were works to arise that are outside the day-to-day requirements of the service.
- 4.13 Use of contractors will always be required to meet the ebbs and flows in demand, specialist works and to provide flexibility for the service to carry out repairs. In the 2018 Committee reports it was noted that use of sub-contractors, under the contract with Mears, accounted for up to 90% of void works. Should we wish to reduce this to a lower percentage (50% was mentioned in the September 2018 Committee reports), the service would require additional staff to be employed directly by the Council.
- 4.14 The report recognises that there is scope for the void works that are contracted out to be reduced if the numbers of directly employed operatives are increased. However, this would not be possible to implement in time for April 2022 when this contract needs to be in place.
- 4.15 Over the 4-year framework term, the contacted spend could be reduced with the recruitment of additional directly employed labour. Full value analysis of additional staff numbers would be required prior to any further recruitment to ensure budgetary implications are considered.
- 4.16 A number of the works areas required under this framework are of a specialist nature which cannot be met by the directly employed operatives. These include Asbestos Removal and scaffolding which require specialist qualifications, licensing and equipment that are not budgeted for within the service.
- 4.17 An options appraisal for alternative Procurement methods was presented to the Procurement Advisory Board (PAB) on the 14th June 2021 (Section 13 of the PAB report, included as Appendix 1 to this report).

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 In developing the proposals for the future of the Housing Repairs & Maintenance services approved by the Special Housing & New Homes Committee held on 28 September 2018 and Policy, Resources & Growth Committee on 11 October 2018, extensive stakeholder engagement was undertaken. The outcomes of this stakeholder engagement were presented to Members in briefings and as part of the report pack which informed the Committee decisions on the series of recommendations and alternative options for the delivery of responsive repairs

and empty property refurbishments, planned maintenance programmes and major capital projects to council housing stock following the expiry of the previous contractual arrangements.

- 5.3 This report will be presented to the Procurement Advisory Board (PAB) on the 14th June 2021. The board recommendation will not be known at time of publication but can be advised during the Committee meeting.

6. CONCLUSION

- 6.1 The procurement of contractor framework will allow the service to compliantly deliver the range of works and services that are needed. Splitting the works into individual lots and allocating more than one contractor will also allow greater access to Small, Medium, Enterprises (SME's) who wish to bid.
- 6.2 If the recommendations are approved, it is anticipated that the framework will be live in April 2022.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The total estimated value of the contractor framework over the 4 years is set out in section 3.3 of the report, which includes both spend against HRA stock and the General Fund (Temporary Accommodation and Seaside Homes).
- 7.2 It is anticipated that overall costs will increase due to the fact that the schedule of rates currently in operation is over 10 years old and the full financial implications of the framework contract will need to be factored into future annual budget setting and closely monitored as part of this year's budget monitoring process.
- 7.3 Section 4 of this report looks at the future option of providing more works in-house rather than sub-contracting the works. This will need a full cost benefit analysis so that the financial implications are fully explored prior to any decision.

Finance Officer Consulted: Monica Brooks Date:01/06/2021

Legal Implications:

- 7.4 The proposals set out in the report are compliant with the Council's Contract Standing Orders and the procurement regulations.

7.5

Lawyer Consulted: Alice Rowland Date: 24/5/21

Equalities Implications:

- 7.6 The tender documents will include questions that ensure the bidders address all equalities considerations, both as a business and through evaluation of how they will engage with residents to ensure they give consideration to the diversity of the city's population.

7.7 Contractors will be expected to carry out their works in line with the Council's Fair & Inclusive action plan.

Sustainability Implications:

7.8 This project links to the following corporate principles and priorities, and outlined in the Corporate Plan and delivered through the Housing, Neighbourhoods and Communities Directorate Plan:

- A city to call home
1.4 Improve council housing
- A sustainable city
Become a carbon neutral city by 2030

7.9 By running our own framework, the Council can specify sustainability requirements to match our corporate priorities, including the use of sustainable timber/steel and other requirements.

7.10 All bidders will be required to answer specific questions on their sustainability priorities that will be evaluated as part of their tender submission.

Brexit Implications:

7.11 None known

Any Other Significant Implications:

7.12 None

Crime & Disorder Implications:

7.13 None

Risk and Opportunity Management Implications:

7.14 Contracting with multiple companies presents challenges in ensuring that works are allocated as set out in the tender documents. The service will be required to monitor closely the allocation of works. The allocation process will be defined prior to publication of the tender, taking into account feedback from the market. Contract reviews will take place regularly and will include details of all work offered under the framework to ensure fair distribution.

There is a possibility that costs will increase due to the age of the schedule of rates currently used, being over 10 years old. Mitigation against this risk is that it ensures contractors can be performance measured against a modern schedule of rates. The maximum number of contractors in each Lot will require bidders to submit pricing cost at tender that are commercially competitive.

Public Health Implications:

7.15 None

Corporate / Citywide Implications:

7.16 This project links to the following corporate principles and priorities, and outlined in the Corporate Plan and delivered through the Housing, Neighbourhoods and Communities Directorate Plan:

- A city to call home
 - 1.4 Improve council housing
- City working for all
 - 2.1 Build Community wealth
 - 2.3 Support local businesses and charities
- Council Attributes
 - 7.7 Working in partnership

Appendices –Procurement Advisory Board report, 14th June 2021

Procurement Advisory Board (PAB)

Agenda Item

Brighton & Hove City Council

Subject:	Contractors Framework – Housing Repairs & Maintenance	
Date of Meeting:	14/06/2021	
Report of:	Executive Director Housing, Neighbourhoods and Communities	
Commissioning Officer:	Name: Eddie Wilson, Head of Repairs & Maintenance)	Tel: 01273 29-3669
	Email: Eddie.wilson@brighton-hove.gov.uk	
Procurement Officer:	Name: Luke Taylor, Procurement Manager	
	Email: Luke.taylor@brighton-hove.gov.uk	
Type:	New Buy	
Proposed Route To Market:	Open, Over OJEU	

1. SUMMARY AND CONTEXT:

The Procurement Advisory Board (PAB) is an advisory board to council committees on procurement matters. The role of PAB is to report to the relevant committee with its recommendations on the proposals put forward in this report.

PAB is being asked to review and advise on the procurement proposals contained within this report as the estimated lifetime value of the contract to be awarded exceeds £1million

2. RECOMMENDATIONS:

The Procurement Advisory Board is requested to provide recommendations to Housing Committee that it recommends:

- The procurement and award of a four-year multi-contractor framework agreement for the specialist works as detailed in section 3.3 of this report.

- That the Executive Director of Housing, Neighbourhoods and Communities is granted delegated authority to take all necessary steps to implement the framework agreement and to award call-off contracts using the framework.
- The tendering of Asbestos Surveys via the Council's Construction Related Consultancy Dynamic Purchasing System (DPS)
- The use of the Council Highways Works Framework for road surfacing works required in Council managed Housing car parks and garages

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Background

In order to enable the Repairs & Maintenance (R&M) service to be up and running by the 1st of April 2020, the council relied on the use of contract waivers to procure a works management system, a vehicle fleet and a supply chain for materials and subcontractors.

These decisions were made under the delegated authority agreed at Housing Committee and the New Homes Committee, September 2018, and Policy Resources and Growth Committee, October 2018, to award contracts required to implement the recommendations set out in that report.

Appropriate legal and procurement advice were taken and waivers were approved by the Executive Director and lead councillors on the Housing Committee. Members were also informed of the intention to enter into these contracts by a report to the January 2020 Housing Committee

A waiver to continue to use Mears approved list of suppliers, a specified list of 21 subcontractors, was agreed (Waiver CP341), as procurement of a council works supply chain was not possible in early 2020 and due to the continued use of the Mears legacy IT works management systems. The waiver for the use of contractors expires on the 31st March 2022.

In line with recommendations arising from Internal Audit of Repairs & Maintenance service reported to January 2020 Audit & Standards Committee and Housing Committee (20 January 2021) this procurement aligns to the agreed audit actions, that:

- The service will ensure that any additional procurements are planned in such a way to avoid the use of waivers. Procurements should be scheduled to replace the existing waiver arrangements as soon as existing contracts allow.

- The service will procure additional subcontractors to meet the requirements of the housing repairs service. Procurements will be in accordance with the councils Contract Standing Orders.

The Council's own separately procured IT system, Northgate Housing Contractor portal is scheduled to go live in the summer of 2021, allowing for the procurement of a contractor solution for the Council to enter into contract with all the additional services required by the Repairs & Maintenance team. With the Northgate Housing Contractor portal in place, the service will be able to issue works and payments to contractors.

There are a number of areas of works and services that need to be procured separately within the service, and there are additional opportunities for other Housing services to use the contractor framework mechanism to compliantly meet their contractor needs in future.

3.2 Objectives

The procurement of a framework mechanism for the repairs and maintenance service to contract with various multi-trades, has 4 main objectives:

- Provide a compliant process for the service to issue works orders to contractors when needed. This is typically needed because either;
 - i. the works contracted out are of a specialist nature that cannot be met from within the existing in sourced Repairs & Maintenance Service direct labour, or,
 - ii. the works are required to provide additional support to the insourced service meet the demand on the service.
- For key areas such as empty property (void) repairs the procurement will establish a contracted programme of works to be allocated to contractors, to allow interested contractors to allocate sufficient resources to meet this demand.
- To engage the local supply chain of contractors to help meet the council's requirements and to ensure the local economy is prioritised whenever possible.
- To provide the service with a diverse and reliable pool of contractors that can work with the service in an agile manner, to deliver improved outcomes for all residents in Council managed housing stock.

3.3 Requirements of Contract

The framework will have 8 Lots for each work type with a maximum number of contractors per Lot as set out in table 4.2. The framework is anticipated to have a value of £16,000,000 over the four year term. The contracts required by the service with the anticipated annual spend and proposed number of contractors is set out in the table below

Work Type	Anticipated Annual Spend	Maximum No. of Contractors Proposed
Void Repairs (ready for Re-let at Lettable Standard)	£1,275,000	3
Additional R&M support -General Building, Masonry, Carpentry, Plastering)	£625,000	3
Scaffolding	£500,000	2
Asbestos Removal	£450,000	2
Damp & Condensation works	£340,000	2
Window & Door Repairs	£360,000	2
Clearance & Environmental Cleans*	£300,000	n/a
Roofing Repairs	£150,000	2
Floor Fitting	£125,000	1

The framework agreement would have a Lot for each of the areas above with the exception of Clearance & Environmental cleans* (as this would be included within the Void Repair specification).

Where Work Types are awarded to more than 1 contractor, jobs will be allocated equally between the contractors with spend monitored to ensure the total value of jobs is within the contracted parameters. Allocating works to multiple contractors will allow for more interest from local SME's.

Performance management would be monitored by the service, with allowances in the allocation process to adjust the number of jobs issued to a contractor where Key Performance Indicators (KPIs) fall below the required standard.

The service currently operates using multiple contractors, to carry out the same Work Types. This method of allocating works mitigates against the poor performance of one contractor impacting the whole of the service.

A maximum number of contractors is set for each Work Type, to ensure the commercial viability of each contract for the successful contractors. A Market Engagement event will be held prior to the issue of tender documents to obtain feedback from bidders on the proposed Work Type allocation.

In addition to the works above the following areas also require contracts that PAB is asked to recommend procurement via existing Council Frameworks or Contracts:

Work Type	Anticipated Annual Spend	Maximum No.of Contractors Proposed	Procurement Route
Asbestos Surveys (including communal parts)	£250,000	2	Call-off Competition from the Council's Dynamic Purchasing System (DPS) For Construction Related Consultancy, Lot 2 – Asbestos Surveying
Car Park & Garages Repairs	£110,000	1	Use of the Council's Highways Contract

The total 4 year value of the framework to Brighton & Hove City Council (BHCC) is anticipated to be £16,000,000. The use of the Construction Related Consultancy DPS for Asbestos Surveying services over the same four year period is expected to total £1,000,000.

The framework agreement would specify how many contractors are to be appointed in line with the column above and would set out the allocation process for the works at the outset (based on an equitable split of the works value). This will allow contractors certainty to plan their resources to the level required by the service, and will ensure clarity on contract performance from the start of the contracts.

Feedback from suppliers will be obtained as to how they would prefer to have the works allocated, following a market engagement day, that will be factored into the final tender documents.

By allocating the work areas to more than one contractor, it is anticipated that there will be more incentive for local Small Medium Enterprises (SME) to apply for the framework, and allows the service to manage the risk of single contractor failure. The service is experienced at working with multiple contractors.

The framework would also allow for call-offs where works arise that are outside the day-to-day requirements of the service. The framework will be allow for call off contracts to be run and awarded by Adur & Worthing councils.

4. POSSIBILITY OF PROVIDING THIS CONTRACT IN-HOUSE

- 4.1 Use of contractors will always be required to meet the ebbs and flows in demand, specialist works and to provide flexibility for the service to carry out repairs. In the 2018 Committee reports it was noted that use of sub-contractors, under the contract with Mears, accounted for up to 90% of void works. Should we wish to reduce this to 50% the service would require additional staff to be employed by the Council.

- 4.2 The report recognises that there is scope for the void works that are contracted out to be reduced if the numbers of directly employed operatives are increased. However, this would not be possible to implement in time for April 2022 when this contract needs to be in place.
- 4.3 Over the 4-year framework term, the contacted spend could be reduced with the recruitment of additional directly employed labour. Full value analysis of additional staff numbers would be required prior to any further recruitment to ensure budgetary implications are considered.
- 4.4 A number of the works required under this framework are of a specialist nature which cannot be met by the directly employed operatives. These include Asbestos Removal and scaffolding which require specialist qualifications, licensing and equipment that are not budgeted for within the service.

5. SUSTAINABILTY CONSIDERATIONS

- 5.1 This project links to the following corporate principles and priorities, and outlined in the Corporate Plan and delivered through the Housing, Neighbourhoods and Communities Directorate Plan:
- A city to call home
1.4 Improve council housing
 - A sustainable city
Become a carbon neutral city by 2030
- 5.2 By running our own framework, the Council can specify sustainability requirements to match our corporate priorities, including the use of sustainable timber/steel and other requirements.
- 5.3 All bidders will be required to answer specific questions on their sustainability priorities that will be evaluated as part of their tender submission.
- 5.4 The procurement documents will also be designed in a manner to encourage Small to Medium Enterprise (SME) applicants, at both the selection and the call off stage

6. SOCIAL VALUE AND COMMUNITY WEALTH BUILDING CONSIDERATIONS

- 6.1 During the procurement process bidders will be asked to deliver Social Value in accordance with the Council's Social Value Framework. The benefits for each call off will be identified and evaluated at each mini competition.
- 6.2 In addition, the Council will ensure that the specific Social Value requirements such as local employment, cascade of payment terms and

living wage commitments will be agreed as part of gaining a place on the framework.

7. FINANCIAL CONSIDERATIONS

- 7.1 The total estimated value of the contractor framework over the 4 years is set out in section 3.3 of the report, which includes both spend against HRA stock and the General Fund (Temporary Accommodation and Seaside Homes).
- 7.2 It is anticipated that overall costs will increase as a result of this procurement because the schedule of rates currently in operation is over 10 years old. The full financial implications of the framework contract will need to be factored into future annual budget setting and closely monitored as part of this year's budget monitoring process.
- 7.3 Section 4 of this report looks at the future option of providing more works in-house rather than sub-contracting the works. This will need a full cost benefit analysis so that the financial implications are fully explored prior to any decision.

Finance Officer Consulted: Monica Brooks Date: 01/06/2021

8. EQUALITY CONSIDERATIONS

- 8.1 The tender documents will include questions that ensure the bidders address all equalities considerations, both as a business and through evaluation of how they will engage with residents to ensure they give consideration to the diversity of the city's population.
- 8.2 Contractors will be expected to carry out their works in line with the Council's Fair & Inclusive action plan

9. LEGAL IMPLICATIONS

Standard legal implications for procurement of framework agreements (over threshold).

The Public Contracts Regulations 2015 apply to the procurement and award of framework agreements above the relevant thresholds for services, supplies and works. PCR 2015 defines a framework agreement as 'an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quality envisaged.' The process

to award a framework agreement should be run in accordance with the Regulations as well as the council's Contract Standing Orders (CSOs).

The Social Value Act 2012 defines social value as 'improvement to economic, social and environmental well-being of the relevant area' and requires specific consideration by the council prior to starting a procurement process of how to improve these benefits through the procurement and how to undertake a procurement process with a view to securing that improvement. In addition, The Public Contracts Regulations 2015 expressly allow contracting authorities to incorporate social and environmental factors into specifications for a contract, award criteria and contract conditions provided they are linked to the subject matter of the contract, proportionate to what is being procured, do not result in unequal treatment of bidders, are free from discrimination and comply with the principle of transparency.]

10. COST/QUALITY WEIGHTING CONSIDERATIONS

Weightings for the tendered activity would be set at between 40-60% for Price and Quality to ensure that successful bidders provide works to a high standard, in addition to a best value price. These ratios have been used in other Housing Contracts and provide a best value outcome.

11. VALUE and SAVINGS

The cost codes that are currently used by the service are based on a schedule of rates that is now over 10 years old, and so therefore it is not anticipated that that this activity will create cashable savings.

12. POTENTIAL RISKS

- 12.1 Contracting with multiple companies presents challenges in ensuring that works are allocated as set out in the tender documents. The service will be required to monitor closely the allocation of works. The allocation process will be defined prior to publication of the tender, taking into account feedback from the market. Contract reviews will take place regularly and will include details of all work offered under the framework to ensure fair distribution.
- 12.2 There is a possibility that costs will increase due to the age of the schedule of rates currently used, being over 10 years old. Mitigation against this risk is that it ensures contractors can be performance measured against a modern schedule of rates. The maximum number of contractors in each Lot will require bidders to submit pricing cost at tender that are commercially competitive.

13. EVALUATION OF ROUTES TO MARKET

Several procurement routes have been assessed. Details of each including the preferred option are detailed below:

13.1 Compliant Council Managed Framework – PREFERRED OPTION

Procure a multi-contractor framework that includes Lots for each major work area.

A framework would be established with Lots for the following key areas (annual value ~£4 million):

- Voids / Clearance work
- Scaffolding
- Windows & Door repairs
- Asbestos Removal
- Damp & Condensation
- Flooring Fitters
- Roofing Repairs
- Building Works (Inc. plastering/carpentry/insurance works)

The Framework to be drafted will allow for allocation of works based on ranking/rotation to the requirements specified at tender. Further Mini-Competitions could be raised for more complex projects if required.

Benefits to include:

- Creating BHCC framework allows for more local SME's to apply for work than if contracts were awarded via national frameworks
- The specified volumes of work for each Lot in the Framework Agreement would allow bidders to resource according to our needs – leading to more reliable service provision
- Leaseholder consultation done once for all work areas on framework, allowing for faster response for repairs needed in future
- Our own framework allows for consideration to be given to local supply chain for materials etc, meeting social value requirements
- Using more than one contractor per Lot allows more access to local SME's and mitigates risk of poor contract performance by one contractor.

13.2 Use of existing contracts

Due to the requirement for leaseholder consultation, many of the existing contracts that cover the works are not able to be accessed by the Repairs & Maintenance service, as those contracts did not include for the leaseholder consultation requirement.

For 2 areas, Asbestos Surveying and Car Parks the intention is to use existing council mechanisms via a DPS to call off the contracts, and to continue to use the council's Highways contract.

13.3 Central Purchasing Body Frameworks:

Suitable frameworks have been identified for the areas covered, however in this instance there may be several disadvantages

- May not support the local economy with many being large, national suppliers
- May not be value for money as rates and margins may be larger than local SMEs who may have further to travel
- Leaseholder consultation is required for all works that may impact on leaseholders, with leaseholders able to nominate a preferred contractor, that may not be allowed under framework rules
- Requires management of tender process for each call-off
- Terms and conditions of framework may not satisfy the Council requirements and each framework would require legal review of all framework and call-off documentation prior to call-off which would add additional time to the projects

Subject:	Housing Repairs and Maintenance Interim Fleet replacement		
Date of Meeting:	23 June 2021		
Report of:	Executive Director for Housing, Neighbourhoods, & Communities		
Contact Officer:	Name:	Eddie Wilson	Tel: 01273 293669
	Email:	Eddie.Wilson@brighton-hove.gov.uk	
Ward(s) affected:	(All Wards);		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 It was agreed by the Housing & New Homes Committee and the Policy, Resources & Growth Committee in 2018 to bring the responsive repairs and empty property refurbishments service in house when the contract expired with Mears on 1st April 2020, As previously reported to Housing Committee, in order to bring the services in-house there were some discrete products which the Council procured from Mears for a limited period. This included the vehicle fleet used by the Housing Repairs & Maintenance service which following a waiver was sub-leased from Mears under an agreement that was set up for a maximum 2 years and will end 31st March 2022 (or sooner, subject to the approval of this interim fleet proposal). The council do not plan to seek to extend that agreement with Mears.
- 1.2 The proposed interim fleet is intended to provide a stepping-stone from the current arrangement to the full fleet procurement. This will allow Officers adequate time to consider the service provision model and ascertain what our vehicle requirement will be going forward. The main challenges to an electric fleet are currently the availability of a range of vehicles and the available charging infrastructure. This interim Fleet will allow Officers time for the market to mature and the infrastructure be planned whilst still maintaining adequate transport for service provision.
- 1.3 This report seeks authorisation to replace the existing Housing Repairs and Maintenance vehicle fleet currently sub leased from Mears and other short-term hire agreements. We propose to replace the current Mears leased fleet with a 1-year Flexi Hire agreement via the Pretium Flexible Fleet Framework for 119 vehicles. This agreement will be for a minimum of 1-year and then can be extended on a monthly basis per individual vehicle and the same unit cost as the initial 1-year agreement.

- 1.4 As outlined with more detail in paragraph 3.9, the report also seeks authorisation to purchase 3 specialist drainage vehicles to include 2 Euro 6 diesel vans and 1 e-Vivaro electric vehicles.
- 1.5 The Council is committed to achieving its carbon neutral objectives by 2030. However, seeking to introduce electric vehicles at scale at this time would be problematic due to the current charging infrastructure and the mileage and model range of vehicles available. Officers have undertaken an interim review of the service vehicle requirements, including what size vehicles are required by operatives, based on current use and work patterns with the Housing Repairs & Maintenance team. This information has been used to put together the requirements for the Flexi Hire proposal and is included in paragraph 3.8. Officers also need to undertake a full review of our future working patterns to inform our future vehicle fleet needs and options available to enable the service to undertake more efficient delivery of our repairs and maintenance requirements, including 3,000 repair jobs each month.
- 1.5 This interim lease arrangement provides the service with a fleet of new, better quality and more sustainable vehicles (detailed in Section 7). This will replace the vehicles sub leased from Mears under the current waiver. Following the first year the vehicles under the interim lease agreement can be returned at short notice and without charge, which provides the flexibility required as we review the whole service vehicle fleet needs and develop our procurement options for electric vehicles to replace them.
- 1.6 We propose to lease six e-vehicles and purchase one specialist drainage e-vehicle. This will provide us with opportunity to evaluate the e-vehicles across a range of uses and trades. This evaluation will then be used to inform our future procurement. It is particularly important to accurately establish our charging need and the resulting infrastructure requirement. The lease framework we propose to enter have e vehicle options for small, medium and large vans. Following evaluation, we will be able to exchange diesel vehicles for e-vehicles as the infrastructure becomes available. The ability to change vehicles in this way will allow for a phased change to e vehicles.
- 1.7 Commercially the best approach to the main procurement for the fleet replacement would be to procure the whole fleet in a single activity. However as discussed, the market for e-vehicles is not yet mature and the current infrastructure is not available in the City. It is therefore more likely that a phased approach to procurement will be more appropriate. This lease proposal will allow flexibility to purchase vehicles when the need is clearly established, and infrastructure is in place.
- 1.8 The infrastructure requirement is key to moving this issue forward. Housing will work with Corporate Fleet colleagues and the freeholder of the Housing Centre to establish an infrastructure strategy using Housing land across the City.

2. RECOMMENDATIONS:

- 2.1 That Housing Committee approve the proposal to lease an interim fleet of up to 119 vehicles for a period of a minimum of 1 year.

- 2.2 That Housing Committee agrees to purchase three specialist drainage vehicles, including associated fittings and equipment.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 At Housing Committee on 15 January 2021 Officers reported that the repairs service operated with a fleet of 107 vehicles which were sub-leased from Mears to enable the service to be brought in house on 1st April 2020 and so that future service needs and options to procure a more sustainable fleet could be explored, including the use of hybrid and electric vehicles. The fleet was rebranded with council branding from April 2020.
- 3.2 The current COVID19 public health emergency has significantly impacted on our ability to undertake a full review of service vehicle needs and progress a full options appraisal of procurement routes to greater use of hybrid and electric vehicles in line with our commitment to reach carbon neutral by 2030. The impact of the pandemic on the operation of the newly insourced Housing Repairs & Maintenance service has been reported at previous Housing Committee meetings.
- 3.3 The current fleet has been leased from Mears for a minimum of 1yr (from the 1st April 2020) with an option to extend for a further 2-year period. The Council has extended the agreement for 1 year until April 2021. The agreement allows for the Council to return vehicles with the extension period with a minimum of 30 days' notice. The Council can choose which, if any, vehicles to retain for that year.
- 3.4 The fleet sub leased from Mears has been supplemented by 25 vans on short term hire. These vehicles have been hired to provide vehicles for new staff and to replace vehicles from the existing fleet that have either been written off or are no longer roadworthy.
- 3.5 The current fleet leased from Mears has many vehicles registered in 2014 which have required investment to maintain and ensure reliability. To date Housing have spent £0.118m (2020/21) on maintenance, servicing and MOT activities. It is predicted by Corporate Fleet colleagues, with whom we have been in consultation with regarding our options and this proposal, that it is likely there will be a similar spend in 2021/22.
- 3.6 The calculated 1-year cost of the existing arrangement is approximately £0.630m. This includes the maintenance costs. The estimated costs of the new flexi-hire arrangements (excluding servicing and maintenance) and purchase of the 3 specialist vans (including fitting of drainage equipment) are £0.469m and £0.143m respectively.
- 3.7 The recommendation is to return the remaining sub-leased vehicles to Mears and replace with Flexi Hire Vehicles on 1-year minimum term and renewable monthly after that. For operational reasons it will be necessary to phase the return of the Mears vehicles over a period of 3 months. Mears have been notified of our intention to return 10 vehicles with effect from 1st April 2021 as these are currently not used or are in poor condition.

The further hand back dates will be dictated by the time scale of the procurement of the Flexi Hire Fleet.

- 3.8 In preparing this proposal Officers have analysed the vehicle needs of our service based on the current service delivery model. We have reduced the number of larger vans to those required to carry large sheet material. Therefore, we have increased the number of mid-size vehicles. The mid-size vehicle will accommodate most of the material requirements including larger items such as replacement baths. This will enable the service to reduce trips to suppliers which should see a reduction in miles travelled.

	Amount Required
Small Van- SWB courier type	29
Medium sized van - Vivaro/transit custom	82
Large Van LWB (Drainage)	3
Tipper Van	4
Caged tippers	4
Total	122

3.9 Specialist Vehicles

The Housing Repairs & Maintenance service has 3 specialist vehicles for drainage works which require modification and therefore make them less suitable for lease arrangements.

Each vehicle needs to be equipped with pressure drain cleaning equipment and generators. Internal modifications are required to accommodate this equipment. In addition, it is also necessary to section the vehicle to provide, clean and dirty compartments and provide hand washing equipment to satisfy Health and safety requirements. The estimated cost for fitting is £23,000 per vehicle. Due to their specialist nature it is proposed to purchase these vehicles.

The purchase of an e- VIVARO is a trial intended to give the service the opportunity to use an electric vehicle for an extended period under regular work conditions. The information this will give will better help establish the charging infrastructure required and the impact on how the service is delivered and any potential impact Out of Hours service.

- 3.10 It is proposed to purchase two diesel Transit Custom Vans at a cost of £37,626 each and one e-VIVARO electric van at a cost of £34,692. Two vehicles carry

the same equipment but for service improvement we would like to extend this to a third vehicle.

- 3.11 This report provides an interim option for a fleet replacement and is intended to provide a steppingstone to a permanent fleet replacement. The procurement of a permanent replacement for the current fleet is a significant piece of work and will need to address both the Service need and environmental impact of the fleet. Officers propose to work with Corporate Fleet colleagues on this and will be part of a wider Council plan to replace vehicles that in accordance with the Strategic Fleet Replacement Strategy.
- 3.12 Work on reducing the environmental impact of our fleet cannot be limited to vehicle procurement but will also require a review of the operation of the service to ensure that we have the right types and numbers of vehicles to provide a cost effective and high quality repairs service whilst meeting our Carbon reduction commitments. Officers propose to consult on and review the full range of options and alternatives that may be available for delivering our services in the future. In order to allow this consultation and review to be meaningful the aim of this paper is to secure an interim vehicle fleet position and move away from the existing Waiver.
- 3.13 Since April 2020 we have trialled both electric and hybrid vehicles in the service. Currently it is clear that the market is not mature enough to offer the range and type of vehicles that the service will require. It is also clear that with current battery range the City's infrastructure is not adequate for the efficient running of an electric fleet of our size. However, the commercial market is changing at a significant pace and it is likely that suitable options may be available in the next twelve months.
- 3.14 There are currently too few charging points available in the city for a fleet of fully electric vehicles. Having more infrastructure to charge vehicles will make an electric fleet more feasible to run and at the required pace. However, the infrastructure will take time to install, and consequentially the short-term lease arrangement is required for the interim before a fully electric fleet can be realised. We will review a potential pilot of more electric vehicles on Flexi-Hire arrangements, one in each category, to see how they perform in practice. Alongside some potential piloting of charge points at Housing Centre. An alternative would be for the Council to identify a space where rapid charges could be installed (30 min charge) which could be used by Council Staff.
- 3.15 The current range of electric and hybrid vehicles cost on average £15,000 more than their diesel alternatives, against fuel, maintenance, and tax savings of £2132 per vehicle per year. Based on feedback from road tests carried out by operatives, electric vehicles do not offer some of the necessities required, such as load weights, vehicle sizes, and specifications.

- 3.16 The proposal is to utilise the flexibility of the interim proposal enables time for more consideration of options and service requirements in relation to the main fleet procurement. This will allow for improvements in infrastructure (i.e. more charge points and in more strategic locations) and advances in vehicle technology (greater choice and of vehicles with further ranges), which will enable the main fleet to be more sustainable in line with our carbon neutral targets. The vehicles acquired under the interim lease arrangement could have their leases extended in line with this plan.

ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 In coming to this recommendation, alternative options have been considered, [

4.2 Retain the current Mears Fleet and supplementary short-term hire vehicles. Considerations include:

- The agreement with Mears finishes in April 2023. Therefore, there may not be adequate time for the main procurement exercise to be completed before the agreement expires unless a diesel fuelled fleet is considered.
- The existing fleet is more expensive than the proposed flexi hire fleet
- Owing to age, the existing fleet is expensive to maintain and inefficient.

4.3 Enter into a longer-term Lease agreement. This is a viable option and could offer similar costs savings. However typical commitments are for 3 to 5 years and this would delay the transfer of the fleet to a more sustainable fuel source and lock the Council into a commitment to vehicle types and numbers based on the current service model and not allow any benefits from re modelling to be realised without a financial penalty.

4.4 The outright purchase of a fleet is potentially more financially beneficial than a longer-term lease. This is particularly the case when considering the resale value of a vehicle after three years. However, this model would again need to be based on the current market which is predominantly diesel-powered vehicles and would not contribute to our environmental commitments. This option would also require expenditure in excess of £2million.

4.5 Alternative short-term lease options have been investigated by Corporate Fleet colleagues and the Pretium Flexible Fleet Framework is the most financially advantageous and provides the vehicle range that we require.

5 COMMUNITY ENGAGEMENT & CONSULTATION

5.1 This report provides an interim option for a fleet replacement and is intended to provide a steppingstone to a permanent fleet replacement. The procurement of a permanent replacement for the current fleet is a significant piece of work and will need to address both the Service need and environmental impact of the fleet. In moving toward permanent fleet replacement we also will develop and agree a

methodology for engagement and consultation so we can review and share learning from the vehicles trialled so far (3.13) and the proposed pilot.

6. CONCLUSION

- 6.1 In conclusion, the current fleet is inefficient and expensive to maintain and requires replacement.
- 6.2 Time is also required to review the service model and organisation to ensure that it meets our commitment to tenants and residents in conjunction with our environmental commitments.
- 6.3 With the current limited availability of electric vehicles and limited infrastructure in the City Officers believe that the best option for the service is the proposed flexible hire arrangement outlined in this paper.
- 6.4 The recommendations of this report will allow the following benefits to be realised:
- An improved fleet at a lower cost than our existing arrangement, under a compliant contract.
 - Improved environmental standards across the fleet against the current arrangement.
 - Flexibility to increase or decrease fleet size with no financial penalty.
 - Reduced cost on vehicle maintenance and less vehicle downtime for the repairs and maintenance service.
 - Time to consider the requirements of moving to an electric fleet and identifying the infrastructure required.
- 6.5 This proposal is for 1 year, but this can be extended if required for up to a further year at the end of this agreement if additional time to complete the main procurement is required

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

The estimated costs of the new flexi-hire arrangements (excluding servicing and maintenance) and purchase of the 3 specialist vans (including fitting of drainage equipment) are £0.469m and £0.143m respectively. These costs will be funded from within approved Repairs & Maintenance fleet budgets.

Vehicle running costs will also be met from within the approved Repairs & Maintenance budgets for servicing, maintenance and fuel.

Finance Officer Consulted: Michael Bentley

Date: 02/06/2021

7.1 Legal Implications:

The proposals outlined in the report are to use a framework agreement. This satisfies the requirements of the Council's Contract Standing Orders and the Public Contracts Regulations 2015.

7.2 Equalities Implications;

Contractors will be expected to carry out their works in line with the Council's Fair & Inclusive action plan.

7.3 Sustainability Implications:

7.3.1 Euro 6 diesel engines were introduced towards the end of 2015. The Euro 6 standard aims to reduce the quantity of harmful exhaust emissions, including nitrogen oxides, carbon monoxide, hydrocarbons, and other particulate matter. Leasing vehicles with Euro 6 diesel engines will reduce these harmful emissions by up to 67% in some cases.

7.3.2 At present, there are 54 vehicles in the fleet that are using an older engine than Euro 6. These older engines produce up to 180mg/km of nitrogen oxide emissions, which equates to 162.75kg of NOx per year. Euro 6 engines dictate no more than 80mg/km of nitrogen oxide can be emitted, which would cut emissions down to 72.33kg per year; more than half of the older vehicles.

7.3.3 Similarly, these 54 vehicles have fewer restrictions on hydrocarbon emissions (230mg/km). These vehicles may produce 207.96kg of hydrocarbons each year. Whereas new Euro 6 engine vehicles with stricter emission standards (170mg/km) may produce 153.71kg per year, which again is a significant reduction of over 50 kg.

7.3.4 These interim arrangements will allow more time for the council to plan towards meeting its' carbon neutral target by 2030 i.e. more infrastructure (electric vehicle charging points) will be in place and the vehicle product range (variations and distances covered) will have improved. This will enable a much higher proportion of vehicles to be carbon neutral when the main vehicle procurement exercise takes place, which is planned to commence by September 2022. It is expected that, for any vehicles for which there is not a sustainable alternative by this time, there will be one before 2030 and the vehicle will be replaced accordingly.

7.4 Procurement Comments,

7.4.1 Procurement of the fleet requirements identified in this paper would be carried out according to the Council's Contract Standing Orders (CSO), specifically CSO 7: Framework Agreements.

7.4.2 A comparison of compliant frameworks that provide a Flexi-Hire arrangement, demonstrated that the Pretium Framework offers the best value option for the short-term lease of up to 119 vehicles. A cost comparison between Pretium and the ESPO equivalent framework, which included hire and mileage costs, showed yearly Pretium costs as £42,818 less than those the ESPO framework.

7.4.3 Further Procurement Options for an Interim Fleet were presented to the Procurement Advisory Board (PAB) on the 14th June.

7.4.4 Procurement Advisory Board agreed the following recommendations to be made to Housing Committee.

- The proposal to lease an interim fleet of up to 119 vehicles for a period of a minimum of one year.
- The purchase of three specialist drainage vehicles, including associated fittings and equipment.
- A paper to be presented to PAB in the autumn of 2021 and spring of 2022, identifying the progress with infrastructure planning and the number of electric vehicles in the Repairs & Maintenance fleet.

SUPPORTING DOCUMENTATION

Appendices:

Procurement Advisory Board report.

Appendix 1

Procurement Advisory Board (PAB)

Agenda Item

Brighton & Hove City Council

Subject:	Housing Repairs and Maintenance Interim Fleet replacement	
Date of Meeting:	14th June 2021	
Report of:	Executive Director Housing, Neighbourhoods and Communities	
Commissioning Officer:	Grant Ritchie H&S Manager (Repairs & Maintenance)	Tel: 01273 29-6806
	Email: Grant.ritchie@brighton-hove.gov.uk	
Procurement Officer:	Name: Luke Taylor (Procurement Manager)	
	Email: Luke.taylor@brighton-hove.gov.uk	
Type:	New Buy	
Proposed Route To Market:	Framework	

1. SUMMARY AND CONTEXT:

The Procurement Advisory Board (PAB) is an advisory board to council committees on procurement matters. The role of PAB is to report to the relevant committee with its recommendations on the proposals put forward in this report.

PAB is being asked to review and advise on the procurement proposals contained within this report as, in the judgment of the relevant Executive Director or the s151 Officer, the procurement should be referred to the Board.

2. RECOMMENDATIONS:

The Procurement Advisory Board is requested to provide recommendations to Housing committee on the following:

- The proposal to lease an interim fleet of up to 119 vehicles for a period of a minimum of 1 year.
- The purchase three specialist drainage, including associated fittings and equipment.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 It was agreed by the Housing & New Homes Committee and the Policy, Resources & Growth Committee in 2018 to bring the responsive repairs and empty property refurbishments service in house when the contract expired with Mears on 1st April 2020, As previously reported to Housing Committee, in order to bring the services in-house there were some discrete products which the Council procured from Mears for a limited period. This included the vehicle fleet used by the Housing Repairs & Maintenance service which was sub-leased from Mears under a waiver agreement that was set up for a maximum 2 years and will end 31st March 2022 (or sooner, subject to the approval of this interim fleet proposal). The council do not plan to seek to extend this waiver.
- 3.2 The proposed interim fleet is intended to provide a stepping-stone from the current arrangement to the full fleet procurement. This will allow us adequate time to consider the service provision model and ascertain what our vehicle requirement will be going forward. The main challenges to an electric fleet are currently the availability of a range of vehicles and the available charging infrastructure. This interim Fleet will allow us time for the market to mature and the infrastructure be planned whilst still maintaining adequate transport for service provision.
- 3.3 This report seeks recommendations to replace the existing Housing Repairs and Maintenance vehicle fleet currently sub leased from Mears and other short-term hire agreements. We propose to replace the current Mears leased fleet with a 1- year Flexi Hire agreement via the Pretium Flexible Fleet Framework for 119 vehicles. This agreement will be for a minimum of 1-year and then can be extended on a monthly basis per individual vehicle and the same unit cost as the initial 1-year agreement.
- 3.4 As outlined with more detail in paragraph 3.9, the report also seeks authorisation to purchase 3 specialist drainage vehicles to include 2 Euro 6 diesel vans and 1 e-Vivaro electric vehicles.
- 3.5 We are committed to achieving the Council's carbon neutral objectives by 2030. However, seeking to introduce electric vehicles at scale at this time would be problematic due to the current charging infrastructure and the mileage and model range of vehicles available. We have undertaken an interim review of our vehicle requirements, including what size vehicles are required by operatives, based on

current use and work patterns with the Housing Repairs & Maintenance team. This information has been used to put together the requirements for the Flexi Hire proposal and is included in paragraph 3.8. We also need to undertake a full review of our future working patterns to inform our future vehicle fleet needs and options available to enable the service to undertake more efficient delivery of our repairs and maintenance requirements, including 3,000 repair jobs each month.

- 3.6 This interim lease arrangement provides the service with a fleet of new, better quality and more sustainable vehicles to replace those vehicles sub leased from Mears under the current waiver. Following the first year the vehicles under the interim lease agreement can be returned at short notice and without charge, which provides the flexibility we require as we review the whole service vehicle fleet needs and develop our procurement options for electric vehicles to replace them.
- 3.7 At Housing Committee on 15 January 2021 it was reported that the repairs service operated with a fleet of 107 vehicles which were to be sub-leased from Mears to enable the service to be brought in house on 1st April 2020 and so that future service needs and options to procure a more sustainable fleet could be explored, including the use of hybrid and electric vehicles. The fleet was rebranded with council branding from April 2020.
- 3.8 The current COVID19 public health emergency has significantly impacted upon our ability to undertake a full review of service vehicle needs and progress a full options appraisal of procurement routes to greater use of hybrid and electric vehicles in line with our commitment to reach carbon neutral by 2030. The impact of the pandemic on the operation of the newly insourced Housing Repairs & Maintenance service has been reported to subsequent Housing Committee meetings.
- 3.9 The current fleet has been leased from Mears for a minimum of 1 year (from the 1st April 2020) with an option to extend for up to a further 2-year period. The agreement allows for the Council to return vehicles with the extension period with a minimum of 30 days' notice. The Council can choose which, if any, vehicles to retain for that year. There is a monthly payment per vehicle leased, plus a management charge paid to Mears for the lease of the vehicles.
- 3.10 The fleet sub leased from Mears has been supplemented by 25 vans on short term hire. These vehicles have been hired to provide vehicles for new staff and to replace vehicles from the existing fleet that have either been written off or are no longer road worthy.
- 3.11 The current fleet leased from Mears has many vehicles registered in 2014 which have required investment to maintain and ensure reliability.. To date we have spent £0.118m(2020/21) on maintenance,

servicing and MOT activities. It is predicted by Fleet colleagues that this is likely there will be a similar spend in 2021/22.

3.12 The calculated 1 year cost of the existing arrangement is approximately £0.630m. This includes the maintenance costs. The estimated costs of the new flexi-hire arrangements (excluding servicing and maintenance) and purchase of the 3 specialist vans (including fitting of drainage equipment) are £0.469m and £0.143m respectively.

3.13 The recommendation is to return the Mears fleet and replace with Flexi Hire Vehicles on on 1-year minimum term and renewable monthly after that For operational reasons it will be necessary for us to phase the return of the Mears vehicles over a period of 3 months.

We have notified Mears of our intention to return 10 vehicles with effect of the 1st April 2021 as these are currently not used or are in poor condition. The further hand back dates will be dictated by the time scale of the procurement of the Flexi Hire Fleet.

3.14 In preparing this proposal we have analysed the vehicle needs of our service based on the current service delivery model. We have reduced the number of larger vans to those required to carry large sheet material. Therefore, we have increased the number of mid-size vehicles. The mid-size vehicle will accommodate most of the material requirements including larger items such as replacement baths. This will enable us to reduce trips to suppliers which should see a reduction in miles travelled. The proposed vehicle breakdown is shown in the table below:

	Amount Required	Notes
Small Van- SWB courier type	29	Flexi Hire
Medium sized van - Vivaro/transit custom	83	Flexi Hire
Large Van LWB (Drainage)	3	Proposed Purchase
Tipper Van	4	Flexi Hire
Caged tippers	4	Flexi Hire
Total	123	

Specialist Vehicles

- 3.15 The Housing R&M service has 3 specialist vehicles for drainage works which require modification and therefore make them less suitable for lease arrangements.
- 3.16 Each vehicle needs to be equipped with pressure drain cleaning equipment and generators. Internal modifications are required to accommodate this equipment. In addition, it is also necessary to section the vehicle to provide, clean and dirty compartments and provide hand washing equipment to satisfy Health and safety requirements. The estimated cost for fitting is £23,000 per vehicle. Due to their specialist nature it is proposed to purchase these vehicles
- 3.17 We propose to purchase two diesel Transit Custom Vans at a cost of £37,626 and one e-VIVARO electric van at a cost of £34,692. Two vehicles carry the same equipment but for service improvement we would like to extend this to a third vehicle.
- 3.18 The purchase of the e- VIVARO is a trial intended to give the service the opportunity to use an electric vehicle for a extended period under regular work conditions. The information this will give will better help us establish the charging infrastructure required and the impact on how the service is delivered and any potential impact Out of Hours service.

Future Vehicle Procurement

- 3.19 This report provides a short-term option for a fleet replacement and is intended to provide a steppingstone to a permanent fleet replacement. The procurement of a permanent replacement for the current fleet is a significant piece of work and will need to address both the Service need and environmental impact of the fleet. We propose to work with Corporate Fleet colleagues on this and will be part of a wider Council plan to replace vehicles that in accordance with the Strategic Fleet Replacement Strategy.
- 3.20 Work on reducing the environmental impact of our fleet cannot be limited to vehicle procurement but will also require a review of the aims of the service and how the service is provided going forward to ensure that we have an adequate number and type of vehicle whilst meeting our Carbon reduction commitments. We propose to consult on and review the full range of options and alternatives that may be available for delivering our services in the future. In order to allow this consultation and review to be meaningful the aim of this paper is to secure an interim vehicle fleet position and move away from the existing Waiver.

- 3.21 Since April 2020 we have trialled both electric and hybrid vehicles in the service. Currently it is clear that the market is not mature enough to offer the range and type of vehicles that we will require. It is also clear that with current battery range the City's infrastructure is not adequate for the efficient running of an electric fleet of our size. However, the commercial market is changing at a significant pace and it is likely that suitable options may be available in the next twelve months. There are currently too few charging points available in the city for a fleet of fully electric vehicles. Having more infrastructure to charge vehicles will make an electric fleet more feasible to run and at the required pace. However, the infrastructure will take time to install, and consequentially the short-term lease arrangement is required for the interim before a fully electric fleet can be realised.
- 3.22 The service will review a pilot of more electric vehicles on Flexi-Hire arrangements, to inform the future procurement of the main fleet. This pilot will include investigating the piloting of charge points at the Housing Centre. Following the pilot, a paper will be presented to Committee with proposals for the procurement of a permanent fleet
- 3.23 The current range of electric and hybrid vehicles cost on average £15,000 more than their diesel alternatives, against fuel, maintenance, and tax savings of £2132 per vehicle per year. Based on feedback from road tests carried out by operatives, electric vehicles do not offer some of the necessities required, such as load weights, vehicle sizes, and specifications.
- 3.24 The proposal is to utilise the flexibility of the interim proposal enables time for more consideration of options and service requirements in relation to the main fleet procurement. This will allow for improvements in infrastructure (i.e. more charge points and in more strategic locations) and advances in vehicle technology (greater choice and of vehicles with further ranges), which will enable the main fleet to be more sustainable in line with our carbon neutral targets. The vehicles acquired under the interim lease arrangement could have their leases extended in line with this plan

4. POSSIBILITY OF PROVIDING THIS CONTRACT IN-HOUSE

- 4.1 This procurement relates to the supply of vehicles which falls outside the scope of In-house contracts. The paper has been developed in collaboration with the Council's Fleet service.

5. SUSTAINABILITY CONSIDERATIONS

- 5.1 Euro 6 diesel engines were introduced towards the end of 2015. The Euro 6 standard aims to reduce the quantity of harmful exhaust emissions, including nitrogen oxides, carbon monoxide, hydrocarbons, and other particulate matter. Leasing vehicles with Euro 6 diesel

engines will reduce these harmful emissions by up to 67% in some cases.

- 5.2 At present, there are 54 vehicles in the fleet that are using an older engine than Euro 6. These older engines produce up to 180mg/km of nitrogen oxide emissions, which equates to 162.75kg of NOx per year. Euro 6 engines dictate no more than 80mg/km of nitrogen oxide can be emitted, which would cut emissions down to 72.33kg per year; more than half of the older vehicles.
- 5.3 Similarly, these 54 vehicles have fewer restrictions on hydrocarbon emissions (230mg/km). These vehicles may produce 207.96kg of hydrocarbons each year. Whereas new Euro 6 engine vehicles with stricter emission standards (170mg/km) may produce 153.71kg per year, which again is a significant reduction of over 50 kg.
- 5.4 These interim arrangements will allow more time for the council to plan towards meeting its' carbon neutral target by 2030 i.e. more infrastructure (electric vehicle charging points) will be in place and the vehicle product range (variations and distances covered) will have improved. This will enable a much higher proportion of vehicles to be carbon neutral when the main vehicle procurement exercise takes place, which is planned to commence by September 2022. It is expected that, for any vehicles for which there is not a sustainable alternative by this time, there will be one before 2030 and the vehicle will be replaced accordingly.

6. SOCIAL VALUE AND COMMUNITY WEALTH BUILDING CONSIDERATIONS

- 6.1 Part of the selection criteria for the use of the Pretium Framework is that their chosen contractor is Northgate Vehicle Hire who have a local vehicle hire branch, based by Shoreham Harbour. This ensures that delivery and return can be made within the local community, rather than other frameworks that use providers based further afield.
- 6.2 The framework terms allow for a percentage spend of the yearly contract value to be set aside for a social value fund, to be specified at contract formation.

7. FINANCIAL CONSIDERATIONS

The estimated costs of the new flexi-hire arrangements (*excluding servicing and maintenance*) and purchase of the 3 specialist vans (*including fitting of drainage equipment*) are £0.469m and £0.143m respectively. These costs will be funded from within approved Repairs & Maintenance fleet budgets.

Vehicle running costs will also be met from within the approved Repairs & Maintenance budgets for servicing, maintenance and fuel.

8. EQUALITY CONSIDERATIONS

Contractors will be expected to carry out their works in line with the Council's Fair & Inclusive action plan

The contractor on the preferred framework, Northgate Vehicle Hire have a Code of Ethical Trading which specifies their minimum core company values which includes, a commitment to non-discrimination

9. LEGAL IMPLICATIONS

Standard legal implications for procurement of a call off contract (over threshold)

The Public Contracts Regulations 2015 apply to the procurement and award of call off contracts from framework agreements above the relevant thresholds for services, supplies and works. PCR 2015 defines a framework agreement as 'an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quality envisaged.' The process to award a call off contract which may include re-opening competition should be run in accordance with the framework agreement, Regulations and the council's Contract Standing Orders (CSOs).

The Social Value Act 2012 defines social value as 'improvement to economic, social and environmental well-being of the relevant area' and requires specific consideration by the council prior to starting a procurement process of how to improve these benefits through the procurement and how to undertake a procurement process with a view to securing that improvement. In addition, The Public Contracts Regulations 2015 expressly allow contracting authorities to incorporate social and environmental factors into specifications for a contract, award criteria and contract conditions provided they are linked to the subject matter of the contract, proportionate to what is being procured, do not result in unequal treatment of bidders, are free from discrimination and comply with the principle of transparency.]

9. COST/QUALITY WEIGHTING CONSIDERATIONS

The call off from this framework is based on 100% price as Northgate are the framework partner to Pretium. Vehicle hire costs have been benchmarked with other providers and the costs on this framework provide for the most economically advantageous tender.

10. VALUE and SAVINGS

A cost comparison of the proposals set out in this paper against ongoing business as usual costs, indicate that there will be a 1 year saving of £19,095 if the recommendations of this report are agreed.

11. POTENTIAL RISKS

Risk	Mitigation
Off-hire costs as vehicles are returned to Mears at the end of the agreement	Contract terms thoroughly vetted
Delays to the delivery of vehicles due to manufacturing and supply issues caused by Brexit and Covid-19	Specification of fleet agreed so orders can be made asap once approval received.

In addition there are several risks with continuing with a business as usual approach. These include:

- The agreement with Mears finishes in April 2023. Therefore, there may not be adequate time for the main procurement exercise to be completed that meets the Council's 2030 sustainability targets.
- The existing fleet is more expensive than the proposed flexi hire fleet
- The existing fleet is in poor condition, is expensive to maintain, unreliable and visually represents the Service badly.

12. EVALUATION OF ROUTES TO MARKET

Several procurement routes have been assessed. Details of each including the preferred option are detailed below:

A Flexi-Hire Purchase via a compliant framework [This is the preferred Route]

The flexi hire arrangement allows for the Repairs & Maintenance Service to lease a large number of vehicles on flexible terms. This will allow the vehicles to be returned with no penalty once the infrastructure has been mapped to support the service to purchase a greener fleet.

A comparison of compliant frameworks that provide a Flexi-Hire arrangement, demonstrated that that the Pretium Framework offers the best value option for the short-term lease of up to 119 vehicles. A cost comparison between Pretium and the ESPO equivalent framework, which included hire and mileage costs, showed yearly Pretium costs as £42,818 less than those the ESPO framework.

The purchase of the 3 specialist drainage vehicles would be conducted via the Crown Commercial Services Vehicle Purchase Framework This is a

government backed compliant framework that provides a broad range of choice and savings on many vehicle types.

Enter into a longer-term Lease agreement via a compliant framework

This is a viable option and could offer similar costs savings. However typical commitments are for 3 to 5 years and this would delay the transfer of the fleet to a more sustainable fuel source and lock us into a commitment to vehicle types and numbers based on the current service model and would not allow any benefits from re modelling to be realised without a financial penalty

Purchasing a fleet via existing framework

The purchasing of a fleet is potentially more financially beneficial than a longer-term lease. This is particularly the case when considering the re sale value of a vehicle after 3 years. However, this model would again need to be based on the current market which is diesel powered vehicles and would not contribute to our environmental commitments. This option would also require expenditure in excess of £2 million.

Conduct an Open procurement

There are limited benefits to conducting our own tender for the supply of vehicles. There are a number of national frameworks that have negotiated competitive prices with national suppliers based on their extended customer base. The Council acting alone could not offer similar economies of scale to obtain better pricing for vehicles.

Subject:	62 - 63 Old Steine and 3 - 4 Palace Place – Proposed appropriation from General Fund to Housing Revenue Account for council owned settled temporary accommodation		
Date of Meeting:	23 June 2021		
Report of:	Executive Director Housing, Neighbourhoods and Communities		
Contact Officer:	Name:	Martin Reid	Tel: 01273 293321
		Glyn Huelin	01273 293306
	Email:	Martin.Reid@brighton-hove.gov.uk	
		Glyn.Huelin@brighton-hove.gov.uk	
Ward(s) affected:	All		

General Release

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Improving access to good quality housing and reducing homelessness and rough sleeping are key Corporate Plan priorities. Priorities in the Housing Committee Work Plan 2019-2023 include providing 800 additional council homes and the provision of council run temporary accommodation.
- 1.2 The council must achieve capital receipts to contribute to the Medium Term Financial Strategy, through the disposal and appropriation of corporate property assets that are surplus to requirement and do not contribute to the council's corporate strategy priorities from within its commercial and operational portfolios in order to meet its minimum capital receipts target. This is done in a way that supports the council's target of delivering 800 additional council homes and 700 other affordable homes by 2023, and other strategic priorities relating to community wealth, economic or environmental policy.
- 1.3 The Council's Asset Disposal Process agreed at Policy & Resources Committee (19 March 2020) sets out the criteria for supporting the delivery of these targets to provide additional council homes and other affordable homes by 2023 in relation to where the council's commercial and operational property portfolio's may have the potential to enable delivery of homes by releasing identified sites for development. This Asset Disposal Process also agrees the criteria for identifying non-Housing Revenue Account (HRA) council owned property and land suitable for disposal
- 1.4 This is the context within which we are considering options for future use of 62 - 63 Old Steine and 3 – 4 Palace Place.

2. RECOMMENDATIONS:

- 2.1 The Housing Committee:

Recommends to Policy & Resources Committee that it agrees to proceed with Option A (the appropriation and development of a 100% affordable, 11-home housing scheme to meet demand for temporary accommodation).

Recommends to Policy & Resources Committee that it approves a budget of up to £2.660m to be included in the HRA capital programme for 2021/22 financed by HRA borrowing, right to buy Receipts, general capital receipts and HRA reserves.

Recommends to Policy & Resources Committee that it delegates authority to the Executive Director of Housing, Neighbourhoods and Communities to appropriate 62-63 Old Steine & 3-4 Palace Place from the General Fund to the Housing Revenue Account and agrees that the General Fund is compensated by £0.890m.

2.2 The Policy & Resources Committee:

Agrees to proceed with Option A (the appropriation and development of a 100% affordable, 11-home housing scheme to meet demand for temporary accommodation).

Approves a budget of up to £2.660m to be included in the HRA capital programme for 2021/22 financed by HRA borrowing, right to buy Receipts, general capital receipts and HRA reserves.

Delegates authority to the Executive Director of Housing, Neighbourhoods and Communities to appropriate 62-63 Old Steine & 3-4 Palace Place from the General Fund to the Housing Revenue Account and agrees that the General Fund is compensated by £0.890m.

3. RELEVANT BACKGROUND INFORMATION:

- 3.1 62 - 63 Old Steine and 3 - 4 Palace Place are two interlinked buildings forming one end of a period block. The property is currently vacant, and its last use by the Council was predominantly as operational offices. Following this the ground floor and part of the upper floors of the Old Steine building were occupied on a short-term lease until vacation in September 2017.
- 3.2 In July 2017 Policy, Resources & Growth Committee approved the proposal to lease the property for 20 years and borrow capital funds for the development of a new GP surgery in central Brighton subject to final agreement with the NHS and GP surgery. Change in health requirements in the area resulted in a decision in January 2019 not to proceed. Therefore, the property was offered to Housing Revenue Account for residential redevelopment.
- 3.3 In accordance with the Asset Disposal Process (agreed at Policy & Resources Committee on 19 March 2020), where a property held by the General Fund meets criteria for housing development and Housing has expressed an interest in a building an appropriation to the HRA is to be progressed over other disposal options.

- 3.4 Under S123 of the Local Government Act 1972, the council is under an obligation to obtain best consideration when disposing of land and property. This requirement does not apply to appropriations but under the Asset Disposal Process, it has been agreed appropriations by the HRA of property held in the General Fund occur at a value which represents best consideration as defined by open market value. This is to ensure that the General Fund receives the same value as they would if the property were sold on the open market. Similarly, the HRA would have to pay this value if they were considering an open market purchase.
- 3.5 Officers from Property, Housing, Planning, Finance and City Regeneration have developed a set of property related criteria to determine which properties are suitable for council housing development.
- 3.6 The building formed of 62-63 Old Steine and 3-4 Palace Place is no longer required within the General Fund (GF), and has been assessed against the criteria (as outlined in the table below) for potential appropriation to the Housing Revenue Account (HRA) for use as council owned temporary accommodation.
- 3.7 The council currently has over 2000 households in Temporary Accommodation, much of it leased from private sector owners, with close to 200 in nightly emergency accommodation, creating significant corporate cost pressures requiring funding in 2021/22 and beyond. In order to secure more cost effective temporary accommodation and be less reliant on the private sector, the council has pursued a policy of purchasing or developing more council owned temporary accommodation.

Table 1: Palace Place assessment against potential housing development criteria		
Criteria	Explanation	Complies
Viability	Can deliver 10 or more homes, and best consideration can be achieved.	Viable with additional funding provided by capital receipts and reserves.
Planning	If the proposal means the current building requires a change of use application that would undermine the council's City Plan it would be non-compliant.	Pre-planning advice supports a change of use to 100% affordable housing subject to committee approval and justification of the loss of office space.
Ownership	If the housing scheme involved mixed tenure or ownership of land/property it would be assessed as too complex to deliver within the council homes target timescales and therefore non-compliant.	Yes

Location	In cases where the land/property was unsuitably located (eg lacking in service infrastructure – drainage, highways, power etc.), the housing scheme was assessed as financially unviable or incongruous.	Yes
Operational	In cases where the property was required for ongoing service delivery to support corporate strategic priorities, the housing scheme would be assessed as incompatible with the council's other priorities.	Yes

3.8 The business case for the appropriation and development of 10 or 11 affordable rent flats at the above site by the HRA is considered broadly viable, although with some risk.

Valuation and appropriation sum

3.9 In the absence of market engagement, independent valuations have been obtained to assess the market. The highest valuation was as the mixed-use residential scheme with planning permission, valued at **£1.000m**. This is also the most preferable in terms of planning policy. To establish the best outcome the market values of three options were considered:

- Existing Use as offices.
- Mixed-Use Scheme – offices and residential.
- Fully Residential Scheme.

3.10 The valuation on an existing use basis (as offices) is **£0.950m**; and this valuation has been used as a basis for discussions to appropriate as former one would have made any proposal unviable for Housing.

3.11 Although Housing will not be using the property for offices the value is what it is anticipated a purchaser in the market would look to pay if they were to use the property as offices, taking into account works required to put the office in a lettable condition. This was the next highest valuation.

3.12 Subject to committee approval, an appropriation value of **£0.890m** has been agreed between the HRA and General Fund. This appropriation value is less than the valuations obtained. However, has been agreed based on the following factors:

- The proposal holds the building for temporary accommodation use, which is a priority housing need and generates potential General Fund revenue savings against all types of temporary accommodation, which costs the council approximately £4,500 per household per year. The most expensive spot purchase temporary accommodation currently costs the council approximately £11,000 per household per year.

- At this level, based on costs to date, the preferred scheme is viable without further subsidy aside from the £0.755m capital receipts and reserves already assumed. The General Fund is willing to agree to this level due to the proposed scheme meeting a housing need.
- 3.13 The appropriation is below that which would be achieved through an open market disposal but is recommended on the following basis:
- The appropriation will be completed by the end of July 2021.
 - The General Fund would be unable to reduce the appropriation value further to make the scheme or an alternative scheme viable.
- 3.14 These caveats are important as the property has been held vacant since 2019 whilst the necessary feasibility, pre-planning application, appropriation level agreed, and the formal HRA decision-making path is pursued.
- 3.15 The estimated cost to the HRA to secure, maintain and repair the property whilst it remains vacant, as well as paying the utilities and business rates is in the region of £40k per annum. This will only be payable by the HRA following the appropriation from the GF and would therefore be funded from the capital budget approved.

Pre-planning advice

- 3.16 Pre-planning advice has been obtained to ascertain the development potential of the site and identify any constraints based on a preferred option to provide 11 homes to the nationally prescribed space standards. The preference is not to provide a mixed-use space – i.e not to have a small commercial unit in the building.
- 3.17 The following is extracted from the formal pre-planning advice response:
- A residential and/or mixed-use development can be supported in principle, pending other planning considerations.
 - A mixed-use development, retaining some office space and an active use at ground floor being retained, may be easier to justify in planning policy terms if deemed a viable option.
 - The loss of the office space should be addressed using the criteria set out in Policy CP3.
 - A 100% affordable housing scheme would provide wider benefits to the City that could further mitigate against the loss of office space.
 - The housing mix should ideally reflect the City's assessed needs.

Options

- 3.18 The options outlined below were reviewed and following discussion at Housing Member Supply Board on 23rd April. The preferred option was Option A - 11-

home housing scheme to meet demand for temporary accommodation. The consensus is the project is more suitable for single people not families. We agreed to take forward a local lettings plan to make sure the mix and level of support required is balanced and that we would include extra security / lighting provision.

3.19 Option A: Proceed with the appropriation and develop a 100% affordable, 11-home housing scheme to meet demand for temporary accommodation. A scheme would be firmed up over the coming months to achieve a mix of units to match housing demand, a full planning application submitted, and the necessary procurement activity in readiness to start on site early in 2022.

3.20 Option B: Proceed with the appropriation and develop a 100% affordable, 10-home housing scheme to meet demand for temporary accommodation. A scheme would be firmed up over the coming months to achieve a mix of units to match housing demand, a full planning application submitted, and the necessary procurement activity in readiness to start on site early in 2022.

Table 2: 100% affordable residential options (subject to planning approval)				
Unit size	1 bed (1P /2P) (£135pw)	2 bed (3P) (£176.54pw)	3 bed (5P) (£228.47pw)	Total
Option A	4 (2P) 5 (1P)	2 (3P)	0	11 homes
Option B	4 (2P) 2 (1P)	2 (4P) 1 (3P)	1 (5P)	10 homes

3.21 Option C: Not proceed with the appropriation. This option would see the HRA pursue other development opportunities and would see the GF seek alternative options for disposal. This decision would release the asset for the GF to receive a capital receipt, although it would not contribute to meeting the Council’s housing supply targets.

Financial appraisals and implications

3.22 The financial viability modelling sets out to show whether a given scheme can pay for the initial investment itself by using the new rental stream only (net of service charges, management, maintenance, and major repairs and voids costs) over a 60-year period. Assessing the project viability over a 60-year period not only matches the estimated life of the asset post refurbishment but also reduces the need to use existing tenant’s rents to support the project. The financial model is based on the units being used as Temporary Accommodation within the HRA, following the same principles as Stonehurst Court, Oxford Street and various Home Purchase Properties.

- 3.23 Table 3 details the estimated costs and Funding of the proposal for delivering 11 Temporary Accommodation units of mixed sizes. The estimated costs are based on Cheesman Consulting assumptions from February 2021 and standard Brighton & Hove City Council assumptions for professional fees. Currently no allowances have been made for inflation or contamination works such as removal of asbestos. However, the cost estimates do include carbon reduction measures while the refurbishment takes place rather than retrofit at a later date.
- 3.24 Funding assumes that this project will be funded by RTB receipts of up to £0.530m plus an additional £0.755m from reserves and capital receipts. The remaining funding of up to £1.375m will be from borrowing supported by the net rental income stream.
- 3.25 This proposal makes use of £0.410m of the sustainability and retrofit reserve of £4.010m that was set aside in the HRA budget paper and approved at full budget council on 25th February 2021. This is earmarked for costs in future years relating to sustainability measures and retrofit works required on Housing stock. This aspect of the project therefore fits with the purpose of this reserve.
- 3.26 The capital receipt from the sale of land at Braypool Lane was earmarked for use against the delivery of affordable housing, including Temporary Accommodation at Policy & Resources Committee on 9th July 2020. This proposal makes use of this capital receipt to offset some of the initial capital investment required.

Estimated Funding	Option A £'000	Option B £'000	Notes
Land Costs	890	890	Latest valuation from Estates Services for the site.
Redevelopment Costs	1,200	1,180	Based on the latest cost report from Cheesman consulting.
Zero Carbon works	410	410	Based on the latest cost report from Cheesman consulting.
Professional fees	160	160	10% included to cover professional fees.
Total Estimated Investment	2,660	2,640	
Funded By:			
Right to Buy Receipts	(530)	(525)	30% of eligible cost of delivering affordable housing.
Sustainability and Retrofit reserve	(410)	(410)	Used to cover the cost of the Zero Carbon works required.
Capital receipt	(345)	(345)	Receipt from Braypool Lane to be offset against the delivery of affordable housing.

HRA Borrowing	(1,375)	(1,360)	Remaining funding from HRA borrowing.
Total Proposed Funding	(2,660)	(2,640)	

3.27 The total estimated cost per unit is between £0.240m and £0.264m for option A and option B respectively. This does include a provision of £0.037m per unit for zero carbon works bringing the cost down to £0.203m and £0.227m for option A and option B respectively. In comparison under the Home Purchase Policy to date the average cost of a flat for TA use is £0.208m including associated refurbishment works.

3.28 Table 2 below outlines the financial appraisal result over a 60-year period, under the current assumptions this shows a break-even position for option A and a negligible surplus for option B. The project is highly sensitive to change with any significant changes impacting the viability of the project. Therefore, any increase in costs for Option A would mean further subsidy would start to be required. Whilst Option B is slightly less sensitive and could cope with a 3% increase in construction costs before requiring further subsidy.

Table 5: Viability results: 60-year cashflow NPV (surplus) / subsidy		
	Option A £'000	Option B £'000
Total 60-year cashflow NPV (surplus) / subsidy	0	(30)
60-year cashflow NPV (surplus) / subsidy per unit	0	(2.7)

3.29 Making use of the site as Temporary Accommodation will reduce cost pressures in the general fund as these units will have a nil cost to the general fund because housing benefit (where applicable) will cover the rental costs. Currently the most expensive spot purchase accommodation costs an estimated £210 per week, therefore annually this option could reduce costs by up to £0.121m. The budget for Temporary Accommodation is currently under pressure, the shortage of supply of affordable accommodation in the City together with the increasing demand means that the pressure on the Temporary Accommodation budget will continue for 2021/22 therefore any extra low cost units of accommodation will help mitigate this pressure.

3.30 If the option to redevelop Palace Place in affordable housing units is not taken then the building could be sold on the open market and achieve a market value of up to £1.000m, The net receipt, less any associated costs, will be used to support the council's capital investment programme over the medium term.

Benefits and risks

3.31 The potential opportunities and risks have been set out in the Table 6 below.

Table 6: Potential benefits and risks of proposal

	Potential advantages	Potential risks of appropriation	Potential risks of not appropriating
Strategic fit	<p>Supports the Homelessness and Rough Sleeping Strategy.</p> <p>Supports the council's target of an additional 800 council homes by 2023 by adding 11 homes to the portfolio.</p> <p>Increases the Housing's capacity to meet current housing demand.</p> <p>Helps to reduce the reliance on spot - purchase for temporary accommodation.</p> <p>Supports the councils Asset Disposal Process to support the Medium-Term Financial Strategy and achievement of Capital Receipts.</p>	<p>Lengthy procurement route to secure contractors.</p> <p>Ongoing Covid-19 restrictions slowing progress of delivery.</p>	<p>If not appropriated by the HRA and developed, the property could be sold to private developers for apartments.</p> <p>The prime town centre location and the small number of dwellings are likely to mean there will be an absence of affordable homes.</p> <p>Another suitable site will need to be found to support the Homelessness and Rough Sleeping Strategy on the open market.</p>
Use of council asset	<p>Does not lose a council asset to a private developer.</p>	<p>Could more be achieved for the GF through open market sale.</p>	<p>Council is incurring ongoing costs for holding the building empty.</p>

Cost	Comparative cost per unit is similar when the zero-carbon works are not included in the comparison. Cost per unit is £0.203m or £0.227m, depending on the preferred option under this proposal compared to an average of £0.208m for HPP.	<p>The proposal is only marginally viable as it stands – and very sensitive to any cost creep. Approval for the appropriation will be followed by seeking approval for the final scheme.</p> <p>(Possibility of the HRA carrying the risk of obtaining a site that is then difficult to develop because of the cost creep. There are nationally reported issues of increasing labour and materials costs, as well as delays).</p> <p>Purchase and renovation costs - will be between £0.240m and £0.264m (including zero carbon provisions of £0.037m per unit) The average cost of 32 purchases of 1BF over the last year = £0.189m - lowest was £0.165m and highest £0.230m.</p> <p>Slower delivery route of completed homes than open market purchase of completed properties.</p> <p>If the budget is spent here, it cannot be spent elsewhere, where potentially better VFM could be achieved by not being in a prime site location.</p> <p>If costs increase beyond the level outlined further subsidy would be required.</p>	The HRA will incur purchase costs from purchasing a building in the open market.
Tenure	A tenure mix that minimises single occupancy and provides a high ratio of homes for couples and families not requiring additional support is being considered (although provides 10	It is not considered good housing management practice to house vulnerable households at density without the appropriate support and management.	

	homes under Option B, rather than the 11 homes with a higher number of single occupants in Option A).		
Occupants	The proposed number of homes is not too high for the intended occupants.	While there is a need for family sized temporary accommodation, there is currently a higher need for self-contained single person homes.	
Location	City centre location. This is an inclusive use of a centre location building.	11 town centre homes for homeless single people, in an area with reported ongoing drug related anti-social behaviour issues may be problematic. If, as intended, children reside there, the disturbance in that city centre location could be problematic - night life, taxi rank, clubs and pubs nearby; and reported high incidence of drug-related ASB.	

Timetable for appropriation and development

3.32 Should the decision be taken to move forward with a development, an indication of the timings is set out below.

Committee decision making process	June 2021 Housing Committee & Policy & Resources Committee
Public consultation	July 2021
Architectural appointment and planning application	July – October 2021
Detailed design and briefings	October – November 2021
Procurement through major projects construction framework	November – February 2022
Pre-construction phase	March 2022
Mobilisation	April 2022
Construction phase	May 2022 – March 2023

Commissioning	March 2023
Handover	March 2023
Lettings	From April 2023

4. COMMUNITY ENGAGEMENT

- 4.1 As indicated in the proposed timetable for appropriation and development public consultation will be undertaken through planning applications. In addition, the council is committed to good engagement throughout construction works and will engage with neighbours throughout construction, letting and occupation phases providing regular updates.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The detailed financial implications have been included in the main body of the report.

As recommended at paragraphs 2.1 and 2.2, if approved a budget of up to £2.660m will be added to the HRA Capital programme for 2021/22, funded by HRA borrowing, RTB receipts, general capital receipts and HRA reserves. Any significant variations to the costs will be reported in accordance with the council's standard financial procedures and reported through Policy & resources Committee.

Any decision around the borrowing requirement for this project will be made in consultation with the council's Treasury Management team to ensure that it is undertaken in accordance with the council's borrowing strategy, authorised borrowing limits and prudential indicators.

Whether the option to appropriate or to sell the building on the open market is taken a capital receipt will be generated for the GF. The value and timing of this receipt is still to be determined by the option taken, with the appropriation this will occur in 2021/22, an open market sale may take longer. The net receipt, less any associated costs, will be used to support the council's capital investment programme over the medium term.

Finance Officer Consulted: Craig Garoghan

Date: 14/06/2021

Legal Implications:

- 5.2 Where a property is no longer required for the purposes for which it is held, a local authority may appropriate it for any purpose for which the authority is authorised to acquire land. The council has powers under the Housing Act 1985 to acquire land.

The decision to dispose of the property from the general fund is not covered by the Scheme of Delegations. Policy & Resources Committee will be required to make the decision to dispose of this property. The appropriation will occur when the Executive Director signs an appropriation memo to effect the appropriation.

Lawyer Consulted: Joanne Dunnyaglo

Date: 07/06/21

Equalities Implications:

- 5.3 There are no immediate equality implications arising from this report. An equalities impact assessment will be conducted for future residents, staff and service users.

Sustainability Implications:

- 5.4 The conversion and refurbishment of existing buildings makes use of embodied energy and contributes to achieving carbon zero targets. The fabric of the building will be bought up to current u-values in line with building regulations, and carbon reduction measures have been included in the refurbishment work.

Crime & Disorder Implications:

- 5.5 None identified at this stage.

Risk and Opportunity Management Implications:

- 5.6 The report includes details of potential risks and opportunities of appropriation at 3.31.

Public Health Implications:

- 5.7 None identified at this stage.

Corporate / Citywide Implications:

- 5.8 Improving access to good quality housing and reducing homelessness and rough sleeping are key Corporate Plan priorities. Priorities in the Housing Committee Work Plan 2019-2023 include providing 800 additional council homes and the provision of council run temporary accommodation.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 A range of options are considered in the body of the report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 This report considers the potential options for the future use of 62 - 63 Old Steine and 3 – 4 Palace Place and recommends the property be appropriated by the

Housing Revenue Account from the General Fund and developed into an 11 home housing scheme to meet demand for temporary accommodation in the city.

SUPPORTING DOCUMENTATION

None

Subject:	New Homes for Neighbourhoods - Windlesham House
Date of Meeting:	23 June 2021
Report of:	Executive Director - Housing Neighbourhoods & Communities
Contact Officer:	Name: Nick Fishlock, Sam Smith Tel: 01273 293905
	Email: nick.fishlock@brighton-hove.gov.uk sam.smith@brighton-hove.gov.uk
Ward(s) affected:	South Portslade

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Building new homes on council land is a council priority and essential if the city's housing targets are to be met and the housing crisis tackled. The council's New Homes for Neighbourhoods (NHFN) programme addresses this under supply by identifying suitable vacant land and infill sites to develop new homes across the city.
- 1.2 The report sets proposals to develop 17 new council homes at Windlesham House, Windlesham Close, Portslade and asks for approval to progress the project into the planning and construction phases via the council's Strategic Construction Partnership.

2. RECOMMENDATIONS:

Housing Committee:

- 2.1 That the proposals to demolish Windlesham House and develop 17 new council homes at Windlesham Close, Portslade, under the NHFN programme be approved; and
- 2.2 That it be agreed that the project proceeds through the City Build Partnership, the council's Strategic Construction Partnership with Morgan Sindall.
- 2.3 That Policy & Resources Committee be recommended to approve a capital budget of up to £5.300m to be included in the 2021/22 HRA Capital Programme and financed by HRA Borrowing, Land Release Grant funding and HRA capital receipts.

Policy & Resources Committee:

- 2.4 That a HRA Capital budget of up to £5.300m financed by HRA Borrowing, Land Release Grant funding and HRA capital receipts be approved, to be included in the 2021/22 HRA Capital Programme.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The Site

- 3.2 The site is located on the corner of Windlesham Close and Locks Crescent in Portslade, Hove. It currently comprises a single storey community use building and hard paved parking area. Located across Windlesham Close to the west are the Camp Site allotments; to the north across Locks Crescent is Evelyn Court, seniors council flats; and adjacent to the east are general needs council flats.
- 3.3 The site is currently leased by the council to the Royal Voluntary Service (RVS) for a period of 21 years, commencing 29 September 2009. The site was leased for the purpose of providing community services, notably meals on wheels, and consists of a single storey 130m² building comprising a large meeting room, kitchen, two small offices and associated toilet facilities. The building has been unused since mid-2018 and is falling into disrepair.
- 3.4 Housing Committee approved recommendations of a report to accept the early lease surrender of Windlesham House from RVS on 20 January 2021.
- 3.5 Appropriate surveys have been carried out, including a tree survey, which identified three category U trees and three category C trees, all of which are of low quality or are decaying. A preliminary ecological assessment found the site to be of low ecological value, and recommended opportunities for ecological enhancements.

3.6 Design

- 3.7 RIBA Stage 2 designs were developed by Miller Bourne Architects in September 2019 for a block of 17 council flats. Pre-planning and Transport feedback were received in October 2019. A public consultation on the proposals was carried out between 18 October 2019 and 8 November 2019.
- 3.8 Further design development was carried out by Miller Bourne in February-March 2021, responding to consultation and pre-Planning feedback, and adjusting the design to reduce build costs. A report on the design for this project is appended to this report [New Homes for Neighbourhoods - Windlesham House APX. n 1]
- 3.9 The proposals are to build 17 new homes with 18 bicycle spaces, and 11 parking spaces. The homes would be a mix of one and two beds as follows:
- 2x 1bed 2person M4(3) Wheelchair accessible
 - 6x 1bed 2person
 - 3x 2bed 3person
 - 6x 2bed 4person

- 3.10 In response to public consultation feedback flat layouts and sizes have been reconfigured to move the east elevation of the building around 5m further away from the neighbouring Portslade Court building (the initial design showed the nearest points between buildings as 11.2m).
- 3.11 A lack of parking was an important issue for residents in the resident consultation feedback, and Transport feedback, as part of the pre-Planning advice, noted the scheme did not offer enough parking for residents, creating additional parking pressure in the area. The new designs incorporate potential space for nine parking spaces, in addition to two disabled parking spaces, south of the site if the site boundary were to be extended to include HRA owned grassed area. A traffic survey will be carried out to assess additional parking pressure in the local area.
- 3.12 Throughout the design process the number of homes that can be delivered on this site has been explored, including options for more, and less, flats, and including a community use space within the new building. Officers recommend a scheme with 17 homes is most suitable, maximising the number of homes that can be built, while developing a building which is in keeping in height and massing with the surrounding buildings.
- 3.13 A community use space will not be included in the scheme, or alternative facilities created or improved in the local area. This would challenge the financial viability of the project, and there are concerns that a community use facility would further increased parking pressure in the area. There is thought to be sufficient community use space already in the area, with a survey of alternative local provision underway. This proposal will not meet Planning policy requirements, though a robust rationale will be provided including the need for additional affordable rented housing, and evidence of sufficient alternative community use provision in the local area.
- 3.14 **Project delivery and timescales**
- 3.15 If Housing Committee agrees to progress this proposed scheme, officers would seek to submit a full planning application in September 2021.
- 3.16 The indicative timescales for this project are as follows; these may be subject to change:
- | | |
|---------------------------------|----------------|
| Planning application submitted: | September 2021 |
| Planning application decided: | December 2021 |
| Start on site: | June 2022 |
| Practical completion: | November 2023 |
- 3.17 **Scheme costs and funding**
- 3.18 The financial viability modelling sets out to show whether a given scheme can pay for the initial investment itself by using the new rental stream only (net of service charges, management, maintenance, and major repairs and voids costs) over a 60-year period. Assessing the project viability over a 60-year period matches the estimated life of the asset post.

- 3.19 The proposed scheme has been costed in line with industry standards by Potter Raper, the City Build Partnership’s quantity surveyor. The total scheme costs are summarised in Table1:

Table 1 – Estimated Scheme Costs	
Cost Area	Cost estimate £'000
Land purchase and build costs	4,750
Professional fees	550
Total Investment	5,300
Funded By:	
Land Release Fund Grant	(220)
Retained Right to Buy Receipts up to 40%	(2,060)
HRA Borrowing	(3,020)
Total Funding	(5,300)

- 3.20 Table 2 provides a summary of the indicative viability modelling results at his stage for the rent options outlined in the rent policy.

Subsidy / (Surplus) NPV 60 years using up to 40% RTB Receipts	
	£'000
LHA weekly rent	(750)
37.5% LW weekly rent	(150)
27.5% LW weekly rent	930
Social weekly rent	1,340

- 3.21 The appraisal indicates this project can offer Value for Money and provide a sustainable investment for the HRA without the need for additional resources at certain rent levels and funding options.
- 3.22 Where additional subsidy is required resulting in an increase in financing costs that would need to be supported from resources other than the new rental stream of up to£0.050m per annum over a 50 year period depending on the prevailing interest rate at the time of borrowing.
- 3.23 A successful bid to the One Public Estate Land Release Fund supports ‘unlocking’ the site with £222,750 to fund demolition, site clearance and boundary work prior to construction.
- 3.24 The delivery of new housing on this site will form part of the wider business plan for new housing supply, where consideration of the rent levels will made on a wider programme basis and reported back to Housing Committee.
- 3.25 There is a risk associated with applying RTB receipts up to 40% of the eligible costs in that it could take away resources required to deliver other projects, this again will be considered as part of the wider business plan for the delivery of new housing and how to maximise the resources available.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Pre-planning feedback noted the principle of development is objectionable due to the loss of an existing community facility, and the council has not demonstrated that the building is not required and could not continue to be used for such. Therefore, an option to include a community facility was considered in the design process, though this would create a financially unviable scheme. Officers recommend submitting a Planning application without re-provision of a community facility, including a robust rationale describing the need for affordable housing and evidence of sufficient alternative provision nearby. A survey of alternative local community use provision is underway, outlining their use types and distance from the site. This would increase the risk of not receiving planning permission, though it is believed a strong case can be made.
- 4.2 Scale and massing studies for the site produced options ranging from 14 to 20 flats on this site. The option for 17 flats has been chosen as it delivers the most homes within a scale and massing suitable in context of the surrounding buildings.
- 4.3 Meanwhile use has not been possible as the building is not in the council's ownership. It is anticipated that the project will progress quickly from the council taking ownership of the site to demolition of the existing building. However short term meanwhile use will be reviewed along with building condition.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 A community consultation for the proposals was carried out between 18 October 2019 and 8 November 2019. A report on the methodology and outcomes of this process is appended to this report [New Homes for Neighbourhoods - Windlesham House APX. n 2].

6. CONCLUSION

- 6.1 If approved, this project will deliver much needed accommodation for households on the council's Homemove Register, 17 new one bed and two bed homes, to be let for general needs housing. It supports several corporate priorities in the Corporate Plan and City Plan Part One.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The detailed financial implications have been included in the main body of the report.
- 7.2 The budget request as per 2.3 of this report will consist of a variation of £3.950m from the existing budget line in the 2021/22 HRA capital programme for the

future sites pipeline and a new budget line in the 2021/22 HRA capital programme of £1.350m. This is to be funded by HRA borrowing, Land release Funding and HRA capital receipts. Significant variations to the costs and funding will be reported in accordance with the council's standard financial procedures and reported through Policy & resources Committee.

- 7.3 Any decision around the borrowing requirement for this project will be made in consultation with the council's Treasury Management team to ensure that it is undertaken in accordance with the council's borrowing strategy, authorised borrowing limits and prudential indicators.

Finance Officer Consulted: Craig Garoghan

Date: 28/05/2021

Legal Implications:

- 7.4 The Terms of Reference for the Housing Committee include approving the demolition of properties within the Housing Revenue Account. Recommendation 2.1 is therefore clearly within the Committee's powers. There are no other significant legal implications for Members to note.

Lawyer Consulted: Liz Woodley

Date: 10/06/2021

Equalities Implications:

- 7.5 An equalities impact assessment has been carried out for the NHFN programme, and the project process includes a number of interventions to assess equalities impact of the final design for residents and the general public, as well as during construction process.
- 7.6 The specification for this design incorporates best practice for inclusive design, including aiming to meet the Habinteg Wheelchair Housing Design Guide and designing to the Commission for Architecture and the Built Environment's Principles of Inclusive Design.

Sustainability Implications:

- 7.7 The project will support the corporate aims for a carbon neutral city by 2030 by using sustainable construction methods and materials, with an aim to reduce embodied and operational carbon emissions in comparison with previously delivered new build council housing schemes. A whole life carbon assessment process will identify where cost effective carbon emissions reductions can be made in the design and construction of the building.
- 7.8 Increasing the fabric efficiency of this building, installing solar panels, and incorporating low carbon heating systems, such as heat pumps, requires higher initial capital investment. This will however avoid future costs in retrofitting to meet increased building regulations standards, on which the Government is currently consulting, and likely further future standards improvements.
- 7.9 This investment in improved fabric efficiency, low carbon heating systems, and onsite energy generation will reduce the development's carbon emissions

throughout its lifespan and reduce energy costs for residents, helping to tackle fuel poverty and financial exclusion.

Brexit Implications:

- 7.10 Construction and labour costs may be affected by Brexit. This consideration is mitigated through a budget risk allowance.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.11 This development would replace an unused building which is currently falling into disrepair with new council homes. The current building could become a target for antisocial behaviour, whereas new homes on this site would eliminate this issue and provide more natural surveillance to the surrounding area.

Risk and Opportunity Management Implications:

- 7.12 The project follows corporate guidance and practice in terms of risk and opportunity management. Risk registers are in place for all elements of the project, and project/programme governance is in place to oversee mitigation and escalation as required.

Public Health Implications:

- 7.13 None

Corporate / Citywide Implications:

- 7.14 This project supports the council's 'A city to call home' outcome in the Corporate Plan 2020-2023 by providing genuinely affordable homes: 'We will buy and build homes to meet a range of housing needs including providing a minimum of 800 additional council homes.'
- 7.15 The project supports several strategic objectives of Brighton & Hove's City Plan Part One, including: a minimum housing target of 13,200 new homes.
- 7.16 to be achieved by 2030; S04: Address the housing needs of Brighton & Hove by working with partners to provide housing that meets the needs of all communities in the city, achieves a mix of housing types, sizes and tenures that is affordable, accessible, designed to a high standard and adaptable to future change; and SO9: Make full and efficient use of previously developed land in recognition of the environmental and physical constraints to development posed by the sea and the South Downs.

SUPPORTING DOCUMENTATION

Appendices:

1. New Homes for Neighbourhoods - Windlesham House APX. n 1: Design report for this project.
2. New Homes for Neighbourhoods - Windlesham House APX. n 2: Consultation methodology and outcomes.

Windlesham House

Stage 2 Report

Windlesham House
Stage 2 Report
June 2021
Miller Bourne Architects



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- 3.0 Architectural Report
- 4.0 Ecological and Tree Survey
- 5.0 Summary

1.0 Introduction

Opening Statement

In July 2018 a high level feasibility study was undertaken by Miller Bourne Architects to consider a number of options for a development of flats on the site on the corner of Windlesham Close and Locks Crescent, currently occupied by Windlesham House. Different densities were explored through two options with sub-options providing additional flats in an additional storey.

Following a review of the options, it was decided in September 2019 to proceed with a Stage 2 concept design for the construction of 17 affordable flats over 3 and 4 storeys including 2No wheelchair accessible flats designed to Part M4(3) standard.

In addition to the wheelchair accessible flats, the design included the following:

- 1 Bed 2 person flats @ 52m² and 53m² 6No
- 2 Bed 3 person flats @ 71m² 3No
- 2 Bed 4 person flats @ 72m² and 81m² 6No

A public consultation was held and the design submitted for Pre-app advice. Following this, the designs were reconsidered to take into account some of the issues raised and a further Stage 2 concept with a smaller footprint was proposed. This document outlines the latest proposal and provides background information on the site.

In addition to the 2No M4(3) flats, the latest proposal includes the following (same number and type of flats, but smaller footprints):

- 1 Bed 2 person flats @ 50m² and 51m² 6No
- 2 Bed 3 person flats @ 67m² 3No
- 2 Bed 4 person flats @ 72m² and 73m² 6No

Total 17 flats over 3-4 storeys



2.0 The Site

Location

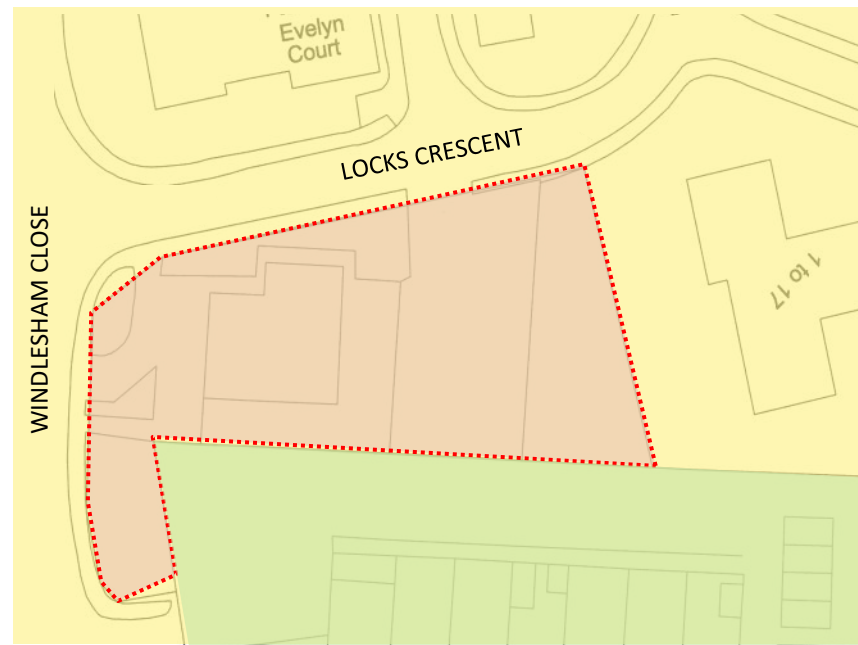
The site is located on the corner of Windlesham Close and Locks Crescent in Portslade, Hove, to the south of the Portslade Village Centre, also to be developed as part of the New homes for Neighbourhoods Programme.

Located across Windlesham Close to the west are the Camp Site allotments; to the north across Locks Crescent are senior's council flats; and adjacent to the east are general needs council flats.

The site slopes eastwards and the current one storey building is cut into the slope. A dense area of trees and bushes surround the building. There are no current tree protection orders.

Massing in the local area is low rise, between one and three stories. The adjacent building to the east, further up the slope, is three stories.

The Windlesham house site boundary is highlighted opposite and measures 0.11 Hectares. As the areas highlighted in yellow show HRA freehold land, the site boundary, for the purposes of the concept design, can be adjusted to suit local constraints i.e. encroachment into the area surrounding 1-17 Locks Crescent to achieve optimum use of the land.



2.0 The Site

Site Photographs and context

The existing building on the site is currently leased to the Royal Voluntary Service who has advised of its intention to rescind the lease and pass the building back to the HRA and the process is underway.

To the East of the site at the top of the hill is a yellow brick, 3 storey block of flats (1) and to the north are two storey flats (2). To the west is a sub-station and allotments, and to the south car parking and houses which are some 30+ metres from the boundary wall (5).

The general massing of the area is relatively low-rise but the three storey block at the top of the hill feels higher as it is at the top of the hill.

Key Views

Key views of the site are afforded from Locks Crescent (3 and 6) and from the grassed area in front of the 3 storey block of flats (4).

The site is sloping and as such any development will need to be partially cut into the hill with a step in the structure. Any wheelchair accessible flats will need to be located at the front (west) of the site.



3.0 Architectural Report

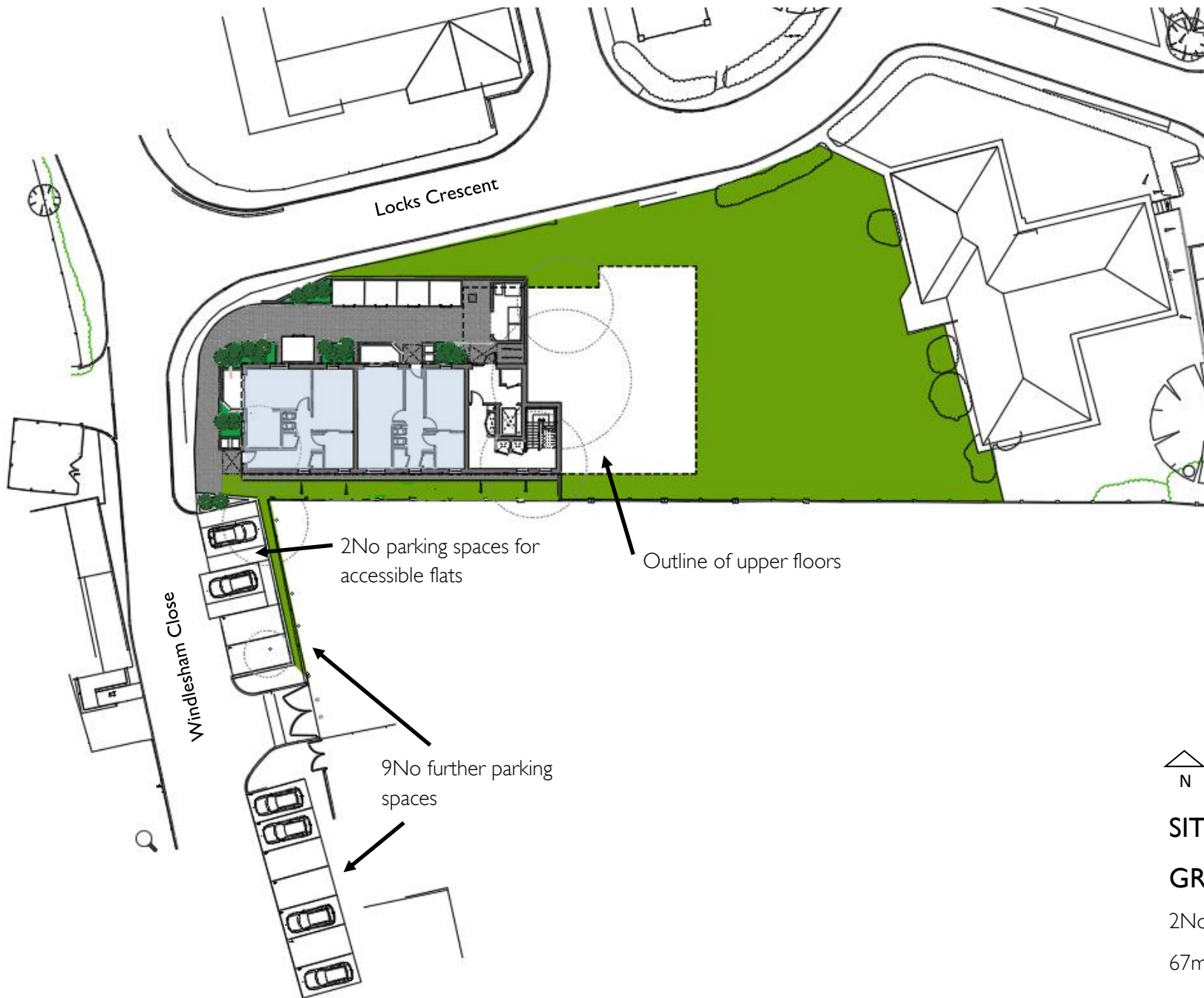
The positioning of the of the proposed development on the site has not significantly changed from the options considered in the feasibility study. See plans over.

The building remains vertically split across the site from east to west, with the western half of the building sitting at the lower end of the site, linked to the eastern side with a lift and stair core.

The ground floor contains the 2 wheelchair accessible flats (1B2P), which have level access and a dedicated parking space each located to the south-west corner of the building. A further 9 parking spaces are proposed on the council land to the south of the site. A detailed topographical survey of this area is not currently available, so these spaces and the layout of them has been based on the Ordnance Survey map.

Separate refuse and bicycle stores are located adjacent to the main entrance which leads to the main lift and stair core. The wheelchair accessible flats have their own dedicated recycling and refuse stores adjacent to their front doors.

On the upper floors there are 5 flats; 1 No 2B3P flat, 2 No 2B4P flats and 2 No 1B2P flats per floor.



SITE PLAN

GROUND FLOOR

2 No M4(3) accessible flats
 67m² each



SITE PLAN

UPPER FLOORS

- 5 No flats per floor over 3 floors
- 1 No 2B3P flat per floor
- 2 No 1B2P flats per floor
- 2 No 2B4P flats per floor

3.0 Architectural Report

Developed Plans - Ground Floor

Developed in accordance with the Nationally Described Space Standards (March 2015).

Minimum sizes as follows:

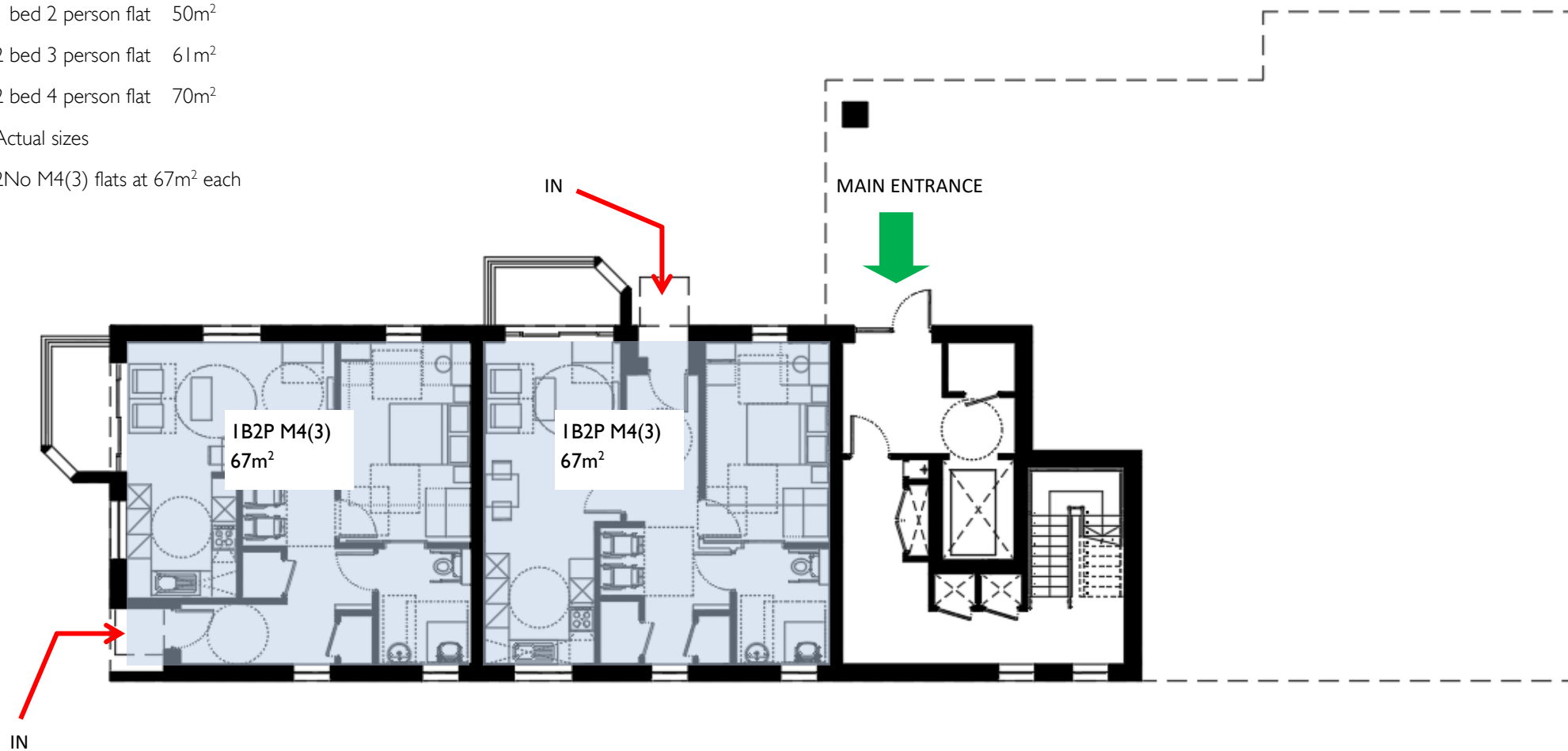
1 bed 2 person flat 50m²

2 bed 3 person flat 61m²

2 bed 4 person flat 70m²

Actual sizes

2 No M4(3) flats at 67m² each



3.0 Architectural Report

Developed Plans - First, Second and Third Floors

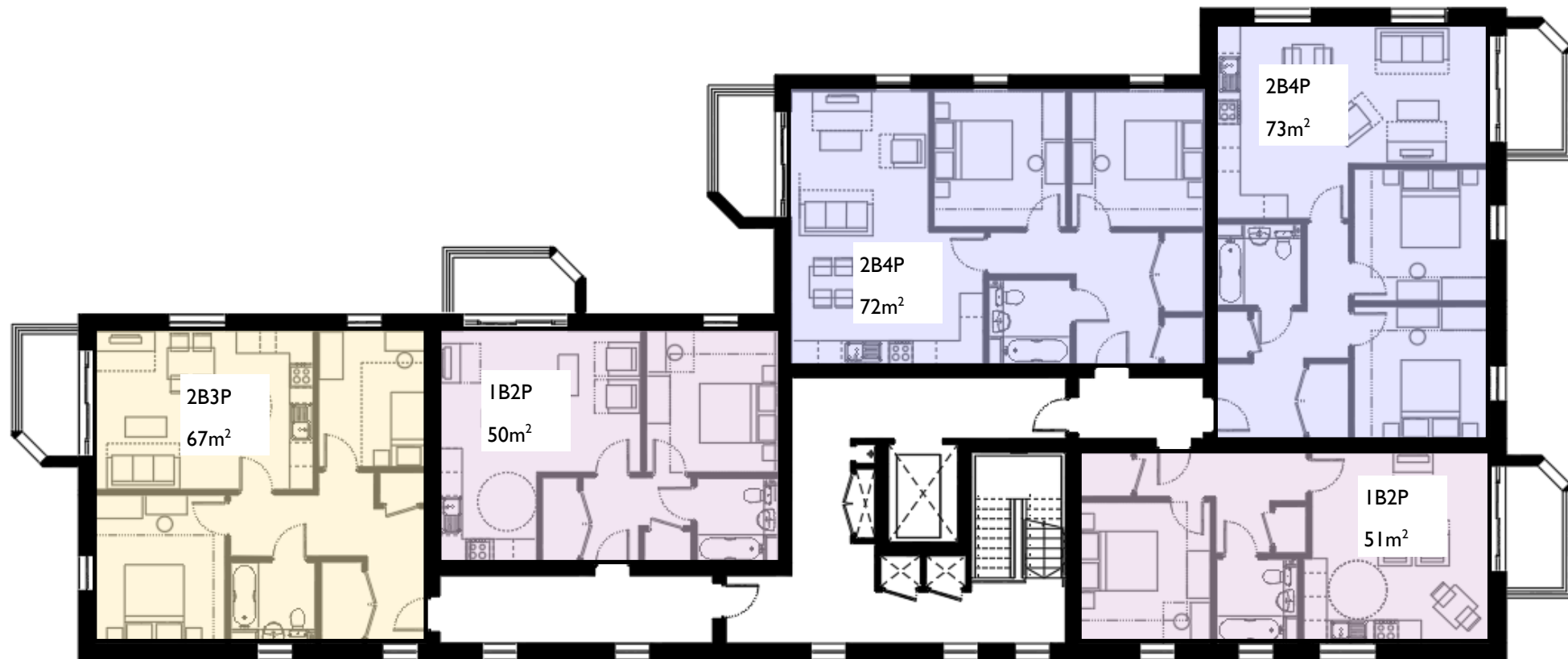
2No 1 Bed 2 person flats @ 50m² and 51m² 6No

1No 2 Bed 3 person flats @ 67m² 3No

2No 2 Bed 4 person flats @ 72m² and 73m² 6No

Note:

These flats are not located on the ground floor and therefore are not required to be Part M4(2) adaptable.



3.0 Architectural Report

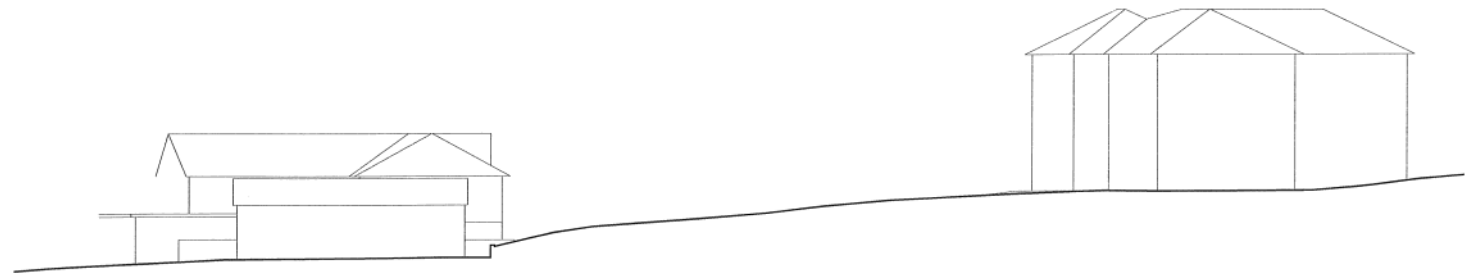
Developed Site Sections

The topographical survey has informed the proposals with respect to the number of storeys and hence the number of flats achievable on the site. It was previously assumed that the level difference across the site was half a storey, but in reality it equates more to a full storey.

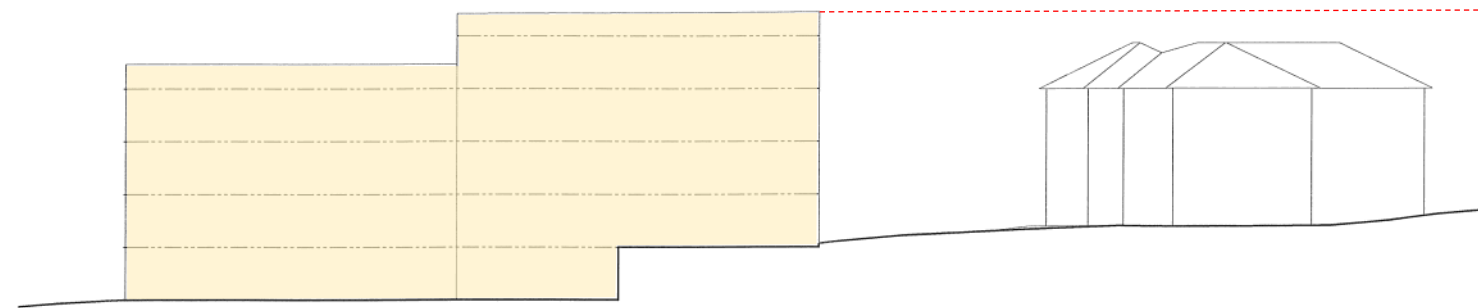
Given the scale and massing of the surrounding existing buildings, it is considered that 4 storeys to both halves of the building would be out-of-scale and possibly 'over development'.

Section 3 opposite illustrates the scale and height of a building which is 4 storeys at the west and 3 storeys at the east. This is lower than the flats at the top of the hill and is of a scale more in keeping with the adjacent buildings.

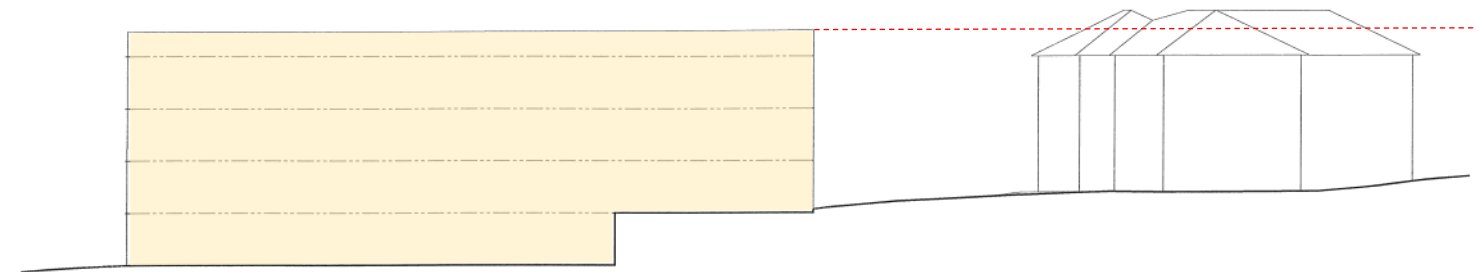
The result of this sectional study with the benefit of the accurate topographical study, is to propose a block which is 4 storeys at the west and 3 storeys at the east.



Section 1
As existing



Section 2
4 Storeys



Section 3
4 Storeys west and 3 Storeys east

3.0 Architectural Report

Detailed Plans

Part M4(3) accessible flats (67m²)

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3.0 Architectural Report

Detailed Plans

1 Bed 2 person flats @ 50m² and 51m²



3.0 Architectural Report

Detailed Plans

2 Bed 3 person flats @ 67m²



3.0 Architectural Report

Detailed Plans

2 Bed 4 person flats @ 72m² and 73m²

101



3.0 Architectural Report

Scale and Massing

Throughout design development, a number of options were considered with respect to the number of storeys and hence the scale and massing of the building. It was determined that in order to respect the size and scale of the existing buildings, the proposals should be no higher than the ridge of the flats to the east of the site. Due to the slope of the site, this has resulted in the development proposed being four stories at the Windlesham Close end of the site and three stories going up the hill along Locks Crescent.

The image below gives an indication of the scale and massing of a 3/4 storey building.



3.0 Architectural Report

Developed Elevations



- Flat roof with parapet
- Rockpanel or Cedral panels
- Aluminium windows with feature panels
- Grey/neutral colour brick

North Elevation



South Elevation

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3.0 Architectural Report

Developed Elevations



West Elevation



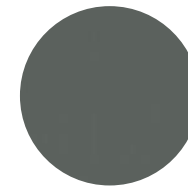
East Elevation



Rockpanel or Cedar panels



Main brick - Grey/buff



Aluminium windows - Grey

104

3.0 Architectural Report

Visual references



3.0 Architectural Report

Artist's impression - looking from the North-west



3.0 Architectural Report

Artist's impression - looking from the South-west



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4.0 Ecological and Tree Survey results

As part of the Stage 2 Concept design process, a Preliminary Ecological Assessment (PEA) and a Tree Survey were undertaken.

Ecology

The PEA concluded:

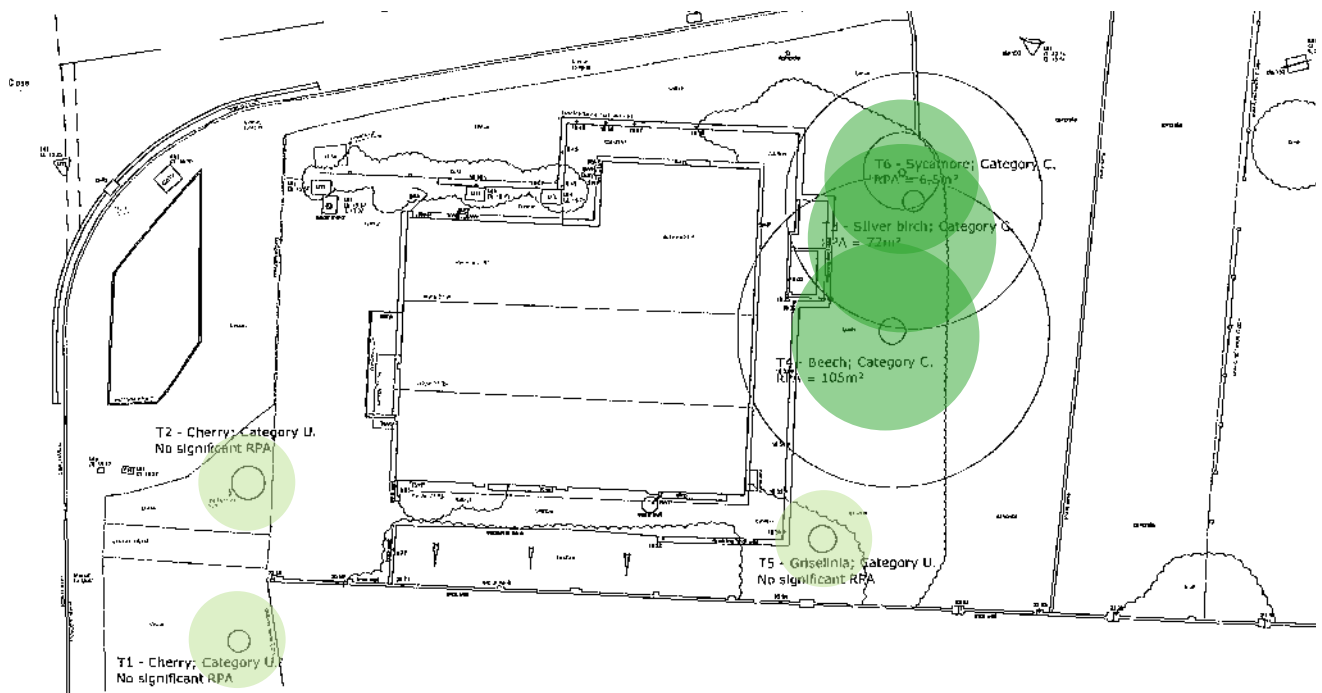
“The land proposed for development is of low ecological value. Proportionate and effective mitigation is likely to be available to protect the few significant constraints to development which were identified. No further surveys are required prior to submitting a planning application.”

Recommendations for ecological net gain include sowing a wild flower and grass seed mix (although this is not preferred in the New Homes Design Specification - Item 6.7.3), hedgerow enhancement and creation, nest boxes and bat boxes.

Trees

The tree survey considered the six trees on the site. Three trees have been identified as category U and three as category C. The survey recommends removing the two category U cherry trees as they have sparse crowns, basal damage and decay. The third category U tree is in fact a multi-stemmed overgrown shrub which does not pose any constraint to development on the site, and can therefore be removed. This is also the case for the three category C trees, one of which is considered likely to fail.

The survey confirms that the trees identified for removal are either of low quality or are decaying and can therefore be removed.



- Category U**
 Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years
- Category C**
 Trees of low quality with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter below 150mm

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5.0 Summary

The Stage 2 Concept Design has been developed for the construction of 17 affordable flats over 3 and 4 storeys including 2 No wheelchair accessible flats designed to Part M4(3) standard.

In addition to the wheelchair accessible flats, the design includes the following:

- 1 Bed 2 person flats @ 50m² and 51 m² 6No
- 2 Bed 3 person flats @ 67m² 3No
- 2 Bed 4 person flats @ 72m² and 73m² 6No

The design has maximised the number of flats possible on the site (154dph). The only way of increasing this would be to add additional storeys, but this would be to the detriment of the design.

As the surrounding buildings are somewhat unprepossessing, design cues have not necessarily been taken from these existing buildings. Instead, a contemporary feel with crisp modern materials has been adopted. A neutral brick makes up the majority of the elevation, with Cedral panels or Rockpanel being used at the upper level on the west of the building to visually break down the height of the building and to create visual interest. The mass of the east elevation is addressed by the location of the balconies and the use of a different material at the uppermost level.

Windlesham House Consultation Report

The purpose of this consultation was to inform local residents and businesses about proposals to demolish Windlesham House, Windlesham Close, Portslade, BN41 1SN and build 17 new council homes.

The intention of the consultation is to show early proposals for the new council homes and gather feedback which will inform the developing design and form part of a report to Housing Committee Members, requesting to progress the project to planning stage.

Consultation methodology

The consultation ran between 18 October 2019 and 8 November 2019. Responses received after 8 November will be considered, but do not feature in this consultation report.

Residents were notified of the consultation with a leaflet posted 18 October 2019. The leaflet included an invitation to a public exhibition of designs and provided contact information to find out more about the project. Leaflets were posted to:

- 54-84 Old Shoreham Road
- Portslade Court
- Evelyn Court
- Cowhayes Court
- 37-51 Locks Crescent
- Horsfield Court
- Hyundai Portslade

Leaflets were sent to the above addresses as these properties are within visual distance of the site or are most likely to be affected by the proposed building and construction process, in line with the council's new homes consultation procedure.

A public exhibition was hosted at Portslade Village Centre on 24 October 2019 between 16:00 and 19:30.

Plans were also exhibited to residents at Evelyn Court on 10 October 2019 and Portslade Community Forum on 17 October 2019.

The Portslade Community Forum kindly posted details of the exhibition on Facebook, inviting a wider audience to attend the exhibition if they wished.

Residents could provide feedback on the proposal by various methods: email, post, in person at an exhibition, or via the council's website.

Response analysis

A total of 27 written responses were received in the consultation period.

- 17 responses were received via online portal

- 5 responses were received via exhibition feedback forms
- 4 responses were received via posted feedback forms
- 1 response was received via post

20 responses were received from residents living within 500 metres of the site, four responses were received from locations within a 3.5 mile distance and one response from outside of the city. Two responses provided no postcode information

Of the 27 written responses, 4 featured only positive feedback, 2 featured both positive and negative feedback, and 21 featured only negative feedback.

The below table lists the number of times a subject is mentioned. As each response may include a number of subjects, the number of mentions does not tally with the number of responses.

Subject	Number of mentions
Loss of parking / not enough parking for new residents	17
Loss of privacy /overlooking	13
Overcrowding / too many flats	13
Building is too high / too big	12
Traffic generation / dangerous crossing road	12
Loss of daylight	8
Nice / good / great idea	6
Noise and disturbance from new residents	5
Threat to wildlife	5
Access for construction	5
Property prices dropping	4
Loss of lawn outside of Portslade Court	4
Ugly building / does not suit character of the area	4
Construction will be disruptive / make people anxious	3
Removing trees	2
Rise in crime and vandalism due to new residents	2
Don't want to live next to council tenants	2
Too close to Portslade Court	2
Loss of view	2
Water drainage and sewage issues	2
Building will be used as emergency accommodation	1
Balconies will be nice for new residents	1
New residents will put a strain on local services	1
New residents will fly tip	1
Too much housing development in the area	1
Proposed homes are too small	1
Council will not listen to feedback	1
Do not want restricted parking in the area	1

In no particular order, the below improvements to the proposal were suggested by respondents verbally or in writing:

- Include more parking in the design.
- Consider a non-housing use for the current building e.g. a mental health and social service for the elderly and lonely.
- Reduce the size and/or height of the building.
- Reduce the number of flats.
- Allow new residents to have pets.
- Build new homes elsewhere.
- Charge low rents to new residents.
- Move the building further away from Portslade Court, and do not build on the green space.
- Build houses or bungalows instead.
- Consider naming the block Iris Court after Iris Harding who ran the Day Club from 1960 until 2010.
- Ensure emergency vehicle access during and after construction.
- Undertake a traffic survey before submitting a planning application.
- Provide different development options to residents.
- Produce a parking plan for the development.
- Do not have south facing balconies.
- Make Windlesham Close one way for traffic.
- Create chevron parking bays next to the allotments to create extra parking.
- Design a taller block of flats on the footprint of the WRVS community centre.
- Build on open spaces instead of Windlesham House, for example: the allotments, East Hill Park or Vale Park.
- Communicate to a wider group of residents.
- Produce a report showing the changes to the property and explain design decisions.
- Will the outside be made of brick or brick style panels?
- Install outdoor amenities for children in the garden next door.
- Install green roofs.
- Replace glass balconies with opaque glass or solid balconies as these offer more privacy.

Response to feedback

The council will endeavour to incorporate feedback into designs wherever possible.

To address the loss of parking and parking for new residents, the council has identified an area south of the site where new parking bays for residents can be created. This will increase the number of new spaces to 11. Space in which residents currently park, west of Portslade Court, would be built on, therefore a traffic survey of the local area will be carried out to assess the impact of the proposed development on local traffic and parking.

To address the loss of privacy, overlooking, and development being too close to Portslade Court, designs have been altered to move the building a further 5m from Portslade Court (the initial design

showed the nearest points between buildings as around 11.2m). Through the next stage of design, the location and arrangement of balconies and windows will be reviewed to reduce or eliminate overlooking to nearby properties wherever possible.

The council does not consider the proposed number of flats to be too high or size of the building to be too big. It is felt the density of the proposed development is suitable and meets the council's aims for delivering much needed affordable homes in the city.

To address concerns for the safety of pedestrians with increased traffic in the area, the council will identify and carry out improvements to road safety including for example, pavements and crossings as part of the design process.

To measure the sunlight, daylight and overshadowing impact on neighbours, a survey will be carried out and appropriate mitigations incorporated into the design if necessary.

Email: estate.regeneration@brighton-hove.gov.uk

Post: Estate Regeneration Team, Brighton & Hove City Council, Hove Town Hall, Norton Road, Hove, BN3 3BQ

Subject:	Private Sector Housing update		
Date of Meeting:	23 June 2021		
Report of:	Executive Director for Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Sylvia Peckham	Tel: 01273 293318
	Email:	sylvia.peckham@brighton-hove.gov.uk	
Ward(s) affected:	All Wards		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Improving the quality and management of homes in the private rented sector over the period 2019-2023 is a key area of focus in the Housing Committee Work Plan. The Housing Committee Work Plan (Housing Committee, 18 September 2019) includes the following key actions in relation to improving private rented sector homes: Review and resubmit selective licensing scheme proposal to improve the management and standards of private rented sector homes in the city; Develop the enforcement approach to private sector housing to reflect the full range of potential options available to improve management and standards; Research and develop a social lettings agency.
- 1.2 There are several developments in the area of private sector housing that this report provides updates on. First, legislative changes in recent years have introduced new powers to tackle private sector landlords who do not maintain their privately rented properties to a safe, secure and warm standard. In response to this the council developed a Private Sector Housing Enforcement policy which was approved by Housing Committee in November 2019.
- 1.3 Second, in an attempt to improve standards in the private rented housing sector we have explored the viability of a selective licensing scheme to cover a section of private rented properties not covered by the National Mandatory or Additional Houses in Multiple Occupation licencing schemes.
- 1.4 Finally, there is the concept of a “not for profit” ethical letting agency to enable vulnerable people and others to obtain private rented accommodation and to be supported to retain a tenancy.

2. RECOMMENDATIONS:

- 2.1 Housing Committee note the update on progress against key elements of the Housing Committee Work Plan objectives to improve the quality and management of homes in the private rented sector as set out in this report and that a further report for decision on these actions (as outlined in paragraph 1.1), is scheduled for Housing Committee in September.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The private rented sector is a disproportionately large sector in Brighton and Hove comprises around 27-30% of the total housing stock in the city. This compares with the national average figure of approximately 15%. It is an important source of accommodation for a large number of households across a range different income groups.
- 3.2 We want to ensure that such accommodation is safe and well managed. There is a concern that some of the accommodation, particularly at the lower end of the market where vulnerable households may reside, does not adhere to minimum standards.
- 3.3 The Housing and Planning Act 2016 strengthened reactive enforcement work that councils can take. This was reflected in the Private Sector Housing Enforcement Policy agreed by Housing Committee in November 2019. Due to the Covid 19 pandemic, it has been difficult to carry out enforcement due to ensuring safe working practices for staff and for tenants when going into tenants' accommodation and so this was restricted to the most urgent cases. As Government pandemic restrictions are relaxing we are able to commence inspections and enforcement using additional options such as the ability to issue Civil Penalties in place of taking a prosecution; issuing Rent Repayment Orders and potentially issue Banning Orders for the worst offenders. These include recouping some of the costs of enforcement from landlords through fines, charges and the civil penalties.

In February 2020, Budget Council agreed additional funding of £0.150m for the Private Sector Housing Team to enable more proactive approach to enforcement. This work was not possible during most of 2020 due to the restrictions due to the Covid 19 pandemic, but the recruitment process for additional officers is in progress. In addition, further funding was identified to enable enforcement of the Energy Performance Certificate standards to ensure private rented properties achieve minimum national standards and recruitment to enable this is also in train.

Selective Licensing

- 3.4 In November 2019, Housing Committee agreed a report to consider exploring a small-scale Selective Licensing Scheme for private rented housing in the City. This would primarily cover properties occupied by single family units and not cover Houses in Multiple Occupation that are currently licenced under the National or Additional HMO Licensing Schemes. The intention was to bring a robust proposal to Housing Committee in March 2020. However, this had to be delayed until now, due to restrictions and challenges presented by the pandemic.
- 3.5 Whilst we can bring enforcement action against property owners whose properties fall below standard using the Housing Health and Safety Rating System, (HHSRS), this generally relies on the tenant informing us of potential issues and there may be reasons why tenants are concerned, unable, or reluctant to do this.

- 3.6 Selective Licensing is a pro-active approach to address this. This proactive nature is attractive as it would enable access to properties where tenants may not feel able to approach the council to raise their concerns with their housing situation. It is also a self-funding regime.
- 3.7 Two Licensing Schemes that cover Houses in Multiple Occupation (HMO) are currently in operation within the city:
- Mandatory Licensing. The National Scheme for all properties with 5 or more tenants. This is an on-going scheme, with licences renewed every 5 years.
 - Additional Licensing Scheme which is a local scheme for smaller HMOs with 3 or more tenants, in properties with 2 or more storeys. This can only run for 5 years and will end in March 2023.

With the impact of the interruption of Covid on the service it would be prudent to review the achievements the above schemes have delivered in March 2022.

- 3.8 Selective Licensing is for privately rented property not covered by an HMO licensing scheme. All but very small Selective Licensing schemes require approval by the Secretary of State.
- 3.9 A Selective Licensing Scheme does have limitations as to the powers it contains which are different to those for HMO licensing. Whilst the council can impose conditions on a licence relating to the management of the property, it is not possible to directly address physical problems with the property, such as poor layout for means of escape, or insufficient construction, as is possible with HMO licensing. It is also not possible to include anything that would be an enhancement in standards/facilities, such as a new fire alarm system. We would, however, hope to be able to address most repair issues under the requirements for suitable management and keeping the property free from hazards.
- 3.10 If any identified hazards could not be rectified by licence conditions, the council would still be legally obliged to deal with them under other Housing legislation powers.
- 3.11 Proposals to introduce a Selective Licensing Scheme in 12 wards in the city received cross party Housing & New Homes Committee support in November 2017. Following a legal challenge, the Secretary of State withdrew approval for the previously proposed scheme to designate 12 wards in the city as subject to selective licensing.
- 3.12 In view of the previous response of the Secretary of State, any further proposed scheme needs to be robust. We have considered available evidence to support a scheme in addition to undertaking a stock condition survey of a sample of properties to establish the evidence base on the basis of property conditions.
- 3.13 Details of both the data review, and the stock condition survey are given in Appendix 2.

- 3.14 In addition to providing evidence for one of the specific grounds for the scheme detailed above, the council must also consider the general obligations a scheme would include. In particular, it:
- must be consistent with overall Housing Strategy.
 - must have a coordinated approach to dealing with homelessness, empty properties and ASB.
 - must have considered other courses of action.
- 3.15 This requires that the council considers other alternatives to a Selective Licensing scheme. Legislation has been enacted over recent years with the aim of improving conditions of private rented accommodation. For example, on disrepair, the Homes (Fitness for Human Habitation) Act 2018 is now in force and its purpose is to ensure that all rented accommodation is fit for human habitation. Its aim is to strengthen tenants' means of redress against landlords who do not fulfil their legal obligations to keep their properties safe. These changes mean that tenants have more powers to take their own action to deal with those landlords who do not maintain their properties.
- 3.16 There has also been further legislation around what is referred to as "revenge" evictions and reducing the grounds for possession, thereby enhancing security of tenure.(Deregulation Act 2015) This should also strengthen the position of tenants requesting that repairs are completed, as they can do so with less fear of eviction. Due to the pandemic, it is too early to assess the impact these legislative changes will have. The Private Sector Housing team are developing approaches on how to best provide further information and assistance to empower tenants to help themselves with these new pathways.
- 3.17 These are in addition to the additional powers given to Local Authorities and incorporated into the Enforcement Policy as mentioned above. Over the past year, while the pandemic has restricted enforcement that could be undertaken we have focused on training to ensure the Private Sector Housing team is fully trained, and able to use these additional options.
- 3.18 Links have also been strengthened between the Private Sector Housing Team and the Direct Lets, Early Intervention and Acquisitions Teams to help ensure properties are up to, or improved to, acceptable standards where necessary.
- 3.19 While the evidence obtained to date does not support a selective licensing scheme, we will continue to reach out to private sector tenant groups, including Acorn, and engage to keep the position under review.

Ethical Lettings

- 3.20 The council has operated a Direct Lets scheme for some time which has been expanded over recent years, details of what this comprises are set out in 3.21. In March 2019, the council successfully bid for funding to enable additional access to private rented sector accommodation for those households becoming homeless who the council may have an accommodation duty towards, and then more latterly further grant funding under Rough Sleepers Initiative (RSI 3) to support up to 50 former rough sleepers into private rented accommodation in 2020/21 and the same again under RSI4 in 2021/22. The Direct Lets scheme has

been expanded to incorporate these changes to enable vulnerable people to access private rented accommodation.

3.21 The Direct Lets scheme operates on ethical letting principles which we aim to develop and expand further. The service includes:

- i) Tenancy workshops for potential tenants setting out tenancy rights and responsibilities. These are held every week and have been developed with input from landlords.
- ii) A Deposit Guarantee. This means that the council effectively holds the deposit and can negotiate if there is a claim at the end of the period to ensure it is fair.
- iii) Financial incentives to landlords to mitigate potential risks of initial rent arrears whilst benefit is assessed and put into payment.
- iv) Financial incentives to tenants to purchase belongings such as a bed/bedding, crockery etc to make accommodation a home.
- v) Intensive management support for the first three months of a tenancy to ensure both landlord and tenant are helped to set up the tenancy well at the start including help with utilities etc.
- vi) Ongoing support as needed by either landlord or tenant to ensure the tenancy is sustainable.
- vii) minimum property accommodation standards checked by the council.

We also propose to undertake a peer review of other local authorities who have experience of setting up an ethical/ social lettings agency.

3.22 Below is a table setting out the number of households assisted into the private sector over the past 5 years. In addition, prior to the pandemic the team were invited to deliver presentations at the MHCLG roadshows.

Month	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
April	15	18	29	30	21	35
May	11	26	18	29	26	27
Jun	10	29	21	20	31	15
July	13	31	24	27	29	2
Aug	15	24	27	30	37	
Sept	10	14	21	35	21	
Oct	19	20	32	22	37	
Nov	13	24	25	26	50	
Dec	19	20	30	28	38	
Jan	15	21	17	21	23	
Feb	15	19	23	19	40	
March	27	24	30	30	44	
Totals	182	270	297	317	397	79

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 We have a statutory duty to enforce standards in the private rented sector. In some circumstances, we have a duty to act, whilst in other circumstances we have powers to act. These are outlined in the Enforcement Policy and incorporated into the procedures.

Selective Licensing

Based on the information available and collated to date, there is currently no clear evidence showing that there is a significant problem which can only be addressed by way of a selective licencing scheme. At this time, neither property conditions or anti-social behaviour provide enough evidence to support a recommendation to implement of such a scheme. If the council were to proceed with a scheme without robust evidence of the need, there is high risk of challenge from landlords. We propose to keep information available to support a potential selective licensing scheme under review. We are also reaching out to groups in the city who may have evidence that could justify a selective licensing scheme that is not currently available to the council.

The council also needs to explore how new legislation is having an impact and how tenants can be empowered to help themselves under the Homes (Fitness for Human Habitation) Act 2018 and applying for Rent Repayment Orders. In addition, the council will assess the impact the of the new powers such as Civil Penalties.

Officers cannot recommend progressing a Selective Licensing Scheme at this time as the available and commissioned evidence we currently have does not support it.

Enforcement analysis

The Private Sector Housing (PSH) team will respond robustly to tenant's complaints, using all tools available as outlined in the Private Sector Housing Enforcement Policy agreed at Housing Committee in November 2019. This includes service of, and charging for, Statutory Notices, having the option of issuing Civil Penalties as an alternative to prosecution, carrying out Works in Default and recovering the costs of this, Rent Repayment Orders, and Banning Orders with the possibility of entering a landlords details onto the National Rogue Landlord Database. These tools have not previously been used in the city.

Explore possibilities of additional interventions.

The PSH team will also explore more proactive options to help privately renting tenants, such as:

- Provide guidance, and support for tenants to take their own action for Rent Repayment Orders, or under the Homes (Fitness for Human Habitation) Act 2018.
- Develop information for Leaseholders in dispute with freeholders.
- Increase awareness of the Private Sector Housing service and how we are able to help tenants.
- Develop relationships with local tenants groups who may have more contact with tenants, including to obtain more information about property conditions.

- Relaunch the newsletter for landlords and work more closely with the local and national landlord associations.

Develop the Direct Lets scheme as the Ethical Letting Agency.

Undertaking further work to measure the outcomes achieved towards improving the PRS using the interventions listed in Appendix 1.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 We seek to engage both with tenants and landlords and with representative organisations such as Acorn on policy & implementation and welcome feedback.
- 5.2 On Selective Licensing, no community involvement has been necessary to date as this has been an in-house review of the current position. Should any selective licensing proposals be taken further, a full consultation exercise would be required.
- 5.3 We propose to keep information available to support a potential selective licensing scheme under review and are reaching out to groups in the city who may have evidence that could support a selective licensing scheme that is not currently available to the council.

6. CONCLUSION

- 6.1 The evidence considered does not support implementing a selective licensing scheme. However we can use existing reactive powers, enhanced by new powers, to carry out effective enforcement, and will keep under review the information for tenants to they are empowered to also take action to resolve any matters relating to property condition.
The council has an effective direct letting scheme operating on ethical letting principles which we aim to develop and expand further in our development of an ethical letting agency.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 As part of council budget setting 2020/21, Budget Council approved extra investment of £0.150m to enable the private housing team to have a more proactive approach to improving standards in the private rental sector by enforcement of landlords. For 2021/22 Budget council also agreed a further £0.045m for the enforcement of the Energy Performance Certificate standards to ensure private rented properties achieve minimum national standards on energy efficiency.

Finance Officer Consulted: Monica Brooks

Date: 11/06/21

Legal Implications:

- 7.2 The report is for note and so at this point has no need for detailed legal comments. The body of the report contains a detailed explanation of why selective licencing would be problematic at this stage, but if further evidence was obtained then this might well change. We could not support an application at this time. In relation to ethical letting proposals, this is at this stage an extension of already existing direct let schemes and so no further advice is required.

Lawyer Consulted: Simon Court

Date: 08/06/21

Equalities Implications:

- 7.3 The private rented sector provides accommodation for a range of people. At the lower end of the market, some of the most disadvantaged groups may be living and so by having a proactive enforcement policy and ensuring minimum electric energy performance standards (MEES), standards will be improved for those people.

Sustainability Implications:

- 7.4 The MEES are intended to ensure that private rented accommodation can be adequately warm but also is energy efficient. This contributes towards reducing carbon emissions.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 - List of procedures covering the work of the PSH team to utilise all available powers

Appendix 2 - Detail of work undertaken to assess whether a Selective Licensing Scheme can be supported

Appendix 1

List of procedures covering the work of the PSH team to utilise all available powers

Subject
PSH WORK
Banning Orders
Charging for Notices and Orders
Civil Penalties
Cllr Enquiries
Dangerous Buildings
Drainage
Electrical Safety
Energy Performance Certificates
Emergency Remedial Action / Emergency Prohibition – incl Temp. Housing

Fitness for Human Habitation
Gas / Electrical Disconnections
Gas Safety (HSE)
HHSRS
HMO Declarations
HMO Inspections
HMO Regulations
Hoarding / Filthy & Verminous Premises
Housing Act Notices
Management Orders
Noise
Overcrowding
Owner Occupiers & Long Leaseholders
Party Wall Act
Pests
Planning Consultations
Possible Unlicensed HMOs
Powers of Entry
Property Redress Schemes
RFA's (Including Triaging, Immigration Inspections, Apps 18 and Cllr Enquiries)
Rogue Landlord Database
Securing of Buildings
Service of Notices / Retaliatory Evictions (revocations / requiring information)
Smoke & CO Regulations
Statutory Nuisances
Temporary Exemption Notices
Tenancy Deposit Schemes
University Head Leased HMO's
Works in Default
LEGAL
Appeals
Grant Repayment Procedure
Prosecutions - General
Obtaining Warrants
Prosecutions – HMO Licensing
Prosecutions – HMO Regulations
Rent Repayment Orders
FIRE
ESFRS Consultations / Protocol
Fire Protection Notes for Guidance
HEALTH, SAFETY & EQUIPMENT
Clients of Concern
Business Continuity
Ladder Safety
Lone Working

UNIFORM
Creating a Notice
HHSRS
HMO Licensing - Searches
HMO Licensing – Updating Uniform
RFAs – Updating Uniform

Note that queries on some of these subjects do not come under the remit of the PSH Team and are referred to other teams within the council. Where this is the case, the referral procedures have been confirmed with those teams.

Appendix 2

Detail of work undertaken to assess whether a Selective Licensing Scheme can be supported

Data Review and Stock Condition Survey

The legislation giving rise to the power to introduce a Selective Licensing Scheme has several grounds for introducing a scheme:

- Anti-social behaviour (ASB)
- Poor housing conditions
- Migration
- Deprivation
- Crime
- Low Housing Demand

Any of these issues need to be related to and directly associated with privately rented accommodation as opposed to more broad neighbourhood problems.

Work previously undertaken by consultants Mayhew and Harper Associated Ltd, as well as a public consultation exercise, was considered at Housing & New Homes Committee in November 2016. From this, all possible grounds were discounted other than Property Condition and ASB, as they don't apply in sufficient measure to privately rented property in Brighton and Hove.

We have carried out work to build on and update the previous work on ASB and property condition as it is recognised that these reports are now several years old. We looked at data on cases of ASB, Noise Nuisance and PSH Request for Assistance (with repairs) since that time, to see if we have any more evidence than before to make a more robust case for Selective Licensing on these grounds.

Whilst this work has been carried out in-house, it has been carried out with detailed input from our legal team. It should also be recognised that this is not a scientific study, but a review of current data to give an indication of the current situation.

The Mayhew Harper report from September 2016 stated that the core area of Brighton and Hove, centred on the seafront, contains most risk factors, with regard to ASB and

poor property condition, although there are two important outliers –Moulsecoomb & Bevendean and Hollingdean & Stanmer. These two wards have high levels of student HMOs, which are covered by the HMO licensing Schemes.

One suggestion from Mayhew Harper was Selective Licensing in 12 wards where there was already an Additional HMO Licensing Scheme:

St Peters & North Laine, Regency, Moulsecoomb & Bevendean, Hollingdean & Stanmer, Queens Park, Hanover & Elm Grove, Brunswick & Adelaide, East Brighton, South Portslade, Central Hove, Westbourne, Preston Park.

It did point out, however, that there is a significant variation in housing conditions and ASB in each ward, and they don't closely follow ward boundaries. They considered ward level to be too blunt a tool due to the mix of neighbourhoods in each ward. Unfortunately, we only have ward level data to review.

The Data considered is shown below. It is all since the Mayhew Harper report, although 2020 data is not included due to the Covid19 crisis:

- Community Safety Team - initial reports or enquiries regarding ASB or hate incidents.
- Environmental Protection Team - domestic noise nuisance complaints relating to people, music or parties.
- PSH – Requests For Assistance for disrepair or related that required officer involvement.

Wards	ASB 2018/19 (*NOT just PRS)	ASB 2019/2020 (*NOT just PRS)	Domestic noise nuisance cases – people/music/party ONLY 2019/2020	Total cases and indicative rank
Regency	115	81	30	226 2 nd
St Peter's & North Laine	92	80	25	197 3 rd
Queen's Park	67	59	78	229 1 st
Brunswick & Adelaide	55	20	18	93 7 th
Moulsecoomb & Bevendean	50	37	22	109 5 th
East Brighton	48	23	56	127 4 th
Central Hove	48	42	17	107 6 th
Hanover & Elm Grove	41	34	12	87 8 th
Hollingdean & Stanmer	34	24	18	76
Goldsmid	32	21	26	79
North Portslade	28	20	22	70
Preston Park	27	36	18	81
Westbourne	23	23	18	64
Hangleton & Knoll	20	28	15	63
South Portslade	20	8	16	44
Wish	17	21	4	42
Patcham	15	13	20	48
Rottingdean Coastal	11	8	3	22
Woodingdean	10	12	2	24

Withdean	7	7	3	17
Hove Park	4	5	4	13
Out of area	20	6	-	
Not Specified	35	41	-	
TOTAL	819	647	427	

*ASB Relating to	2018/2019	2019/2020
Street community and rough sleeping	152	102
BHCC housing	89	68
RSL	35	23
BHCC temporary accommodation	18	14
Private Housing Sector or public place	525	440
TOTAL	819	647
(No ward breakdown available)		

PSH – RFAs for disrepair or related that required officer involvement: highest wards

	2017/18	2018/19	2019/20
TOTAL	743	615	569
St Peters and North Laine	93	74	80
Moulescoomb and Bevendean	70	57	64
Hanover and Elm Grove	62	52	47
Regency	39	56	43
Central Hove	60	46	45
Queens Park	56	54	37
Brunswick and Adeleide	53	44	35

Looking at this data, whilst it is not a scientific study and can only provide an indication, the numbers of cases are very similar to those looked at by Mayhew Harper and indicate that neither property conditions nor ASB show any more need than back in 2016.

Looking at where the cases are within the city, it does generally agree with the Mayhew Harper report in suggesting relevant issues may be more prevalent in the central areas of the city.

To investigate further whether property condition is a particular problem in this area, a stock condition survey was commissioned and carried out during August and September 2020. Questions relating to ASB were also asked of the tenants of those properties.

240 properties were to be surveyed, and so we focused on area which are highest for both ASB and poor property condition, concentrating on the 4 wards of:

- Queens Park
- St Peters and North Laine
- Regency
- Brunswick and Adelaide

The survey form focussed on three areas -

- The condition of the internal and external elements of each property (roofs, windows, kitchens, bathrooms etc)

- Housing Health and Safety Rating System (HHSRS) assessments
- Socio-economic questions that were answered by the residents

Summary of findings from the Survey:

- Some elements are expected to require replacing in the coming years, but there were only a very small number of elements found to require a replacement within the next 12 months (based on their condition at the time of the survey), which is indicative that the properties are being maintained well and kept in an above average condition.
- HHSRS failures were very low with just one property being found to have a Category 1 hazard, no properties had Category 2 hazards.
- Socially, the majority of residents felt safe and as though they belonged to their neighbourhoods. Anti-Social behavioural issues were reported to be the biggest problem.
- Most properties were found to have just 1 or 2 occupants, with the majority of these co-habiting. St. Peter's and North Laine had properties with the highest number of occupants, with the majority of these residents having no connection between each other.
- Overall, properties within the four Wards were found to be in good condition.

Documents in Members' Rooms

1. None.
- 2.

Background Documents

1. None.
- 2.

Subject:	Leasehold Payment Options and Updates		
Date of Meeting:	23 June 2021		
Report of:	Executive Director Housing, Neighbourhoods and Communities		
Contact Officer:	Glyn Huelin	01273 293306	
	Name: Geof Gage	Tel: 01273 293235	
	Email:	Glyn.huelin@brighton-hove.gov.uk	
		Geofrey.gage@brighton-hove.gov.uk	
Ward(s) affected:	All		

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Brighton & Hove City Council is responsible for keeping our residential blocks of flats in good repair including, where necessary, carrying out major works. Leaseholders are responsible for meeting the relevant costs of works under the terms of their leases so long as:
- The costs are reasonably incurred
 - The works are carried out to a reasonable standard
 - The consultation requirements have been complied with
- 1.2 Where substantial repairs and improvements are carried out to blocks this can mean that leaseholders contributions are significant.
- 1.3 The council has a range of payment support options available to support leaseholders with payments for works. The current payment support options are set out in this report. The report notes potential changes that could be made to the current payment support options.
- 1.4 The report also updates on a number of other areas of leasehold management and engagement including our satisfaction survey of leaseholders, the introduction of additional consultation with tenants and leaseholders ahead of major works and how the council will be working with residents to review quality of works and address any issues as part of the end of each project.

2. RECOMMENDATIONS:

- 2.1 That committee notes the proposal to develop and consult with residents on any changes to the leaseholder payment options.
- 2.2 That committee notes the progress in other areas of leasehold management as detailed in section 5 of this report.

3. RELEVANT BACKGROUND INFORMATION:

3.1 Brighton & Hove City Council owns around 2,900 leasehold flats across the city. Under the terms of their leases, leaseholders are responsible for paying the service charge which is a proportion of the costs incurred by the council for the works and services at their building. This includes but is not limited to:

- Repairs to the exterior, structure or common parts
- Major works and improvements, e.g. lift replacement, window replacement, refurbishment or insulation
- Services to their building such as cleaning or grounds maintenance
- Management charges

3.2 The term 'major works' normally refers to works that cost individual leaseholders more than £250. Where this applies the council is legally required to undertake a formal consultation process – section 20 consultation under the Landlord and Tenant Act 1985. These are typically capital works undertaken to the block.

4. Extending the Payment Options

4.1 The current payment options were put in place to assist resident leaseholders who could not afford the major works charges and who may be put in a position of having to sell their property to meet these costs. The options were designed to particularly assist those who had sufficient equity in their properties but had low or fixed incomes to enable them to stay in their homes.

4.2 The scheme was not intended to provide the same options to all leaseholders as it was likely that those who sub-let and received market rate rents for the properties could fund major works through other sources. It is also important to balance the interests of leaseholders with those of tenants in considering how to plan and pay for major works.

4.3 In recent years there have been enquiries from a small number of non-resident leaseholders regarding the possibility of extending the payments options to them as their circumstances were such that while non-resident they may be in financial hardship. An extension of the policy in these cases would be of benefit to those leaseholders. It is estimated this would be of benefit to a very small number of leaseholders, at most possibly 3-5 a year. The council has checked with other local authority landlords to see if they operate a payment support option for non-resident leaseholders in this way but have not been able to identify any similar schemes.

4.4 This report sets out how the current payment options scheme could be extended to any non-resident leaseholders for whom this is the only property they own where all other options to meet the cost of the works have failed, with evidence provided of refusal of a loan from at least two specialist mortgage lenders. Each case would need to be subject to an individual financial assessment at the time of the application. There is additional complexity in operating a scheme in this way as it would need to deal appropriately with considerations around how

leaseholders hold a property, leaseholders with mixed portfolios of properties and a range of ownership and transfer risks. The intention of the policy is to support leaseholders where they are in genuine cases of hardship.

- 4.5 In addition it is proposed that the council considers working with leaseholders to offer a mix of extended payments options if this better suits the leaseholder's circumstances. For example, the leaseholder might opt for spreading some of the outstanding sum over a five years interest period while taking an equity loan for the remainder. If a leaseholder faced a bill for, say, £18,000 then they could repay £8,000 over a 4 years interest free payment at £222 approximately per calendar month. They could then secure the remaining £10,000 on an equity loan. The difference being that if the part sum was secured the share the council would reduce from 7.2% to 4%.
- 4.6 The payment options available to both resident and non-resident leaseholders and potential changes to this are set out in Table 1 below.

Table 1 – Payment options for leaseholders

No.	Payment Option	Available to Resident Leaseholders	Available to Non-Resident Leaseholder	Potential change for non-resident leaseholders owning one property
1	A mortgage lender (if any) may add the amount to an existing mortgage	√	√	√
2	A loan from a private lending institution such as a bank or building society	√	√	√
3	Leaseholders over 60 may be entitled to help from the Pension Centre	√	√	√
4	Leaseholders of working age may be entitled to help from Income Support	√	√	√
5	An interest-bearing council loan to spread the cost for up to ten years for any major works bill over £1,000 or five years for over £500	√	√	√
6	An interest-only loan from the council for those of pension age, even this option may be impossible for some leaseholders on a low fixed income	√	√	√
7	A formal agreement can be made to spread the payment over a maximum of 12 months	√	√	√
8	Equity Loans The loan will be secured on the property to which the service charge relates and charged at the Land Registry. The charge on the property is expressed as a percentage of the value of the	√	X	√

	property. The loan will be paid back either when the property is sold or earlier if the leaseholder wishes to. The amount paid back is dependent upon the valuation at the time of sale of the property.			
9	<p>Maturity Loans</p> <p>This is where a loan is agreed to fund the value of the works and a charge is placed on the property. The loan will attract interest. When the property is sold the value of the loan plus interest is repaid to the Council. There is no maturity date for the loan so it can carry on indefinitely. It will be paid either when the property is sold or earlier if agreed.</p>	√	X	√
10	<p>Long-term interest-bearing loans up to 25 years</p> <p>These are interest bearing loans over 25 years offered by the council and work in the same way as any other commercial mortgage.</p>	√	X	√
11	<p>Extending the interest-free repayment option from 12 months to a maximum of 5 years, depending on the loan amount. This is where the Council makes a formal agreement with the leaseholder to repay in monthly instalments over a specified period without adding interest. Further information shown in table 2 below.</p>	√	X	√

Payment option 8 – equity loans

- 4.7 In order to process applications for extended payment options, particularly Equity Loans, a current market valuation of the property needs to be obtained, this is currently undertaken by the council’s contracted valuers.
- 4.8 Valuations are normally carried out at the point of application which can be some months after both completion of the works and in some cases the invoices being sent to leaseholders.
- 4.9 A formal valuation is required to calculate the amount of equity the council will be taking in the property as this needs to be registered as a legal charge against the property to secure repayment of the “loan”.
- 4.10 There has been confusion regarding equity loans, with these being confused with Equity Release schemes operated by the financial institutions. An explanation of the scheme the council operates is set out below.

4.11 To give an example:

Loan requested £	£26,248.83
Costs £	£330
Total Loan amount £	£26,578.83
Property Valuation	£165,000
Loan to property value (%)	16.11%
Agreed Equity loan share (%)	0-5 years: 17.11% 5-10 years: 16.61% 10 + years: 16.11% (To be capped at BHCC average borrowing rate + 0.25%)

4.12 The amount of the outstanding Invoice, in this case £26,248.83 and the legal and valuation costs are wrapped into the total sum and this is calculated as a percentage of the flat value. 16.11%. If the flat is sold after 10 years, the council will recover 16.11% of new sale price. So, if it is sold for £200,000 the council will receive £32,220. The difference would be checked to see if that total is more than the council average borrowing rate over the period plus 0.25%, if it was then the repayment would be capped at the lower figure.

4.13 The formula allows 1% to be added to the interest if the property was sold in the first five years, and 0.5 % in years 5 to 10. This protects the council against possible short-term losses if the housing market dips. However, any gain by the council at the point of sale is capped so that the maximum sum gained is equal to the interest on the loan at the council average borrowing rate plus 0.25%.

4.14 The current value of the Equity Loans held by the council is £554,081 and a further £82,279 is covered by Maturity Loans/Voluntary Charges.

4.15 Payment Options 9 and 10 relate to interest bearing loans. In compliance with the 1985 Housing Act, the council must charge the higher of the Council's average borrowing rate or 'Local Average Rate' (LAR), and the Standard National Rate (SNR). Historically, the LAR has been higher than the SNR (currently 3.13%) so it is generally the case that this is the rate used for leaseholder loans. This rate is updated every six months. The rate for the 6 months from 1 April 2021 is 4.06%.

4.16 Payment Option 11 - Interest-free repayment

4.17 Table 2 below shows the interest free repayment periods available for loan amounts.

Table 2 – Interest free repayment period

Loan Amount	Interest-free repayment period
Up to £2,000	12 months
£2,000 - £5,000	24 months
£5000 - £10,000	36 months

£10,000 - £15,000	48 months
£15,000 +	60 months

4.18 The payment support options have been in place since 2012 and there have been 98 applications for payment options. The table below sets out the take up of the various payment support options.

Table 3 – Take up of payment options since introduction in 2012 as at March 2021

Support option	Number of leaseholders
Paid by the Pension Service	3
Current Equity Loans	25
Current Maturity Loans/Charges	5
Interest bearing loans	56
Currently in progress	3
Loans redeemed/Paid/Property Sold	2
Payment Options not pursued	4

4.19 Discretionary Reduction of Service Charges

4.20 The Social Landlords Discretionary Reduction of Service Charges (England) Directions 2014 gives the council the discretion to reduce major works charges. This is for cases of extreme hardship. The government has issued guidance on how to comply with these directions.

4.21 If a leaseholder makes an application under this discretion, the case needs to be considered on its merits, taking into account whether the dwelling is the leaseholder's only home, their financial resources, their ability to pay over a longer period of time, the impact on the value of their home and other matters.

4.22 The landlord would be likely to be considered reasonable by the courts if it also took into account how any reduction of charges fits with the legislation or other rules under which it operates and, in particular, the balance between exercising its discretion to reduce service charges and its general fiduciary duty to local taxpayers and others, including its tenants.

4.23 Since the introduction of the Directions the council have received 4 applications for discretionary reduction in service charges from 3 leaseholders, with one being the same case which was considered twice.

4.24 None of the applications have been approved due to the availability of the extended payment options available to resident leaseholders.

4.25 Major Works Charges

4.26 The table below shows a summary of major works charges included in the 2019-2020 Certificates of Expenditure sent to leaseholders in September.

Table 4 – Major works charges (2019/20)

Total Major Works Charges	£2,779,289
Number of Major Works Charges	657
Average Major Works Charge	£4,230
Total Major Works Charges £10,000 - £20,000	£707,639
Number of Major Works Charges above £10,000 - £20,000	55
Average Major Works Charge £10,000 to £20,000	£12,866.17
Total Major Works Charges over £20,000	£1,121,435
Number of Major Works Charges above £10,000 - £20,000	39
Average Major Works Charge above £20,000	£28,754.76
Highest major works charge	£44,649.21

5. Further updates on leaseholder engagement

- 5.1 As we mobilise our new Planned and Major Works Contracts we will review how we are meeting our continued commitment to the practical measures to improve engagement with leaseholders agreed at Housing & New Homes Committee in June 2018 following an earlier leaseholder engagement review. Practical measures to improve engagement with leaseholders supported by Committee are outlined in Appendix 1.

Leaseholder satisfaction Survey

- 5.2 The council regularly surveys leaseholders around their satisfaction with the services offered to leaseholders. The last survey was undertaken in 2013.
- 5.3 The council have worked with ARP Research to design and undertake a new survey. The survey is in line with the STAR (Survey of Tenants and Residents) survey model undertaken in the regular survey of tenants with additional specific questions for leaseholders.
- 5.4 The leaseholder satisfaction survey was posted out to leaseholders on Friday 5th March. The second postal run went out on 26 March, and the final deadline for responses was the week commencing 19 April. The report will be finalised shortly.
- 5.5 The council will produce a summary of results and share this with the Leaseholder Action Group.

Communication with residents on Major Works

- 5.6 The council has been developing programmes for planned and major works and will be publishing these on the council website later this year. The programmes will then be updated each quarter to reflect any changes to delivery. The

programmes will also be shared with residents through the Home Service Improvement Group and the Leaseholder Action Group.

- 5.7 Details of the practical measures to improve engagement with leaseholders agreed at Housing & New Homes Committee in June 2018 following an earlier leaseholder engagement review are outlined in Appendix 1. We will keep our continued commitment to these measures under regular review. We have now introduced a procedure detailing how we will keep residents informed and engaged around major works. This includes a robust method of informing residents of proposed works and includes meetings with all residents, suitable and adequate consultation and improved methods of communication carried out to improve the engagement experience for all residents. Key commitments are set out from 5.9 below.
- 5.8 Under the new framework for major projects residents will be invited to be involved at the mini-competition stage to look at the quality aspect of the contractors' bids and to meet with the Major Works Team in the evaluation of tenders on the project for their property.

Managing major works

- 5.9 As detailed above and in Appendix 1 the council will be communicating with residents before proposed major works and introducing a procedure to keep residents informed about progress throughout.
- 5.10 We have reviewed how we engage with residents before, during and after projects. We will ensure that meetings are held, that there is suitable consultation carried out and newsletters provided to improve engagement with residents. Residents will be invited to get involved at the mini-competition stage to look at the quality of the contractors' bids. Residents of the property that is the subject of the works will be invited to join the Major Works Team in the evaluation of tenders on the project for their property.
- 5.11 The council will work with Resident Inspectors on the programme to examine the quality of work throughout projects and specific council contact points will be shared with residents so any issues can be raised during projects.
- 5.12 Following completion of any major work, we will be inviting residents to carry out a post completion 'walk around' of the project. This will show the work completed and allow for the recording of any observations and will be led by council quality assurance staff.
- 5.13 Surveys will also be undertaken where all residents will have a say in identifying any issues following works to their property.
- 5.14 The council will track all issues. We will keep these under review through Key Performance Indicators which we will continue to develop in consultation with residents and regularly report as appropriate either on a scheme by scheme basis or via our more formal Performance Reports to Area Panels, Leaseholder Action Group and Housing Committee. This will include an escalation process to ensure that contractors take ownership and manage any issues through to a satisfactory conclusion, keeping residents apprised throughout the process.

- 5.15 Comprehensive reporting for planned and major works will be produced for residents through the Home Service Improvement Group which is focused around the Home and repairs, maintenance and planned works delivered by the Housing service. In addition, performance indicators will report through Area Panels and Housing Committee as part of the quarterly Housing Performance Report.

Lease Extensions and Home Purchase Policy

- 5.16 Leaseholders have asked whether charges for lease extensions could be waived if there was a commitment to sell the property back to the council at some point under the Home Purchase Policy.
- 5.17 Lease extensions are governed by statute, namely the Leasehold Reform, Housing and Urban Development Act 1993, Section 42. This allows for a leaseholder to obtain a statutory 90-year extension of their existing lease. Landlords can informally agree to extend leases by the 90-year period, however, as a local authority our Legal Team only operate through the formal statutory process.
- 5.18 Lease Extensions and the Council's Home Purchase Policy are two independent processes, neither relies on the other. Of the 131 lease extensions applications received since October 2014, only two properties have ever been offered back under the policy.
- 5.19 Lease extension values are calculated in line with legislative requirements.
- 5.20 It is not viable to operate a scheme whereby lease extension fees were refunded if a property is subsequently purchased by the council under the Home Purchase Policy. In this case the valuation for the offer price under the policy would reflect the extended lease and therefore be valued accordingly. It would not then be appropriate to refund the cost of the lease extension.
- 5.21 Other South East housing providers were contacted, and 9 responses were received, all apart from one, who had not yet completed a lease extension, the others all charge not only the premium, but legal and surveying fees on top.
- 5.22 The Leasehold Reform, Housing and Urban Development Act 1993 permits the council to charge fees for lease extensions and the council is simply reclaiming expenditure it has incurred, and it is due. The charge is £1,000 per application but on occasion may reduce the fees to £800 if the same person has more than one property or where a solicitor is acting for several leaseholders at the same time.
- 5.23 The surveyor's fees which are on average about £600 are paid in addition to legal costs, if this amount is not charged then the Housing budget would need to fund this aspect.
- 5.24 Leaseholders on average have to pay a premium of around £3,000/£3,500 to extend their lease, for the financial year 2019/2020 approximately 41 lease extensions applications were made so this would potentially be a loss to the housing budget of £133,250 taking an average premium of £3,250. Extending the

length of the lease is likely to increase the value of the property to the leaseholder should they wish to sell.

Home Purchase Policy

5.25 The council's Home Purchase Policy has proved an effective way of increasing the supply of affordable housing in support of the council's target to achieve 800 additional council owned homes by March 2023. Since the scheme began in 2017, 97 homes have been purchased with 24 additional homes purchased in support of the Next Steps Accommodation Programme which houses former rough sleepers (as at 31 March 2021). Any former council homes brought under the Right to Buy is subject to the Right of First Refusal for 10 years. This means that if the property is due to be sold it must be offered back to the council first, who will consider whether it wishes to exercise the right. The council also encourages any other owners of former council owned homes where this right doesn't apply to approach the council if they are thinking of selling their property. The council pay market prices, subject to valuation and approaching the council direct saves on agency fees. Further information on the scheme and its criteria is available on the council's website.

6. COMMUNITY ENGAGEMENT

6.1 The extension of the current policy has been the subject of discussions with the Leaseholders Action Group who have made the following suggestions for consideration.

- Extended payment options be available to non-resident leaseholders.
- An opportunity to mix options together.
- Interest rates: can we review the rate and set out how it's calculated as it seems high.
- Appropriate timing of valuations relating to equity loans – related to major works. Protections that are in place as well.
- Some leaseholders fed back that they felt support should not be available to some cases of non-resident leaseholders operating as businesses.
- Update on hardship policy and the use of this.

6.2 These issues have been considered and covered in this report.

6.3 A further update will be provided to the Leaseholder Action Group following this report to Housing Committee. Officers are continuing to work with the Leaseholders Action Group, Area Panels and the Home Service Improvement group on the items covered in this report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 Extending the payment options to non-resident leaseholders who own no other properties will allow a small number of leaseholders (possibly 3-5) to access further payment options from the council. The option with the largest cost to the

council is the interest free loans for up to 60 months. Based on 5 leaseholders with loans of £20,000 each, the council is foregoing interest payments of approximately £21,000 if they were to access this interest free option rather than an interest bearing loan over 5 years. For those wishing to access the equity loan scheme, the council takes a risk for each loan of this type offered. If house prices reduce between the point of loan and sale of the property, the equity share the council receives may not cover the loan amount with a nominal interest. However, if house prices increase, the council will make a small margin on the equity loan.

Finance Officer Consulted: Monica Brooks, Principal Accountant

Date: 14/06/2021

Legal Implications:

- 7.2 As is clear from the report, there is an unconsolidated statutory framework regulating the type of assistance local authorities may make available to leaseholders. It is essential that the council operates within that framework. Any changes to leaseholder payment options proposed following the consultation with leaseholders will be reviewed from a legal perspective.

Lawyer Consulted: Liz Woodley

Date: 14/06/2021

Equalities Implications:

- 7.3 Individual circumstances of leaseholders are carefully considered as part of the payment options process.

Sustainability Implications:

- 7.4 There are none.

Crime & Disorder Implications:

- 7.5 There are none.

Risk and Opportunity Management Implications:

- 7.6 This report considers potential revisions to the payment support options for leaseholders. As set out in 4.4 the intention of the policy is to support leaseholders where they are in genuine cases of hardship. Changes to the payment support options would need to ensure that intention was maintained and that any scheme dealt with the additional complexity. It would need to deal appropriately with considerations around how leaseholders hold a property, leaseholders with mixed portfolios of properties and a range of ownership and transfer risks.

Public Health Implications:

- 7.7 There are none.

Corporate / Citywide Implications:

7.8 There are none.

8. EVALUATION OF ANY ALTERNATIVE OPTION(S):

8.1 Payment options could remain as they are, however, this would mean that non-resident leaseholders in financial hardship could not access the payment options.

9. REASONS FOR REPORT RECOMMENDATIONS

9.1 This report has been formed in consideration of potential changes to payment options that require further consultation and consideration. It also updates on leaseholder services more generally.

SUPPORTING DOCUMENTATION

None

Appendix 1

Practical measure to improve engagement with leaseholders – Details from Housing & New Homes Committee report (18 June 2018)

Following a councillor working group on leaseholders a Leaseholder Engagement report was considered at Housing & New Homes Committee on 18 June 2018.

Committee agreed the following practical measures to improve engagement with leaseholders and supported their implementation.

- An agreed project plan for high cost works that includes engaging with tenants and leaseholders impacted by the works comprehensively from an earlier stage and which involves engagement at key stages such as project initiation, condition survey, options, consultation, pre-commencement, snagging and sign-off.
- Move to individual letters to tenants and leaseholders (both resident and non-resident) giving regular works updates and covering critical stages of projects such as condition survey, condition report, initial specification and cost, delays, commencement, alerts on scaffolding, progress, completion, snagging and the service charge.
- A named council officer for each project with the status and autonomy to resolve issues as they arise.
- The opportunity for leaseholders and tenants of blocks where high cost major works are undertaken to participate in commissioning structural surveying services, joining inspections and overseeing snagging of completed works.
- Create a new position of Leaseholder Liaison Officer to meet and spend time with leaseholders when problems arise and to improve communications. We will consult the LAG committee on the Job Description for recruitment to the post.

- Consult with LAG committee and the councillor working group on a new council leaseholders handbook.
- Consult with the LAG committee and the councillor working group on the next full leaseholders' satisfaction survey (proposed to be carried out in tandem with the next tenants' STAR survey).
- Ensure consideration of more accessible repairs information for leaseholders through the new IT system for Housing.
- Involvement of tenants and leaseholders in consideration of options for the delivery of repairs and maintenance services after 2020.
- Undertake workshops with officers, leaseholders and councillors to monitor progress. Improve the communication of the planned maintenance and investment programme that is published on the council's website to allow continuous updating and information to individual buildings.
- Include a customer service improvement element to the leasehold management training sessions that are rolled out across council staff and contractors.

Subject:	Next steps - Rough Sleeping and Accommodation during Covid 19 Pandemic and Recovery		
Date of Meeting:	23rd June 2021		
Report of:	Executive Director of Housing, Neighbourhoods and Communities Relevant Executive Director		
Contact Officer:	Name:	Sylvia Peckham	Tel: 01273 293318
	Email:	Sylvia.peckham@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 As we move toward easing and removal of lockdown measures and ending of Covid-19 restrictions, this report provides a further update on key areas of action and issues arising up to 30th June 2021.
- 1.2 We continue to work closely with Government on securing further funding and support for verified rough sleepers in the City through future Rough Sleeper Accommodation Programme grant (RSAP), Rough Sleeper Initiative (RSI) and other funding routes. In addition, we will continue to actively engage with Government and neighbouring authorities to better understand and seek to address homelessness pressures on south coast towns and cities.

2. RECOMMENDATIONS:

- 2.1 That Housing Committee note the progress to date.

3. CONTEXT/ BACKGROUND INFORMATION**Next Steps Accommodation Programme (Covid 1)**

- 3.1 The NSAP Report, considered at previous Housing Committees set out in detail the specifics relating to the amount of grant awarded and the conditions associated with that grant. The Ministry of Housing, Communities and Local Government (MHCLG) have been clear that the grant funding is ringfenced to meet the needs of people accommodated as at 30th September 2020 and for those who are subsequently verified as rough sleepers as set out in the report to Housing Committee on 18th November 2020.
- 3.2 As a reminder the NSAP bid proposal included funding for:
 - Ensuring current provision to safeguard rough sleepers and those assessed as at risk of rough sleeping can continue for an appropriate length of time.
 - Reconnection where safe to do so.

- Expanding Homeless Prevention and Resolution Officers (Brighton & Hove City Council).
- Expanding Housing First coupled with expanded Home Purchase Policy.
- Expanding provision of supported move on accommodation and increasing Private Sector Leasing via partners to provide additional supported accommodation.
- Expanding use of private rented sector accommodation.
- Provision of specialist resource to work to secure the settled status of individuals who are EEA nationals without settled status.
- Access to employment.
- Return Home reconciliation work with young people where this is a safe option.

3.3 Whilst the Council received the largest single allocation of NSAP funding nationally not all the required work was funded. Although the funding was significant it amounted to 70% of the need identified. The resources needed to move on everyone by 31st March 2021 including availability of suitable accommodation was very challenging as reported to Housing Committee in March. At that time, we anticipated being able to move on 220 of the 369 accommodated by 31st March 2021. The remainder of this group, which amount to around 149 people would continue to be prioritised for move on during the early part of 2021/22. In fact, we were able to move on 221 people and had 148 remaining achieving slightly more than anticipated. As at 6th June 2021 346 people have moved on leaving 111 people remaining in this Covid 1 cohort.

3.4 The government ended support for people who were assessed as at risk of rough sleeping, after 30th September 2020. However, people who were verified as rough sleepers were still included in the Covid 1 cohort-for accommodation. Between 30th September 2020 and 31st of May BHCC have accommodated 64 new verified rough sleepers. It is planned that we will move on most of this cohort from emergency accommodation by October 2021 along with those in the Covid 2 cohort when funding from both MHCLG and that agreed by Policy & Resources Committee in March 2021, has expired. As we move out of the pandemic and open up our services we have provision in No Second Night Out (NSNO) and our Off street Offer, under the Rough Sleepers Initiative Grant 4 (RSI4) to provide short term accommodation to enable verified rough sleepers to move off the street.

Those assessed as at risk of rough sleeping - Covid 2

3.5 Policy and Resources Committee on 3rd December 2020, agreed to the continuation of the accommodation offer for those people assessed as at risk of rough sleeping who presented after 30th September 2020 during the pandemic. This group are not covered by Government funding and so we termed them as Covid 2 to distinguish between the funding sources. In line with proposed easing and ending of national Covid-19 restrictions and opening up of the council's usual homeless prevention and housing options services, Housing Committee in March 2021, agreed that by 21st June 2021, the accommodation offer to those at risk of rough sleeping, (the Covid- 2 cohort), made for the duration of the pandemic is ended where no accommodation duty is owed by the council. The number of people in this group who were accommodated reached a peak of 242 in the week

commencing 12th April before starting to reduce. As at 6th June 189 people have moved on, while new people have been accommodated, leaving 208 people remaining in Covid 2.

3.6 Total Figures

We are continuing to focus resources on improving homelessness prevention and move on but there are still challenges with identifying suitable move on options for everyone. The table below shows the number of people who remain accommodated.

Numbers accommodated	30 st Sept 2020	15/02/21	31/03/21	06/06/21
Covid 1	369	191	148	111
Covid 2	0	207	234	208
Total	369	398	382	319

In order to achieve move on within the current funding provided around 319 people need to be offered accommodation, reconnected, re-united or resolve their own needs. This is a challenging target which the Housing Committee's Homelessness Reduction Board will monitor. We are finalising a detailed move on plan in order to monitor progress. Full details of the various moves are contained in the weekly data spreadsheet (as at week commencing 31.05.21 contained in Appendix 2). Moving on the remaining group will be challenging as they include a greater proportion of people with multiple and compound needs. In addition, we will continue to see new people being verified as rough sleepers who are being added to this group which totals 64 as of the 6th June 2021.

Supply of accommodation

3.7 We are continuing to identify supply to enable the remaining people to move on as follows:

3.7.1 Private rented accommodation - We are working with landlords and agents to increase supply and offer support to both landlord and tenant to ensure the accommodation is sustained. As at 30th May 2021, 84 people had been moved into suitable private rented accommodation.

3.7.2 Housing First - Home Purchase Policy is expanded to purchase an additional 30 properties to be used as Housing First. As at 30th May 2021 all 30 purchases have been completed of which 18 of those properties undergoing refurbishment/repair and 12 properties are let.

3.7.3 Supported accommodation - An average of 3 units a week becomes available and ready to nominate into. Those ready to move on from supported accommodation are being assisted to do so to facilitate this pathway. Clarion/St Mungo's acquired 25 units of supported accommodation, this forms part of the NSAP grant. These units are now mobilised and let.

3.7.4 Social Housing - During the pandemic, due to the restrictions and difficulties undertaking void work, there have been relatively few properties to let. This is now starting to improve as set out below. In addition, there are 10 new flats coming to completion and ready to be let by Brighton Lions Housing Society.

	Properties advertised	Properties let
Jan	22	37
Feb	75	42
Mar	48	66
Apr	45	32
May	31	40
Total	221	217

The table below provides information on the lets to the different priority groups up until the end of March 2021.

Group (target allocation)	2017-18	2018-19	2019-20	2020-21	Total	Overall percentage across all years
Homeless (40%)	306 (42%)	285 (40%)	230 (40.5%)	179 (47%)	1000	42%
Transfers (25%)	190 (26%)	168 (24%)	138 (24.5%)	78 (21%)	574	24%
Homeseekers (25%)	209 (28%)	177 (25%)	126 (22%)	64 (17%)	576	24%
Council's interest (10%)*	30 (4%)	72 (10%)	75 (13%)	55 (15%)	232	10%
Total	735	702	569	376	2382	

*This group is people nominated by Children's services and Adult Social Care, which also includes those for Housing First.

The allocations data above adheres closely to the targets set out in the Allocations Plan during its period of operation. However, the target for properties advertised to accepted homeless in temporary accommodation was increased to 80% owing to the pandemic and the exceptional challenges upon the Local Authority. The Allocations Plan will be next reviewed in September 2021.

3.7.5 Referrals and Reconnections - A total of 53 reconnections have been achieved as at 6th June 2021. As previously advised in earlier reports, there are challenges with statutory reconnections as we must ensure there is suitable accommodation for the person to be referred into and the receiving local authority require evidence that the person has a local connection with them. This can be difficult if people are reluctant to be reconnected. To improve performance on local connection, we are finalising establishment of a cross agency team, which will include Housing colleagues, located at First Base Day Centre and at No Second Night Out (NSNO). We are continuing to have discussions with our advisors at MHCLG and are finalising protocols with neighbouring authorities with respect to these cases. There are potentially 27 people who could be reconnected depending on establishing robust evidence to support a referral.

3.8 **Housing Options**

The Housing Options service is seeing more people face to face in line with the relaxation of restrictions. This is occurring in hotels in addition to expanding capacity to see some people in the Customer Service Centre by appointment only, to refocus as the service recovers onto prevention.

In 2020/2021 the council prevented 598 households from becoming homeless, this compares with the previous year 2019/2020 when 791 households were prevented from becoming homeless. Whilst numbers are lower than 19/20, conditions were significantly more challenging during the pandemic. However, evictions from private rented accommodation have been paused due to the Government moratorium on evictions, this has been extended until 31st May 2021.

Information from the Office for National Statistics shows an increase of people claiming benefits in Brighton and Hove rose from 5,880 in March 2020 to 8,120 as of 10th December 2021. Locally, affordability is one the biggest causes of private rented sector eviction. The end of the moratorium on evictions from private rented accommodation is likely to result in increased demand for homelessness services, but it is difficult to estimate scale of impact at this stage. Action has been taken to contact landlords who have accommodation in the city to contact us if they are considering eviction so that we can try and resolve issues or avoid homelessness. The Housing Options service is preparing for post pandemic changes in service demand, especially in relation to recovery of services from the impact of the pandemic and preparing for refocus on intensive prevention work.

3.9 **Decanting short term hotels.**

Alongside moving on people accommodated under Covid is the necessity to decant the additional hotels acquired during the pandemic to align with the agreement of Policy and Resources in March 2021 Report to extend that hotel provision until the beginning of October 2021. In meeting this goal, the decant of a large hotel was achieved 21st May 2021 ready for return to the provider following dilapidations being agreed. This required moving 69 people, of which 19 have moved on to settled accommodation; 9 are about to move on to their settled accommodation, with the remaining people moved to alternative spaces in other remaining hotels. The people in all the hotels are a mix of Covid 1 and 2 placements in addition to people accommodated under a statutory homeless duty. Moving people on this scale necessary puts a pressure on resources both in terms of the accommodation needed to move people into and for the staffing to support such moves.

3.10 **Out of Area placements**

The council has for many years had to use some emergency short term accommodation outside the city due to the capacity of the market within the city. We have contracted with some providers to procure accommodation in neighbouring areas within the broad rental market so as to provide affordable options. However, following the outbreak of the pandemic and the increasing need for emergency accommodation, these figures escalated to a peak of 330 in Eastbourne and Lewes areas. We have worked hard to identify additional accommodation within the city and have managed to reduce numbers down to

210 as at 7th May which is a reduction of over 100 people. As at 6th June there are 236 households placed in Lewes & Eastbourne authority areas. We are committed to continuing to reduce our need to make placements outside of the city and to reduce our overall need for Temporary and Emergency accommodation as we refocus on prevention.

Funding for 2021/22

3.11 Aside from core funding, there are other main sources of grant as follows:

- a) Homelessness Prevention Grant – as previously notified to Housing Committee this is a combination of the previously called Flexible Homeless Support Grant and Homelessness Burdens Funding. These grants are awarded by MHCLG based on previous figures of homelessness and temporary accommodation. It is primarily to fund the management element of temporary accommodation that was removed from the housing benefit several years ago, and in addition to improve prevention and reduce the need for temporary accommodation.
- b) Rough Sleepers Initiative (RSI) 4. This is bid for through submissions that aim to support people to move on from rough sleeping. For 2021/22 there is a new element for prevention and early intervention which is very welcome. We bid for a total of £2.8M for various interventions to support single homeless people and prevent homelessness and have been awarded the full amount. This is ringfenced to those projects in the bid.
- c) MHCLG awarded additional funding in April of £0.5M for the continuation of housing rough sleepers up to June 2021.
- d) Rough Sleepers Accommodation Programme (RSAP) – This is for capital schemes that can be delivered in 2021/22 or early 2022/23 with revenue support until 2023/24. There are 3 dates for submission. The first was 29th April 2021, with further opportunities in July and in September. Advice from MHCLG is to apply early as available funding may be allocated early in the year with little available later in the year. In April we submitted a bid for 2 schemes as follows:
 - i) Housing Led Support. This is to provide 30x 1 bed properties of which the funding for 18 had already been agreed from the Housing Revenue Account Budget 2021/22 which includes £1.200m direct revenue funding to fund 30% of a new £4.000m budget included in the capital programme with the remainder being funded from HRA borrowing, ensuring the borrowing required can be repaid from the new rental income. The remaining 12 x 1 bed properties require capital grant which we have bid for under the RSAP. Revenue support costs for all 30 properties have been requested similar to those of Housing First model provided under NSAP.
 - ii) Rapid Rehousing Scheme. This is to deliver 30x 1 bed or studio properties obtained under 10-year leases with aligned support provision and aimed at those with lower needs to quickly move people into. The outcome of this bid is expected at the end of June/beginning of July.

We are considering other potential capital schemes and are exploring options with a range of registered housing providers, in addition to any potential

options to purchase a block of flats some of which could be used for this group of people with support.

e) Protect Funding - As previously notified to Housing Committee in March, we successfully bid for funding jointly with Health partners; this is working well as follows:

- A Preventing Admissions Worker is based at A&E to work with rough sleeping people.
- 5-bed unit Step Down from hospital service operational to enable patients who are ready to be discharged but are of no fixed abode and require clinical support to be safely discharged.
- An expanded peripatetic Protect team to offer clinical support to medically vulnerable people in emergency accommodation and supported accommodation.

3.12 Government Rough Sleeping Snapshot

The Government's Rough Sleeping Snapshot in England: Autumn 2020.

reported on 25.02.21 that Brighton and Hove had the third largest decrease nationally and the highest decrease outside of London with 27 people sleeping rough on 17th November 2020, a 69% decrease. In May 2021 a count was undertaken that reported 16 people sleeping rough in the city. This compares with the previous count undertaken in March 2021, when 16 people were then reported to be sleeping rough in the city. If we are to sustain these l/ow numbers of rough sleepers it is essential that we need to continue to upstream our homeless prevention work, and also continue to provide, where possible, offers of accommodation to all rough sleepers as soon as they are identified (avoiding the risk of entrenchment on the streets with the associated health risks) through the no second night out (NSNO) service and our Off Street Offer funded through the RSI 4 grant. While we used our homeless emergency accommodation as part of the 'Everyone In' pandemic response, as we move out of the Covid-19 emergency provisions, we would no longer usually use council emergency accommodation to house verified rough sleepers but would utilise services funded and commissioned for rough sleepers.

We need to ensure that move on pathways are robust and aligned to prevent accommodation becoming silted up. The performance and outcomes of NSNO are reported to the Homeless Reduction Board.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

Not applicable

5 COMMUNITY ENGAGEMENT & CONSULTATION

5.1 None at this time but we will be seeking feedback from customer, partners and providers next year as part of a review of the service going forwards.

6. CONCLUSION

6.1 We met the target of moving on 40% of those accommodated under the NSAP provision by 31st December 2020 which was necessary to secure the withheld 30% of the awarded grant.

- 6.2 We focused on the remaining people accommodated under Covid 1 to move on as many people as possible by the end of March 2021, with most of the remainder planned to move on along with Covid 2 by the beginning of October 2021 in line with the decanting of additional hotels.
- 6.3 Following the peak of placements in Covid 2 in mid April 2021, placements have started to decline along with those in Covid 1 and are on track to keep reducing as people are moved on and we have started re-opening our post pandemic offer.
- 6.4 The pandemic has changed the landscape of homelessness and there are further changes anticipated as the full impact emerges and we see implications on loss of accommodation in different groups, particularly those who were previously employed. Future planning and resource allocations will need to focus on the prevention of homelessness through early intervention.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 In February 2021, Budget Council approved £0.650m for 'Ongoing use of emergency (hotel) accommodation for rough sleepers' during 2021/22. There is also further funding in the form of a grant of £0.500m from MHCLG to contribute to additional emergency accommodation, support and move on costs during 2021/22. £0.293m has already been earmarked for the extended lease for the 'No second night Out' venue leaving £0.207m for rough sleeper accommodation. In April 2021, Policy & Resources Committee agreed further funding for accommodating rough sleepers of £2.043m from Contain Outbreak Management Fund (COMF) grant. Hence, the current budget is £2.900m and has been set with the assumption that all hotels will be decanted by end of September 2021. Any delays to decants will lead to overspends in this area which will need to be reported as part of the Targeted Budget Monitoring (TBM) process.

Finance Officer Consulted: Monica Brooks

Date 9/06/2021

Legal Implications:

- 7.2 This is a for note report and there are no current legal implication to address.

Lawyer Consulted: Simon Court

Date: 10.06.21

Equalities Implications:

- 7.3 An equalities impact assessment has been carried out

SUPPORTING DOCUMENTATION

Appendices:

Weekly data report

	Cumulative moves	Week Commencing 31.05.2021	Week Commencing 24.05.2021	Week Commencing 17.05.2021
Number in hotels				
Care and Protect		42	53	49
Other		54	60	62
Number of Verified Rough Sleepers currently accommodated by Housing (NSAP funding applied)		15	15	15
Total		111	128	126
Movement in Covid Related Accommodation				
Total move on's & Outs	346	2	2	4
PRS	66	0	0	2
Supported	41	0	2	0
Supported – SStS The Circle	5	0	0	0
Safehaven	4	0	0	0
Family Friends Reconciliation	13	0	0	0

Made own arrangements	19	0	0	0
Move into social housing	0	0	0	0
Supported to reconnect (by St Mungo's)	10	1	0	0
S198 referrals	12	1	0	1
Refused offer of accommodation	4	0	0	1
Other	172	15	0	0
Of which unknown	84	12	0	0
Of Which Evicted	35	0	0	0
Of which Prison/custody	10	0	0	0
Deceased	5	0	0	0
Hospital	6	0	0	0
Transfer to statutory duties	28	3	0	0
To Home Office Accommodation	1	0	0	0
Moves In				
Moves into Protect (Verified Rough Sleepers)	64	2	4	3

New at risk of rough sleepers (after 30 th September 20	393	0	0	0
Number of Covid 19 2 still in accommodation	208	208	208	216
Number of Covid 19 2 who have left accommodation	189	4	8	6
Movement in Covid 2 Related Accommodation (after 30th September 20	144			
Moves out by outcome	60	1	59	
PRS	18	1	17	
Supported	8	0	8	
Safehaven	1	0	1	
Family Friends Reconciliation	11	0	11	
Made own arrangements	13	0	13	
Move into social housing	0	0		
S198 referrals	8	0	8	
Refused offer of accommodation	1	0	1	

other	84	13	71	
Of which unknown	55	12	43	
Of Which Evicted	19	0	19	
Of which Prison/custody	6	1	5	
Transfer to statutory duties	4	0	4	

Week Commencing 10.05.2021	Week Commencing 03.05.2021	Week Commencing 26.04.2021	Week Commencing 19.04.2021	Week Commencing 12.04.2021
46	43	44	41	38
68	72	75	78	83
15	14	14	14	17
129	129	133	133	138
2	2	2	1	3
0	0	1	0	1
1	0	0	0	1
0	0	0	0	0
0	0	0	0	0
0	0	1	0	1

0	1	0	1	0
0	0	0	0	0
0	0	0	0	0
0	1	0	0	0
1	0	0	0	0
3	2	1	4	3
0	1	0		1
0	1	1	3	1
0	0	0		1
0	0	0		0
1	0	0		0
2	0	0	1	0
0	0	0		0
4	0	3	3	2

3	0	4	8	19
222	224	231	242	242
5	7	10	13	10

Week Commencing 05.04.2021	Week Commencing 29.03.2021	Week Commencing 22.03.21	Week Commencing 15.03.21	Week Commencing 08.03.21
36	38	39	41	38
89	95	97	102	106
15	15	16	16	18
140	148	152	159	162
5	2	2	2	4
3	0	0	1	2
0	0	0	1	1
0	0	0	0	0
0	0	0	0	0
0	0	1	0	0

0	0	1	0	1
0	0	0	0	0
0	0	0	0	0
2	0	0	0	1
0	2			
3	2	5	3	13
2	2	5	3	6
0	0	0	0	2
0	0	0	0	1
0	0	0	0	0
0	0	0	0	0
1	0	0	0	4
0	0	0	0	0
1	3	0	4	1

7	3	9	20	12
	234	239	239	230
8	8	9	11	7

Week Commencing 01.03.21	Week Commencing 22.02.21	Week Commencing 15.02.21	Week Commencing 08.02.21	Week Commencing 01.02.21
39	41	42	42	42
125	128	135	139	142
17	17	14	14	13
181	186	191	195	197
3	2	1	2	10
2	2	0	1	4
1	0	1	0	4
	0	0	0	0
0	0	0	0	0
0	0	0	0	0

0	0	0	0	1
0	0	0	0	0
0	0	0	0	0
0	0	0	1	1
2	5	5	1	3
1	1	1	1	3
1	2	1	0	0
0	0	0	0	0
0	0	1	0	0
0		0	0	0
0	2	2	0	0
0	0	0	0	0
0	1	2	2	2

8	7	9	23	16
224	221	221	242	209
4	7	10	10	11

Week commencing 25.01.2021	Week commencing 18.01.2021	Week commencing 11.01.2021	Week commencing 4.01.2021	Week commencing 28.12.2020
45	47	49	51	54
152	155	160	163	168
12	14			
209	216	209	214	222
6	8	9	7	3
2	3	2	1	0
0	1	5	0	1
0	0	0	0	0
0	0	0	1	0
0	1	0	0	0

0	0	0	0	0
0	0	0	0	0
1	0	0	2	0
0	0	0	0	0
3	3	2	3	2
1	0	0	1	0
1	1	2	1	1
0	2	0	0	0
0	0	0	1	0
0	0	0	0	1
1	0	0	0	0
0	0	0	0	0
0	1	2	1	0

15	9	29	26	11
204	200			
9	32			

Week Commencing 21.12.2020	Week commencing 14.12.2020	Week commencing 7.12.2020	Week commencing 30.11.2020	Week commencing 23.11.2020
55	56	61	60	61
170	178	188	201	215
225	234	249	261	276
8	11	8	15	7
4	4	4	3	0
2	3	4	0	3
0	0	0	2	0
0	0	0	0	0
0	2	0	0	0

1	2	0	1	1
0	0	0	0	0
0	2	0	0	0
0	0	0	0	0
1	5	6	9	3
0	3	1	6	2
1	1	4	0	0
0	0	0	1	0
0	0	0	0	0
0	0	0	0	0
0	0	1	2	1
0	1			
1	1	1	0	0

12	13	24	14	13

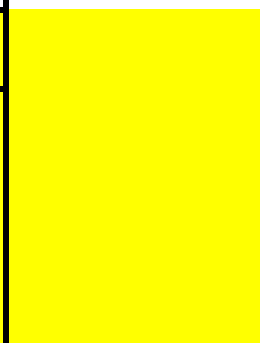
Week commencing 16.11.2020	Week Commencing 9.11.2020	Week Commencing 2.11.20	Week Commencing 26.10.2020	Week Commencing 19.10.20
63	91	96	96	96
220	212	223	240	246
283	303	319	336	342
22	17	19	13	10
8	3	1	1	2
1	1	1	1	2
2	0	0	0	0
0	0	0	2	0
1	2	1	1	0

1	0	1	1	2
0	0	0	0	0
0	1	1	1	0
0	1	1		0
9	9	12	6	6
3	3	7	4	4
4	1	1	1	1
0	1	1	0	1
0	1	0	0	0
1	1	0	0	0
1	2	3	1	0
7	1	2	4	2

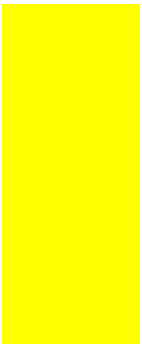
11	9	13	9	9

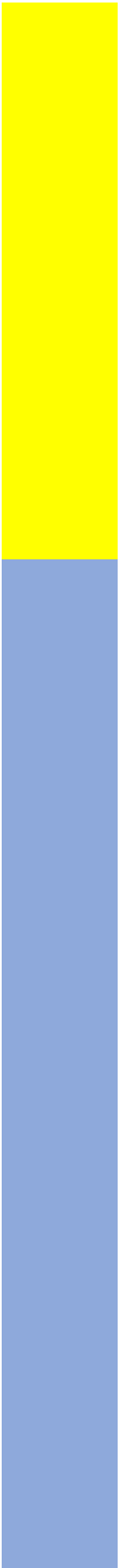
Week Commencing 12.10.20	Week Commencing 05.10.20	Number of EEA Nationals	Week Commencing 28.09.20 Start position
96	97		100
254	259		269
350	356		369
11	15		17
2	5		2
1	2		1
1	0		0
1			
0	0		2

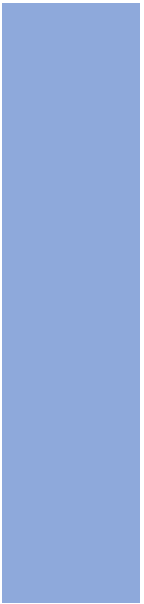
0	2		2
0			
0	0		1
	2		
6	8		9
3	5		3
1	2		1
1	0		2
1	0		1
0	1		1
0	0		1
2	2		0



15	11		2	









HOUSING COMMITTEE	Agenda Item 14
	Brighton & Hove City Council

Subject:	Housing Committee workplan progress update and Housing performance report - Quarter 4 and end of year 2020/21		
Date of Meeting:	23 June 2021		
Report of:	Executive Director Housing, Neighbourhoods & Communities		
Contact Officer:	Name:	Ododo Dafé	Tel: 01273 293201
	Email:	ododo.dafe@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

1.1 This report illustrates progress against Housing Committee work plan 2019-23 priorities and targets, as well as other Housing service targets. The report covers Quarter 4 of 2020/21, alongside results for the end of the financial year, and is attached as Appendix 1.

1.2 Information highlights from Quarter 4 2020/21 (unless otherwise stated) include:

- **Customer feedback** – 82 compliments received from customers, and 71% of stage one complaints responded to within 10 working days
- **Private sector housing** – 49.8% of Houses in Multiple Occupation have met all special conditions (for licences issued over 12 months ago)
- **Major adaptations** – waiting times for applications were 19.8 weeks for private sector homes, and 5.6 weeks for council homes
- **Housing needs** – 535 people have moved on from Covid-19 placements since the start of the pandemic through to 6 June 2021
- **Council housing management** – 103 council homes were re-let, up from 46 during the previous quarter
- **Council housing repairs and maintenance** – 98.3% of emergency repairs were completed within 24 hours and 65.9% of routine repairs were completed within 28 days.

2. RECOMMENDATIONS:

2.1 That Housing Committee notes the report.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The report uses red, amber and green traffic light symbols to provide an indication of performance, and also trend arrows to provide an indication of movement from the previous quarter.

4. COMMUNITY ENGAGEMENT AND CONSULTATION:

- 4.1 This report went to Area Panels in May 2021 for residents to comment and enquire upon.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The financial implications are contained in the report. An area of performance with significant financial effect is the ability to collect rents from tenants as well as the impact of the length of time that properties are empty. Over the last two years the percentage of rent collected has fallen in the HRA, and although the performance still compares favourably when benchmarked against other stock holding councils around the country, this is of concern and a review is underway to identify actions that will help to improve this. The collection of rents at 15.1 show that in 20/21, 96.4% of dwellings rents were collected compared to 96.8% for 2019/20, a fall of 0.4%. This small percentage reduction equates to approximately £0.200m that would have been collected if we had continued to collect at the level for 2019/20. Given the pandemic, this is not surprising and indeed is a better collection rate than expected. For 2021/22, the service will be trying to get back to 2019/20 levels of collection.
- 5.2 15.15 shows that there are 311 empty council homes by the end of March 2021. This compares to 78 as at March 2020. The rent loss due to empty properties relating to general needs and seniors housing for 2020/21 was £0.914m compared to an average rent loss of £0.338m for 2018/19 and 2019/20. Therefore, an increase in costs of an estimated £0.576m. There are also further costs of council tax that are payable by the HRA if properties are empty. Costs of council tax have increased by £0.240m during 2020/21. Costs will be monitored as part of the monthly Targeted Budget Management (TBM) process.
- 5.3 Empty properties extends the time those on the Housing Register are waiting for council housing and increases the costs incurred on temporary accommodation in the general fund. These delays are largely caused by the pandemic and it is therefore imperative re-let times are improved going forward so that the HRA can maximise its rental income, reduce waiting times and reduce the costs of temporary accommodation in the general fund.

Finance Officer Consulted: Monica Brooks

Date: 11/06/21

Legal Implications:

- 5.2. There are no significant legal implications to draw to Members' attention arising from this regular monitoring report.

Lawyer Consulted: Liz Woodley Date: 04/06/21

Equalities Implications:

- 5.3 There are no direct equalities implications arising from this report.

Sustainability Implications:

- 5.4 The average energy efficiency rating of council homes stands at 68.0 (out of a maximum of 100) and efforts to increase this rating contribute towards the council's sustainability commitments and help to reduce fuel poverty.

Crime & Disorder Implications:

- 5.5 There are no direct crime and disorder implications arising from this report. Cases of anti-social behaviour involving criminal activity are worked on in partnership with the police and other agencies.

Risk and Opportunity Management Implications:

- 5.6 There are no direct risk and opportunity implications arising from this report.

Public Health Implications:

- 5.7 A large number of services were stopped or significantly impacted in March 2020 in order to comply with Coronavirus (Covid-19) restrictions.

Corporate or Citywide Implications:

- 5.8 There are no direct corporate or citywide implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Housing Committee workplan progress update and Housing performance report - Quarter 4 and end of year 2020/21

Background Documents:

None

Committee workplan progress update and Housing performance report

Quarter 4 and end of year 2020/21

This report provides updates on the Housing Committee priorities and work plan for 2019-23, as well as a range of performance indicators. Delivery of a complex Housing service during the Covid-19 crisis has been, and continues to be, a challenge, but staff have worked very hard in difficult circumstances to continue to deliver vital services for council tenants, leaseholders and other residents across the city.

While there continue to be areas of very good performance, with 50% (17) of Housing Committee Work Plan objectives on track for delivery and 11 performance indicators on or above target, the ongoing impact of the Covid-19 pandemic and the additional work burdens and priorities this has placed on Housing has inevitably resulted in a drop in performance against some indicators. These include functions such as lettings and routine (non-emergency) repairs which need be delivered differently and are taking longer. The service is keeping its plans to rectify areas where performance has been adversely impacted by the Covid-19 pandemic under regular review.

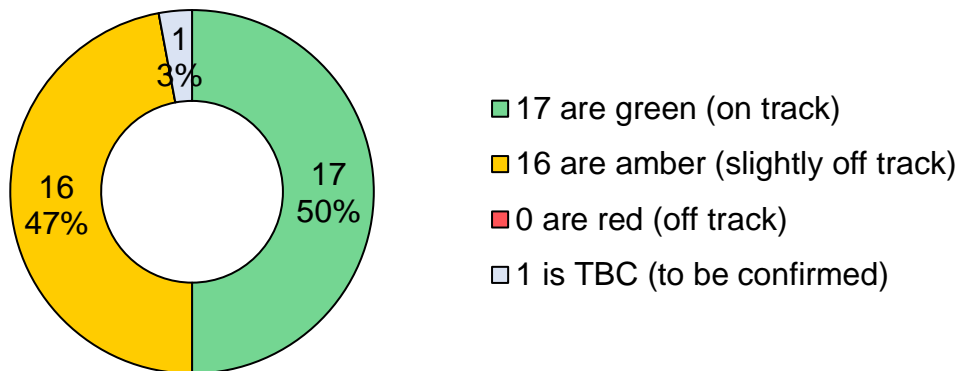
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This housing performance report covers Quarter 4 (Q4) of 2020/21 alongside end of year results. It uses red, amber and green ratings to provide an indication of performance.

Part one provides an update of performance against the Housing Committee work plan objectives 2019-23:

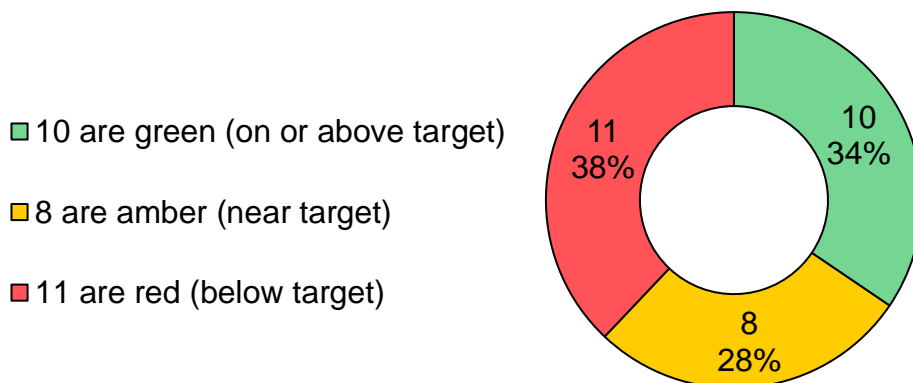
Work plan objectives



Part two presents results for a range of performance indicators across Housing and similarly uses red, amber and green ratings, as well as trend arrows. During **Quarter 4**, the ratings and trends were as follows:

- | | |
|--|--|
|  Green – on or above target
(10 indicators) |  Improved since last time
(15 indicators) |
|  Amber – near target
(8 indicators) |  Same as last time
(2 indicators) |
|  Red – below target
(11 indicators) |  Poorer than last time
(12 indicators) |

Performance indicators – Quarter 4



During **2020/21**, the ratings and trends of the performance indicators were as follows:

G **Green – on or above target**
(8 indicators)

↑ **Improved since last time**
(09 indicators)

A **Amber – near target**
(9 indicators)

↔ **Same as last time**
(1 indicator)

R **Red – below target**
(12 indicators)

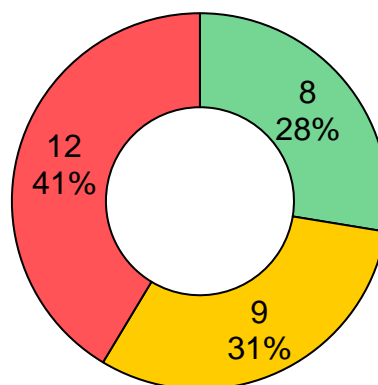
↓ **Poorer than last time**
(19 indicators)

Performance indicators – 2020/21

■ 8 are green (on or above target)

■ 9 are amber (near target)

■ 12 are red (below target)



Part one: Housing Committee priorities and work plan 2019-23

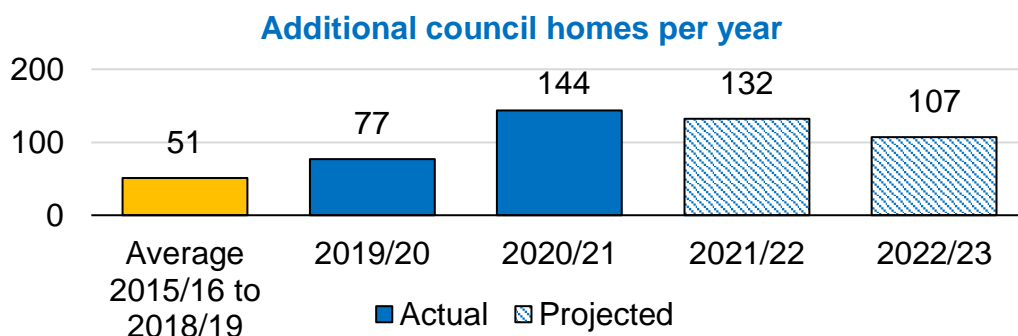
1. Provide additional affordable homes

Regular updates on progress are provided to Housing Supply Member Board

1.1 Slightly off track: Achieve 800 additional council homes (including develop the existing Hidden Homes strategy)

Total of 460 homes projected for 2019 to 2023:

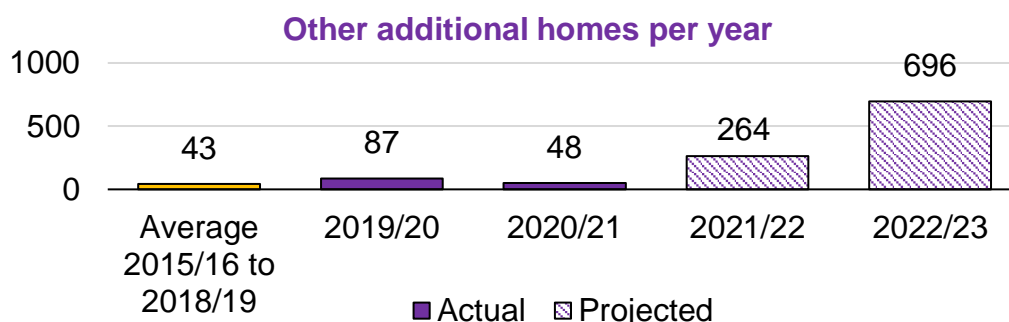
- 2020/21: 144 homes completed – buy backs (64), Buckley Close (12), Hartington Road (38) and Hawkrigde Court (30)
- 2021/22: 132 homes – buy backs (97), Hidden Homes (18), Frederick Street (4), Rotherfield Crescent (3) and Oxford Street (10)
- 2022/23: 107 homes – buy backs (50), Hidden Homes (2), Victoria Road (42) and potential further schemes (13)
- Completion dates for 408 homes have changed from 2022/23 to early 2023/24 (including 176 Homes for Brighton & Hove dwellings)



1.2 On track: Achieve 700 other additional homes (registered provider, affordable rented, shared ownership)

Total of 1,095 homes projected for 2019 to 2023 (374 rent and 714 shared ownership):

- 2020/21: 48 homes completed – Freehold Terrace (8), Plumpton Road (2), Nevill Road (4) and Preston Road (34 from two providers)
- 2021/22: 264 homes – Preston Barracks (19), Anston House (30), Edward Street (33), Falmer Avenue (13), Hangleton Way (33), Longley (22), Lions Gardens (10) and School Road (104)
- 2022/23: 696 homes – Preston Barracks (226), Eastergate Road (30), Dunster Close (2), Hinton Close (4), Graham Avenue (125), Lyon Close (154), Sackville Hotel (7), Sackville Estate (56) and King's House (92)



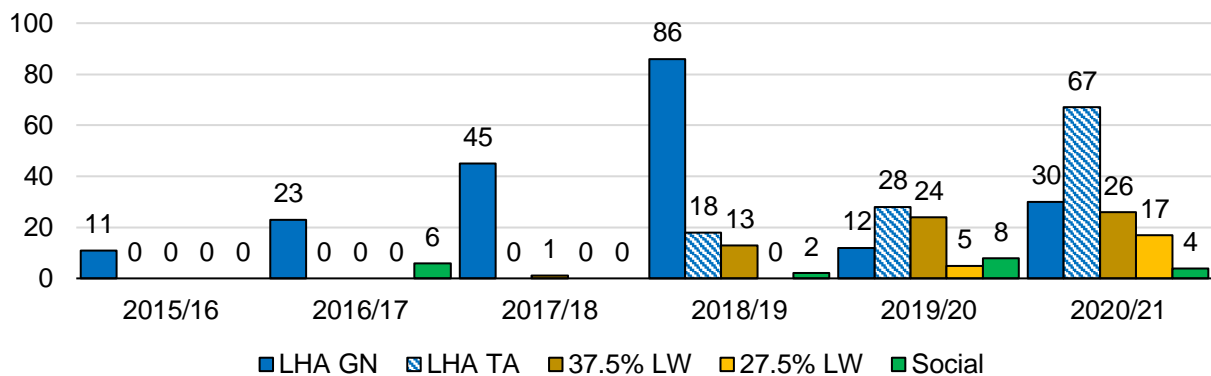
1. Provide additional affordable homes

Regular updates on progress are provided to Housing Supply Member Board

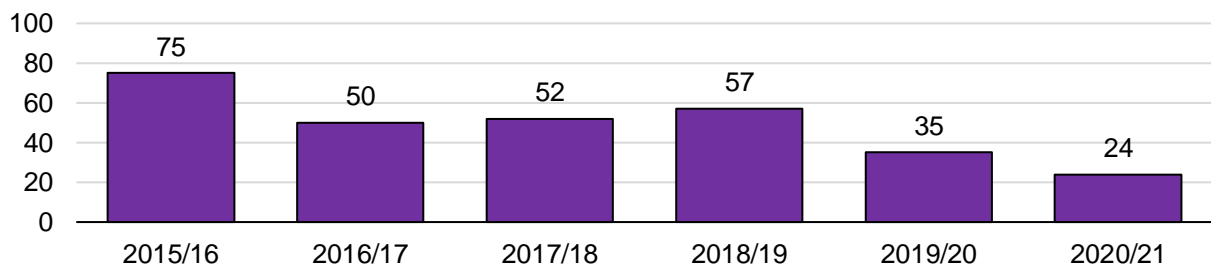
1.3 On track: Review the rent policy to maximise the number of council homes replaced at social or living wage rents (especially those at 27.5% Living Wage)

61% of new general needs council homes (47 of 77) delivered so far during 2020/21 are at social (4), 27.5% Living Wage (17) or 37.5% Living Wage rents (26). The temporary accommodation (TA) council homes are at Local Housing Allowance rates.

Additional council homes by rent level



Council homes sold through the Right to Buy (RTB)



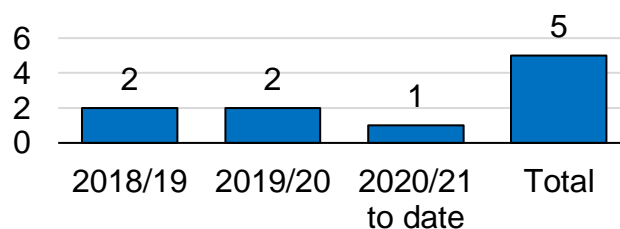
1.4 On track: Develop a policy for the council to take the role of developer on major sites

- Homes for Brighton & Hove Joint Venture is becoming a delivery company

1.5 On track: Bring a report to committee identifying suitable sites to work in partnership with Community Land Trust (CLT) for development

- Aim is to identify 10 sites for Community Land Trust development

Sites identified



2. Improving private rented housing

2.1 Slightly off track: Review and resubmit selective licensing scheme proposal to improve the management and standards of private rented sector homes in the city

- Evidence base for a selective licence scheme has been reviewed and will be reported to Housing Committee in June 2021
- Stock condition surveys for the above have now been completed following the delays due to Covid-19 restrictions

4,128
 Houses in multiple occupation (HMOs) citywide – licensed or awaiting licence

2.2 Slightly off track: Research and review an ethical loan scheme

- Committee report due for November 2020 – deferred due to Covid-19 priorities

2.3 Slightly off track: Develop or commission an information or advice hub for private renters and consider options for a private tenants' forum

- This has been delayed while resources have been allocated to the Covid-19 response but is planned to be picked up over the next few months
- Also exploring forums that currently exist for private tenants and discussing with councillors whether these will meet requirements – briefing to go to Housing Committee in September 2021

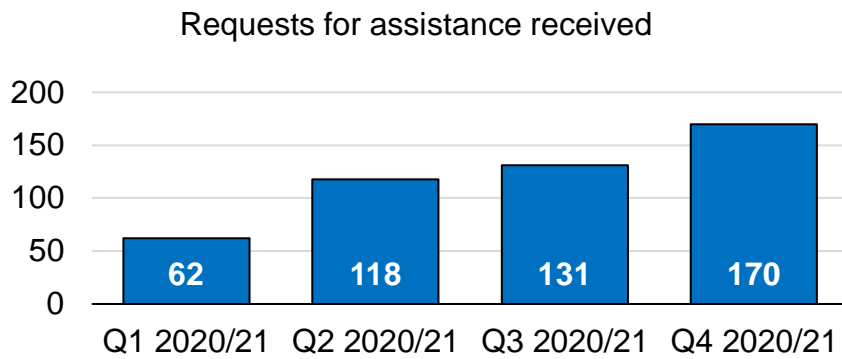
2.4 Slightly off track: Research and develop a social lettings agency

- Research work was deferred due to Covid-19 response
- Report to go to Housing Committee in June 2021 detailing recommendations
- During 2020/21, 396 homeless households moved into lower priced private rented sector accommodation provided through the Direct Lets scheme

2. Improving private rented housing

2.5 On track: Develop the enforcement approach to private sector housing to reflect the full range of potential options available to improve management and standards

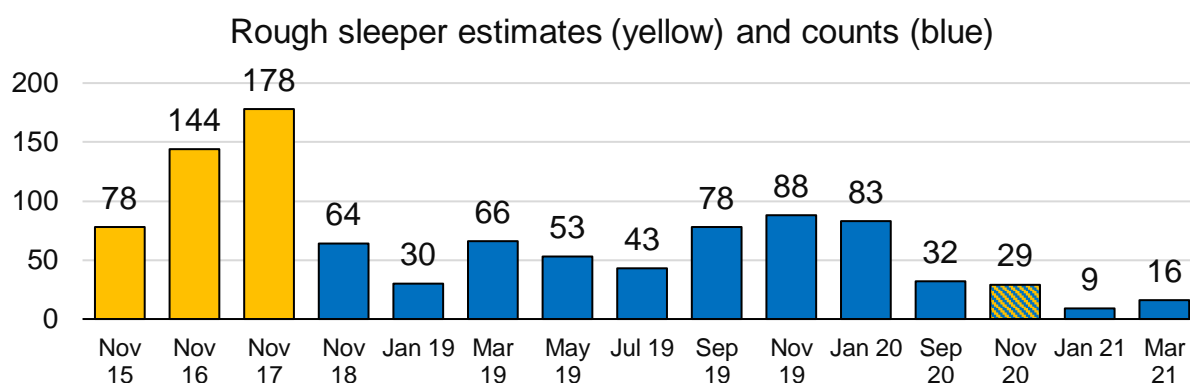
- Enforcement of minimum energy efficiency standards in private sector housing will sit with the Private Sector Housing team going forward
- Request for assistance top categories during Q4: disrepair (41%), dampness (11%) and excess cold (8%)



3. Alleviating homeless and rough sleeping

3.1 On track: Develop a rough sleeping strategy (to include partnerships with community homeless and faith projects and delivery of homeless enterprise projects)

- Next Steps Accommodation Programme (NSAP) funded through bid approved by Ministry of Housing, Communities & Local Government (MHCLG) for the costs of providing housing and support to all those accommodated due to Covid-19
- 148 Covid 1 placements (funded through NSAP, includes verified rough sleepers) and 234 Covid 2 placements (not funded through NSAP) at end March 2020
- As of 6 June 2021, 346 people have moved on from Covid 1 with 111 remaining, and 189 people have moved on from Covid 2 with 208 remaining



The November 2020 figure has used a blended methodology of an estimate with a spotlight count. Please note that estimates have only been carried out at times when counts have not been. While it would have been desirable to do both simultaneously and compare them, staff capacity has not allowed this over the last few years

3.2 On track: Review/consult/adopt the Homeless Bill of Rights

- Values of the Homeless & Rough Sleeper Strategy approved by Housing Committee in June 2020 align to the Homeless Bill of Rights. Strategy states that *'The Homeless Bill of Rights should be viewed as a standard against which the Council and its partners judge our policies and practices'*
- The Homeless Bill of Rights has since been adopted by full council in March 2021 and is an aspirational document against which to measure services
- Progress of the aspirations contained in the Homeless Bill of Rights will be monitored by the Homeless Reduction Board

3.3 TBC: Provide a 365 day night shelter

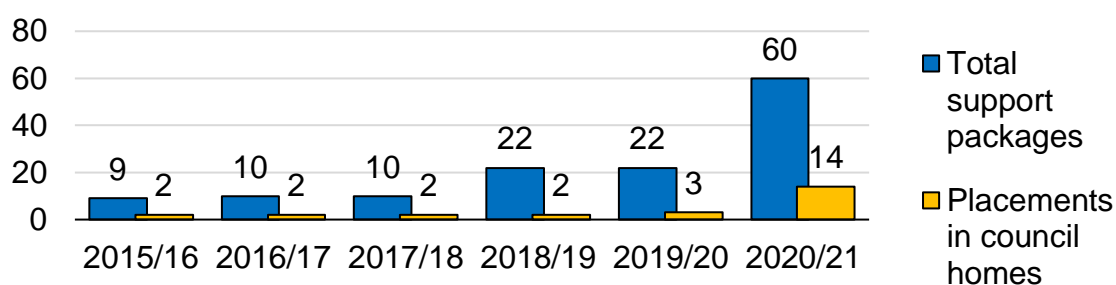
- Night shelter closed in early April 2020 on the advice of MHCLG and Public Health England due to accommodation having shared facilities. The ongoing advice from MHCLG is that congregate sleep space services should not be (re)commissioned

3. Alleviating homeless and rough sleeping

3.4 On track: Expand Housing First

- Of the current Housing First Cohort of 20 people: 14 are in council homes: 3 are actively bidding via Homemove, 2 reside in temporary accommodation and 1 is transitioning from short term Covid-19 placement to a new support provider
- In addition, 10 people are either nominated or in process of nomination through council interest queue to Homemove and 30 will be offered council home buy backs when available.

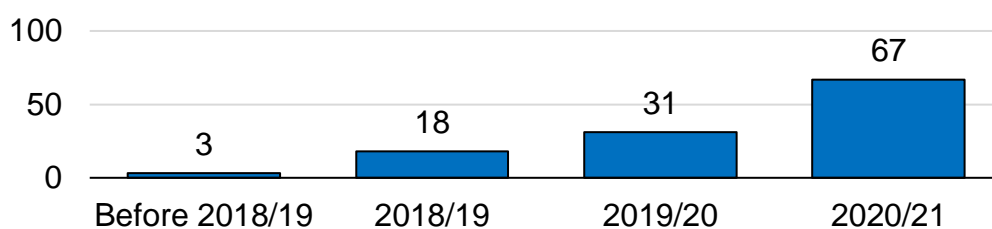
Cumulative people receiving Housing First support packages and those of which placed in council homes



3.5 Slightly off track: Develop a strategy for the provision of council run temporary accommodation including Seaside Homes

- Hartington Road (38 homes) – became ready in February 2021
- Oxford Street refurbishment (10) – expected completion delayed to June 2021
- Buy backs – 50 of 121 are for temporary or Next Steps accommodation (8 during 2018/19, 13 during 2019/20 and 19 during 2020/21)

Council owned temporary accommodation by year delivered (including emergency and Next Steps)



3.6 On track: Develop a homeless strategy, ensuring homeless people are involved in the design and development of services which directly affect them

- Homeless Reduction Board has been meeting since September 2020 and its role includes monitoring progress of the aspirations contained in the Homeless Bill of Rights and making recommendations to Housing Committee
- Homeless Reduction Operational Board will meet for the first time in spring 2021 and will include people with a lived experience of homelessness

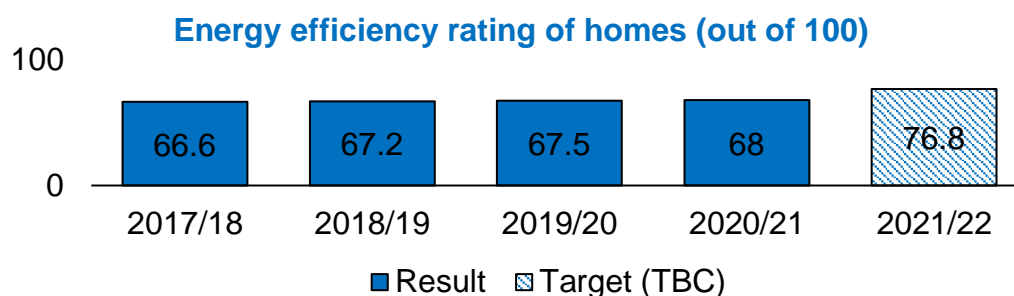
4. Achieving carbon reductions and sustainability in housing including address fuel poverty

4.1 On track: Develop an action plan to set out how we will work collaboratively to ensure housing contributes to making the city carbon neutral by 2030

- A report on 'Housing action towards carbon neutral 2030' was approved at Housing Committee in January 2021. This includes a draft Housing Revenue Account (HRA) Carbon Neutral Strategic Action Plan for 2021 to 2025 with a commitment to produce a fully costed retrofit plan towards the end of 2021
- The HRA Budget report approved at the same committee proposed to set up a reserve for £4.010m which will be used to fund the cost of delivering sustainability initiatives in the HRA including retrofit work required on existing housing stock

4.2 On track: Develop a new PV and energy efficiency strategy for council homes to include standards for new homes

- Standards for new council homes are guided by the revised new build specification – minimum Energy Performance Certificate rating of A



4.3 On track: Review the energy efficiency and provision on all new developments

- A report providing an 'Update on Sustainability Measures for New Homes and Housing Supply Sustainability Policy' went to Housing Committee in January 2021 and the committee endorsed a draft New Build Housing Sustainability Policy
- Victoria Road new build scheme will pilot a low energy 'microgrid' heating and electricity solution integrating ground source heat pumps and solar panels to reduce residents' bills

4.4 On track: Investigate and report the possibility of bulk buying PV panels and other energy saving resources

- Procurement of domestic solar PV programme on council homes (1,000 by 2023) will happen once additional project management support recruited
- Solar Together Sussex collective buying scheme for private sector households – 211 households accepted offers and installations continuing up to May 2021
- Solarise projects:
 - Delivered first 'block tariff' on a council housing new build, through which residents can benefit from the solar panels on their communal roof
 - Completion of two new large solar PV arrays on a seniors housing scheme
 - Installation of solar PV arrays on new Hidden Homes flats currently on site

5. Improving council housing and community involvement

5.1 Slightly off track: Work with tenants to develop a 'decent environment' standard

- Currently on hold due to service pressures and other priorities due to Covid-19
- Consultation with residents will begin in September 2021 in line with lockdown easing, and a report will be taken to Housing Committee in November 2021

5.2 On track: Develop a fire safety programme in conjunction with tenants and residents

- Sprinklers are now fitted as standard in all council new build homes
- Sprinkler systems at St James's House and Essex Place – currently reviewing following feedback from residents
- Council is working to consider the likely impacts of the proposed Building Safety legislation including proposed resident engagement strategy for building safety
- Fire Risk Assessments are carried out regularly to council housing buildings and are ongoing

5.3 On track: Review and develop a new tenant and community involvement policy/strategy for housing, ensuring we learn from the lived experience of our clients, meet the 'Involvement and Empowerment' standard and that co-production is at the heart of our tenant and resident involvement work

- New Tenant and Leaseholder Engagement Strategy was approved at Housing Committee in March 2021
- Next stage will be to coproduce an implementation plan with residents' groups to bring to Area Panels in October 2021

5.4 Slightly off track: Extend participatory budgeting

- Report approved at March 2021 Housing Committee, having been deferred from June 2020 due to Covid-19 priorities

5.5 Slightly off track: Develop the work undertaken with leaseholders to develop a new leasehold involvement policy, setting out how leaseholders can be supported to be more proactively involved in capital works and other leasehold matters

- Consultation with leaseholders on new planned maintenance and improvement programme contracts has concluded and work is underway to mobilise these new contracts. Leaseholders will be consulted where the council has plans to undertake works under these contracts on a block by block basis
- Second stage consultation with leaseholders on the proposed frameworks for major works has concluded and the next stage will be to mobilise the framework and run mini-competitions for proposed projects through the framework
- The council is continuing to update tenants and leaseholders that sit on the 'task and finish' group that is working on the programme. Online sessions are now operating for this group
- The council is currently undertaking a survey of all leaseholders and will share the results of this with the Leaseholder Action Group when this is complete

6. Enabling more affordable home ownership

6.1 On track: Work with Community Land Trust (CLT) to develop self-build opportunities

- CLT focus is on affordable rented homes which are likely to be self-build

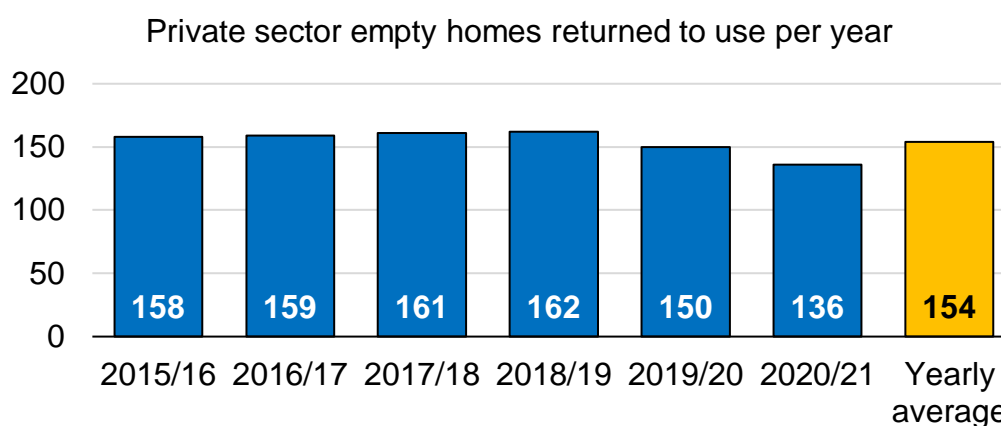
6.2 Slightly off track: Work with Homes for Brighton & Hove and registered providers in the city to develop 500 shared ownership properties for essential workers who live and work in the city

- The Living Wage Joint Venture, Homes for Brighton & Hove, has planning permission for its first two sites totalling 346 homes
- Homes for Brighton & Hove is becoming a delivery company, with 168 Hyde shared ownership homes and 178 rented homes (176 council and 2 Hyde)
- Target completion dates are in early 2023/24

7. Make fuller use of shared housing capacity

7.1 Slightly off track: Review our empty homes policy to ensure 650 empty homes are brought back into use

- Progress restricted by Covid-19 restrictions – 25 homes brought back into use during Q4 (or 136 during 2020/21 against a target of 160)



7.2 Slightly off track: Develop a policy to incentivise households to relinquish council tenancies as an alternative to right to buy

- Committee report due for September 2020 – deferred due to Covid-19 priorities

7.3 Slightly off track: Investigate the possibility of supporting a ‘lodger’ scheme and report to Committee

- Committee report due for March 2021 – deferred due to Covid-19 priorities

7.4 On track: Undertake an impact assessment of short-term holiday lets and Air BnB in the city and consider options that may inform an approach to alleviate the most detrimental issues arising

- Report on Regulation of Short-Term Holiday Lets was agreed at Tourism, Equalities, Communities & Culture and Housing committees in March 2020. It included using existing powers to deal with complaints, ensuring coordinated approach to enforcement between services and lobbying central government for enhanced enforcement powers and a national registration scheme
- Officers have met to develop an easier reporting mechanism for the public so that relevant council teams can take appropriate enforcement action regarding holiday lets where possible

8. Alleviating poverty

8.1 Slightly off track: Ensure the in house repairs services include measures to: provide opportunities for young people to develop skills for example through apprenticeships; maximise community benefits, including through use of local firms and labour for supply chain as well as planned and major works; and, develop pathways to employment that are inclusive in offering opportunities to all the communities we serve

- A report on 'Update on Repairs & Maintenance to Council Housing Stock' was considered by September 2020 Housing Committee
- Due to the Covid-19 outbreak, the planned and major works procurement was paused as were other areas of the programme, including taking on apprentices
- Some existing apprentices were moved to empty property works so they could physically distance while working, but it has not yet been possible to recruit additional apprentices

8.2 Slightly off track: Review arrears policy to ensure all action is taken at the earliest stage, support given and eviction is used as a last resort
















- Business Process Review of income collection, including arrears policies, has been delayed while resources have been diverted to the Covid-19 response
- 96.40% of rent collected from council tenants during 2020/21











8.3 Slightly off track: Develop an arrears policy for temporary accommodation, which gives tenants the same level of support and assistance as those in permanent accommodation

- Business Process Review of income collection, including arrears policies, has been delayed while resources have been diverted to the Covid-19 response
- Policy is in place for long term temporary accommodation which matches that in council owned housing
- All new emergency accommodation contracts are to have minimal use of or specific service charges under re-procurement, although this has been delayed due to the Covid-19 response










Part two: Performance indicators




The council is responsible for managing 11,697 council owned homes and 2,360 leaseholder homes, as well as providing temporary accommodation for 2,111 households including rough sleepers and others accommodated as a result of the Covid-19 response























	Customer feedback – all Housing services	Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
9.1	 Compliments received from customers	88 per quarter	104	82			347	349		
9.2	 Stage one complaints responded to within 10 working days	80%	67% (64 of 96)	71% (77 of 108)			77% (390 of 506)	68% (234 of 346)		
9.3	Stage one complaints upheld	Info	48% (46 of 96)	50% (54 of 108)	n/a	n/a	48% (247 of 506)	49% (168 of 346)	n/a	n/a
9.4	Stage two complaints upheld	18%	38% (5 of 13)	7% (1 of 14)			25% (15 of 61)	26% (11 of 43)		




  Private sector housing		Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
10.1	New licences issued for Houses in Multiple Occupation (HMOs)	Info	72	144	n/a	n/a	1,137	437	n/a	n/a
10.2	HMOs where all special conditions have been met (for licences issued over 12 months ago)	50%	41.3% (798 of 1,934)	49.8% (821 of 1,649)			50.1% (942 of 1,882)	49.8% (821 of 1,649)		
10.3	Private sector empty homes returned to use	40	32	26			150	136		

The Q3 figure above has increased since last reported (from 20 to 32) because Council Tax records have identified more homes brought back in use during this period, and there is a reporting lag between the date they were back in use and the date this could be confirmed.

 Housing adaptations		Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
11.1	Private housing – average weeks taken to approve Disabled Facilities Grant applications	10	20.9	19.8			11.3	17.8		
11.2	Council housing – average weeks taken to approve applications and commence works	10	6.0	5.6			13.8	6.3		

 Housing Needs – Housing Options and allocations		Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
12.1	Households prevented from becoming homeless	202 per quarter	174	114	R		824	598	R	
12.2	New households accepted as homeless	Info	31	40	n/a	n/a	310	195	n/a	n/a
12.3	Number of households on the social housing waiting list	Info	7,123	6,982	n/a	n/a	9,155	6,982	n/a	n/a

	Housing Needs – temporary accommodation	Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
13.1	Total households in temporary accommodation (homeless and through service level agreements)	Info	2,099	2,111	n/a	n/a	1,860	2,111	n/a	n/a
13.2	Rent collected for emergency accommodation	89.21%	75.67% (£3.3m of £4.3m)	78.35% (£4.5m of £5.7m)			71.84% (£846k of £1.2m)	78.35% (£4.5m of £5.7m)		
13.3	Rent collected for leased temporary accommodation properties	96.10%	95.02% (£5.6m of £5.9m)	96.96% (£7.3m of £7.5m)			95.97% (£1.7m of £1.8m)	96.96% (£7.3m of £7.5m)		
13.4	 Rent collected for Seaside Homes	91.00%	91.73% (£3.3m of £3.6m)	89.81% (£4.5m of £5.0m)			88.38% (£1.0m of £1.2m)	89.81% (£4.5m of £5.0m)		
13.5	Empty temporary accommodation homes (all types)	For info	188	112	n/a	n/a	115	112	n/a	n/a
13.6	Seaside Homes with a valid Landlord's Gas Safety Record	100%	98.6% (423 of 429)	99.8% (428 of 429)			100% (429 of 429)	99.8% (428 of 429)		
13.7	New: Leased properties with a valid Landlord's Gas Safety Record	100%	96.2% (652 of 678)	96.9% (625 of 645)			96.1% (646 of 672)	96.9% (625 of 645)		

 Council housing – supply		Q3 2020/21	Q4 2020/21	2019/20	2020/21
14.1	 Additional council homes	16	31	77	144
14.2	... at Local Housing Allowance rents	31% (5 of 16)	61% (19 of 31)	52% (40 of 77)	67% (97 of 144)
14.3	... at 37.5% Living Wage rents	19% (3 of 16)	19% (6 of 31)	31% (24 of 77)	18% (26 of 144)
14.4	... at 27.5% Living Wage rents	50% (8 of 16)	13% (4 of 31)	6% (5 of 77)	12% (17 of 144)
14.5	...at social rents	0% (0 of 16)	6% (2 of 31)	10% (8 of 77)	3% (4 of 144)
14.6	Council homes sold through the Right to Buy	3	7	35	24
Of the 23 homes sold during 2020/21, 15 were flats (6 one bed, 7 two bed, 2 three bed) and 8 were houses (5 two bed, 2 three bed, 1 four bed).					
14.7	Net change in the number of council homes – all rent levels	+13	+24	+42	+120
14.8	Net change in the number of council homes – social and 27.5% Living Wage rent homes only	+5	-1	-21	-3
14.9	 Total council owned homes	11,673	11,697	11,577	11,697
Total stock of 11,697 includes 10,690 general needs, 877 seniors housing, 95 council owned temporary/emergency dwellings (including units not yet handed over), 24 Next Steps accommodation and 11 long term leases to housing associations. In addition, there are 2,360 leaseholder and 499 Seaside Homes dwellings. Please note these figures may change slightly once reconciled with audited stock data used for the council's 2020/21 statement of accounts.					

14.10 Council housing – buy backs (Home Purchase and Next Steps Accommodation programmes)

Buy backs by application date	2017/18	2018/19	2019/20	2020/21	Total
Total applications	5	53	88	160	306
Of which, became purchases	2	32	51	36	121
Council declined	1	13	11	13	38
Owner declined offer	1	5	12	11	29
Owner withdrew	1	3	12	29	45
Outcome pending	0	0	2	71	73

Completed buy backs by rent level	2017/18	2018/19	2019/20	2020/21	Total
Completed purchases	1	13	43	64	121
... general needs social rent	0	0	1	3	4
... general needs 27.5% Living Wage	0	0	5	18	23
... general needs 37.5% Living Wage	1	5	24	14	44
... temporary housing at LHA rates	0	8	13	29	50









Summary of all buy backs since start of programmes, September 2017
















Total purchases	Social rent	27.5% LWR	37.5% LWR	LHA rate	No. rent reserve applied	Total rent reserve applied	Net modelled subsidy (surplus) over all properties to date (£)
121*	4	23	44	50	26 **	£1.233m ***	£104,000

* Of which 105 are flats (4 studio, 45 one bed, 46 two bed, 10 three bed) and 16 are houses (3 two bed, 13 three bed)





























** Following Housing Committee decision to use rent reserve to keep rents as low as possible





























*** Applied during 2019/20 – a further £827k is anticipated to be used during 2021/22

 Council housing – management		Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
15.1	 Rent collected from council tenants	95%	96.41% (projection)	96.40% (£51.0m of £52.9m)			96.80% (£50.4m of £52.0m)	96.40% (£51.0m of £52.9m)		
At end December, 27% of council tenants (3,010 of 11,309) were in arrears, which breaks down as 767 less than £100; 1,122 between £100 and £499.99; 1,121 more than £500										
15.2	 Tenants known to claim Universal Credit (UC)	Info	25% (2,776 of 11,309)	25% (2,886 of 11,297)	n/a	n/a	19% (2,117 of 11,436)	25% (2,886 of 11,297)	n/a	n/a
15.3	UC tenants in arrears who have an alternative payment arrangement	Info	46% (719 of 1,559)	50% (762 of 1,534)	n/a	n/a	39% (531 of 1,355)	50% (762 of 1,534)	n/a	n/a
15.4	Arrears of UC tenants as a proportion of total arrears	Info	68% (£1.3m of £1.9m)	69% (£1.3m of £1.9m)	n/a	n/a	65% (£1.1m of £1.6m)	69% (£1.3m of £1.9m)	n/a	n/a
15.5	Tenants evicted due to rent arrears	Info	0	0	n/a	n/a	0	0	n/a	n/a
15.6	Tenants evicted due to anti-social behaviour (ASB)	Info	0	0	n/a	n/a	1	0	n/a	n/a
15.7	 New ASB cases reported	Info	155	208	n/a	n/a	744	770	n/a	n/a
15.8	Closed ASB cases	Info	176	203	n/a	n/a	771	725	n/a	n/a
15.9	Average days taken to resolve ASB cases	Info	126	156	n/a	n/a	109	118	n/a	n/a

 Council housing – management	Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20	
15.10	Active ASB cases (quarter end)	Info	290	295	n/a	n/a	250	295	n/a	n/a
15.11	Surveyed ASB victims satisfied with how their case was handled (year to date)	85%	100% (6 of 6)	78% (7 of 9)			95% (33 of 35)	78% (7 of 9)		
15.12	Tenancies sustained following difficulties	98%	95% (18 of 19)	95% (21 of 22)			97% (132 of 136)	96% (69 of 72)		
15.13	 Average re-let time (calendar days) excluding time spent in major works	Info	87 (46 lets)	105 (103 lets)			20 (445 lets)	97 (213 lets)		
15.14	Average 'key to key' empty period (calendar days) including time spent in major works	Info	120 (46 lets)	156 (103 lets)	n/a	n/a	43 (445 lets)	135 (213 lets)	n/a	n/a
15.15	 Empty council homes (includes new homes)	Info	305	311	n/a	n/a	78	311	n/a	n/a


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 Council housing – repairs and maintenance		Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
16.1	Emergency repairs completed within 24 hours	99%	98.2% (2,715 of 2,764)	98.3% (3,377 of 3,437)			99.8% (9,316 of 9,337)	98.7% (11,338 of 11,486)		
16.2	 Routine repairs completed within 28 calendar days	92%	77.0% (2,192 of 2,847)	65.9% (2,572 of 3,902)			99.4% (17,914 of 18,000)	71.2% (7,415 of 10,417)		
16.3	Average time to complete routine repairs (calendar days)	15	32	41			15	35		
16.4	 Appointments kept as proportion of appointments made	97%	97.3% (9,395 of 9,657)	97.9% (6,653 of 6,798)			97.4% (35,305 of 36,250)	97.4% (26,332 of 27,030)		
16.5	 Tenants satisfied with standard of repair work	96%	95% (1,071 of 1,130)	96% (1,291 of 1,351)			98.4% (1,812 of 1,842)	95.5% (3,749 of 3,924)		
16.6	Repairs completed at first visit	92%	90.1% (5,058 of 5,611)	90.2% (6,622 of 7,339)			86.9% (23,764 of 27,337)	91.6% (20,063 of 21,903)		
16.7	Repairs Helpdesk – calls answered	Info	95% (19,778 of 20,839)	94% (18,695 of 19,786)	n/a	n/a	75% (59,819 of 79,772)	95% (40,253 of 42,502)	n/a	n/a
16.8	Repairs Helpdesk – average call answering time (seconds)	Info	37	37	n/a	n/a	219	32	n/a	n/a

 Council housing – repairs and maintenance	Target	Q3 2020/21	Q4 2020/21	Status against target	Trend since Q3	2019/20	2020/21	Status against target	Trend since 2019/20
16.10  Dwellings meeting Decent Homes Standard	100%	93.68% (10,935 of 11,673)	91.88% (10,747 of 11,697)			100% (11,577 of 11,577)	91.88% (10,747 of 11,697)		
16.11 Energy efficiency rating of homes (out of 100)	67.4	67.8	68.0			67.5	68.0		
16.12  Council homes with a valid Landlord's Gas Safety Record	100%	100% (10,004 of 10,004)	100% (10,026 of 10,026)			99.79% (9,962 of 9,982)	100% (10,026 of 10,026)		
16.13  Lifts – average time taken (hours) to respond	2	2.6	2.8			2.6	2.8		
16.14 Lifts restored to service within 24 hours	95%	88% (139 of 158)	96% (301 of 303)			97% (669 of 687)	94% (690 of 736)		
16.15 Lifts – average time taken (days) to restore service when not within 24 hours	7	7	5			8	6		

Please note that new performance indicators relating to planned and major works are currently being developed and will be included in future versions of these performance reports. Updates are as follows:

- **Planned works and improvement programmes:** Long term agreements with contractors to deliver planned maintenance and improvement programmes are now in place and planned programmes are commencing.
- **Major Capital Works framework (MCW) update**
Evaluation and moderation of bids for places on the framework have been completed and consultation with leaseholders is complete – framework is now being mobilised ahead of running mini-competitions for proposed projects through it

 Leaseholder disputes		Q3 2020/21	Q4 2020/21	2020/21
17.1	Stage one disputes opened	30	3	37
17.2	Stage one disputes closed	14	1	18
17.3	Active stage one disputes (end quarter/year)	20	22	22
17.4	Stage two disputes opened	4	0	5
17.5	Stage two disputes closed	3	1	5
17.6	Active stage two disputes (end quarter/year)	2	1	1
17.7	Stage three disputes opened	0	1	1
17.8	Stage three disputes closed	0	0	0
17.9	Active stage three disputes (end quarter/year)	1	2	2
<p>The figures in this table count individual disputes, which can involve one or several leaseholders because they range in scale in complexity. The Covid-19 pandemic and lockdown restrictions has made it harder to arrange the home inspections required to resolve many disputes</p>				