

Housing Committee

Date: **18 September 2019**

Time: **4.00pm**

Venue **Hove Town Hall, - Council Chamber**

Members: **Councillors:**Allcock (Chair), Brennan (Deputy Chair), Gibson (Opposition Spokesperson), Mears (Group Spokesperson), Atkinson, Barnett, Fowler, Heley, Hugh-Jones and Osborne

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AGENDA

1 PROCEDURAL BUSINESS

- (a) **Declarations 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 press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

2 MINUTES OF PREVIOUS MEETING

7 - 18

To consider the minutes of the meeting held on 19 June 2019.

3 CHAIR'S COMMUNICATIONS

4 CALL OVER

- (a) All items 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.

5 PUBLIC INVOLVEMENT

19 - 20

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;

Petition referred from Full Council held on 25 July 2019.

- (1) Adopt the Homelessness Bill of Rights for Brighton and Hove.

- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 12 September 2019;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 12 September 2019.

6 MEMBER INVOLVEMENT

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.

7 HOUSING AND NEW HOMES STRATEGIC DELIVERY TARGETS - 2019-2023

21 - 38

Contact Officer: Martin Reid
Ward Affected: All Wards

Tel: 01273 293321

8 HOUSING SUPPLY UPDATE REPORT - 2019-2023

39 - 48

Contact Officer: Ododo Dafe
Ward Affected: All Wards

Tel: 01273 293201

9 HOME PURCHASE POLICY - PROGRESS UPDATE

49 - 58

Contact Officer: Diane Hughes
Ward Affected: All Wards

Tel: 01273 293159

- 10 EVICTIONS FROM TEMPORARY ACCOMMODATION ANNUAL UPDATE** **59 - 66**
Contact Officer: Sylvia Peckham Tel: 01273 293318
Ward Affected: All Wards
- 11 HOMELESSNESS AND ROUGH SLEEPING STRATEGY DEVELOPMENT AND CONSULTATION** **67 - 70**
Ward Affected: All Wards
- 12 NIGHT SHELTER & SUPPORTED ACCOMMODATION FOR ROUGH SLEEPERS** **71 - 98**
Contact Officer: Jenny Knight Tel: 01273 293081
- 13 FREDERICK STREET - SCHEME APPROVAL** **99 - 116**
Contact Officer: Laura Webster Tel: 01273 292705
Ward Affected: St Peter's & North Laine
- 14 DISPOSAL BY LEASE OF TWO SITES AT DUNSTER CLOSE, HOLLINGDEAN** **117 - 128**
Contact Officer: Emma Kumar Tel: 01273 293297
- 15 HOUSING MANAGEMENT PERFORMANCE REPORT QUARTER 1 2019/20** **129 - 160**
Contact Officer: Ododo Dafe Tel: 01273 293201
Ward Affected: All Wards
- 16 ITEMS REFERRED FOR COUNCIL**

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Date of Publication - Date Not Specified

BRIGHTON & HOVE CITY COUNCIL
HOUSING & NEW HOMES COMMITTEE

4.00pm 19 JUNE 2019

COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 3BQ

MINUTES

Present: Councillor Allcock (Chair)

Also in attendance: Councillor Brennan (Deputy Chair), Gibson (Opposition Spokesperson), Mears (Group Spokesperson), Atkinson, Barnett, Heley, Hugh-Jones and Osborne

Other Members present: Councillor Knight

PART ONE

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.

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proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

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2 MINUTES OF THE PREVIOUS MEETING

- 2.1 Minutes: The minutes were accepted a record of the meeting on 13 March 2019 following the alterations to paragraph 76.3 ‘... recent visit to Spain by tenants and officers.’

Matters arising: Councillor Mears requested an update on PRS bid under paragraph 66.1, An update on Homeless Move On under paragraph 70, A request for a written confirmation that HRA was not being used under paragraph 71.2, Awaiting the EIA report promised under paragraph 72.4, clarification that two housing policies exist, which is not clear under paragraph 73.10, and an update on the visit to Spain mentioned under paragraph 76.3. Councillor Mears requested that the responses be sent to all committee members.

- 2.2 RESOLVED: That the minutes of Housing & New Homes Committee meeting held on 13 March 2019 are agreed as a correct record.

3 CHAIRS COMMUNICATIONS

- 3.1 The Chair welcomed new and returning members. The public were welcomed in chamber and on web. The Chair stated that Housing is key challenge to Brighton and Hove City Council (BHCC) residents who are renting at high rents. The Chair highlighted the Global change carbon reductions by 2030. The Committee are charged with key housing decisions and Members should move forward together addressing climate issues.

The Chair noted the 2-year anniversary of Grenfell tower fire when fire doors failed. The Chair stated that the Association of doors manufactures remediation was unsatisfactory. The Chair felt that BHCC and Housing Associations do not have enough money to replace all doors. The Industry is collapsing, and the national government need to support. We are keen to support. An early estimate is that £2.5m is needed to new compliant fire doors. More may be needed. The safety of residents is a priority; however, the risk is low as other measures are in place. Additional fire assessments agree that the risk is low. The Chair also stated that it was felt that 2 years after Grenfell progress by the national government was slow progress.

The Chair asked the Committee to remember the late Steve Parry. The vulnerable residents have lost an advocate. The Chair requested a minute silence.

4 CALL OVER

4.1 It was agreed that all items would be reserved for discussion.

5 PUBLIC INVOLVEMENT

a) Petitions

5.1 There were no petitions

b) Questions

5.2 Daniel Harris asked the following question:

“In 2016 this committee was asked to consider implementing full call recordings within the housing department, due to reports from vulnerable people reporting incidents of bullying; misinformation, lies and other allegations. Obviously when challenged could never be referred back to because calls are not recorded. This was causing significant stress to service users then and it still is today, three years later. Can the chair confirm what, if any calls are currently recorded within the housing department? How long these are stored for? And what security and audit trail procedures are in place to ensure no foul play or tampering?”

5.3 The Chair replied as follows:

“Thank you for your question.

In Housing calls are currently only recorded for the Repairs Helpdesk, this is currently out sourced to Mears. However, we are making a concentrated effort to have call recording in place across seven frontline teams in housing once the repairs service comes in House in April 2020. We will be happy to share more detail about this nearer time on issues being worked through now, such as call retention time and security and audit procedures.

Your question includes comments about Housing’s service provision to vulnerable people which I would also like to address. I think this is particularly in relation to people who are homeless or at risk of homelessness. This part of the service continues to have a considerable amount of scrutiny. As a result, we have had a lot of input and feedback from across the entire sector dealing with homelessness – some good, much not so good. This has provided a huge opportunity for us, we are working to improve the service to one that looks outward to our partners, stakeholders and the communities we serve and representatives in campaigning and advocacy groups. For example, we have been working with Fulfilling Lives on service provision and issues relating to the quality of Emergency Accommodation. We very recently asked Fulfilling Lives to undertake mystery shopping in the service. Once we have their report we will be happy to share the action plan of improvements we will be making. We are also going to use this feedback to inform training all frontline staff will go on which focuses on providing a service to people who may be in crisis and/or have experienced past trauma. Head of Tenancy Services, Justine Harris would very much like to meet with you and explain how we intend to implement this and the improvements we anticipate it will make.

5.4 Mr Harris requested to see the costs before 2020 as a supplementary question.

5.5 The Chair stated that the Council is happy to work together with Mr Harris and stated that the recording of calls will take time and will include training. The Chair agreed to keep Mr Harris informed of progress in this matter.

5.6 Michael Jenkins asked the following question:

“I am deeply grateful for the home that I am given to live in, and I love where I live. The outdoors condition of Stanmer Heights, breaks my heart and deeply saddens me. Each year, all the people who live in Stanmer Heights, pay £670,000, for living there. Please can the Chair and the Executive Director, of Brighton and Hove City Council Housing, create a care plan for Stanmer Heights, please, so that during this Year, everything is made nice in Stanmer Heights, please, and, please can I assist you, with the attention to detail needed for this care plan.”

5.7 The Chair replied as follows:

Mr Jenkins was informed that the Executive Director for Neighbourhoods Communities & Housing and Head of Income Involvement and Improvement have meet with residents regarding the bin store and play areas and will be following up with meeting in July with residents, officers and ward councillors to discuss all matters regarding Stanmer Heights.

Mr Jenkins commented that he had created a Stanmer Heights website: stanmerheights@wordpress.com and has listed architectural condition of Stanmer Heights and noted with 400 photos 22 holes in roofs, which has been there for more than 1 and ¼ years, cables dangling and aerials missing. The properties are in disrepair.

In answer to the comments, Mr Jenkins was thanked for his interest and support and informed that the website would be looked at and Mr Jenkins was invited to attend the meetings for tenants in July. The Chair confirmed details would be sent.

6 ISSUES RAISED BY MEMBERS

.1 None

7 CONSTITUTIONAL MATTERS

7.1 The Committee considered the report from Monitoring Officer that has been provided to provide information on the committee's terms of reference and related matters including the appointment of its Urgency Sub-Committee.

7.2 Councillor Mears commented that caution should be used and not to use the subcommittee as a bypass of the regular Housing & New Homes Committee.

- 7.3 Councillor Gibson noted the sad passing of Steve Parry who worked hard for residents. The recommendation to accept was welcomed. Councillor Mears worries were shared however the Sub Committee could be used to buy properties when opportunities arose.
- 7.4 RESOLVED: That the Housing & New Homes Committee noted the Terms of Reference attached to the agenda as appendix A to agenda item 7; Approved that the establishment of an urgency subcommittee consisting of the Chair of the Committee and two other Members (nominated in accordance with the scheme for the allocation of seats for committees), to exercise its powers in relation to matters of urgency, on which it is necessary to make a decision before the next ordinary meeting of the Committee.

8 YOUTH SERVICE UPDATE AND USE OF HOUSING REVENUE ACCOUNT FUNDING

- 8.1 The Committee considered the report from Executive Director of Families, Children and Learning to provide Members with an update on youth services including the use of the Housing Revenue Accounts (HRA) annual £250,000 to the budget. The report included information from April 2018 to March 2019 with outcomes for council tenants and their families. Information on the Youth Led Grants and the work of the Council's Youth Participation Team is included.
- 8.2 The meeting was attended by 4 members of the 'StepOut' project and two accompanying adults including Hangleton & Knoll Project Chief Executive - Jo Martindale and Nina.
- 8.3 The Members were informed by the young attendees that the project has promoted volunteering by young people. Each person is given a passport to record the volunteering undertaken. The project has helped young people develop in all areas including applying for jobs. A secondary group has been created called Kids Crew for 8 – 12 year olds who meet monthly with activities suggested by the group members such as cooking, games, programmed events, outdoor visits, all to build and increase confidence. Support is ongoing into employment, giving support to families with little budget. The project has assisted group members to push forward to jobs and careers that would not have been available before. The group wanted the committee to understand that younger children were helped older children, and this helped the members to make friends more easily. The younger members of the group stated that school and family life could be challenging, and the project had given them a place to talk to others in similar circumstances, and to Youth workers who care.
- 8.4 The Chair thanked the group for the presentation.
- 8.5 Councillors joined together to congratulate the group on their presentation.
- 8.6 Councillor Mears praised the brilliant Youth work being carried out across the city and in Rottingdean / Saltdean areas and wished the work to continue.

- 8.7 Councillor Heley thanked the StepOut members for coming. It was noted that mental health issues affecting young people were supported by the project and schools in the city as a priority. Jo Martindale stated that extra help is available including specific groups such as young women, helping to improve wellbeing, and young men who have been helped with activities such as boxing. Fishing has given young men time away from the estates where they live and time for reflection. Grant funding has included contributions from Sussex Community Trust.
- 8.8 Councillor Osborne commented that the presentation was inspirational. Councillor Osborne was informed that Youth Grant Outcomes were only measured at initial stage, however the ethos is to raise aspirations. Jo Martindale confirmed to the Councillors that data bases were shared with East and West Sussex. Impact is also measured by case studies with older youth reporting back on impact of support throughout life. Councillor Osborne was informed that young men responded well to single gender settings where they can receive support.
- 8.9 Councillor Knight congratulated the group and felt the funding had been well used.
- 8.10 Councillor Gibson commented that the youth group brought the project to life and it is clear the impact that funding had had. Councillor Knight was informed by the youth attendees that the younger group of 8 – 12 year olds formed itself and designed its own agenda. They meet in the community centre and enjoy trips outside, arts & crafts, carrying for bees, food preparation and cooking. It was noted that all of the events help to build relationships across ages and with contemporaries. Nina confirmed that the group come up with the ideas and plan all the events with little adult involvement. Councillor Gibson supported the group and felt others could learn from them. Councillor Gibson supported the report.
- 8.11 Councillor Atkinson thanked the group for attending the meeting, congratulated the Youth Grants Projects winner and noted that in North Portslade youth groups were using Mile Oak recreation ground.
- 8.12 The Chair thanked the group for attending and commented that youth clubs are a good thing.
- 8.13 RESOLVED: That the Housing & New Homes committee: 1. notes the report; 2. Ensures that the report is shown to the next round of area panels; 3. That the Housing & New Homes Committee agrees in principle, subject to the views of Area Panel to include a minimum of £0.125m for Youth Services in the HRA budget for 2020/21 in order to extend existing contracts for 6 months to October 2020. Subject to Policy, Resources & Growth Committee approving this as part of the HRA budget in February 2020; 4. That a progress report is considered by the Committee in June 2020.

9 USE OF RIGHT TO BUY RECEIPTS FOR APPROPRIATION OF PROPERTIES TO THE HRA AND GRANT TO HOMES FOR BRIGHTON & HOVE LIMITED LIABILITY PARTNERSHIP (LLP)

- 9.1 The Committee considered a report of the Executive Director, Neighbourhoods, Communities & Housing forecasting an under spend of the use of Right to Buy (RTB) receipts for the final quarter of 2018/19. The report would also be presented to the Policy, Resources & Growth Committee.
- 9.2 In answer to questions Councillor Hugh-Jones was informed that the joint venture may use receipts via the Limited Liability Partnership Board, which is a partnership between Brighton and Hove City Council (BHCC) and Hyde Housing, and not by Hyde Housing alone. It was also noted that the receipts cannot be given to a company wholly owned by BHCC.
- 9.3 Councillor Knight was informed that the National Government were consulting local authorities on the use of only 30% of the fund to be used to supply affordable housing across the city. It was noted that the authority is lobbying the government to change the percentage and there is not mechanism in place at the moment to help. Councillors were informed that changes may be possible in the future.
- 9.4 Councillor Mears was informed that new builds constructed with funds can be placed into general housing stock and not just for social rented housing. It was noted that temporary accommodation can be placed eventually into the general housing stock. Temporary accommodation income would be returned to Housing Revenue Account (HRA) and it was clarified that the item would also be going before The Policy, Resources & Growth Committee.
- 9.5 Councillor Gibson was informed that the delay in buying properties related to asbestos issues arising during the buying process which in turn delayed works to the building. The buying of two further properties fell through as a result of onsite asbestos issues. It was noted that 5.5 full time employees (FTE) had been achieved from funding and this had increased the productivity.
- 9.6 The Committee voted on the recommendations and these were agreed by all Members. The recommendations in the report were carried.
- 9.7 **RESOLVED:** That the Housing & New Homes Committee:
- 9.8 That the Housing & New Homes Committee notes that the following decisions have been taken by the Executive Director Neighbourhoods, Communities & Housing:
- 9.8.1 to appropriate Flat 1 Greenleas, Hangleton Valley Drive and The Bungalow, Drove Road Portslade from the General Fund to the HRA;
 - 9.8.2 to make a transfer from the HRA of £0.548m to the General Fund in consideration for the appropriation referred to at 9.8 above;
 - 9.8.3 to make a grant of £0.223m to the LLP.
- 9.9 That the Housing & New Homes Committee recommends to Policy, Resources & Growth that it agrees that the general fund will receive £0.112m less RTB receipts in 2019/20, therefore increasing the receipts available for use by the HRA.

10 ANNUAL REPORT 2019

- 10.1 The Committee considered the report from Executive Director Neighbourhoods, Communities & Housing that has been provided to council tenants and leaseholders.

The regulatory framework from social housing in England from the Regulator for Social Housing, sets out the requirements for the areas that must be covered in the report and include information on the repairs and maintenance budget, timely and relevant information, and support for tenants to build capacity and more effectively involvement.

- 10.2 Councillor Atkinson commented that the report was lively, easy-to-read and the recruitment of a Senior Leaseholder Liaison Officer, following feedback from the Leaseholder Action Group, along with a single phone number for residents to report anti-social behaviour were positive steps forward.
- 10.3 Councillor Mears commented that the report was detailed and considered the photovoltaic installations on three housing blocks, were good improvements to reduce residents fuel bills.
- 10.4 Councillor Hugh-Jones stated that the report was good and congratulated all involved. Councillor Hugh-Jones was informed that online surveys will be available to all tenants via the 'Homing-In' magazine with phone numbers to call for residents to give feedback. It was noted that bids will be placed with European Union funded Sustainable Housing Initiatives in Excluded Neighbourhoods (SHINE) project whatever the situation is with the UK leaving the European Union. The photovoltaic improvements were welcomed.
- 10.5 Councillor Heley was informed that the door-to-door survey carried out across the city related to: repairs; what was going well; and what are the residents wants for the future. It was noted that the feedback informs the repair and maintenance service.
- 10.6 Councillor Mears noted that not all tenants were online and welcomed the support phone line. Councillor Mears was informed that mutual exchanges were preferred online as this allowed tracking of information. Customers are offered the alternative of phoning staff for assistance and to 'act as the customers hands' to infill online forms. It was noted that 49 field officers operate in the Hangleton and Knoll areas. These officers have visited homes and interacted with the community. Councillors were informed that the field officers were happy to give feedback to the Members and to meet on site to discuss issues if requested.
- 10.7 Councillor Osborne was informed that previous figures for the 'How do we spend our income?' could be provided if Members wished to compare.
- 10.8 **RESOVLED:** That the Housing & New Homes Committee approved the draft Annual Report 2019 to Council tenants and leaseholders.
- 11 HOUSING MANAGEMENT PERFORMANCE REPORT QUARTER 4 AND END OF YEAR 2018/19**
- 11.1 The Committee considered the report from Executive Director Neighbourhoods, Communities & Housing that covers quarter 4 of the financial year 2018/19 alongside end of year results. Ododo Dafe - Head of Income Involvement & Improvement, drew the Committee's attention to the highlights listed, including:
- Rent collection and current arrears – 97.81% of rent collected.
 - Customer services and complaints – 91% of calls answered and 90% of stage one complaints responded to within 10 working days.

- Empty home turnaround time – 142 homes re-let in an average of 33 days (or 51 days including time spent in major works).
- Repairs and maintenance – routine repairs took an average of 12 days to complete and 97% of appointments were kept.
- Estates service – 78% of bulk waste jobs completed within 7 working days.
- Anti-social behaviour – 85% of people surveyed were satisfied with the way their anti-social behaviour complaint was dealt with.
- Tenancy management – 25 people helped to keep their tenancies which were at risk.
- Seniors housing – 96% of residents have had their annual review.

- 11.2 Councillor Hugh-Jones was informed that the improvements resulting from photovoltaic placements were not included in this report. It was noted that pre-improvement figures are measured against post work figures to measure performance.
- 11.3 Martin Reid – Assistant Director of Housing, informed the committee that making the housing stock more energy efficient was an ongoing matter, with older stock raising more issues. Energy bills will be looked at for residents and tenants in older housing blocks. It was noted that £11m is spent annually on new programmes.
- 11.4 Councillor Heley noted the two flats in Preston Park ward undergoing major works and the effects on the neighbouring properties. It was hoped that the works would be concluded soon to reduce the impact on neighbours.
- 11.5 Councillor Atkinson stated they were concerned regarding the number of tenants affected by arrears under Universal Credit.
- 11.6 Councillor Mears noted that the structural repairs at Leach Court were stated as complete. It was noted that the appearance of the Leach Court did not seem to indicate that this was the case. Martin Reid agreed that this would be looked into. Councillor Mears was pleased to forward movement on the Oxford Street conversion of offices to flats, however it appeared to be a lengthy process. Martin Reid stated that party-wall agreements had delayed the development, along with other planning consent issues.
- 11.7 Councillor Gibson was informed that a percentage of tenants in rent arrears under Universal Credit can be helped. Alternative payment agreements are available. It was noted that Department of Work & Pensions (DWP), who have strict criteria, and Alternative Payment Arrangements (APA) can be used for rent, and arrears. Tenants with Universal Credit issues are assessed on a case-by-case approach. It was noted that next year higher rent arrears are expected, as a result more help will be given to residents. Martin Reid informed the committee that major works do go out to tender and value for money is a deciding factor. It was noted that annual benchmarking against other authorities was challenging as other Councils were only similar in general terms.
- 11.8 RESOLVED: That the Housing & New Homes Committee notes the report.

12 PURCHASE OPTIONS FOR SHORT TERM TEMPORARY ACCOMMODATION

- 12.1 The Committee considered a report of the Executive Director for Neighbourhoods, Communications & Housing that sought to improve housing supply in the city, in particular the supply of affordable homes for rent which is a key element of the citywide Housing Strategy and the commitment to provide more council owned temporary accommodation. The report sets out options and considerations to achieve the delivery of short-term accommodation by the council.
- 12.2 Following questions Councillor Mears was informed that short-term accommodation was not good for people. It was stated that suitable new homes that can be used ongoing as permanent accommodation in the future are needed and emergency accommodation needs to be reduced. The strategy is to reduce the use of temporary accommodation through early intervention, increased use of private rented accommodation and moving people on through the Housing Allocation policy. It was also noted that the model is to have less short term / emergency accommodation and more long-term accommodation. It was noted that appendix of the report outlined the modelled number of units in April 2019 and showed the planned reduction over the year to March 2020.
- 12.3 Councillor Allcock stated that there was a national housing crisis and there was a need to build as many new homes as possible. It was considered a positive that temporary accommodation could be flexible.
- 12.4 Councillor Heley was informed that the purchase of accommodation was only within and not outside the city and there were no plans to change the policy at this time.
- 12.5 Councillor Atkinson noted the 1.2m from 2015/16 to 2.8m in 2018/19 due to the increased demand for temporary accommodation. It was also considered that under revenue costs – staffing, regular checks by security on properties out-of-hours and ‘to be called in an emergency’ was a positive way forward.
- 12.6 Councillor Gibson welcomed the report and agreed that replacing costly providers was a positive as the Authority would own the assets at the end and agreed that the modelling was very good.
- 12.7 Councillor Gibson was informed following questions that income assumptions on average to external providers was £282.00 per property per week, with an average income of £157.00 giving a net cost to the general fund of £125.00 per property per week. It was also noted that the current average repair time is five months.
- 12.8 Councillor Brennan was informed that Wi-Fi could be supplied to Brighton and Hove City Council accommodation at additional cost.
- 12.9 The Chair noted the comments and welcomed the report and the financial implications set out in the report.

12.10 RESOLVED: That it be noted the contents of the report and the business case will be developed to assess available properties as being potentially suitable for Short-term Temporary Accommodation for consideration at a future committee.

13 FUTURE REPAIRS AND MAINTENANCE DELIVERY – UPDATE

- 13.1 The Committee considered a report of the Executive Director for Neighbourhoods, Communications & Housing to update the committee on the progress of the programme for the future delivery or responsive repairs, empty property refurbishments, planned maintenance and improvements programmes and major capital projects to council housing stock post April 2020 (the 'Programme') when the current contractual arrangements expire.
- 13.2 Councillor Mears noted that the reports and lists of 'Programme' team officers are helpful. It was noted that the 'Programme' team were within budget and the Southern Housing Group formed part of the peer engagement group in order to gain insight best practice advice from all areas of housing.
- 13.3 Councillor Atkinson commented that they supported the apprenticeship scheme. The committee were informed that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (TUPE) protects the terms and conditions of employment of transferring staff from Mears. It was noted that the training budget for apprenticeships is protected and the transfer of staff regarding HR, pay, training and support for transferring staff.
- 13.4 Councillor Hugh-Jones was informed that the procurement standards would be confirmed and be reported to the Members.
- 13.5 Councillor Osborne was informed that the stock review would be an external overview of blocks of flats to be undertaken by a consultant.
- 13.6 Councillor Brennan welcomed the social value which the Council will have opportunity to develop over time.
- 13.7 RESOLVED: That the Housing & New Homes Committee notes the progress with the Programme for the future delivery of responsive repairs and empty property refurbishments, planned maintenance and improvement programmes and major capital projects to council housing stock which is outlined in the body of the report.

14 ITEMS REFERRED FOR FULL COUNCIL

- 14.1 RESOLVED: That report relating to Item 12 on the agenda, Purchase Options for Short-term Temporary Accommodation be referred to the council meeting on the 25th July for information.

The Meeting concluded at 19.23

Signed

Chair

Dated this

day of

Subject:	Items referred from 25 July 2019 Full Council meeting - Petitions		
Date:	18 September 2019		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Shaun Hughes	Tel: 01273 291228
	E-mail:	shaun.hughes@brighton-hove.gov.uk	
Wards Affected:	Various		

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

- 1.1 To receive any petitions referred from the Full Council meeting of 25 July 2019

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's Overview and Scrutiny Committee
- calling a referendum

3. PETITIONS**3. (i) Adopt the Homeless Bill of Rights for Brighton and Hove**

To receive the following petition referred from the meeting of Full Council and signed by 2580 people:

Brighton & Hove is in the top ten local authorities in the country for numbers of rough sleepers. These are just the ones you can see. There are thousands

more people living in tents, cars, boats, hostels, and emergency and temporary accommodation.

All people, homeless or not, are free and equal in dignity and rights. But in truth, rough sleepers are treated at best as a problem and at worst as a nuisance to be cleared away. The Homeless Bill of Rights (<http://www.homelessrights.org.uk>) tries to make human rights real for those of us who are unfortunate enough to be homeless, by giving them respect, dignity and help in their struggle to survive.

The most important right is the right to housing; but at the very least no-one, ever, should be forced to sleep rough.

It has been adopted by six European cities including Barcelona. We want Brighton & Hove to become the first British city to adopt the Homeless Bill of Rights.

Subject:	Housing Committee Priorities and work plan		
Date of Meeting:	Housing Committee 18 September 2019		
Report of:	Executive Director Neighbourhoods, Communities and Housing		
Contact Officer:	Name:	Larissa Reed	Tel: 29-4286
	Email:	Larissa.reed@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 To seek agreement for the priorities and work plan for the Housing Committee and service for the next four years in order to inform future reporting to Committee on: key areas of officer focus and delivery; budget strategy, asset review, investment plans and resource allocation; resident engagement and formal consultation; engagement and consultation with partners and key stakeholders.

2. RECOMMENDATIONS:

- 2.1 That committee agrees the contents and timings of the work plan.

That committee agrees to receive a progress report on alternate meetings.

That the work plan and joint programme be referred to Area Panels for comment.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Following the Local Elections in May 2019, the administration has worked with councillors from the official opposition to set out the key policy priorities for the coming four years. This will inform:

- the timeline for future reports to Housing Committee;
- future alignment of service priorities, investment and resources;
- planning for future engagement and consultation with our residents, partners and key stakeholders.

The key areas of work this report covers are:

- Providing additional affordable homes
- Improving Private Rented Housing

- Alleviating Homelessness and rough sleeping
- Achieving carbon reductions and sustainability in housing including addressing fuel poverty
- Improving council housing and community involvement
- Enabling more affordable home ownership
- Making fuller use of spare housing capacity
- Alleviating poverty.

3.2 Providing additional affordable Homes

The proposal is undertake the following work to improve and accelerate delivery of new housing supply over the period 2019-2023:

- Develop 800 additional council homes
- Develop 700 other new homes
- Review the rent policy to maximise the number of council homes replaced at social or living wage rents
- Develop the existing Hidden Homes strategy
- Develop a policy for the council to take the role of developer on major sites
- Explore greater use of modern methods of construction in our delivery of new homes.

3.3 Improving the Private Rented Sector

The proposal is undertake the following work to improve the quality and management of homes in the private rented sector over the period 2019-2023:

- Review and resubmit selective licensing scheme proposal to improve management and standards of private rented sector properties in the City
- Bring a report to committee identifying suitable sites to work in partnership with Community Land Trust for development
- Research and review an ethical loan scheme
- 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
- Develop/commission an information/advice hub for private renters.

3.4 Alleviating homeless and rough sleeping

The proposal is undertake the following work over the period 2019-2023:

- Develop a Rough Sleeping Strategy (to include partnerships with community homeless and faith projects and delivery of homeless enterprise projects).
- Develop a Homeless Strategy, ensuring homeless people are involved in the design and development of services which directly affect them.
- Review /consult/adopt a Homeless Bill of Rights
- Provide a 365 day night shelter
- Expand Housing First
- Develop a strategy for the provision of council run short term temporary accommodation.

3.5 Achieving carbon reductions and sustainability in housing including address fuel poverty

The proposal is undertake the following work over the period 2019-2023:

- Develop a policy to set out how we will work collaboratively to ensure housing contributes to making the city carbon neutral by 2030.
- Develop a new PV and energy efficiency strategy for council homes, to include standards for new homes
- Review the energy efficiency and provision on all new developments
- Investigate and report the possibility of bulk buying PV panels and other energy saving resources.

3.6 Improving council housing and community involvement

The proposal is undertake the following work over the period 2019-2023:

- Work with tenants to develop a 'decent environment' standard
- Develop a fire safety programme in conjunction with tenants and residents
- 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
- Develop a policy for participatory budgeting.
- 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

- Making greater use of spare housing capacity.

3.7 Enabling more affordable home ownership

The proposal is undertake the following work over the period 2019-2023:

- Work with Community Land Trust to develop self-build opportunities
- Work with Homes for Brighton & Hove Partnership and registered providers in the city to develop 500 shared ownership properties for essential workers who live and work in the city.

3.8 Make fuller use of shared housing capacity

The proposal is undertake the following work over the period 2019-2023:

- Review our empty homes policy to ensure 650 empty private sector homes are brought back into use
- Develop a policy to incentivise households to relinquish council tenancies for other home ownership options as an alternative to right to buy
- Investigate the possibility of supporting a 'lodger' scheme and report to committee
- 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.

3.9 Alleviating poverty

The proposal is undertake the following work over the period 2019-2023:

- Ensure the in house repairs services includes 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
- Review arrears policy to ensure all action is taken at the earliest stage, support given and eviction is used as a last resort
- Develop an arrears policy for temporary accommodation, which gives tenants the same level of support and assistance as those in permanent accommodation.

3.10 The work plan is set out at appendix 1.

3.11 In appendix 1, the requirement for additional resource is set out, however each piece of work will require its own resource plan.

3.12 Although this is the proposed policy work plan for the housing service, some of the objectives will require permissions from other committees as they have the need for financial decisions to be made by Policy and Resources Committee.

3.13 **Monitoring of the plan and programme**

The plan (set out in appendix 1) has timescales for reports to come to Housing Committee; however it is proposed that, in addition a performance report is brought to alternate housing committees setting out how officers are progressing with the report and RAG (Red, Amber, Green) rating the delivery progress on each area of work set out in the joint programme under appendix 2.

4. **ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 This report sets out priorities for delivery for the next four years. Although it is understood that changes in legislation or priorities may affect this work plan, it enables work streams to be linked to ensure that work is completed in a coherent and planned way.

5. **COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 There has been no formal community engagement on this report. However we propose to take this report for discussion at future Area Panels.

5.2 Housing Committee Priorities and work plan will inform planning for future engagement and consultation with our residents, partners and key stakeholders.

6. **CONCLUSION**

Housing is a key issue in the city. By having a clear work plan for the service, we will have the best chance of meeting the needs of city and maximise resources to improve performance in key areas.

7. **FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

7.1 There are no direct financial implications arising from this report. Any financial implications arising from any individual proposals will be explained in each committee report for consideration by members.

Finance Officer Consulted: Monica Brooks

Date: 03/09/19

Legal Implications:

There are no significant legal implications arising from this report. The implications of each project will be assessed on a case by case basis.

Lawyer Consulted: Liz Woodley

Date: 28/08/19

Equalities Implications:

There are no significant Equalities Implications arising directly from the report. Equalities implications will be assessed for each project.

	Report to Committee	Additional Resources Required
Providing additional affordable homes		
Develop 800 additional council homes	Year 1 Q2	Yes
Develop 700 other new homes	Year 1 Q3	Yes
Review the rent policy to maximise the number of council homes replaced at social or living wage rents	Year 1 Q3	No
Develop the existing Hidden Homes strategy	Year 2 Q2	Yes
Develop a policy for the council to take the role of developer on major sites	Year 2 Q2	Yes
Bring a report to committee identifying suitable sites to work in partnership with Community Land Trust for development	Year 1 Q3	No
Improving private rented housing		
Review & resubmit selective licensing scheme proposal to improve the management and standards of private rented sector properties in the City	Year 1 Q3	Yes
Research and review an ethical loan scheme	Year 2 Q3	No
Develop/commission an information/advice hub for private renters and consider options for a private tenants forum	Year 1 Q4	Yes
Research and develop a social lettings agency	Year 2 Q1	Yes
Develop the enforcement approach to private sector housing to reflect the full range of potential options available to improve management and standards.	Year 1 Q2	Yes
Alleviating homeless and rough sleeping		
Develop a rough sleeping strategy (to include partnerships with community homeless and faith projects and delivery of homeless enterprise projects).	Year 1 Q2	No

Review /consult/adopt a Homeless Bill of Rights	Year 1 Q3	Yes (To implement)
Provide a 365 day night shelter	Year 1 Q3	Yes
Expand Housing First	Year 1 Q4	Yes
Develop a strategy for the provision of council run temporary accommodation including Seaside Homes	Year 1 Q3	Yes
Develop a Homeless Strategy, ensuring homeless people are involved in the design and development of services which directly affect them	Year 1 Q2	No
Achieving carbon reductions and sustainability in housing including address fuel poverty		
Develop an action plan to set out how we will work collaboratively to ensure housing contributes to making the city carbon neutral by 2030.	Year 2 Q1	Yes (Delivery)
Develop a new PV and energy efficiency strategy for council homes to include standards for new homes	Year 2 Q1	Yes (Delivery)
Review the energy efficiency and provision on all new developments.	Year 2 Q1	No
Investigate and report the possibility of bulk buying PV panels and other energy saving resources.	Year 2 Q1	Yes (Delivery)
Improving council housing and community involvement		
Work with tenants to develop a 'decent environment' standard	Year 1 Q4	No
Develop a fire safety programme in conjunction with tenants and residents	Year 1 Q4	No
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	Year 2 Q3	No

heart of our tenant and resident involvement work		
Develop a policy for extending participatory budgeting.	Year 2 Q1	Yes
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	Year 2 Q4	No
Enabling more affordable home ownership		
Work with Community Land Trust to develop self-build opportunities	Year 2 Q2	No
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.	On going	No
Make fuller use of shared housing capacity		
Review our empty homes policy to ensure 650 empty homes are brought back into use	Year 2 Q4	Yes
Develop a policy to incentivise households to relinquish council tenancies as an alternative to right to buy	Year 2 Q3	Yes
Investigate the possibility of supporting a 'lodger' scheme and report to committee	Year 2 Q4	Yes
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.	Year 1 Q4	Yes
Alleviating poverty		

<p>Ensure the in house repairs services includes 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</p>	<p>On going</p>	<p>No</p>
<p>Review arrears policy to ensure all action is taken at the earliest stage, support given and eviction is used as a last resort</p>	<p>Year 2 Q2</p>	<p>No</p>
<p>Develop an arrears policy for temporary accommodation, which gives tenants the same level of support and assistance as those in permanent accommodation</p>	<p>Year 2 Q2</p>	<p>No</p>

Appendix 2 - Joint – Labour/Green 2019-2023 Housing Programme

Theme	Combined Manifesto Pledges
Innovatively Providing additional affordable and truly affordable homes	<p>New homes</p> <ul style="list-style-type: none"> • Develop an emergency plan to expand housing supply within 100 days • Drive an accelerated programme to buy & build homes including a minimum of 800 new council houses maximising the use of borrowing and Right to Buy receipts. • Develop 700 other new homes that are as affordable as possible over 4 years on mostly brownfield sites (including above car parks and shopping centres) • Aim to buy back all homes put on the market that have been lost through the right to buy
	<p>Increased affordability</p> <ul style="list-style-type: none"> • Replace council homes lost at social rents where money can be found • Greatly increase provision of council homes at living (27.5% LWR) & social rents
	<p>Innovative Development</p> <ul style="list-style-type: none"> • Create innovations to drive development such as city-wide small site & hidden homes strategy, and mixed tenure developments to deliver mixed communities, enable intergenerational living and fund more truly affordable living and social rents through commercial income • Borrow to buy land for affordable housing... we will seek to buy the Brighton General Hospital site to avoid its privatisation • Explore possibility of the council itself being a developer on major developments. Over time, aim to develop the council's own capabilities and reduce costs by directly employing staff and building stable teams to work on council projects. • Urgently explore a programme of quick build, e.g. modular homes to quickly alleviate housing. • Increase social housing stock by buying off plan from developers at discount.
	<p>Community led housing</p> <ul style="list-style-type: none"> • Within 6 months identify 10 sites & work with community to develop them. • Use public land for community led housing at a price to maximise social value (ie living rents for people in housing need) <p>Look at creating an ethical loan scheme where BHCC matches community investors.</p>

Theme	Combined Manifesto Pledges
Improving Private Rented Housing	<p>Enforcement/licensing</p> <ul style="list-style-type: none"> • Work towards selective licensing of private rented driving up conditions • Drive fire safety improvements in private sector properties across the city. • Create a dedicated private rented sector enforcement team to proactively enforce housing and energy efficiency standards, including fixed penalties and taking action against landlords for breaches of environmental health and safety regulations. Tackle hazardous housing conditions by increasing capacity for 'HHSRS' hazard inspection and taking the initiative in identifying properties for inspection. • Campaign alongside other councils on shared issues such as proper regulation of short-term lets and business rates for landlords of houses in multiple occupancy.
	<p>Cost saving</p> <ul style="list-style-type: none"> • Set up a council run not for profit lettings agency • Support the expansion of good landlord schemes (where rents do not exceed LHA) model for more affordable private rented housing • Expand existing schemes encouraging landlords to offer homes to those on benefits and low incomes, including establishing an ethical letting agency • Seek ways of stopping landlords refusing to let to people on benefits, issues with referencing and no-go lists.
	<p>Private renters voice and support</p> <ul style="list-style-type: none"> • Set up an information/advice hub for private renters to tackle discrimination, ensure renters know their rights and enable better community involvement. • Set up a tenants' forum for private renters

Theme	Combined Manifesto Pledges
Alleviating Homelessness and rough sleeping	<p>Support for rough sleepers</p> <ul style="list-style-type: none"> • Work towards eliminating the need for rough sleeping • Consult on how best to implement a Bill of Rights for homeless people • Provide a 365 day a year night shelter • Expand Housing First by 300% • Support the development of homeless guardianship schemes • Strengthen coordinated partnership working with community homeless and faith projects • Explore options for voluntary contribution to homeless support to be added to tourist amenity providers e.g. Restaurant and Hotels. • Seek opportunities for homeless enterprise with voluntary organisations and local businesses e.g. tour guide enterprise
	<p>Improving temporary and emergency homeless accommodation</p> <ul style="list-style-type: none"> • Involve homeless people in a wide-ranging review of all support offered to homeless people • Buy and build homes to meet a range of housing needs, including temporary/emergency accommodation, supported housing, housing first and general needs housing. • Replace privately-run temporary and emergency accommodation with council-owned provision, thereby also saving money in the longer term and look at converting existing council commercial residential accommodation into homeless accommodation to maximise social value from council assets • Negotiate a new Seaside Homes agreement which ends the loss of funds for the council under the current deal, protects current tenants and enables Seaside Homes to develop new ways of supporting homeless people (such as providing properties for Housing First) • Explore use of Community Infrastructure Levy (CIL) for an expansion of Homeless support. • Ensure new developments are of benefit to the city by applying a Community Infrastructure Levy that represents a full share of the city's infrastructure needs

Theme	Combined Manifesto Pledges
<p style="text-align: center;">Achieving carbon reductions and sustainability in housing including addressing fuel poverty</p>	<p>Achieving Carbon neutrality by 2030</p> <ul style="list-style-type: none"> • We will take all action required to make our city carbon neutral by 2030 • Aim to build new council housing at sustainability levels that will significantly contribute towards our ambitions • Develop low-carbon housing as a model in conjunction with the Community Land Trust • Recycle building materials wherever possible as a first step towards a circular economy • Make (promote) community sustainable energy the first port of call for housing developments requiring sustainability installations • Treble housing spending on PV and fuel efficiency measures for council homes and setting ambitious fuel poverty reduction targets– Consider distributing low cost biogas from food waste to council tenants/low income households • Buy PV panels and other energy saving resources in bulk and supply at a mutually beneficial cost to residents, Brighton Energy co-op, 3rd sector organisations and/or commercial installers in the Brighton and Hove area • Build well insulated carbon neutral Council housing with solar panels

Theme	Combined Manifesto Pledges
Improving council housing and community involvement	<p>Improving council housing</p> <ul style="list-style-type: none"> • Develop and implement a “decent environment” standard for council estates to go alongside the decent home standard • Drive fire safety improvements in council owned properties across the city.
	<p>Enhancing community involvement</p> <ul style="list-style-type: none"> • Review community involvement in housing • Extend participatory budgeting to environmental improvements to estates • Improve transparency and accountability in the housing department (taking the proposals of the housing coalition as the starting point) • Meet the regulator's Involvement and Empowerment standard • Establish more joint work with residents in decision making ('co-production') involvement in decision-making around housing policy and service delivery • Involve residents in fire safety
	<p>Leaseholder services</p> <ul style="list-style-type: none"> • Continue to ensure that leaseholders' voices are heard and financial support is offered where necessary • Introduce greater transparency and earlier involvement with leaseholders over proposed capital works (an approach of negotiation rather than legal action) • Reduce the high interest rates charged when providing a loan for residential leaseholders struggling with large bills for works

Theme	Combined Manifesto Pledges
Enabling more affordable home ownership	Home ownership <ul style="list-style-type: none"> • Explore expansion of self-build opportunities • Provide 500 + shared ownership homes (through the joint venture and other developments)
Making fuller use of spare housing capacity	Empty Properties <ul style="list-style-type: none"> • Use measures including Compulsory Purchase Orders to target unoccupied and underused properties. • Bring at least 650 empty housing properties back into use. • Provide grants for households relinquishing council tenancies. • Pursue schemes to develop, expand and promote lodger provision to maximise use of spare rooms. • Step up moves to pick up and prevent illegal sub-letting and fraudulent right to buy applications. • Explore how to restrict conversion and spread of short-term holiday let homes or air BnB property development.

Theme	Combined Manifesto Pledges
Alleviating austerity	<p>Support</p> <ul style="list-style-type: none"> • Explore ways to increase council support for those struggling to afford the cost of housing • Make full use of discretionary housing payments • Protect from eviction anyone in arrears resulting solely from bedroom tax, universal or credit shortfalls. • Seek to protect tenants with new licences from Service Charge arrears evictions. • Ensure eviction is always a last resort. • Provide any specific support required for women, BAME tenants, refugees, asylum seekers and other marginalised groups who often bear the brunt of welfare changes and face a higher risk of eviction.
	<p>Local income opportunities</p> <ul style="list-style-type: none"> • Ensure local home building is providing opportunities for young people to develop skills for example through apprenticeships • Use regeneration schemes to provide social and sustainability benefits e.g. Local energy suppliers and employment • Changing the way the council outsources its services so as to help small local suppliers win council contracts or by bringing services in house

Subject:	Housing supply update 2019-2023	
Date of Meeting:	18 September 2019	
Report of:	Executive Director for Neighbourhoods, Communities & Housing	
Contact Officer:		
	Name:	Diane Hughes, Ododo Dafe
		Tel: 01273 293321, Tel: 01273 291383
	Email:	diane.hughes@brighton-hove.gov.uk, ododo.dafe@brighton-hove.gov.uk
Ward(s) affected:	(All Wards);	

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

- 1.1 Housing & New Homes Committee on 14 November 2018 and 13 March 2019 considered 'Housing Supply Update' and 'HRA Borrowing Cap' (Housing Revenue Account Borrowing Cap) reports. The reports provided an update on the delivery of new affordable housing by the council, and future plans to escalate delivery by utilising the Housing Revenue Account (HRA) borrowing flexibilities and revenue underspends in the HRA.
- 1.2 This report provides an update on progress and the council's plans to meet the Housing Committee work plan priority target of providing 800 additional council homes by 2023.

2. RECOMMENDATIONS:

- 2.1 That the Housing Committee note the contents of this report.
- 2.2 That the Housing Committee notes that estimates for new revenue spend on housing supply for 2020/21 will be included in the HRA Revenue and Capital Budget Report for approval in February 2020.
- 2.3 That Housing Committee recommend to Policy & Resources (P&R) Committee that for 2019/20, any new revenue costs (estimated at £0.100m) arising from the increased support for delivery of housing supply, should be met from HRA general reserves (current balance £6.980m).

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council continues to look at the range of initiatives it has to deliver additional housing and meet the Housing Committee Work Plan priority commitment to deliver 800 additional council homes by 2023, and support the delivery of 700 other new homes in the city by 2023.

- 3.2 The council has been looking at how it can respond to the change in HRA borrowing cap legislation to increase both the amount and speed of housing delivered in the city, and also take advantage of any grant funding opportunities to unlock land and deliver new schemes.
- 3.3 The council submitted a bid to the Local Government Association grant programme relating to building new council homes, and unlocking the skills to deliver ambitions for the HRA. The full £50,000 applied for was awarded in March 2019 for the following outcomes to be achieved in 2019/20:
- Accelerated delivery, including looking at the ‘meanwhile use’ or temporary use on sites to meet housing pressures pending approval for redevelopment
 - Increased supply of affordable housing compared with the current baseline pipeline of sites, over the next two years
 - Evaluation of Modern Methods of Construction options including modular, system build and timber frame to speed up construction delivery
 - Maximise existing land density and understand the full development potential of existing assets and land holdings
 - The creation of a “rolling” pipeline balancing the need for existing project delivery and new project identification.
- 3.4 Bids have also been submitted to the Ministry of Housing, Communities & Local Government (MHCLG) Small Sites Fund to support the ‘Homes for Brighton & Hove’ schemes at Coldean and Portslade and the council is awaiting the outcome of the bids. A further round of MHCLG land release funding is expected to be announced in the autumn and a series of bids are being prepared in anticipation of this announcement. The council will also continue to review Homes England funding opportunities, in particular regarding funding to support the delivery of new homes at social rent levels.

Delivery of 800 additional council homes

- 3.5 Delivery of 800 additional council homes by 2023 requires a programme of new build and acquisitions. Initial programme planning has taken place to determine how this can be achieved. Housing has collaborated with the council’s Property & Design Service to develop a land strategy to identify existing land and property opportunities to help reach this target.
- 3.6 The indicative programme (acquisitions and new builds) to deliver these homes by 2023 is outlined below. There is flexibility in this programme to substitute schemes should they not proceed, and to look at further acquisitions opportunities should they present themselves.

Initiatives	2019/20	2020/21	2021/22	2022/23
New Homes for Neighbourhoods	12	50	184	343
Small sites/hidden homes	11	15	10	10
Home Purchase Policy (acquisitions)	42	50	50	50
Temporary Accommodation	25	Up to 16	TBC	TBC
Total	90	131	244	403
Programme total	c871			

New Homes for Neighbourhoods (NHFN)

- 3.7 The council's 'New Homes for Neighbourhoods' programme has successfully delivered 184 new council homes in 12 projects since summer 2015. The following table provides an overview of the programme phases:

Programme phase	No. homes	Date
Phase 1 (completed homes)	172	Complete June 18
Phase 2 (on site/with agreement to progress) Kensington Street, Victoria Road, Selsfield Drive, Buckley Close)	124	All homes complete 2021
Phase 3 (next phase of projects)	c.130	Committee autumn 2019
Phase 4 (medium term pipeline)	c.125	Committee spring 2020
Phase 5 (longer term pipeline)	c.85	Committee summer 2020

- 3.8 Buckley Road (12 homes) and Selsfield Drive (30 homes) are both now on site and due for completion in 2020/21. A planning application for Victoria Road (42 homes) was submitted in August 2019 and subject to consent will be completed in 2021/22.
- 3.9 Phase 3 projects are now in development with a report on Frederick Street (four homes) on the agenda for this committee. Furthermore a planning application for Rotherfield Crescent (four homes) is due to be submitted in September 2019 with expected completion in 2020/21. A priority site of Windlesham House, Windlesham Close, Portslade has also been identified for redevelopment. This will deliver a scheme of 17 new homes and community space if the current provision is to be re-provided. A detailed scheme is currently being produced with options for the proposed use which will be brought to Housing Supply Members Board for discussion and Housing Committee in November 2019 for a decision.

- 3.10 Projects that can be progressed will be brought to Housing Committee for approval. It is also key for the new phases to replicate the successful public consultation process held throughout the delivery of the New Homes for Neighbourhood programme. It is important the approach is tailored appropriately and communities are fully consulted on any proposals.

Small Sites & Hidden Homes

- 3.11 The government's lifting of the borrowing cap provides an opportunity to increase the programme to refurbish and convert underused or unused spaces within the council's existing council stock into new homes. Nine new homes have been delivered to date, with a further 11 due to be delivered in 2019/20 - five on the Bristol Estate, three at Swallow Court, two at Elwyn Jones Court and one at Woods House. Planning permission has also been granted for a further three homes at Manor Road, Whitehawk. A pipeline of potential sites has been developed to deliver approximately 30 units until 2023. Small sites work has been undertaken to identify suitable opportunities. Typically these will be garage sites or small areas of land which could provide extensions.

Home Purchase Policy

- 3.12 This scheme has allowed the council to buy back homes previously sold under the Right to Buy for use as general needs housing or temporary accommodation with a budget of £7m in 2019/20. To date 23 properties have been purchased, with a further 23 going through the sales process, and other applications being assessed. A recommended increase in budget allocation in future years will, if approved, provide further opportunities to purchase homes with current projections to purchase 50 properties each year under this scheme.
- 3.13 Housing & New Homes Committee agreed to the expansion of the scheme in September 2018 allowing the council the option to look at purchasing affordable housing units supplied as part of new housing developments in the city (typically known as Section 106 sites). The council is now actively looking at these opportunities. An annual update on progress against the Home Purchase Policy is also on this committee agenda.
- 3.14 Other acquisitions (land and buildings) will also be pursued throughout the programme to increase the supply of affordable homes. Housing and Property & Design work closely to review any council disposals and links have been made with Registered Provider partners to review any disposals they may make in the city. Wider market opportunities will also be reviewed.

Council owned temporary accommodation

- 3.15 The council has been delivering projects to create a supply of council owned temporary accommodation. The council has also purchased and is currently refurbishing Tilbury Place to create 15 new homes. This work is due to be completed by September 2019, and work has started on site at the former Oxford Street Housing Office creating 10 new homes. This allows the council to achieve savings against the costs of procuring more expensive accommodation from the private market either through existing frameworks or spot purchase.

700 other new affordable homes delivery

- 3.16 In addition to the 800 new council homes, the council contributes to the wider delivery of affordable homes in the city. A programme to achieve this is attached but this is subject to change as new schemes and opportunities come forward.

Year	2019/20	2020/21	2021/22	2022/23
NHFN	0	30	13	TBC
Emergency Accommodation	Up to 42	TBC	TBC	TBC
Homes for Brighton & Hove	0	0	346	TBC
Specialist accommodation	15	TBC	TBC	TBC
Community led housing	2	0	10	TBC
Registered Providers (affordable housing provision)	116 (100 shared ownership/16 rent)	372 (267 shared ownership/105 rent)	TBC	TBC
Total	175	402	369	TBC
Total	946			

3.17 New Homes for Neighbourhoods

As well as providing permanent new council homes, the New Homes for Neighbourhoods programme supports wider delivery of homes. At present two schemes are in progress. 30 homes at Eastergate Road to be delivered by the YMCA Downslink Group which will deliver self-contained one-bedroom flats for young people as a short to medium term step towards full independence beyond YMCA housing (c. 2-3 years short term let). The planning application was submitted in July 2019.

The development of the former Hollingbury Library site for supported move-on accommodation (13 homes) is also part of phase 3 of the programme, and was reported to Housing & New Homes Committee in March 2019. Consultation with residents and local stakeholders took place in the summer and a report will be brought back to a future meeting of this committee.

Homes for Brighton & Hove Partnership

- 3.18 The council continues to work in partnership with Hyde Housing Association, as part of the council's joint venture to provide combined additional investment of over £100m to deliver 1,000 new lower cost homes for rent and sale in the city. The first sites have been identified. The planning application for Coldean Lane

(242 homes) was approved in June 2019 with the planning application for Portslade (104 homes) approved at September 2019 Planning Committee. Further sites are being assessed and the Homes for Brighton & Hove partnership continues to work with public sector partnerships to make best use of public sector assets.

Council owned emergency accommodation

- 3.19 The lifting of the HRA borrowing cap provides an opportunity to increase the number of refurbishment projects delivered. The council is looking into the viability of increasing its programme and a report into the wider viability of the council providing short term temporary accommodation in-house was considered at this committee in June 2019. This allows the council to achieve savings against the costs of procuring more expensive accommodation from the private market either through existing frameworks or spot purchase.

Specialist housing

- 3.20 Cross directorate working continues with Adult Social Care and Children's Services to identify specialist schemes for providing housing for vulnerable households. This housing can create savings on social care, children services and health budgets, with Homes England grant funding opportunities available to support delivery of schemes. The council has successfully bid for £750,000 from Homes England under its Shared Ownership and Affordable Homes Programme (SOAHP) 2016 to 2021 for the development of a move-on housing scheme. It will provide medium level support and settled accommodation for vulnerable households enabling the unblocking of high support accommodation places in the city.
- 3.21 A high support accommodation scheme for rough sleepers is also progressing with a lease on the premises due to be signed. Following a period of refurbishment it is anticipated this scheme will open by the end of 2019.
- 3.22 Further opportunities to access Homes England and Ministry of Housing, Communities & Local Government funding are being investigated for the delivery of specialist housing for residents with mental health needs and former rough sleepers.

Community Led Housing

- 3.23 Working in partnership with the Brighton & Hove Community Land Trust, the council continues to support them to develop the community led housing initiatives in the city. A pathway has been developed for council owned sites to ensure there is a clear route for considering when land or building opportunities may be considered for community led housing.
- 3.24 At present three HRA owned sites at Dunster Close, Hollingdean (two sites delivering up to 10 homes) and a site at Hinton Road (delivering up to 3 homes) have been identified which could be used for housing schemes. A business case has been produced for Dunster Close by Bunker Co-operative, which was considered by the Housing Supply Members Board in March 2019 and is

timetabled for discussion at this committee. A group is yet to be selected for Hinton Close, but once chosen a business case will be produced for consideration.

- 3.25 A further two General Fund owned sites at Coldean Lane have been identified with a business case submitted by Coldean Community Organisation. Further discussions are being held and revisions will be made to the original proposal before consideration at the relevant committee.
- 3.26 The council has bid to Homes England Community Housing Fund for additional funding to support the recruitment of an officer to increase the council's capacity to support the work with community led housing partners. An announcement on the bid is expected in September 2019. Further funding opportunities for capital and revenue bids for existing and future schemes will continue to be explored.

Additional Resources

- 3.27 The November 2018 committee report outlined a range of additional resources that would be created to support the council's housing supply projects. An update on progress against these initial requirements is included in the table below:

Role	Progress
3 x Project Managers	3 x Project Managers in post
1 x Architect	Additional architect now in post in Property & Design creating further capacity to support housing projects.
Legal support	1 x lawyer in post
Financial support	A number of finance positions will now support viability modelling and budget management support, creating additional capacity to support housing supply projects. To be kept under review and a further post may be considered if required.
Planning support	Service level agreement in progress for council led housing initiatives. To include access to a Transport Planner as well.
1 x Technical Surveyor	To be accessed on a consultancy basis as required.
1 x Commercial Asset Surveyor	In post
Communications support	Communication support continues to be provided by the corporate Communications Team.

- 3.28 A review has taken place to review resources for the programme, in light of the escalation of the programme that will be required to deliver the homes by 2023.

In addition to the above, the following additional resources are required which will be part of a cross directorate team to deliver this priority.

Role
1 x Programme lead for housing supply
3 x Project Managers (Additional project and programme manager resources for the Regeneration Team currently being reviewed).
1 x Trainee Project Manager
1 x Clerk of works
1 x Senior Estates Surveyor (Acquisitions)
1 x Quantity Surveyor
2 x Community Engagement Officers
2 x Project Co-ordinators
1 x Mechanical & Electrical Engineer
2 x Procurement Officer
1 x Sustainability Officer
2 x Customer Liaison
1 x Home Purchase Policy Officer
Additional senior architects, architects and technical staff to support new schemes coming forward.

- 3.29 Where local authority capital accounting arrangements allow, it is anticipated that the cost of these additional resources will be capitalised and therefore added to each capital project, as required. However, where costs cannot be capitalised, for example, where schemes are worked up but do not progress, then the costs will need to be met from the HRA. The exact revenue cost is difficult to quantify at this time and will depend on the number of schemes each year and whether or not the HRA can manage some of these costs within its current budget resources. However, the current estimate for the full year revenue cost is £0.260m. Officers will take account of this possible budget pressure in the development of the HRA revenue budget for 2020/21.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The range of housing delivery initiatives outlined enables the council to increase the supply of additional council homes through the HRA and to utilise investment and capacity of key partners such as Hyde Housing Association, while maintaining existing homes to the required Decent Homes Standard.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Local residents and ward councillors will be consulted about individual schemes. An allowance for additional staffing resources will be made in the HRA budget for 2020/21 for this committee to consider in January 2020 and subject to the usual consultation with tenants and residents.

6. CONCLUSION

- 6.1 The council is aiming to maximise what it can deliver to meet the priority of delivering 800 additional council homes. Additional resources, grant funding opportunities, alongside the flexibility the lifting of the HRA borrowing cap enables the council to increase the supply of homes across the range of HRA funded initiatives discussed in this report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated with the increase in supply of affordable housing will continue to be assessed for each project and detailed financial implications will inform member decisions on a scheme by scheme basis. In general, the viability modelling for new affordable housing assesses each scheme to show the cost of any borrowing required, the costs of future management and maintenance and whether or not this is offset by the potential new rental stream.
- 7.2 This report outlines how the supply of affordable housing will be increased and the resources required to support this. The cost to the HRA is estimated to be £0.946m for a full year but resources will only be employed as necessary and so annual spend will vary, depending on the number of projects. The majority of this cost will be capitalised, which means that staff time for supporting each project will be added to the total cost of the relevant scheme. Therefore, these costs will need to be controlled to keep rents as low as possible and to reduce the risk of schemes becoming more reliant on direct revenue funding from the HRA, leaving less resource for management, maintenance and capital works to current council properties.
- 7.3 Current estimates for 2019/20 assume that there will be a new revenue cost to the HRA of approximately £0.100m. These costs can be met from HRA reserves (current balance £6.980m) which are well above the recommended minimum balance of £3m. For 2020/21, as mentioned in paragraph 3.29, any additional full-year revenue costs associated with increasing housing supply will be included in the 2020/21 HRA Revenue & Capital Budget Report for consideration by this committee in January 2020 and then by P&R Committee in February 2020. Any costs that are capitalised will be included in the overall cost of each scheme with budget approvals being sought as necessary.

Finance Officer Consulted:

Monica Brooks

Date: 05/09/19

Legal Implications:

- 7.3 There are no significant legal implications to draw to members' attention arising from this report for noting. The implications of any new schemes will be assessed on a case by case basis.

Lawyer Consulted:

Liz Woodley

Date: 28/08/19

Equalities Implications:

- 7.4 All current housing supply programmes support the delivery of the city's Housing Strategy and an increase in housing supply will extend opportunities to accommodate households on the Housing Register who are on housing need.
- 7.5 The New Homes for Neighbourhoods programme builds at least 10% of new council homes to full wheelchair user standard and the rest to accessible and adaptable standard, which can be easily adapted for people with disabilities. An Equalities Impact Assessment has been completed on the programme and is supplemented for individual projects.

Sustainability Implications:

- 7.6 New homes delivered by the council are built to high sustainability and energy efficiency standards, including photo voltaic panels on roofs where feasible.
- 7.7 Existing council owned homes are required to meet the Brighton & Hove Standard and seek to be energy efficient, minimise carbon emissions and reduce water usage. The HRA Energy Strategy takes a two-fold approach to improving energy efficiency in its homes through integrating energy efficiency into works and supporting residents with energy saving projects e.g. Your Energy Sussex and the SHINE project.
- 7.8 A working group to look at opportunities for zero carbon housing developments is to be set up this year.

Subject:	Home Purchase Policy update		
Date of Meeting:	Housing Committee 18 September 2019 Policy and Resources Committee 10 October 2019		
Report of:	Executive Director – Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Diane Hughes	Tel: 01273 293159
	Email:	Diane.hughes@brighton-hove.gov.uk	
Ward(s) affected:	All		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 Housing & New Homes Committee agreed a Home Purchase Policy in September 2017 to enable the purchase of homes funded by the Housing Revenue Account (HRA). This supported the council to:
- Maximise the supply of affordable homes in the city as outlined in the Housing Strategy
 - Meet housing need through the housing register
 - Utilise retained Right to Buy receipts thereby avoiding the need to return capital funds to the government, and reducing the impact on the HRA's borrowing headroom.
- 1.2 A 12 month pilot took place from November 2017 which focused on the council buying back former council homes where the council had the right of first refusal. In September 2018 Housing & New Homes Committee was presented with feedback on the pilot and agreed revisions to this policy. These revisions included the council also being able to consider other acquisitions opportunities such as affordable housing gained through planning (S106 sites).
- 1.3 This report provides an update on the operation of the policy.

2. RECOMMENDATIONS:

That the Housing Committee:

- 2.1 Notes the outcomes of the Home Purchase Policy to date.
- 2.2 Recommends that Policy and Resources Committee agree an additional HRA capital budget of £3.000m for the scheme for 2019/20.
- 2.3 Recommends to the Constitutional Working Group a review of the financial limits applied to officer scheme of delegations.

- 2.4 Recommends use of the rent support reserve held within the HRA reserves to enable consideration of reduction of rents under the Home Purchase Policy to achieve social rents or 27.5% living wage rents.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The citywide Housing Strategy adopted by council in March 2015 has as priority one *Improving Housing Supply* with a commitment to prioritise affordable housing provision in the city. The city has an Affordable Housing Brief based on evidenced local housing needs which reflects the very pressing need for affordable homes in the city.

3.2 A Home Purchase Policy which enables the purchase of properties for which there is demand, at the right price, supports the priority to increase affordable homes in the city. The policy outlined a number of ways that the purchase of homes can take place. The 'buy back' scheme has allowed the council to buy back former council homes where the council has the right of first refusal. This has been extended into a wider offer to other leaseholders/freeholders of former council owned homes who may wish to sell their properties back to the council.

3.3 Buy back scheme for former council owned homes (right of first refusal and open market sales)

Since the scheme began the council has received 83 offer notices¹. Of these:

- 23 properties have been purchased to be let as either general needs or temporary accommodation properties
- 23 properties have offers agreed and sales are proceeding with the council's legal services
- 7 properties are currently under consideration
- 30 properties are not proceeding.

3.4 A breakdown of the properties that the council has purchased or are purchasing is as follows:

Size	Number
Studio	2
1 bedroom	13
2 bedroom	24
3 bedroom	7

Property use	Number
General needs	26
Temporary accommodation	20

¹ As at 31 July 2019

The reasons for properties not proceeding are:

Reason	Number
Property over £250,000 threshold	13
Property did not offer the council value for money	7
Owner did not accept the offer	4
Owner withdrew property from sale	6

- 3.5 Full details of the offers are included in Appendix 1. The scheme has demonstrated that there are a good number of opportunities coming through and the wider offer to extend the scheme has proved popular with leaseholders and freeholders. The primary assessment tool for deciding whether a property should be used as general needs or temporary accommodation is based on the financial viability of the purchase. Secondary considerations are the proportion of properties used general needs and council owned temporary accommodation to create a balance in the programme, and opportunities to achieve rents at 27.5% living wage (to date four general needs properties have achieved 27.5% Living Wage rent). At present the scheme is operating on approximately 60% general needs and 40% temporary accommodation basis with this proportion able to be adjusted at any time (subject to financial viability of the purchases).
- 3.6 The budget for the scheme for 2019/20 is £7.000m. The council has spent £1.863m with a further £5.598m forecast to be spent committed bringing the total spend to £7.461m as at July 2019. To allow the scheme to continue for the remainder of 2019/20 a further budget of £3.000m is being requested as detailed in paragraph 4.1.

Delegated authority limits

- 3.7 Whilst the threshold of £250,000 has not proved to be a barrier to this policy, it has resulted in the purchase of smaller properties (typically 1 and 2 bedroom homes). An analysis of Land Registry sales of three and four bedroom properties in the past two years in council housing localities show that sales of 118 three bedroom homes fell into the following price bands:

Price band	Number of homes
£200 - 249,000	10
£250 - 299,000	31
£300 - 349,000	47
£350 - 399,000	21
£400,000 plus	9

Findings from the sales of 20 four bedroom homes were:

Price band	Number of homes
£280 - 299,000	2
£300 - 349,000	6
£350 - 399,000	8
£400,000 plus	4

- 3.8 The Executive Director of Neighbourhoods, Communities & Housing's current financial limit under officers' delegated power is £0.250m as outlined in the Scheme of Delegations. The Land Registry analysis shows that an increase in the Scheme of Delegations limit to £0.500m would enable a considerable increase in the scope of the scheme. Any amendment to the officer scheme of delegations would need approval from Policy & Resources Committee and is a matter for the cross party Constitutional Working Group to consider.

Other opportunities

- 3.9 Alongside the purchase of former council homes, other opportunities may become available to purchase other properties or land for housing. Affordable housing is required to be provided on site at all new housing developments providing more than 15 units (City Plan Policy CP20). These developer contributions providing affordable housing are typically known as S106 sites. The council is now actively considering these sites, and also looking at a range of acquisition opportunities to provide new homes.
- 3.10 Where time permits a business case will be developed for each potential purchase to be considered at the cross party Housing Supply Member Board and Housing Committee for approval.
- 3.11 In some exceptional cases, there may be a benefit in considering the need for the use of an Urgency Sub Committee to be able to respond to opportunities arising in the market. This would ensure transparency in decision making. In addition Urgency Powers are also available if, due to urgent timing, committee approval could not be sought in advance. The Executive Director Neighbourhoods, Communities & Housing in consultation with Executive Director for Finance & Resources, may use their Chief Officer Urgency Powers in order to meet a deadline. Consultation must take place with the Chairs of Housing Committee (HC) and Policy & Resources Committee (PR). Any decisions taken under Urgency Powers are reported to Housing Committee and Policy & Resources Committee in accordance with the procedure outlined in the Scheme of Delegations.

4. Budget and resources

- 4.1 With the budget of £7.000m for 2019/20 now fully committed, a further capital budget allocation is required to allow the scheme to continue operating at its current level during this financial year. A further £3.000m will allow the purchase of approximately 12 further properties, bringing the total number acquired under the Home Purchase Policy's 'Buy Back' scheme in 2019/20 to an estimated 42.

- 4.2 The scheme is currently managed, through the equivalent of one full time post supporting the operation of the scheme.

5. ANALYSIS & CONSIDERATION OF OPTIONS

- 5.1 The Home Purchase Policy offers the opportunity to maximise council owned homes. Reports presented at Housing & New Homes Committee in September 2017 and 2018 provided a range of options, with the preferred one being to have in place a policy which allows both the buy-back of former council homes and other acquisitions.

6 COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 Tenants and leaseholders were consulted on the development of the Home Purchase Policy through the Area Panels in Summer 2017 and on the subsequent changes to the policy in 2018.

7. CONCLUSION

- 7.1 The purchase by the council of additional affordable homes will help meet the council's strategic objectives to increase housing supply as set out in the council's Housing Strategy.
- 7.2 The Home Purchase Policy will continue to be kept under review to determine the success of the scheme and to inform future budget decisions.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial implications

- 8.1 The forecast expenditure for 2019/20 is £7.461m; this already exceeds the approved budget of £7.000m for the financial year. Without committing further budget to the scheme it will result in having to pause the purchase of two or three homes as there will be insufficient budget to fund the purchases.
- 8.2 If approved, the additional £3.000m budget would form part of the 2019/20 HRA capital programme and would be funded by up to 30% Right to Buy Receipts, with the remaining assumed from HRA borrowing. However, the actual funding of the budget will be considered in line with the whole of the HRA capital programme at the end of the financial year. As stated in the body of the report, the additional budget would support a further 12 homes to be purchased.
- 8.3 Each property purchased through this policy is subject to a viability test. This test is designed to ensure that purchases are providing value for money for the council. The results of the tests are indicative only and used as a decision making tool for officers to consider, alongside other factors when deciding to proceed with the purchase or not. The results can be seen in appendix 1 to this report. To date seven properties have been rejected on a value for money basis, due to the valuation being high for for the properties and the rental income not supporting the purchase.

- 8.4 The viability test will continue to be applied to any new properties coming forward and will be used to provide assurance that if the delegated authority is raised, properties will only be purchased if they provide good value for money as well as matching the type of property required by the council.

Finance Officer Consulted: Monica Brooks

Date: 12/8/19

Legal Implications:

- 8.5 Section 17 of the Housing Act 1985 confers a power on local housing authorities to acquire houses. The continued acquisition of property for use as residential accommodation is clearly within the council's powers.
- 8.6 The Council's Scheme of Delegations to Officers sets a limit of £250,000 on officers' powers for the disposal and acquisition of land. The Council is required to keep its constitution under review with a view to achieving efficiency, economy and effectiveness. The Cross-Party Constitutional Working Group (CWG) was set up to assist with this by considering proposals and advising the Council on proposed changes to the constitution. It is therefore appropriate for any proposals to amend the constitution to be directed initially to the Constitution Working Group, rather than Policy & Resources Committee which is the body with the power to approve changes to the Scheme of Delegations to Officers.

Lawyer consulted: Liz Woodley

Date: 07.08.19

8.7 Equalities Implications:

The Home Purchase Policy supports the delivery of the city's Housing Strategy and an increase in housing supply will extend opportunities to accommodate households on the Housing Register who are on housing need.

8.8 Sustainability Implications:

Purchased properties are required to meet the Brighton & Hove Standard and seek to be energy efficient, minimise carbon emissions and reduce water usage.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1: Home Purchase Policy outcomes

Documents in Members' Rooms None

Background Documents [Home Purchase Policy](#)

Appendix 1 – Home Purchase Policy outcomes until end of July 2019

Offer Notice	Property Size	Ward	Subsidy/(Surplus)				Outcome	Notes	
			Council valuation	Social Rent	Living wage rent (27.5%)	Living wage rent (37.5%)			LHA (temporary accommodation)
			£'000	£'000	£'000	£'000			£'000
1	3 bedroom flat	Preston Park	-	-	-	-	-	Did not proceed	Rejected due to high value Estate agent valuation £455,000
2	3 bedroom house	Patcham	152	15	(104)	(151)	Accepted –let as general needs	The council were part owners in this property as it was purchased under the Rent to Buy scheme	
3	2 bedroom flat	Rottingdean Coastal	237	107	3	(16)	Accepted - let as general needs		
4	2 bedroom flat	Queens Park	260	126	23	(9)	Did not proceed	Owner withdrew from sale	
5	2 bedroom flat	Hangleton & Knoll	-	-	-	-	-	Did not proceed	Owner withdrew from sale
6	3 bedroom house	Hollingdean & Stanmer	-	-	-	-	-	Did not proceed	Rejected due to high value Estate agent valuation £500,000
7	1 bedroom flat	Moulsecoomb & Bevendean	175	76	(3)	(12)	Accepted – to be let as general needs		
8	2 bedroom flat	East Brighton	225	104	(3)	(34)	Accepted – to be let as general needs		
9	1 bedroom flat	Hanover & Elm Grove	215	105	29	19	Did not proceed	Rejected as it did not represent value for money	
10	2 bedroom flat	Hangleton & Knoll	245	122	21	(11)	Accepted – to be let as TA		
11	1 bedroom flat	Moulsecoomb & Bevendean	190	87	10	1	Did not proceed	Owner withdrew property from sale	
12	1 bedroom flat	Queens Park	215	105	29	19	Did not proceed	Rejected as it did not represent value for money	
13	1 bedroom flat	Preston Park	250	-	-	-	-	Did not proceed	Rejected as did not present value for money
14	1 bedroom flat	St Peters & North Laine	225	113	36	27	Did not proceed	Rejected as did not present value for money	
15	2 bedroom house	Hanover & Elm Grove	-	-	-	-	-	Did not proceed	Rejected due to high value. Estate agent valuation £300,000 - £325,000
16	3 bedroom house	Moulsecoomb & Bevendean	-	-	-	-	-	Did not proceed	Rejected due to high value. Estate agent valuation

Offer Notice	Property Size	Ward	Council valuation	Subsidy/(Surplus)				Outcome	Notes
				Social Rent	Living wage rent (27.5%)	Living wage rent (37.5%)	LHA (temporary accommodation)		
			£'000	£'000	£'000	£'000	£'000		
								£345,000	
17	1 bedroom flat	Queens Park	205	98	-	21	9	Offer accepted – to be let as TA	
18	1 bedroom flat	Moulsecoomb & Bevendean	175	75	-	(1)	(10)	Offer accepted – to be let as general needs	
19	2 bedroom house	East Brighton	250	118	-	18	(14)	Offer accepted – to be let as TA	
20	3 bedroom house	Hanover & Elm Grove	-	-	-	-	-	Did not proceed	
21	2 bedroom house	Hangleton & Knoll	-	-	-	-	-	Did not proceed	
22	1 bedroom flat	North Portslade	185	85	54	6	3	Offer accepted – to be let as general needs	
23	1 bedroom flat	Withdean	245	-	-	-	-	Did not proceed	
24	2 bedroom house	East Brighton	-	-	-	-	-	Did not proceed	
25	2 bedroom flat	Hangleton & Knoll	220	95	52	(7)	(31)	Accepted – to be let as general needs	
26	3 bedroom house	East Brighton	-	-	-	-	-	Did not proceed	
27	2 bedroom flat	Hangleton & Knoll	235	108	65	7	(24)	Accepted – to be let as general needs	
28	Studio	Hanover & Elm Grove	165	78	39	(10)	(10)	Accepted – to be let as TA	
29	1 bedroom flat	Queens Park	205	99	68	20	10	Accepted - to be let as TA	
30	1 bedroom flat	Goldsmid	200	92	64	16	7	Accepted - to be let as TA	
31	2 bedroom flat	Queens Park	250	120	79	24	(7)	Accepted - to be let as TA	
32	2 bedroom bungalow	Woodingdean	228	107	79	21	(11)	Accepted - to be let as general needs	
33	4 bedroom house	Hove Park	-	-	-	-	-	Did not proceed	
34	3 bedroom house	Moulsecoomb & Bevendean	290	137	88	21	(48)	Accepted - to be let as TA	
35	2 bedroom flat	East Brighton	220	103	50	(9)	(29)	Accepted - to be let as general needs	
36	1 bedroom flat	Hangleton & Knoll	165	72	39	(10)	(10)	Accepted to be let as TA	

Offer Notice	Property Size	Ward	Council valuation	Subsidy/(Surplus)				Outcome	Notes
				Social Rent	Living wage rent (27.5%)	Living wage rent (37.5%)	LHA (temporary accommodation)		
				£'000	£'000	£'000	£'000		
37	3 bedroom bungalow	North Portlade	365	177	122	54	0	Accepted - to be let as TA	General Fund - owned property appropriated to the HRA
38	2 bedroom flat	Wish	-	-	-	-	-	Did not proceed	Owner withdrew from sale
39	1 bedroom flat	Goldsmid	180	76	43	(5)	(6)	Did not proceed	Owner did not accept offer
40	1 bedroom flat	Goldsmid	165	64	32	(17)	(18)	Did not proceed	Owner did not accept offer
41	6 bedroom house	Hollingdean & Stanmer	-	-	-	-	-	Did not proceed	Rejected due to high value. Estate agent valuation £565,000
42	1 bedroom flat	South Portslade	180	79	44	(5)	(5)	Accepted - to be let as general needs	
43	Studio	Hangelton & Knoll	125	-	-	-	-	Did not proceed	Owner withdrew from sale
44	2 bedroom flat	Goldsmid	245	124	65	7	(14)	Accepted - to be let as general needs	
45	1 bedroom flat	East Brighton	165	71	16	(43)	(63)	Accepted - to be let as general needs	To be let at LW 27.5%
46	3 bedroom house	East Brighton	230	89	36	(32)	(86)	Accepted - to be let as general needs	
47	2 bedroom flat	Queens Park	235	102	53	(5)	(25)	Accepted - to be let as general needs	
48	2 bedroom flat	North Portslade	247,500	113	65	6	(14)	Accepted - to be let as general needs	
49	3 bedroom flat	North Portslade	230	80	32	(36)	(90)	Accepted - to be let as general needs	
50	2 bedroom flat	Hangleton & Knoll	230	101	50	(5)	(25)	Accepted - to be let as general needs	
51	2 bedroom flat	Queens Park	220	101	50	(8)	(28)	Accepted - to be let as general needs	
52	Studio	Queens Park	145	63	17	(32)	(32)	Accepted - to be let as general needs	To be let at LW 27.5%
53	2 bedroom flat	Queens Park	220	98	50	(8)	(29)	Accepted - to be let as general needs	
54	2 bedroom flat	Moulsecomb and Bevendean	240	112	64	6	(14)	In progress	Offer yet to be accepted
55	2 bedroom flat	East Brighton	210	96	43	(16)	(36)	In progress	Offer yet to be accepted
56	2 bedroom flat	Hangleton & Knoll	220	94	46	(12)	(33)	Accepted - to be let as general needs	
57	1 bedroom flat	North Portslade	160	64	27	(21)	(22)	Accepted - to be let as TA	
58	2 bedroom flat	Wish	245	113	66	8	(12)	Accepted - to be let as TA	
59	2 bedroom flat	North Portslade	210	83	35	(23)	(44)	Accepted - to be let as general needs	
60	2 bedroom flat	Queens Park	225	101	52	(6)	(16)	Accepted to be let as general needs	

Offer Notice	Property Size	Ward	Council valuation	Subsidy/(Surplus)				Outcome	Notes
				Social Rent	Living wage rent (27.5%)	Living wage rent (37.5%)	LHA (temporary accommodation)		
			£'000	£'000	£'000	£'000	£'000		
61	2 bedroom flat	Queens Park	230	107	59	1	(19)	Accepted - to be let as TA	
62	3 bedroom flat	Hangleton & Knoll	200	77	10	(58)	(112)	Accepted - to be let as general needs	To be let at LW 27.5%
63	3 bedroom flat	Hollingdean & Stanmer	245	100	45	(23)	(77)	Accepted - to be let as TA	
64	1 bedroom flat	Queens Park	165	67	33	(16)	(16)	Accepted - to be let as TA	
65	1 bedroom flat	Westbourne	180	77	46	(2)	(3)	Accepted - to be let as TA	
66	1 bedroom flat	Goldsmid	180	82	49	0	0	In progress	Offer made – not yet accepted
67	2 bedroom flat	Queens Park	220	58	51	(7)	(27)	Accepted - to be let as TA	
68	2 bedroom flat	Goldsmid	240	102	56	(2)	(22)	Accepted - to be let as TA	
69	3 bedroom house	Moulsecoomb & Bevendean	-	-	-	-	-	Did not proceed	Rejected as valuation too high £285,000
70	2 bedroom flat	Queens Park	235	101	52	(6)	(16)	Accepted - to be let as TA	
71	1 bedroom flat	Goldsmid	180	74	41	(7)	(8)	Did not proceed	Owner rejected offer
72	2 bedroom house	Woodingdean	-	-	-	-	-	Did not proceed	Rejected as valuation too high £350,000
73	1 bedroom flat	Westbourne	230	113	83	34	34	Did not proceed	Rejected as did not offer the council value for money
74	3 bedroom house	Moulsecoomb & Bevendean	225	-	-	-	-	Did not proceed	Owner withdrew property
75	1 bedroom flat	Hollingdean & Stanmer	180	88	55	6	6	Accepted - to be let as TA	
76	2 bedroom flat	Queens Park	225	102	53	(6)	(26)	Did not proceed	Owner rejected offer
77	3 bedroom house	East Brighton	-	-	-	-	-	Did not proceed	Rejected as valuation too high £400,000
78	2 bedroom flat	North Portslade	190	82	30	(28)	(38)	Accepted –to be let as general needs	To be let at LW 27.5%
79	1 bedroom flat	East Brighton						In progress	Currently being assessed
80	2 bedroom flat	North Portslade						In progress	Currently being assessed
81	1 bedroom flat	St Peters & North Laine						In progress	Currently being assessed
82	1 bedroom flat	Queens Park						In progress	Currently being assessed
83	2 bedroom flat	Hangleton & Knoll	220	107	74	26	34	Did not proceed	Rejected as did not offer the council value for money

Subject:	Evictions from Temporary Accommodation Annual Update		
Date of Meeting:	18th September 2019		
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 Since June 2017 an annual report has been presented to Housing Committee, highlighting the numbers of evictions from Emergency accommodation over the year.
- 1.2 The number of evictions has increased slightly by 0.4% from the same period last year from 33 to 39 evictions. These numbers are very low in comparison to the number of placements made, representing only 3.7% of all placements.
- 1.3 Of those who were evicted there is a disproportionate amount who have been assessed as needing supported accommodation and find it difficult to manage general needs emergency/ short-term accommodation, although numbers overall are very low.
- 1.4 The impact of the Welfare Officers has been positive and enabled more collaborative working to resolve issues at an early stage and avoid eviction. Since the introduction of the Welfare Officers the previous year the number of evictions reduced considerably and have held steady this year.
- 1.5 We have 412 units of short term/emergency accommodation managed on our behalf and around 60 spot purchase units ie where we have no contract with the provider beyond a nightly room booking. The average stay is currently 5 months and so turnover is high. We made 1040 placements in those units in 18/19, which is a slight increase on the previous year of 996. Full details are in the table in 3.2.1.

2. RECOMMENDATIONS:

- 2.1 That the Housing Committee note the findings of the report.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 Housing and New Homes Committee requested a report into the evictions from Emergency Accommodation which was considered in June 2017. It was requested that the position be kept under review and an update report provided yearly. This report sets out the findings of the analysis of evictions over the past year. It focuses on Emergency/short term accommodation only and not longer term leased accommodation. The average length of stay in emergency accommodation has reduced from 18 months at the time of the last report to 5 months.

3.1.1 In 2018/19 we created 2 x welfare officer posts to help provide support to people in emergency accommodation and short term accommodation. Further budget was agreed in Policy Resources & Growth Committee in 2019 to expand this provision, which enabled provision to be increased to six Welfare Officers.

In 18/19 Quarter 1-3 there were 2 Welfare officers in post. This increased to three officers for Q4 and all six were in post from quarter 1 19/20.

3.1.2 The role of the welfare officers is to support residents and sustain their accommodation. Providers contact the officers regarding any issues of concern such as anti-social behaviour, welfare concerns or service charge arrears, which could lead to the risk of eviction. The welfare officer's work with residents to assist them to move onto accommodation that is more suitable, completing supported housing forms and supporting residents through the process. They also support older residents seeking to move into sheltered accommodation and assist with bidding.

3.1.3 Weekly welfare checks are undertaken at the larger accommodation blocks. This allows officers to have a presence and to ensure that residents are aware of the support available to them and undertaking referrals as appropriate. They also report any maintenance issues to the providers if residents do not feel confident to do so.

3.1.4 The welfare officers act as an intermediary between providers and residents negotiating and providing assurance that issues are monitored to avoid further risk of evictions.

3.2 Analysis of Eviction

3.2.1 Data has been gathered for the period of 01/04/18 to 31/03/19 on the number of placements made; the number of evictions and the reasons for any evictions. The figures below represent the total number of placements made in the period which includes the first time a household is placed and any subsequent transfers or replacements. The figures are not the actual number of households accommodated in a period as a household might have been placed more than once in a period. This follows the same rational as per the previous report and we have provided those figure in brackets for comparisons.

Period	No of Placements	No Of evictions	Evictions due to breach of licence	Homeless duty discharged	Re-accommodated	Didn't re-present
Q1 18/19	(273) 242	(7) 5	(7) 5	(2) 2	(5) 2	(0) 1
Q2 18/19	(301) 296	(7) 6	(7) 6	(2) 0	(4) 4	(1) 1 (+1 refused alternative offer)
Q3 18/19	(218) 259	(9) 18	(9) 18	(0) 6	(8) 11	(1) 4 (+1 went to Prison)
Q4 18/19	(204) 243	(10) 10	(10) 10	(0) 4	(8) 5	(2) 1
Total	(996) 1040	(33) 39	(33) 39	(4) 12	22 (25)	(4) 9
%		(3.3%) 3.7%		30.77%	56%	20.51%

3.2.2 The council made 1040 placements in emergency accommodation in 2018/19. Of those

- 39 (3.7%) were evicted and
- 1001 (96.25%) remained in their accommodation.

3.2.3 Of the 39 evictions, the eviction was because the household had breached their licence conditions. Examples of those breaches are set out in Appendix 1. There was only one person evicted for service charge arrears alone. However, 22 of the 39 (56.41%) were re-accommodated. 12 Households had their homeless duty discharged. 3 were replaced under a different duty, and 7 did not re-present to us

3.2.4 Service charges cover the costs of providing communal lighting, cleaning of common ways, Heating and hot water where there are communal facilities and are set by the provider. Where there are individual electric meters in accommodation, the cost of that electricity is not part of the service charge and the cost of that is standard rates set by the utility company, not the accommodation provider.

3.2.5 Below is a list of the emergency accommodation providers and the number of units they have. In addition there were 34 households in Spot purchase on the 31.3.19.

Provider	No units	Service charge singles P/W	Service charge Others P/W	No Evictions
Baron Homes & Moretons	241	£20 HMO only	£0	16
Helgor Trading	120	£12.50	£15	15
Colgate & Gray	51	£0	£0	8
Total	412			39

- 3.2.6 When we are considering whether the eviction will result in a discharge of the Housing duty owed we carry out enquiries, which includes obtaining records and evidence from accommodation providers pertaining to an eviction, in addition to information provided by the resident.
- 3.2.7 If a household is evicted then the housing duty will only be discharged if it can be sufficiently demonstrated that the threshold as set out in Part 7 of the Housing Act 1996 relating to 'intentional homeless' has been met. In the event of disputed evidence that cannot be reconciled, the council in accordance with the Homeless Code of Guidance will err on the side of the resident and would not discharge the housing duty.
- 3.2.8 Monthly operational meetings are scheduled between the council and the accommodation providers to ensure that accommodation is being managed in accordance with the contract and that households are receiving the support they require to manage their accommodation. Prior to any eviction, wherever possible, the Welfare officers and providers will work to try and effect a resolution to any problems that have arisen. In addition, there are quarterly contract meetings.

Under the contract, the provider has to notify us they have issued a warning that behaviour is likely to lead to eviction if not addressed. In the event that the Provider becomes aware that an Occupier has breached or is likely to breach any of the terms of their Occupier Agreement the Provider shall inform the Council and take all reasonable enforcement steps. However, if the breach is serious, then immediate eviction may result in order to safeguard staff and other residents.

- 3.2.9 A significant proportion of single people in emergency accommodation have complex support needs and are waiting for supported accommodation. Of the above 39 evictions, 14 were waiting for supported accommodation. This reflects the difficulties people have trying to manage in general needs accommodation whilst waiting for a supported despite the intervention of welfare officers.
- 3.2.10 Of those 14 waiting for supported accommodation, 9 were subsequently moved into supported accommodation after their eviction. The high demand for supported accommodation means that people can be waiting for a considerable amount of time for a suitable vacancy. This can mean that whilst people may be linked in with support services, they do not cope well in Emergency accommodation.

- 3.2.11 Residents currently waiting for supported accommodation are as follows

12 High/Medium Support
10 Low Support
7 Young People support

Currently the average length of wait is 6 months

- 3.2.12 Appendix one provides some examples of the reasons why households are evicted.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 We have considered that the disproportionate number of people evicted were awaiting supported accommodation. Work is already underway between Adult Social Care Commissioning and Housing to consider how better to provide supported accommodation and with regard to developing the specification for short-term managed accommodation going forwards as part of the re-procurement.
- 4.2 We are also working towards and have funding for developing council owned short term /emergency temporary accommodation which will be managed in house, enabling greater control and flexibility to reflect the changing needs of clients.
- 4.3 Finally, we are changing the model to have less short-term managed accommodation and a higher ratio of longer-term accommodation whilst reducing the overall amount of temporary accommodation needed over the next few years.

Year	Short Term/Emergency Units at start of year	Resulting number of Units by Year end
2019-20	472	322
2020-21	322	250
2021-22	250	200
2022-23	200	170
2023-24	170	148

5. COMMUNITY ENGAGEMENT & CONSULTATION

Consultation was carried out with the Temporary Accommodation Action Group who we continue to work collaboratively with. The chair has commented as follows:

“It is good to see evictions rate have stayed at a similar level and not risen to the level of 2016/17 (5.3%) . I am proud of the part that the Temporary Accommodation Action Group is playing in trying to ensure peoples stay in emergency accommodation is as safe and healthy as possible. All stakeholders need to continue to work together to achieve this aim for people experiencing the crisis of homelessness and placed in emergency accommodation”

6. CONCLUSION

- 6.1 The number of evictions has increased slightly by 0.4% from the same period last year. This reflects the number of households who are waiting for supported accommodation and find it difficult to manage general needs emergency/ short-term accommodation.
- 6.2 The impact of the Welfare Officers has been positive and enabled more collaborative working to resolve issues at an early stage and avoid eviction. Since the introduction of the Welfare Officers the previous year the number of evictions reduced considerably and have held steady this year.

- 6.3 We will continue to monitor evictions to identify further actions, support or training to enable people to maintain their accommodation and prevent disputes escalating into evictions where possible.
- 6.4 We are planning to reduce our use of short-term managed accommodation over the next few years and to develop council owned and managed short term accommodation so we will have greater control and flexibility over the management.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

The costs of this review relate to staff time, which is met from the current Housing Options budgets for Housing General Fund. The cost of the 6 welfare officers is met from a one year budget resource of £0.250m agreed at Budget Council in February 2019 and therefore there is currently no funding for this service beyond 31st March 2020.

Finance Officer Consulted: Monica Brooks

Date: 12/08/19

Legal Implications:

There are no significant legal implications arising from this review of temporary accommodation evictions. The procedures outlined in the report to review evictions address relevant statutory obligations such as the Equality Act 2010.

Lawyer Consulted:

Name Liz Woodley

Date: 28/09/19

Equalities Implications:

- 7.3 There may be some vulnerable groups (in particular those with a disability) within the group being accommodated and it is important to note that where this is identified it is reflected in the decision making process whether to evict or to re-accommodate.

APPENDIX ONE

Examples of the reasons providers have submitted for the evictions in the report

- Allowing overnight visitor, caretaker asked them to leave 7 times and resident refused to ask their visitor to leave.
- Injecting in the communal bathroom, blood all over the walls and sink. Brought a drug dealer into the building who was bagging up and weighing drugs in the communal kitchen.
- Theft from other residents' rooms
- Threatened to kill staff and had a knife.
- Visitor physically assaulted security staff
- Drug dealing, ASB, fighting with other residents.

Subject:	Homelessness and Rough Sleeping Strategy Development and Consultation		
Date of Meeting:	18 September 2019		
Report of:	Executive Director for Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Justine Harris	Tel: 01273 293772
	Email:	Justine.Harris@brighton-hove.gov.uk	
Ward(s) affected:	(All Wards);		

FOR GENERAL RELEASE/ NOT FOR PUBLICATION**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to ask for approval to commence work to consult on the Homelessness and Rough Sleeping Strategy 2020-2025. This is in line with government requirement to review, rewrite and combine the Homelessness Strategy and the Rough Sleeping Strategy.

2. RECOMMENDATIONS:

- 2.1 That the Housing Committee give approval to commence consultation on the Homelessness and Rough Sleeping Strategy 2020-2025.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 There have been many changes since the last Homelessness Strategy and Rough Sleeping Strategy s were written. The Welfare Reform Act 2012 is continuing to be rolled out and the Homeless Reduction Act 2017 saw the biggest changes to homeless legislation since 1996. Increasingly complex issues have emerged in terms of supply, demand, affordability and barriers to accessing housing, in part this is due to a particular demographic of vulnerable households on low incomes. In response, Brighton and Hove has seen the emergence of many new community activists and groups across the City.
- 3.2 The Rough Sleeping Strategy 2016-2020 sought to ensure that the city's commissioners, service providers and advocates were working in partnership to a clear strategic plan to reduce rough sleeping in the city and improve outcomes for rough sleepers and those at risk of rough sleeping. It focusses on five priority areas:
- Preventing Homelessness and Rough Sleeping – to provide a consistent message about housing options that helps services prevent homelessness and moves people away from sleeping rough.
 - Rapid Assessment and Reconnection – outreach to assess the needs of people sleeping rough to plan support, and where appropriate, reconnect people with

friends, families and support networks, before they are fully immersed in street life.

- Improving Health – to ensure people sleeping rough are supported by health and social care services that help them to regain their independence.
- A Safe City – making sure people sleeping rough, residents and visitors are safe and free from intimidation.
- Pathways to Independence – making sure supported accommodation offers solutions appropriate to residents needs.

3.3 The Homelessness Strategy 2014-19 was Brighton and Hove Council's third Homelessness Strategy and formulated following a statutory review of the previous strategy and citywide consultation. It sets out a strategic approach to responding to and preventing homelessness it is underpinned by five objectives:

- Provide Housing and Support Solutions that Tackle Homelessness and Promote the Health and Well-being of Vulnerable Adults.
- Provide 'whole families' housing and support solutions that tackle homelessness and promote the well-being of families and young people.
- Develop Access to Settled Homes.
- Reduce Inequality and Tackle Homelessness amongst Our Communities of Interest.
- Provide Integrated Housing, Employment and Support Solutions as a Platform for Economic Inclusion.

3.4 Progress towards delivery against the objectives of the current Homelessness Strategy and the Rough Sleeping strategies will be reviewed as part of our consultation on development of the new draft Homeless and Rough Sleeper Strategy.

3.5 Strategy development will also align to consultation, consideration and decisions over adoption of a Homeless Bill of Rights for the city following the recent petition to Council and report being brought back to November 2019 Housing Committee.

3.6 The Government has committed to ending rough sleeping by 2027. The Homeless and Rough Sleeping Strategy will take into account the three core pillars of the National Rough Sleeping Strategy: Prevention, Intervention and Recovery

3.7 The new strategy will set out information about the scale and causes of homelessness and rough sleeping the City and how we will seek to prevent homelessness and rough sleeping.

3.8 The Strategy will align with other strategies and programmes that link to homelessness. It will be co-ordinated with the Health and Needs Wellbeing Strategy and informed by the Joint Strategic Needs Assessment. It will be developed jointly with partners who will have responsibility for its delivery.

3.9 In formulating the strategy we will need to recognise that for some households, homelessness cannot be tackled, or prevented, solely through the provision of accommodation. Some households will require a range of support services, which may include housing related support to help them sustain their accommodation, as well as personal support relating to factors such as

relationship breakdown, domestic abuse, mental health problems, drug and alcohol addiction, poverty, debt and unemployment.

- 3.10 One of the purposes of the Homelessness and Rough Sleeping Strategy will be to ensure a sufficient supply of accommodation for people who are or may become homeless. It will include within the Strategy actions required to ensure sufficient supply of accommodation to meet the estimated need.
- 3.11 Homelessness and Rough Sleeping Strategy action plans will be formulated to help ensure that objectives set out in the Strategy are achieved. The action plans will include targets, milestones and arrangements for monitoring and evaluation.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Under the terms of the Homelessness Act 2002 it is a legal requirement to formulate and deliver a Homelessness Strategy.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Stakeholder input will be central to the success of the Strategy, community consultation will inform its development. This will come from a wide range of stakeholders including residents, faith groups, community activists, third sector and public sector organisations and the business community. As part of the consultation we will be holding a summit and forming a cross sector steering group, this will include elected members. There will also be opportunities for stakeholders to take part in an online survey. The strategy will published and shared once approved.

- 5.2 The objectives will emerge from the consultation process

5.3 Time line

- **Sep 19** Review current Homeless Strategy (2014-19) and Rough Sleeping Strategy (2016-20).
- **Sep 19** Begin City wide Consultation (September –October 2019).
- **Sep 19** Create Consultation plan.
- **Dec 19** Analyse findings of the consultation.
- **Dec 19** Create Draft Strategy.
- **Jan 20** Present draft strategy to Housing Committee.
- **Feb 20** Consult on draft strategy.
- **Mar 20** Present final Strategy to Housing Committee.
- **Apr 20** Publish new strategy.
- **2020-25** Monitor and Review.

6. CONCLUSION

- 6.1 It is a legal requirement to develop a new strategy by virtue of the Homelessness Act 2002 and current guidance.
- 6.2 In order to develop the Strategy we need to consult with the community which will include the homeless themselves.

7. FINANCIAL & OTHER IMPLICATIONS:

- 7.1 There are no direct financial implications arising from the recommendations of this report as the cost of consultation will be met from current budget resources. Any financial implications arising from the delivery of the strategy will be reported to the appropriate committee for consideration, prior to implementation.

Finance Officer Consulted: Monica Brooks

Date:28/8/2019

Legal Implications:

Section 1 of the Homelessness Act 2002 imposes a duty on the council as a local housing authority to carry out a homelessness review for their district; and to formulate and publish a homelessness strategy based on the results of that review. The new strategy must be published within 5 years of publication of the previous one. The proposals outlined in the report will assist the council in discharging its obligations under the Act.

Lawyer Consulted:

Name Liz Woodley

Date: 28/08/19

Equalities Implications:

- 7.2 Will be considered as part of the development of the strategy. An equalities impact assessment will be carried out on the new Strategy.

Sustainability Implications:

- 7.3 None identified at this time.

Crime & Disorder Implications:

- 7.4 Reducing and resolving homelessness should have a positive impact for crime and disorder in the city. This will be reviewed further in development of the Strategy.

Risk and Opportunity Management Implications:

- 7.5 None identified at this time, This will be reviewed further as part of the development of the Strategy.

Public Health Implications:

- 7.6 Reducing or resolving homelessness should have a positive impact for public health. This will be reviewed further in the development of the Strategy.

Corporate / Citywide Implications:

- 7.7 Reduction in homelessness would have city wide implications as there are positive benefits for residents and public services. This will be reviewed further in the development of the Strategy.

Subject:	Night Shelter & Supported Accommodation for Rough Sleepers		
Date of Meeting:	18th September 2019		
Report of:	Executive Director for Health & Adult Social Care		
Contact Officer:	Name:	Jenny Knight	Tel: 01273 293081
	Email:	jenny.knight@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 In 2019 additional funding was identified to provide a year round night shelter and additional supported accommodation for rough sleepers and single homeless people in the city. The funding available is £250,000.00 for 2019/20 for the Nightshelter and £200,000.00 per annum for 2019/20 and 2020/21 for the supported accommodation.
- 1.2 The purpose of this report is to provide an update on the work that has taken place to develop these services and to seek approval from Housing & New Homes Committee to the procurement of a 365 night shelter and supported accommodation service jointly.

2. RECOMMENDATIONS:

- 2.1 That the Committee grants delegated authority to the Executive Director of Health & Adult Social Care (HASC) to take all necessary steps to
 - (i) Procure and award a contract for Two (2) years for the provision of a joint Night shelter Service and supported accommodation service to the value of £450,000 per annum.
 - (ii) The contract is to contain a break provision permitting the council to terminate the contract in whole or in part after one year.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Brighton & Hove City Council has identified ending the need to rough sleep in the city as a key priority. Rough Sleeping is harmful and dangerous and sleeping on the streets has a hugely damaging effect on an individual's health and wellbeing and reduces their life expectancy.
- 3.2 Brighton & Hove City Council is working to reduce the number of rough sleepers through a variety of measures including; commissioned outreach, support and

accommodation services, additional grant funding from the Ministry of Housing, Communities and Local Government and through joint work with a variety of charities and volunteers working determinedly across the city. The impact of this work is showing results. Every 2 months a street count is carried out to capture a single night snapshot of the number of people sleeping out on the streets on the city.

Snapshot counts 2018/19

March 2018	54
May 2018	91
August 2018	107
September 2018	78
January 2019	30
March 2019	66
May 2019	53
July 2019	43

Note: the figures are subject to seasonal changes i.e. the city has historically seen an increase in rough sleepers in the summer months

- 3.3 In 2017 a cross party working group was set up to look at the establishment of a winter night shelter for rough sleepers. Following an extensive search for a building the Syndicate Wing at the Brighton Centre was identified. In 2017/18 and 2018/19 the shelter operated from this venue moving to St Martins Church when the Brighton Centre had prior bookings.

Brighton Centre Winter Nightshelter

Winter Nightshelter	2017/18	2018/19
Number of nights open	91	116
Number of rough sleepers offered accommodation	102	93
Number of rough sleepers accessing shelter	76	73
Average number of places allocated per night	30	30
Average number of people attending per night	21	20
Number accommodated or reconnected from the service	28	41

- 3.4 Following positive feedback about the contribution of the service to supporting rough sleepers funding of £250,000 was identified for 2019/20 to operate a year

round night shelter. (See the Nightshelter Evaluation in background documents for more information.)

- 3.5 In addition, £400,000 additional funding was allocated to provide supported accommodation units over 2 years to mitigate the loss of beds from the closure of the West Pier Project (a high support accommodation service).
- 3.6 If the funding is combined and staffing shared between the two services then it is financially viable as one service and could operate 24 hours a day 365 days a year.
- 3.7 Since the identification of the funding council staff have been searching for a building / buildings to operate the services from. Staff have viewed numerous buildings, houses in multiple occupation, and halls with a view to leasing a building or utilising an existing council building but we have been unable to identify a building which is affordable, in good condition, offers sufficient space and is in a suitable location.
- 3.8 A consultation also took place with the market which resulted in some interest in operating the services but more limited possibilities in terms of accommodation.
- 3.9 In view of the urgency a Prior Information Notice as a Call for Competition was listed in the Official Journal of the European Union on 8th August 2019 as required by the Public Contract Regulations 2015. This called for interested parties to submit an expression of interest for the provision of a combined Night Shelter and High Support Accommodation service based at the same site to be operational 24 hours a day, 365 days a year. The Pin required potential interested parties to have access to appropriate accommodation as well as the ability to provide services. (The issue of the Pin does not commit the council to taking further steps to procure the contract).
- 3.10 The decision to combine the proposed services and not divide into lots is to enable the provision of services within the restricted budget.
- 3.11 Prospective bidders have until 12th September 2019 to submit their expressions of interest. Should there be multiple bidders it is proposed to run a very quick tender exercise to secure a provider. If there is only one bidder capable of providing both accommodation and services it would be the intention to enter into direct negotiations with that bidder in order to check their ability to deliver the service and to agree upon suitable terms for delivery of the service. In the event that no bids are received the council may enter into negotiations with parties in the city with a view to making a direct award.
- 3.12 Both approaches are permitted under the Public Contract Regulations and will ensure that:
 - Due diligence is carried out on potential providers which will include checks on financial stability, insurance arrangements, appropriate policies, and procedures
 - The accommodation on offer is of a sufficient standard
 - Training and support offered to staff including reflective practice

- A good quality service proposal which includes number of staff, proposed staffing rota, management, food provision, move on planning, and use of psychologically informed environments
- A good quality offer to the service user in terms of personalised, trauma informed support, referrals to suitable services, and equality of access
- A clear service budget and value for money for the council.

Current Accommodation and Support:

- 3.13 The proposed Night shelter and accommodation will fit into an existing model of accommodation and support for rough sleepers and homeless people within the city. The city currently offers 166 high support (inc Housing First), 120 medium support and 160 low support units of accommodation for rough sleepers and single homeless people.
- 3.14 In addition to this Brighton & Hove currently operates the following short term accommodation options for those at high risk of rough sleeping and those who are new to the streets of Brighton, both of which are funded by additional grant funding from the Ministry of Housing, Communities and Local Government (MHCLG).

Somewhere Safe to Stay: This service offers a safe place to stay for individuals referred by Housing Options who are at high risk of rough sleeping. The service offers 10 bed spaces in a shared space and 12 individual rooms and is staffed 24 hours a day 7 days a week by St Mungos. The service provides a thorough assessment of an individual’s needs with the aim of supporting them into a sustainable accommodation option which prevents them ever needing to rough sleep. This service is part of the MHCLG’s Rapid Rehousing Pathway which is a key element of the Governments Rough Sleeper Strategy.

No Second Night Out Hub: This service offers 17 overnight spaces for rough sleepers. Referrals are made by the St Mungos Street Outreach Service for those who are new to Brighton & Hove or new to rough sleeping. The aim of the service is to assess an individual’s needs and housing options and support them away from the streets and into accommodation. The service is run by Brighton Housing Trust. This is part funded by the MCHLG Rough Sleeper Initiative Funding and part funded by Brighton & Hove City Council.

- 3.15 The year round Night Shelter would fill a gap in short term direct provision for rough sleepers with more complex needs. The work of the winter night shelter showed that this group of people, who may have been sleeping rough for a while, respond positively to a flexible night shelter provision which can slowly work with them around their options for accessing accommodation. In July 2019, 43 people were found on one night rough sleeping in the city.

Finance:

- 3.14 The following funding has been allocated for 2019/20 and 2020/21.

Service	Funding amount per annum	Length of funding
365 day Nightshelter	£250k	1 year: 2019/20 (funding

		for year 2 is proposed)
High Support Accommodation	£200k	2 year: 2019/20 & 20/21

The funding allocated is not sufficient to run two separate 24 hour staffed services however when put together the funding is sufficient for both accommodation and night shelter provision.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 BHCC staff have conducted an extensive property search for a venue for both the accommodation and Nightshelter. This has included using the council's property list, private leasing, empty properties, church halls and building used by charities. We have been unable to identify a building for a number of reasons:

- Empty buildings have required extensive work to make them safe and suitable for the service.
- Church and community buildings have bookings and events which make them unavailable for the duration of the service.
- Community impact.
- Leased buildings not in a suitable location or not of a sufficient size.

4.2 The same search was conducted in 2017 and 2018 to find a suitable winter Nightshelter and the lack of building resulted in the use of the Brighton Centre and the move to St Martins Church to accommodate dates when there were bookings at the Brighton Centre. In 2018/19 the shelter moved to St Martins Church on four occasions which was not ideal for staff or service users.

4.3 The City Council could continue to search for a building and opt to run the service in-house however this is not being recommended due to the risk that a building will not be found to operate the service.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Should the recommendations be accepted then the accommodation and support provider supported by BHCC will commence engagement with the local community. This will include ensuring the community know what the building will be used for and how they can contact the service should they have any issues.

5.2 The provider will be expected to communicate regularly with the local community and have a community engagement protocol in place. The views of the local community are captured as part of contract monitoring and form part of the action plan for the service should any issues with the services operation be identified.

5.3 The service provider will be expected to gather feedback from its service users on a regular basis via residents meetings, anonymous feedback, exit interviews and by reviewing complaints. This information will be used to develop and improve the quality of the service. Feedback from service users is also gathered by either the H&ASC Commissioning Team or individuals with lived experience of homelessness as part of the contract monitoring process.

- 5.4 Engagement is already taking place with the charitable sector in relation to supporting the Nightshelter clients, this includes work with St Johns Ambulance around medical services, inreach from mental health and substance misuse professionals, and linking with the Churches Nightshelter. The service provider will be expected to accept donations and utilise volunteers within the service.

6. CONCLUSION

- 6.1 The supported accommodation and night shelter provision for rough sleepers is part of the range of services that the council funds to reduce the number of people rough sleeping in the city. The service will move people into accommodation with the intention of ensuring that they do not return to rough sleeping and will work closely with key services in the city to ensure that rough sleepers are accessing the services they need to improve their lives.
- 6.2 A procurement process has been commenced in line with regulations to ensure providers in the city have an opportunity to submit a proposal to deliver this service.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The temporary general fund budget allocated by Budget Council to the Health & Adult Social Care directorate for the all year night shelter and high support accommodation is £0.450m in 2019/20 and £0.200m in 2020/21. Any funding for 2020/21 and future years is subject to agreement at annual Budget Council. For the financial year 2018/19 the Winter Night Shelter was provided by an external provider at an average cost of £1,300 per night (including all associated costs) compared to £1,460 per night when the service was provided in-house. The service commissioned must be within the funds available.

Finance Officer Consulted: Sophie Warburton

Date: 15/08/2019

Legal Implications:

- 7.2 The Council's Constitution at Part 4 Scheme of Delegation to Committees and Sub-Committees sets out the terms of reference of each Committee. Housing Committee has overall responsibility for the Council's housing functions including homelessness and specifically in relation to street homelessness the function of the committee is: "To coordinate the Council's policies and actions with a view to reducing and eliminating street homelessness and, in conjunction with the Policy and Resources Committee and the Health and Wellbeing Board, to ensure that appropriate action is taken".
- 7.3 Part 4 A of the Constitution provides that where a function is delegated to a Committee, that the Committee may delegate the function to its Sub-Committee(s) or an officer. Where a function is delegated to more than one Committee or Sub-Committee, any one of those Sub-Committees may exercise the function.

- 7.4 In respect of the proposal to award the contract for two years it will be necessary to incorporate a break clause in the contract to ensure that the council can sever the night shelter services from the contract should the funding not be confirmed to ensure the delivery of the service.
- 7.5 For the purpose of the Public Contract Regulations 2015 the services required fall with Schedule 3 of the Regulations are therefore subject to the light touch regime. This means that there is flexibility as to the design of the procurement process providing that safeguards around equal treatment and transparency are observed and the process is advertised in accordance with Regulations and as required by reference to the threshold value. The threshold for the publication of light touch regime opportunities is £615,278.00. The value of the service over two years is estimated at £900,000.00. The opportunity may be advertised through the publication of a Prior Information Notice as a call for competition in place of a contract notice. The publication of such a notice negates the need for a further Contract Notice and means that only those providers that respond as required will be invited to participate in the tendering process. As the process is light touch the time limits may be reduced for providing tender responses providing they are adequate to enable proper responses to be submitted.
- 7.6 In the event that only one compliant response is received the council may enter into direct negotiations with that party. In the event that no expressions of interest are received the council may seek to negotiate directly with a potential provider.

Lawyer Consulted: Judith Fisher

Date: 21/8/19

Equalities Implications:

- 7.7 Equalities Impact Assessment is attached as Appendix 1

Public Health Implications:

- 7.7 The provision of a Nightshelter and accommodation for rough sleepers will greatly improve health outcomes of those who are accommodated. Services such as St Johns Ambulance can offer medical services within the shelter and partnerships are well developed with the Homeless Health Team, Mental Health Homeless Team and Substance Misuse Service to enable appropriate support to be provided to people accessing the service.

Corporate / Citywide Implications:

- 7.8 The service will support the council's priority to end the need to rough sleep in the city and improve the health and other outcomes of rough sleepers by providing a safe place to stay. The service will work to find sustainable accommodation and support outcomes for users to prevent the need for them to return to rough sleeping.

SUPPORTING DOCUMENTATION

Appendices:

1. Equalities Impact Assessment

Background Documents

1. Contract award for the provision of a “Safe Space to Stay” service funded by grant by the Ministry of Housing Communities and Local Government, Housing & New Homes Committee 13th March 2019

[https://present.brighton-hove.gov.uk/Published/C00000884/M00008068/AI00073109/\\$20190304130119_019592_0064155_CommitteeReportTemplate210617newsavedformat.docxA.ps.pdf](https://present.brighton-hove.gov.uk/Published/C00000884/M00008068/AI00073109/$20190304130119_019592_0064155_CommitteeReportTemplate210617newsavedformat.docxA.ps.pdf)

2. Night Shelter Evaluation – Policy, Resources & Growth Committee, 12th July 2018

[https://present.brighton-hove.gov.uk/Published/C00000912/M00008106/AI00067251/\\$20180704104514_016426_0058013_PRGNightShelter.docxA.ps.pdf](https://present.brighton-hove.gov.uk/Published/C00000912/M00008106/AI00067251/$20180704104514_016426_0058013_PRGNightShelter.docxA.ps.pdf)

Equality Impact and Outcome Assessment (EIA) Template - 2015

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups². They help us make good decisions and evidence how we have reached these decisions³.

See end notes for full guidance. Either hover the mouse over the end note link (eg: Age¹⁹) or use the hyperlinks ('Ctrl' key and left click).

For further support or advice please contact the Communities, Equality and Third Sector Team on ext 2301.

1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴.

Title of EIA⁵	Development of a Night shelter and Supported Accommodation for Rough Sleepers.	ID No.⁶	HASC26
Team/Department⁷	H&ASC Commissioning		
Focus of EIA⁸	This EIA deals with the development and commissioning of a Nightshelter and supported accommodation service for rough sleepers.		

2. Update on previous EIA and outcomes of previous actions

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
N/A		

3. Review of information, equality analysis and potential actions

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations																
Age¹³	<p>The following data is taken from those rough sleepers worked with in 2018/19</p> <table border="1" data-bbox="533 662 898 995"> <thead> <tr> <th colspan="2">Age</th> </tr> </thead> <tbody> <tr> <td>16-25</td> <td>42</td> </tr> <tr> <td>26-35</td> <td>167</td> </tr> <tr> <td>36-45</td> <td>165</td> </tr> <tr> <td>46-55</td> <td>117</td> </tr> <tr> <td>56-65</td> <td>26</td> </tr> <tr> <td>66-75</td> <td>8</td> </tr> <tr> <td>76-85</td> <td>1</td> </tr> </tbody> </table>	Age		16-25	42	26-35	167	36-45	165	46-55	117	56-65	26	66-75	8	76-85	1	<p>The majority of rough sleepers are between the ages of 26 and 55 years old.</p>	<p>The service being developed will be targeted to adults only. As much as possible we would aim to avoid those under 25 having to access adult services although this may happen on occasion if other avenues had been exhausted.</p>	<p>The service will offer an individual assessment to each service user aiming to ensure that their onward journey is matched to their needs and this will include taking into account their age and the most appropriate accommodation for them especially young people and those over 65.</p>
Age																				
16-25	42																			
26-35	167																			
36-45	165																			
46-55	117																			
56-65	26																			
66-75	8																			
76-85	1																			
Disability¹⁴	<p>The snapshot data below is taken from high support accommodation and shows that those who access accommodation services for rough sleepers and homeless people have a variety of physical health needs.</p>	<p>The building has not yet been identified for the service meaning that we do not yet know if it will be accessible to people with mobility issues. This is a particular challenge in Brighton & Hove with the types of accommodation on offer</p>	<p>Individuals with specific health needs may be more difficult to move on from the service or they may require a more specialist form of accommodation which better meets their needs. This will be part of the assessment process.</p>	<p>In the process of securing and developing the service the council will make every endeavour to provide accommodation which is accessible to those with mobility needs within the limited pool of available accommodation in</p>																

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations										
	<table border="1"> <tr> <td>Aged 55 or over with long term needs / issues</td> <td>8.0%</td> </tr> <tr> <td>Mobility</td> <td>8.0%</td> </tr> <tr> <td>Hearing impairment</td> <td></td> </tr> <tr> <td>Progressive disability / Chronic illness</td> <td>20.0%</td> </tr> <tr> <td>Other Physical health need</td> <td>20.0%</td> </tr> </table>	Aged 55 or over with long term needs / issues	8.0%	Mobility	8.0%	Hearing impairment		Progressive disability / Chronic illness	20.0%	Other Physical health need	20.0%	and the shortage of ground floor accessible accommodation.		Brighton & Hove.
Aged 55 or over with long term needs / issues	8.0%													
Mobility	8.0%													
Hearing impairment														
Progressive disability / Chronic illness	20.0%													
Other Physical health need	20.0%													
Gender reassignment¹⁵	There are/have been a small number of transgender people identified as rough sleepers.	There are small numbers of out transgender people rough sleeping according to our data however individuals may be hidden and there may be a larger number sofa surfing individuals that we do not currently know about. Anecdotal evidence suggests that transgender people may be reluctant to enter shelters or supported accommodation.	Transgender individuals may not wish to take up offers of shelter or supported accommodation if they do not feel they will be safe.	The service specification for the support will include a requirement for the service provider to ensure the service offers equal access to all and provides a safe space for transgender service users. The service will be monitored to ensure that equalities policies are in place and acted upon. The service will be expected to monitor and report on hate										

Protected characteristics groups from the Equality Act 2010	What do you know⁹? Summary of data about your service-users and/or staff	What do people tell you¹⁰? Summary of service-user and/or staff feedback	What does this mean¹¹? Impacts identified from data and feedback (actual and potential)	What can you do¹²? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				incidents. Once accommodation is identified for the service then the council and the provider will examine how separate space can be provided in the nightshelter for those who are vulnerable.
Pregnancy and maternity¹⁶	In the past, supported accommodation services have accommodated pregnant women. This data is currently not collated but the numbers are small. Women will be transferred out of the service prior to the birth of their child however it may also be the case that children are removed from the parent and the parent returns to supported accommodation. Many men and women who access supported accommodation will have	Services have accommodated small numbers of pregnant women and have recently come together to develop guidance for working with pregnant women to improve the experience for the women and support staff to understand what support services exist in the city.	Pregnant women entering the service may have significant health and substance misuse needs and a number of agencies involved in the pregnancy. Women entering the service may have experienced significant trauma from having children taken into care and this needs to be taken into account and supported within the service. Nightshelter provision would not be considered appropriate for pregnant women and	The individual assessment will identify appropriate accommodation routes for pregnant women. The service will also identify if a service user wishes to maintain or re-establish contact with family members and provide an onward assessment to their next service which identifies these wishes.

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations																				
	children and many of them may have little or no contact with those children.		any placement would be made on an emergency basis and an onward plan supported by external agencies would be developed swiftly. Night shelters and high needs supported accommodation services do not allow access to children.																					
Race ¹⁷	<p>92% of the residents at the time the snapshot was taken were White British.</p> <table border="1" data-bbox="533 954 866 1481"> <tbody> <tr> <td>White British</td> <td>92.0%</td> </tr> <tr> <td>Irish</td> <td></td> </tr> <tr> <td>White Other</td> <td></td> </tr> <tr> <td>White & Black Caribbean</td> <td>4.0%</td> </tr> <tr> <td>White & Black African</td> <td></td> </tr> <tr> <td>Mixed Other</td> <td>4.0%</td> </tr> <tr> <td>Asian Other</td> <td></td> </tr> <tr> <td>Caribbean</td> <td></td> </tr> <tr> <td>African</td> <td></td> </tr> <tr> <td>Black Other</td> <td></td> </tr> </tbody> </table>	White British	92.0%	Irish		White Other		White & Black Caribbean	4.0%	White & Black African		Mixed Other	4.0%	Asian Other		Caribbean		African		Black Other		Commissioners have received no anecdotal feedback from service users or partners and have received no complaints about discrimination or hate incidents within rough sleeping or supported accommodation services over the last year.	The service will be open to all service users and those who enter the service will have been found rough sleeping.	The service specification for the support will include a requirement for the service provider to ensure the service offers equal access to all and provides a safe space for service users. The service will be monitored to ensure that equalities polices are in place and acted upon. The service will be expected to monitor and report on hate incidents.
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	<table border="1"> <tr> <td>Other</td> <td></td> </tr> <tr> <td>BLACK, ASIAN and MINORITY ETHNIC</td> <td>8.0%</td> </tr> <tr> <td>BAME Mixed</td> <td>8.0%</td> </tr> <tr> <td>BAME Asian</td> <td></td> </tr> <tr> <td>BAME Black</td> <td></td> </tr> <tr> <td>Not asked</td> <td></td> </tr> <tr> <td>Not known</td> <td></td> </tr> </table>	Other		BLACK, ASIAN and MINORITY ETHNIC	8.0%	BAME Mixed	8.0%	BAME Asian		BAME Black		Not asked		Not known				
Other																		
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Not known																		
Religion or belief¹⁸	<p>This information was not collected uniformly across all services but the following provides a snapshot of some supported accommodation services for homeless adults.</p> <table border="1"> <thead> <tr> <th>Religion</th> <th></th> </tr> </thead> <tbody> <tr> <td>None / Atheist / Agnostic</td> <td>25%</td> </tr> <tr> <td>Christian (all denominations)</td> <td>31%</td> </tr> <tr> <td>Buddhist</td> <td>1%</td> </tr> <tr> <td>Muslim</td> <td>2%</td> </tr> <tr> <td>Other religion</td> <td>2%</td> </tr> </tbody> </table>	Religion		None / Atheist / Agnostic	25%	Christian (all denominations)	31%	Buddhist	1%	Muslim	2%	Other religion	2%	Commissioners have received no anecdotal feedback from service users or partners and have received no complaints about discrimination or hate incidents on the basis of religion across our supported accommodation services.	The service will be open to all service users and those who enter the service will have been found rough sleeping..	<p>The service specification for the support will include a requirement for the service provider to ensure the service offers equal access to all and provides a safe space for service users. The service will be monitored to ensure that equalities polices are in place and acted upon. The service will be expected to monitor and report on hate incidents.</p> <p>The service will be expected to assess the</p>		
Religion																		
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Not wishing to disclose</td> <td style="text-align: center;">6%</td> </tr> <tr> <td style="text-align: center;">Not asked</td> <td style="text-align: center;">16%</td> </tr> <tr> <td style="text-align: center;">Not known</td> <td style="text-align: center;">38%</td> </tr> </table>	Not wishing to disclose	6%	Not asked	16%	Not known	38%			service users aspirations and identify support needs which may include a desire to access religious organisations and groups.				
Not wishing to disclose	6%													
Not asked	16%													
Not known	38%													
Sex/Gender¹⁹	<p>The rough sleeping and homeless population that accesses supported accommodation is predominantly male with around 20% female.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="background-color: #d9e1f2;">Gender</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Male</td> <td style="text-align: center;">419</td> </tr> <tr> <td style="text-align: center;">Female</td> <td style="text-align: center;">73</td> </tr> <tr> <td style="text-align: center;">Non-binary</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">No information</td> <td style="text-align: center;">43</td> </tr> </tbody> </table>	Gender		Male	419	Female	73	Non-binary	1	No information	43	<p>Women who access these support services tend to have very high and complex needs. Women only accommodation is available in the city but only on a small scale. The council is developing shelter accommodation specifically for women.</p>	<p>The nightshelter and accommodation service will offer accommodation for both men and women.</p>	<p>Once the building is identified we will work with the provider to offer a women only area or specific area for vulnerable service users.</p> <p>The service will have clear links with the women’s shelter when opened and will offer referral pathways into women only supported accommodation.</p> <p>The specification for the support service will ensure that the service provider has an understanding of the needs of female clients and ensure that staff are trained in supporting female service users.</p>
Gender														
Male	419													
Female	73													
Non-binary	1													
No information	43													

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations																		
<p>Sexual orientation²⁰</p>	<p>The following data is taken from a snapshot of those in supported accommodation for rough sleepers and homeless people</p> <table border="1" data-bbox="533 719 864 1209"> <thead> <tr> <th>Sexual Orientation</th> <th></th> </tr> </thead> <tbody> <tr> <td>Heterosexual</td> <td>84.0%</td> </tr> <tr> <td>Lesbian</td> <td></td> </tr> <tr> <td>Gay Man</td> <td>8.0%</td> </tr> <tr> <td>Bisexual</td> <td>4.0%</td> </tr> <tr> <td>Service User Unsure</td> <td></td> </tr> <tr> <td>Not wishing to disclose</td> <td></td> </tr> <tr> <td>Not asked</td> <td>4.0%</td> </tr> <tr> <td>Not known</td> <td>4.0%</td> </tr> </tbody> </table>	Sexual Orientation		Heterosexual	84.0%	Lesbian		Gay Man	8.0%	Bisexual	4.0%	Service User Unsure		Not wishing to disclose		Not asked	4.0%	Not known	4.0%	<p>There is anecdotal feedback that the LGBTQ population may not feel safe or wish to access nightshelter or supported accommodation.</p>	<p>The data is generally reflective of the client group across our high support services and is only slightly lower than the LGBTQ population within the city.</p>	<p>The service specification for the support will include a requirement for the service provider to ensure the service offers equal access to all and provides a safe space for service users. The service will be monitored to ensure that equalities polices are in place and acted upon. The service will be expected to monitor and report on hate incidents.</p>
Sexual Orientation																						
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<p>Marriage and civil partnership²¹</p>	<p>This information is unknown. Service users are single homeless people however they may be in relationships with individuals rough sleeping or in other accommodation.</p>	<p>We are aware that couples wish to be accommodated together and where possible this is accommodated but this is not always possible for reasons of space and safety.</p>	<p>Those in shelters or supported accommodation who have partners rough sleeping will sometimes sleep out on the streets with their partners.</p>	<p>The service will take into account the wishes of the service user when identifying the most suitable accommodation service for the individual to be transferred too. This will include their</p>																		

Protected characteristics groups from the Equality Act 2010	What do you know ⁹ ? Summary of data about your service-users and/or staff	What do people tell you ¹⁰ ? Summary of service-user and/or staff feedback	What does this mean ¹¹ ? Impacts identified from data and feedback (actual and potential)	What can you do ¹² ? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				relationships with other service users.
Community Cohesion²²	The venue for the service has yet to be identified.	We know from past experience that the local community can sometimes be unhappy about having a supported accommodation service for homeless people placed within their community.	There could be an impact on both service users and the local community if relationships are not managed well.	The service will be staffed 24 hours a day ensuring a staff presence at all times. The service provider and BHCC will work with the local community to ensure that the service is integrated into the local community and that they residents have contact points for the service should they require it. Community engagement and the safe management of the service will be an integral part of the service specification and will be monitored as part of the contract monitoring process.
Other relevant groups²³	Rough sleepers have a range of complex needs including substance misuse and mental health issues.	Service users have a range of complex needs which include substance misuse and mental	The majority of service users will need to be transferred into high or medium support	The Nightshelter element of the service will be commissioned specifically to work with

Protected characteristics groups from the Equality Act 2010	What do you know⁹? Summary of data about your service-users and/or staff	What do people tell you¹⁰? Summary of service-user and/or staff feedback	What does this mean¹¹? Impacts identified from data and feedback (actual and potential)	What can you do¹²? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	outcomes for users by placing them in the service which best meets their needs.			
Assessment of overall impacts and any further recommendations²⁵				
<p>The Nightshelter and accommodation provision should be monitored for its effectiveness and its impact on service user outcomes.</p>				

4. List detailed data and/or community feedback which informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
B'think Data utilised on current rough sleeping and supported accommodation population	July 2019	Data still not being completed by all services.	Data gaps are being addressed with individual services via contract monitoring.

5. Prioritised Action Plan²⁶

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
All service users / local community	Call for Competition	Identification of a provider or tender issued	Service opening	Start October 2019 or Spring 2020 depending on the call for competition outcome
Service users / local community	Identify a building	Provider and building secured	Service up and running	As above
Service users	Negotiation or tender evaluation	Secure a service provider who has experience of running a similar service and can offer a quality service.	Quality support service up and running.	As above
Local community	Engagement once building has been identified.	Secure a service provider with experience of running a similar service within the community	Positive community engagement	Ongoing from contract award.
Service users and community	Ongoing contract monitoring	Contract monitoring on a regular basis and feedback from stakeholders and the community	Positive outcomes for service users and feedback from stakeholders and the community	Ongoing throughout contract period.

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer:

Jenny Knight

Date: 01/08/19

Directorate Management Team rep or Head of Service: Andrew Witham

Date: 03/09/19

Communities, Equality Team and Third Sector officer: Anna Spragg

Date: 27/08/19

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity.** This means the need to:
 - Remove or minimise disadvantages suffered by equality groups
 - Take steps to meet the needs of equality groups
 - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. If in doubt contact Clair ext: 1343

⁷ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on protected groups of the policy/decision/service is available?⁹
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the protected characteristics in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

¹⁰ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

¹¹ Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

¹² Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹³ **Age:** People of all ages

¹⁴ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

¹⁵ **Gender Reassignment:** In the Act a transgender person is someone who proposes to, starts or has completed a process to change his or her gender. A person does not need to be under medical supervision to be protected

¹⁶ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

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- ¹⁷ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers
- ¹⁸ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.
- ¹⁹ **Sex/Gender:** Both men and women are covered under the Act.
- ²⁰ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people
- ²¹ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.
- ²² **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.
- ²³ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc
- ²⁴ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else
- ²⁵ **Assessment of overall impacts and any further recommendations**
- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
 - Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
 - Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?
- ²⁶ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

Subject:	New Homes for Neighbourhoods: Frederick Street	
Date of Meeting:	18th September 2019	
Report of:	Executive Director for Neighbourhoods, Communities & Housing	
Contact Officer:		
	Name: Laura Webster	Tel: 01273 292705
	Email: laura.webster@brighton-hove.gov.uk	
Ward(s) affected:	St Peter's & North Laine;	

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

- 1.1 Improving housing supply, including through building new council homes, is a priority in our Housing Strategy and essential if City Plan housing targets are to be met and the city's housing crisis tackled. The council's New Homes for Neighbourhoods (NHFN) programme addresses this undersupply by identifying suitable vacant land and infill sites to develop new homes across the city.
- 1.2 The Royal Institute of British Architects (RIBA) Design Competition was held in 2015/16 to unlock smaller sites within the NHFN programme. Frederick Street alongside the previously approved Rotherfield Crescent have been taken forward for further detailed design work.
- 1.3 This report asks for approval to progress Frederick Street into the planning and construction phases.

2. RECOMMENDATIONS:

- 2.1 That the Housing Committee approves:
 - i. The proposed scheme of four new council homes at Frederick Street, Brighton under the New Homes for Neighbourhoods programme;
 - ii. The rent levels for the 2 bed flats are set at Local Housing Allowance (LHA) rates and the 1 bed flats are set at 37.5% Living Wage rates in line with the New Homes Rent policy.
- 2.2 That the Housing Committee recommend to Policy & Resources Committee to:
 - ii. Approropriate the Frederick Street car park site (7-9, Frederick Street, Brighton, BN1 4TA) for planning purposes and delegate authority to the Executive Director for Neighbourhoods, Communities & Housing to appropriate for housing once the development is complete.

- iii. Approve the appropriation of land at Frederick Street from the General Fund to the Housing Revenue Account for £0.300m, being the best consideration reasonably obtainable.
- iv. Approve the use of £0.300m of commuted sums held for housing purposes as a contribution to the total scheme costs.

3. CONTEXT/ BACKGROUND INFORMATION

The site

- 3.1 The site is a small private car park located in the North Laine conservation area and is owned by the General Fund. It consists of eight parking spaces currently let by the council to a private company; all spaces are currently let, with the General Fund receiving £8,000 per annum.
- 3.2 The area is approximately 136m² with a slight slope rising from east to west. This development is classified as an infill development due to the proximity of neighbouring properties.
- 3.3 Our proposals consist of 2 x 1 bed flats and 2 x 2 bed flats with four secure cycle spaces.

Design

- 3.4 The designs have been produced by Innes Architect who won the original design competition and several iterations have been worked upon to blend our proposals within the conservation area.
- 3.5 A specialist historic building consultant was appointed to the project team to review the drawings and comment on their suitability for the area in light of initial planning pre-application feedback in 2017.
- 3.6 This approach has led to a positive collaboration between all parties with the following changes being made:
 - The massing of the building has changed to a single, stepped brick mass rising from two storeys to three.
 - The external elevation has been designed to create the appearance of two town houses rather than one singular façade.
 - Two new bay windows have been included to generate a “feature” on the street scape rather than the original flatter appearance.
 - The use of a robust light clay brick to create the appearance of traditional white render without the ongoing maintenance responsibilities.
- 3.7 These changes have simplified the appearance of the building and the scheme as proposed is now considered acceptable in principle by the planning team.

3.8 All four homes meet the nationally described minimum national space standards as follows:

	<u>Type of home</u>	<u>Area</u>
Lower Ground	2 bed, 3 person	61 m2
Ground	1 bed, 1 person	44 m2
First	2 bed, 3 person	61 m2
Second	1 bed, 1 person	37 m2

3.9 It should be noted one flat will be constructed at a new lower ground floor requiring excavation works. These works are factored into the budget proposed for this report.

3.10 The proposed drawings are included as appendix 2 to this report.

Sustainability

3.11 The project team have considered the approach to sustainability throughout the design process.

3.12 Key aspects of the design include:

- Installation of PV solar panels at rooftop level;
- An air-source heat pump at semi-basement level with renewable heating systems under review for the higher level flats;
- Sustainable Urban Drainage: Permeable surfaces are introduced at the semi-basement gardens areas and lower roof levels achieving a betterment in run-off in comparison to the existing site;
- Bird nesting bricks to be included to provide an appropriate nesting habitat.

3.13 In addition, a low-carbon timber frame is proposed, which should reduce build time, minimise disruption to neighbours where possible and provide high insulation values.

3.14 As part of the tender for this project contractors will be asked a number of questions relating to their sustainability approach and their responses will be factored into the selection process.

3.15 The expectation is the contractor will work alongside council officers to identify further carbon reduction measures and suggest alternative approaches where applicable.

Project delivery and timescales

3.16 If Housing Committee agrees to progress this proposed scheme we would seek to hold another public exhibition before submitting a full planning application.

3.17 The scheme has been consulted on previously with local residents; however, the appearance of the building has changed and further feedback can be incorporated into the designs.

3.18 The indicative timescales for this project are as follows:

- Public exhibition: October 2019
- Planning application submitted: November 2019
- Planning application decided: March 2020
- Mobilisation period for contractor: April-June 2020
- Start on site: July 2020
- Practical completion: April 2021

These are indicative and may be subject to change.

3.19 It is currently proposed to tender this project to smaller local contractors through a traditional procurement method. This tender will run alongside the planning submission and any amendments required to the scheme by Planning will be priced by the contractors before a final contract is signed.

3.20 A traditional procurement method is an invitation to contractors to bid for the construction element of the project. This would be through a competitive process on a single stage basis. This would mean the contractor would submit their overall price and responses to a number of quality criteria questions. These responses would then be assessed by officers and the independent quantity surveyors to make an overall decision on the most suitable contractor for the project.

3.21 The site is deemed too small for the Strategic Construction Partnership and soft market testing suggests there is interest from local contractors in developing this project.

Financial modelling and rent Policy

3.22 Financial modelling of the latest design has been undertaken and the rent levels should be decided by Members in line with the New Homes Rent Policy report which was approved by Housing & New Homes Committee in November 2017.

3.23 The development costs modelled have been estimated by The Millbridge Group who are the quantity surveyors for this project and are still subject to planning approval, therefore costs and funding are indicative at this stage. Any significant variations to the proposed capital scheme and funding will be reported back to Policy and Resources Committee in accordance with council's standard financial procedures. Table 1 below outlines the estimated costs of development.

Table 1 – Estimated Scheme Cost

	£'000
Land appropriation	300
Basic Build Costs	690
Preliminaries	120
Construction Contingency	50
Tender Price Inflation	30
Professional Fees (incl external consultants, planning fees, building control)	130
Total Scheme Costs:	1,320

Funded by:	
HRA Borrowing	710
Right to Buy Receipts	310
Housing commuted sums	300
Total Funding	1,320

- 3.24 The housing commuted sums is an amount of money, paid by a developer to the council, where the size or scale of a development triggers a requirement for affordable housing, but it is not possible to achieve appropriate affordable housing on site.
- 3.25 These sums can subsequently be used by the council to unlock affordable housing development across the city. Commuted sums are not held by the HRA, they are held by the council in its role as the planning authority.
- 3.26 Table 2 provides a summary of the viability modelling results for each of the rent options considered for Fredrick Street. This demonstrates that a return is provided by the LHA rents and a mixed rent scheme, whilst a subsidy would be required if 37.5% of Living Wage rents, 27.5% Living Wage rents and social rents were to be considered. Recommendation 2.1ii, proposes to proceed with the scheme on the basis of a mixed rent scheme using 37.5% Living wage rents for the 1 beds and LHA rents for the 2 beds.

Table 2 – Financial Viability results

Rent Option	Mixed rents	LHA	37.5% Living Wage	27.5% Living Wage	Social
1 Bed weekly rent	£134.70	£157.61	£134.70	£98.78	£74.42
2 Bed weekly rent	£204.20	£204.20	£161.63	£118.53	£83.22
60 year Net Present Value (NPV) Subsidy / (Surplus) £'000	(13)	(66)	93	306	466
Pay back period (Years)	52	45	60+	60+	60+

Note: Living Wage hourly rates are assumed to be in line with Office for Budget Responsibility forecast for 2019; actual rent figures would be set according to the rates or valuation prevailing close to letting of the homes concerned.

Appropriation

- 3.27 Land appropriation in this context means transferring the use of land from one purpose to another. Under S122 of the Local Government Act 1972, the council has the power to appropriate land for planning purposes. Under Section 203 of the Housing and Planning Act 2016 where land is held for planning purposes and work is done in accordance with planning permission, third party rights are overridden. The benefit of appropriating this site for planning purposes is to protect the council from the risk of the development process being stopped once it has started. The rights of third parties whose private interests may be affected by development are protected to the extent that they have a right to compensation against the local authority.

- 3.28 The appropriation for planning will take place immediately if the recommendation at 2.2ii is approved.
- 3.29 Once the site has been developed, the council will need to appropriate the site for housing and it is therefore proposed that authority is granted to the Executive Director for Neighbourhoods, Communities & Housing. That second appropriation will take place when the Executive Director for Neighbourhoods, Communities & Housing executes an "Appropriation Memo". The site will be available for housing use.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Design Competition process considered a wide variety of proposals for this site.
- 4.2 The site could be considered for the development of two x three bed houses or potentially disposal into the private market.
- 4.3 It is considered the three bed houses would maximise the land value for the site, but private amenity space would be significantly limited for family homes and may not be approved by planning officers.
- 4.4 Additionally, disposal of the land to the private sector will likely result in development of the plot for private homes which would not meet the council's objectives of increasing affordable housing supply.

5. CONCLUSION

- 5.1 If approved, this proposal will deliver 4 homes for the council to let within affordable rent levels to applicants from the Homemove register. This fits with the council's Housing Strategy 2015 objectives to increase housing supply and prioritise support for new housing development that delivers a housing mix the city needs, with a particular emphasis on family and affordable rented housing. This scheme will also help to achieve the council's aim to deliver at least 800 additional council homes.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 6.1 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. It also assumes that 30% of the investment costs are met from retained Right to Buy (RTB) Receipts. Assessing the project viability over a 60 year period not only matches the life of the asset but also reduces the need to use existing tenant's rents to support the project.
- 6.2 The total estimated costs for this scheme is £1.020m excluding land costs; this includes all construction works, allowances for contingency, inflation and professional fees. In accordance with the RTB pooling policy signed in 2012,

30% of the cost of this scheme can be funded from RTB receipts leaving a net investment requirement from the HRA, which at this stage is assumed to be funded by borrowing supported by the new net rental income stream.

- 6.3 The land costs are estimated at £0.300m and will be payable by the HRA to the General Fund in order to appropriate the land and use it for housing purposes. This means that the total cost of these four units will be an estimated £1.320m, an average of £0.330m per unit. The future rental stream is not sufficient to cover this land cost and so, in order for this scheme to go ahead in its present form, the report recommends the use of £0.300m of commuted sums currently held to subsidise the scheme.
- 6.4 The land has been valued by the independent valuers Avison Young, providing assurance that this is a reasonable valuation of the land at Frederick Street.
- 6.5 Current forecasts for the use of RTB receipts in 2020/21 include the development at Frederick Street; any delay to the scheme would have a negative impact on their use and would increase the risk of not achieving the required expenditure.
- 6.6 In accordance with the new rent policy, five rent levels have been modelled for this scheme. Affordable rents capped at LHA rates, 37.5% of Living Wage rents, 27.5% of Living Wage rents, target social rent and a mixed rent option of LHA and 37.5% Living Wage rents. A summary table of the viability modelling is shown at 3.26 of the main report.
- 6.7 The impact of using current LHA rates for the assumed rental income results in a surplus of £0.066m at today's value. The payback period, i.e. time taken for the future rental income to repay the initial investment, net of RTB receipts is 45 years. This level of rent therefore supports a viable project over a 60 year period. It would require an increase in construction costs of an estimated 10% before the scheme is no longer viable, so requiring subsidy from existing tenants' rents
- 6.8 The impact of using the current 37.5% of Living Wage, 27.5% of Living Wage and target social rents result in a subsidy of £0.093m, £0.306m and £0.466m respectively at today's value.
- 6.9 The impact of using a mix of rent rates for the assumed rental income results in a surplus of £0.013m at today's value. The payback period, i.e. time taken for the future rental income to repay the initial investment, net of RTB receipts is 52 years. This level of rent therefore supports a viable project over a 60 year period. It would require an increase in construction costs of an estimated 2% before the scheme is no longer viable, so requiring subsidy from existing tenants' rents.
- 6.10 The projected surplus from the options modelled would allow the HRA more funds to invest in their current tenant's homes or use to contribute to building much needed affordable housing. The LHA and mixed rent options represent the only surplus to reinvest. All rent options modelled assume the use of £0.300m commuted sums to subsidise the scheme.
- 6.11 There is sufficient budget set aside for the development at Frederick Street in the current HRA capital investment programme, approved for the four design competition sites at Policy & Resources Committee (P&R). The remaining two

sites will be reported to Housing committee and subsequently P&R for scheme approval and, where necessary, for budget approval.

- 6.12 Any significant variations to the costs at Frederick Street will be reported in accordance with the council's standard financial procedures and reported through P&R.
- 6.13 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.
- 6.14 Progressing with the proposal will result in a loss of income to the General Fund of £8,000 per annum from the car spaces that are currently let to a local company.

Finance Officer Consulted: Monica Brooks /Craig Garoghan Date: 05/09/19

Legal Implications:

- 6.15 Under section 122 of the Local Government Act 1972, a principal council, such as Brighton & Hove City Council, may appropriate land belonging to it for any purpose for which it is authorised by statute to acquire land. The council is authorised to acquire land by the Town & Country Planning Act 1990 provided that it considers that the acquisition will facilitate the carrying out of development, re-development or improvement on or in relation to the land but a local authority must not exercise the power unless it thinks that the development is likely to promote or improve the economic, social or the environmental well-being of their area. The reasons that the development is in the social interests of the area are set out in the body of this report. The council has powers under the Housing Act 1985 to purchase land for housing and is therefore able to appropriate for housing once the development is complete
- 6.16 Policy & Resources Committee has delegated powers to manage corporately held property and is the proper committee to authorise the appropriation for planning purposes, and the later appropriation for housing purposes.

Lawyer Consulted: Name Liz Woodley Date: 28/08/19

Equalities Implications:

- 6.17 All current housing supply programmes support the delivery of the city's Housing Strategy and an increase in housing supply will extend opportunities to accommodate households on the Housing Register who are in housing need.
- 6.18 The New Homes for Neighbourhoods programme builds at least 10% of new council homes to full wheelchair user standard and the rest to accessible and adaptable standard, which can be easily adapted for people with disabilities. An Equalities Impact Assessment has been completed on the programme and is supplemented for individual projects.

7. Supporting Documentation

Appendices:

1. Site Plan
2. Drawings

- GENERAL NOTES:
- All materials and workmanship to be of a high standard.
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 - All dimensions in millimetres unless otherwise noted.
 - All structural, M&E and landscape information is indicative. Refer to consultant's drawings and specifications for proposals relevant to each discipline.



REV	DESCRIPTION	DATE	DRAWN
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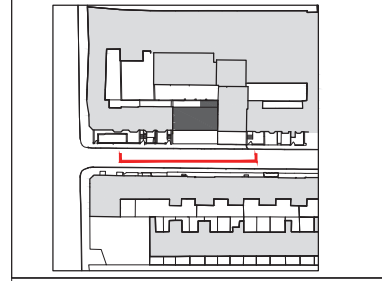
INNES ASSOCIATES
 ARCHITECTURE & URBAN DESIGN
 6-8 COLE STREET, LONDON SE1 4YH
 T 020 7928 6734
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TITLE Site Location Plan		
PROJECT NO 115	DRAWING NO 01 00	REVISION
PROJECT 7-9 Frederick Street		
CLIENT Brighton & Hove City Council		
SCALE 1:1250	SIZE A1	STAGE 3
DATE MAR 2017	DRAWN BY MR	CHECKED BY SI

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REV	DESCRIPTION	DATE	DRAWN
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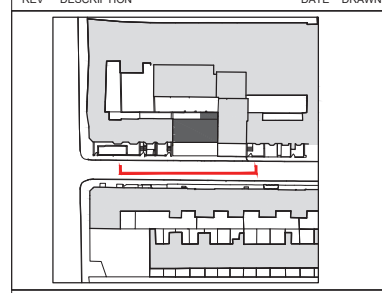
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TITLE East Elevation Proposed : Option 4		
PROJECT NO 115	DRAWING NO SK 09	REVISION
PROJECT 7-9 Frederick Street		
CLIENT Brighton & Hove City Council		
SCALE 1:25	SIZE A1	STAGE 3
DATE MAR 2019	DRAWN BY EM	CHECKED BY JM

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 - Do not scale this drawing. If in doubt, ask.
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 - All structural, M&E and landscape information is indicative. Refer to consultant's drawings and specifications for proposals relevant to each discipline.



REV DESCRIPTION DATE DRAWN



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TITLE		
East Elevation		
Proposed : Option 4		
PROJECT NO	DRAWING NO	REVISION
115	SK 09	
PROJECT		
7-9 Frederick Street		
CLIENT		
Brighton & Hove City Council		
SCALE	SIZE	STAGE
1:25	A1	3
DATE	DRAWN BY	CHECKED BY
MAR 2019	EM	JM

115



Subject:	Disposal by lease of two sites at Dunster Close, Hollingdean	
Date of Meeting:	Housing Committee 18 September 2019 Policy & Resources Committee 10 October 2019	
Report of:	Executive Director for Neighbourhoods, Communities & Housing	
Contact Officer:		
	Name: Emma Kumar	Tel: 01273 293297
	Email: emma.kumar@brighton-hove.gov.uk	
Ward(s) affected:	Hollingdean & Stanmer;	

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

- 1.1 The council is working with community-led housing partners to increase housing supply in the city. A pathway for identifying any council owned sites with the potential to be developed in this way has been agreed, with sites reported through the cross party Housing Supply Members Board (HSMB formerly Estate Regeneration Members Board) for agreement to proceed to committee stage.
- 1.2 The pathway assesses sites for a number of uses including considering if the site is viable for the council's own new build programme or specialist housing use. Council owned land is one of a range of site finding options for community-led housing.
- 1.3 Disposal of land to a community-led housing provider is assessed based on three key factors:
 - Achieving best consideration for the site
 - A nominations agreement with the partner
 - Optimum use of the site in terms of density
- 1.4 The two sites at Dunster Close comprise one ex garage site and another area of underused amenity land at the end of Dunster Close and are in the ownership of the Housing Revenue Account (HRA). The sites are identified below as Site A and Site B.
- 1.5 Having been agreed through HSMB as suitable for a community-led housing development, confirmation that the sites could be developed for community led housing was given to the Brighton & Hove Community Land Trust (BHCLT) who are the council's lead partner for community led housing. BHCLT recommended Bunker Housing Co-op as developer for these sites due to their previous experience and preparedness.



Site A is the former garage site. It is situated down a narrow access road which will remain in council ownership as access is needed to two remaining garages at the entrance to the proposed housing site.

Site B is a grassed area at the hammerhead ending of Dunster Close.

Photographs of both sites are attached as Appendix 1.

2. RECOMMENDATIONS:

- 2.1 That Housing Committee recommend to Policy & Resources Committee the disposal by lease of two areas of land identified at Dunster Close (Site A and Site B), to Bunker Housing Co-operative for a 125 year period with the freehold retained by the council's Housing Revenue Account (HRA). The granting of the lease for the site is on the basis that best consideration can take the form of an annual ground rent instead of an initial capital payment, and is subject to Bunker obtaining planning consent, securing funding and entering into a nominations agreement with the council.
- 2.2 That the decision at 2.1 be implemented by Housing who will report details and progress to the Housing Supply Members Board.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Future options for the use of these HRA sites have been considered in the context of the city-wide Housing Strategy agreed by Council in March 2015, the HRA Asset Management Strategy agreed by Committee in March 2016 and the Fairness Commission Report released June 2016.

- 3.2 A local housing co-operative scheme was a pilot scheme originally approved by Housing Committee on 5 March 2014. The intention was to deliver much needed affordable housing on small, challenging sites and developed in response to difficulties encountered in the procurement of a delivery partner (including Registered Providers, developers and large construction firms) for smaller former council housing garage sites.
- 3.3 Bunker Housing Co-operative was identified through CHIBAH (Co-operative Housing in Brighton & Hove) and the council has worked closely with them since that time. The pilot scheme at Plumpton Road to provide two self-build family houses at affordable rents (Local Housing Allowance) is now on site.
- 3.4 The meeting of the Housing & New Homes Committee on 15th March 2017 approved a recommendation that twelve garages in Dunster Close, Hollingdean be demolished on the grounds of low demand, structural safety and negative financial impact on the HRA and recommended that options for the site be considered. The garages have now been demolished.
- 3.5 Housing & New Homes Committee has previously resolved '*That, building on the successful pilot working with Bunker Co-op, exploration of scope for development of sites such as the Dunster Close garage site in Hollingdean be progressed further enhancing the capacity of co-operative partners*'.
- 3.6 From April 2017 the council worked with BHCLT fully supporting development of a local Community Led Housing Programme in response to the creation of the government's Community Housing Fund. The council provided £464,540 of funds allocated by central government direct to the programme in order to progress community led housing awareness and activity in the city.
- 3.7 This funding concluded in July 2019 but the council continues to work closely with BHCLT in securing funds and identifying sites to progress development further. BHCLT have secured further funding of £150k to maintain a community led housing 'hub' in the city until March 2021.
- 3.8 The recommendation that the sites be put forward for community led housing was considered by the cross party Estate Regeneration Members Board (now Housing Supply Members Board) on 10 December 2018 and it was agreed to take this forward with a community-led housing partner. This was on the basis that the sites were not viable for the council's own new build housing programme and subject to best consideration, nominations and acceptable development density.
- 3.9 Bunker Housing Co-operative (working with BHCLT) then produced a business plan based on the development of ten homes (five on each site), to be provided at no more than Local Housing Allowance rent levels. This was considered by Estate Regeneration Members Board on 11 March 2019.
- 3.10 Options considered for the sites are outlined below.

- 3.11 As a 'land deal' no procurement is required by law but the council has worked with their partners at BHCLT to identify a suitable partner for this site based on deliverability and BHCLT have put forward Bunker Housing Co-op for these sites.

Valuation

- 3.12 The sites were valued in November 2018 with an independent valuer instructed to provide firstly market assessments for both sites and secondly assessments based upon an assumption of 100% affordable rented housing for each site, subject to prevailing Local Housing Allowance (LHA) rates.
- 3.13 They were valued on the notional basis of achieving two houses or four flats on Site A and one house or two flats on Site B and concluded that the provision of affordable housing effectively delivers a negative value of the land. The valuations are shown in the table below.

Site	Market Value (MV) Private	MV 100% affordable rented to LHA Ceiling
Garages Site A (2 x Houses)	£171,000	-£33,000
Garages Site A (4 x Flats)	£143,000	-£230,000
Hammerhead Site B (1 x House)	£86,000	-£16,000
Hammerhead Site B (2 x Flats)	£50,000	-£165,000

- 3.14 Although sale of the land to provide affordable housing creates a negative land value, the council's intention is to lease rather than sell the land so the council retains the freehold ownership as well as receiving an annual ground rent as income. External legal advice received in 2016 for the Plumpton Road site confirmed that best consideration can take the form of an annual ground rent instead of an initial capital payment; this is still relevant for this proposal. The alternative option of selling the site on the open market would not guarantee that affordable homes would be built
- 3.15 The council will enter in to a long lease with Bunker Housing Co-operative through which they will pay an agreed annual ground rent of £250 per unit per annum.
- 3.16 A nominations agreement for the homes provided will be agreed.
- 3.17 The lease will include confirmation of what happens should Bunker cease to exist or be unable to maintain the properties.

Business Plan / Funding

- 3.18 The business plan proposed by Bunker Housing Co-operative outlined the following:

- Both sites to be developed by Bunker Housing Co-op
- Number of units proposed = 5 per site, total 10
 - Site A (garage site): 1 x 4 bed house ,3 x 2 bed flats, 1 x 1 bed flat
 - Site B (hammerhead land at end of Dunster Close) 1 x 3 bed house , 3 x 2 bed flats , 1 x 1 bed flat
- Totals : 1 x 4 bed / 1 x 3 bed / 6 x 2 bed / 2 x 1 bed. Lease direct with Bunker Self Build Housing Coop directly, based on similar lease signed for Plumpton Road, but with an extension to 125 years (instead of 99 years) to enable better financing options
- BHCC nominations agreement (as at Plumpton Road)
- Ground rent payable in place of capital receipt (as at Plumpton Road)
- Rent levels of up to a maximum of the LHA rates
- Timescales: subject to BHCC approval and planning negotiations, a programme of predevelopment and construction resulting in handover January 2021

3.20 Bunker sought pre-planning advice. This supported the proposal in principle and recommended some minor adjustments to the siting and massing.

3.21 Bunker have been awarded £190,790.00 for pre-development costs for this development from the Homes England Community Housing Fund.

3.22 BHCC may be able to submit a bid for infrastructure costs from the Community Housing Fund when the figure for these is known subject to any necessary agreements. Bunker’s business plan does not rely on any income from this.

4. ANALYSIS & CONSIDERATION OF OPTIONS

Option	Risks	Benefits
Development by the council	Not viable – the sites were assessed through the council’s New Homes for Neighbourhoods programme and deemed unviable.	Provision of council housing.
Grant a lease to a community-led housing partner	Capital valuation reduced as based on capitalising affordable rents Leasing process not perceived as transparent Community-led housing not taken up by those on the council’s Housing Register	Delivery of housing Rents to be within affordable levels Community/ affordable housing use in perpetuity Council to receive nominations housing people from the council’s Housing Register

		<p>Supports community-led housing delivery</p> <p>Council retains freehold</p> <p>Regenerates and improves local amenity at no cost to the council</p> <p>Delivers self-build housing</p>
Disposal on open market of the sites	<p>Council loses control of HRA asset</p> <p>No affordable housing</p>	<p>Capital receipt would be received and private market valuation of freehold interest higher than value based on affordable rents.</p> <p>Receipt could be used towards affordable housing provision elsewhere in the city.</p>
Use the sites for off road parking	<p>Garages were unused hence revised use of site.</p> <p>Housing needs not met</p> <p>Costs of preparing the site/s for parking use and continued maintenance thereafter</p>	<p>If there was demand HRA could generate income from renting out the spaces</p>

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Ward members have been notified of the proposal. HSMB have been consulted throughout the steps of this proposal.
- 5.2 Bunker Housing Co-op sought pre-planning advice for the sites and have been on site regularly preparing topographical studies etc. related to this. They have informally met several neighbours through this process. They will commence more formal consultation following the pre-planning discussions as they will have a clearer idea of what will be developed on the site after that time.
- 5.3 Local residents received information prior to the demolition of the garages in 2017. The Area panels were briefed in writing at the time of the demolition and views received included the following comments:

North Panel: *'I think it is an excellent idea to demolish these garages. It is a real shame that this land cannot be used for any sort of housing.'*
'I am all for improvement in the overall look of an area and these garages look as if they are making the area look scruffy and a waste of useful space. Any scheme that brings money back in has my approval.'

Central Panel: ‘

‘The Dunster Close site, if it truly cannot be developed for social housing should be sold as is for a premium and the funds lodged with the HRA’.

6. CONCLUSION

- 6.1 The decision to grant a long lease of these small, hard to develop sites to a community led housing group would increase housing supply helping to meet housing needs in the city and making best use of HRA assets.
- 6.2 The city-wide Housing Strategy adopted by Council in March 2015 has as Priority 1: Improving Housing Supply, which includes a commitment to working with community housing partners.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implication

- 7.1 As outlined in paragraph 3.7 in the main body of the report, it is not viable to develop housing on the site via the traditional building methods, due to the various constraints around both of the sites. The recommendation in 2.1 is to allow the site to be leased to Bunker Housing Co-operative Limited (Bunker) over a 125 year period to build up to ten new affordable homes. Council officers have reviewed Bunker’s financial appraisal of the proposal and are satisfied that this supports the report’s recommendations and includes realistic and reasonable assumptions at this point in time.
- 7.2 The construction of the ten homes will be at a nil cost to the council with Bunker Co-op taking on all of the risks associated with the development of a self-build project, as detailed in their financial modelling and business plan. At the end of the 125 year lease agreement all costs associated with the potential handing back and making good the site to the council will be met by Bunker Housing Co-op.
- 7.3 An external valuation of the site has been carried out to ensure that the council is receiving best consideration for the site. The £2,000 cost of the external valuation has been met by the feasibility budget held by the Property & Investment team. The result of the valuation was that the site has a negative value for the development of 100% affordable homes with nomination rights given to the council. Current estimates are for the ground rent to be £250 per home, totalling £2,500 per annum on current levels of new housing assumed.
- 7.4 External legal advice received in 2016 for the Plumpton Road site confirmed that best consideration can take the form of an annual ground rent instead of an initial capital payment; this is still relevant for this proposal. The alternative option of selling the site on the open market would not guarantee that affordable homes would be built.
- 7.5 The HRA has not received any income for the garages at the Dunster Close site for a number of years. The proposed lease agreement could generate income of £2,500 pa and as highlighted in the March 2017 report converting the garages

into car spaces could generate a small amount of income of up to £3,000 pa, with no affordable housing delivered on the site.

Finance Officer Consulted: Craig Garoghan

Date: 29/07/2019

Legal Implications:

- 7.6 The council's constitution requires any proposed disposal of land to be referred to Policy, Resources and Growth Committee for approval. The grant of a lease is a disposal of land. Section 32 of the Housing Act 1985 gives the Council discretionary power to dispose of land held for housing purposes with the consent of the Secretary of State. However, express consent is not required if the disposal falls within the General Housing Consents 2013. That Consent authorises the disposal of vacant land.
- 7.7 Section 33 the Housing Act 1985 goes on to provide that the local authority may impose such covenants and conditions as they think fit, except that certain conditions specified in section 33(2) can only be imposed with the consent of the Secretary of State.

Lawyer Consulted:

Name Liz Woodley

Date: 28/09/19

Crime and Disorder Implications

Equalities Implications:

- 7.8 Bunker Housing Co-operative have provided their Allocations policy and eligibility criteria which includes an equal opportunities statement. Their eligibility criteria requires a good understanding of equal opportunities and applications for membership and housing are subject to monitoring.

Sustainability Implications:

- 7.9 In order to obtain planning permission the homes will be required to meet sustainability standards for energy and water efficiency equivalent to Code for Sustainable Homes Level 4. Bunker aims to be as self-sustaining as possible making the most of all available green technologies including solar panels, grey water management, ecologically sensitive and sustainable materials, buried water storage systems and mechanical ventilation with heat recovery (MVHR).

Any Other Significant Implications:

- 7.10 None

SUPPORTING DOCUMENTATION

Appendices:

1. Photographs of the sites

Documents in Members' Rooms

None

Background Documents

None

Appendix 1 : Photographs of sites

Site A: Former garage site



Access road to site



Site B: Land at hammerhead.

Site facing West



Site facing south



HOUSING COMMITTEE	Agenda Item 15
	Brighton & Hove City Council

Subject:	Housing Management Performance Report Quarter 1 2019/20		
Date of Meeting:	18 September 2019		
Report of:	Executive Director Neighbourhoods Communities & Housing		
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 The housing management performance report covers Quarter 1 of the financial year 2019/20. The report is attached as Appendix 1 and notable results include:

- **Rent collection and current arrears** – 97.51% of rent collected.
- **Customer services and complaints** – 90% of calls answered and 98% of stage one complaints responded to within 10 working days.
- **Empty home turnaround time** – 129 homes re-let in an average of 25 days (or 47 days including time spent in major works).
- **Repairs and maintenance** – routine repairs took an average of 12 days to complete and 97% of appointments were kept.
- **Estates service** – 85% of bulk waste jobs completed within 7 working days.
- **Anti-social behaviour** – 80% of people surveyed were satisfied with the way their anti-social behaviour complaint was dealt with.
- **Tenancy management** – 36 people helped to keep their tenancies which were at risk.
- **Seniors housing** – 98% of residents have had their annual review.

2. RECOMMENDATIONS:

2.1 That the Housing & New Homes Committee notes and comments upon 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 A full copy of this report went to Area Panels in September 2019, where discussions have focused on Universal Credit, rent arrears and responsive repairs.

5. **FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

- 5.1 The area of performance with the most significant financial impact is re-let times and the ability to collect rents from tenants. Indicator 1.14 shows that during Quarter 1, arrears for current tenants have increased by £0.168m to £1.284m, 59% of which relates to tenants on Universal Credit. The Income Management team is undertaking targeted work with tenants who are transferring to Universal Credit, and the 2019/20 HRA budget allows for an extra 2 full time equivalent (FTE) posts to assist tenants into work and learning in light of the changes to the welfare benefits system. The impact of this work on arrears recovery will be closely monitored to ensure that these measures are effective. So far this year, the income management team have had a high level of staff vacancy which is having an impact on the arrears recovery of both current and former tenants. The current recruitment drive is hoping to address this issue.

Finance Officer Consulted: Monica Brooks

Date: 04/09/19

Legal Implications:

- 5.2 There are no significant legal implications arising from this report.

Lawyer Consulted: Liz Woodley

Date: 28/09/19

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 67.2 (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 appropriate 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 There are no direct public health implications arising from this report.

Corporate or Citywide Implications:

5.8 There are no direct corporate or city wide implications arising from this report.

SUPPORTING DOCUMENTATION







Appendices:

1. Housing Management Performance Report Quarter 1 2019/20

Housing Management Performance Report

Quarter 1 2019/20

This housing management performance report covers Quarter 1 of the financial year 2019/20. It 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, and the previous year.

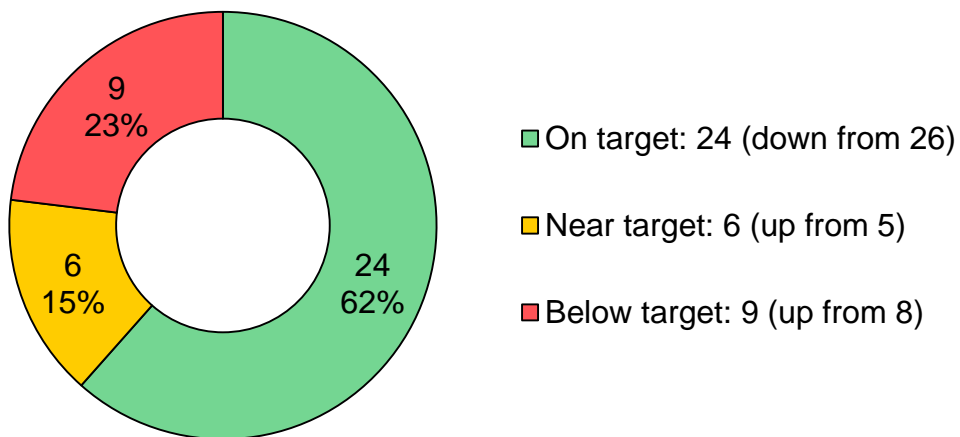
Status		Trend	
	Performance is below target (red)		Poorer than previous reporting period
	Performance is close to achieving target, but in need of improvement (amber)		Same as previous reporting period
	Performance is on or above target (green)		Improvement on previous reporting period

Comments on performance are given for indicators which are near or below target.

A total of 39 performance indicators are measured against a quarterly target:

- 24 are on target (of which 22 were on target and 2 were near target last quarter)
- 6 are near target (4 were on target, 1 was near target and 1 was below target)
- 9 are below target (2 were near target and 7 were below target).

Quarterly indicators










In terms of movement since the previous quarter:

- 12 have improved
- 9 are the same (of which 8 are on target and 1 below)
- 18 have declined (of which 10 are on target, 4 are near and 4 are below target).

1. Rent collection and current arrears

Row 1.1 is an end of year forecast and the others are cumulative for the year to date.


 Rent collection and current arrears indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
1.1	Rent collected as proportion of rent due for the year	97.20%	97.81% (£49.9m of £51.0m)	97.51% (£50.3m of £51.6m)		
1.2	Former tenant arrears collected	25% (6.35% for Q1)	20.71% (£136k of £661k)	4.69% (£33k of £714k)		
1.3	Rent loss due to empty dwellings	Under 1%	0.74% (£375k of £50.7m)	0.63% (£92k of £14.5m)		
1.4	Tenants served a Notice of Seeking Possession	For info	456	126	n/a	n/a
1.5	Tenants evicted because of rent arrears	For info	2	0	n/a	n/a

NB The 'Rechargeable debt collected' indicator has been removed following a review in 2018/19 (when there was only one new recharge case) where the outcome was to instead focus staff time on higher priority debt collection, including current arrears and Universal Credit.

Rent collection and current arrears

Former tenant arrears collected – 1.66 percentage points below target

- **Contributory factors** - vacancies in team; prioritising staff time on current tenant arrears and Universal Credit.
- **Improvement actions** - staff recruitment drive.

 Welfare reform information		Q4 2018/19	Q1 2019/20
1.6	Universal Credit – affected households	1,329* (12% of all tenants)	1,511 (13% of all tenants)
1.7	Universal Credit – arrears of affected households	£585k (52% of total arrears)	£753k (59% of total arrears)
1.8	Universal Credit households in arrears which have an alternative payment arrangement	34% (269 of 787)	38% (369 of 969)
1.9	Under occupiers on Housing Benefit – affected households	537 (5%)	468 (4%)
1.10	Under occupiers on Housing Benefit – arrears of affected households	£79k (7%)	£43k (3%)
1.11	Benefit Cap – affected households	43 (0.4%)	38 (0.3%)
1.12	Benefit Cap – arrears of affected households	£10k (0.9%)	£14k (1.1%)
1.13	Total households	11,429	11,429
1.14	Total current tenant arrears	£1,116k	£1,284k

*Recent improvements to data matching have made it possible to identify a larger number of council tenants claiming Universal Credit. As a result, the Quarter 4 figures show an increase in the number of claimants (from 1,005 in previous report).

1.15 Area breakdown of rent collected

The figures below are end of year forecasts.










Rent collection area	Q4 2018/19	Q1 2019/20
North (includes Seniors housing)	98.28% (£14.2m of £14.5m)	98.03% (£14.3m of £14.6m)
West	97.41% (£10.0m of £10.3m)	97.00% (£10.1m of £10.4m)
Central	97.49% (£8.8m of (£9.0m)	97.03% (£8.9m of (£9.2m)
East	97.82% (£16.8m of £17.2m)	97.62% (£17.0m of £17.4m)
All areas	97.81% (£49.9m of (£51.0m)	97.51% (£50.2m of (£51.5m)

1.16 Households in arrears by amount

All figures in the table below are end of quarter results.

Amount of arrears	Q4 2018/19	Q1 2019/20
No arrears	76% (8,671)	77% (8,813)
Any arrears	24% (2,758)	23% (2,616)
... £0.01 to £99.99	9% (1,008)	7% (861)
... £100 to £499.99	10% (1,099)	9% (987)
... £500 and above	6% (651)	7% (768)
Total households	11,429	11,429

2. Customer services and complaints

 Customer services and complaints indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
2.1	Calls answered by Housing Customer Services Team (HCST)	90%	91% (8,102 of 8,940)	90% (8,793 of 9,727)		
2.2	Stage one complaints responded to within 10 working days	80%	90% (93 of 103)	88% (88 of 100)		
2.3	Stage one complaints – average time to respond when not within 10 working days	For info	15 days	13 days	n/a	n/a
2.4	Stage one complaints upheld	For info	32% (33 of 103)	46% (46 of 100)	n/a	n/a
2.5	Stage one complaints escalated to stage two	10%	15% (15 of 103)	12% (12 of 100)		
2.6	Stage two complaints upheld	18% or under	20% (3 of 15)	25% (3 of 12)		
2.7	Housing Ombudsman Complaints upheld	For info	0% (0 of 3)	0% (0 of 2)	n/a	n/a

Customer services and complaints






Stage one complaints escalated to stage two – 2 percentage points off target

- **Contributory factors** - escalated complaints mostly about repairs and housing management services, particularly lack of action and poor communication.
- **Improvement actions** - update guidance for responding to complaints covering more than one service; refresher training around tone of warning letters.

Stage two complaints upheld – 7 percentage points off target

- **Contributory factors** - three complaints upheld due to lack of action and poor communication.
- **Improvement actions** - as above.

3. Empty home turnaround time and mutual exchanges

 Empty home turnaround time and mutual exchange indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
3.1	Average re-let time, excluding time spent in major works (calendar days)	21	33 (142 lets)	25 (129 lets)		
3.2	... as above for general needs dwellings	For info	28 (119 lets)	21 (109 lets)	n/a	n/a
3.3	... as above for seniors housing dwellings	For info	61 (23 lets)	45 (20 lets)	n/a	n/a
3.4	Average 'key to key' empty period, including time spent in major works (calendar days)	For info	51 (142 lets)	47 (129 lets)	n/a	n/a
3.5	New dwellings let for first time	For info	2	0	n/a	n/a
3.6	Mutual exchange decisions made within 42 calendar days	100%	100% (16 of 16)	100% (25 of 25)		
3.7	Total empty dwellings at end quarter*	For info	78	82	n/a	n/a

*Total general needs and seniors housing stock is 11,511 of which 11,429 are let and 82 are empty. The total housing revenue account (HRA) stock of 11,569 also includes 20 council owned temporary accommodation dwellings, 11 long term leases to housing associations and 27 new builds which are nearing completion (15 at Tilbury Place and 12 at Kensington Street).

Empty home turnaround time and mutual exchanges

Average re-let time, excluding time spent in major works – 4 days off target
















- **Contributory factors** - issues with shortlisting; some contractor works falling short of 'lettable standard'; additional time spent carpeting and redecorating seniors dwellings (around one week per dwelling).
- **Improvement actions** - joint working between council and contractor on resources, process and data on empty properties; tighter monitoring of subcontracted work.


















3.7. Long term empty dwellings by ward (empty six weeks or more as of 1 July 2019)

Ward name (excludes those with no long term empty dwellings)	No. dwellings	Average days empty	Range of days empty	Average rent loss*	Total rent loss*	Comment
East Brighton	3	84	51-121	£1.0k	£3.0k	1 house ready to let; 2 seniors studio flats ready to let.
Hangleton and Knoll	2	55	44-65	£0.6k	£1.3k	1 house ready to let; 1 flat ready to let.
Hanover and Elm Grove	1	226	226-226	£3.5k	£3.5k	1 house requiring extensive major works (on hold to allow for casework to help affected neighbours).
Hollingdean and Stanmer	2	76	58-93	£0.8k	£1.6k	1 flat ready to let following major works; 1 seniors flat ready to let following major works.
Moulsecoomb and Bevendean	5	239	44-520	£2.1k	£10.7k	3 seniors studio flats; 2 houses ready to let.
North Portslade	1	65	65-65	£0.6k	£0.6k	1 flat ready to let following major repairs.
Preston Park	2	545	415-674	£6.2k	£12.4k	2 adjoining flats requiring health and safety works (on hold to allow for casework to help affected neighbours).
Queens Park	4	53	44-72	£0.5k	£2.2k	3 flats ready to let; 1 seniors flat ready to let.
South Portslade	1	58	58-58	£1.1k	£1.1k	1 flat ready to let.
Wish	1	65	65-65	£0.6k	£0.6k	1 seniors flat ready to let.
Woodingdean	1	105	105-105	£2.4k	£2.4k	1 house awaiting major works (new bedroom in roof).
Total	23	153	44-674	£1.7k	£39.4k	Of 27 properties, 15 are ready to let (56%).

*Snapshot of historic rent loss for whole time since these properties became empty: of the £39.4k total rent loss, £34.8k occurred during 2019/20 to date and £4.6k during 2018/19.

4. Repairs and maintenance

 Repairs and maintenance indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
4.1	Emergency repairs completed in time (within 24 hours)	99%	99.9% (2,649 of 2,652)	99.7% (2,062 of 2,068)		
4.2	Routine repairs completed in time (within 20 working days)	99%	99.4% (4,640 of 4,669)	99.5% (3,914 of 3,935)		
4.3	Complex repairs completed in time (work needing longer than 20 days)	For info	99.4% (154 of 155)	99.2% (117 of 118)	n/a	n/a
4.4	Average time to complete routine repairs (calendar days)	15 days	12 days	12 days		
4.5	Appointments kept by contractor as proportion of appointments made	97%	97.4% (11,694 of 12,011)	97.2% (10,366 of 10,664)		
4.6	Tenants satisfied with repairs	96%	98.9% (1,225 of 1,239)	98.2% (969 of 987)		
4.7	Responsive repairs passing post-inspection first time	97%	94.4% (518 of 549)	94.4% (1,013 of 1,073)		
4.8	Repairs completed at first visit	92%	91.6% (6,704 of 7,321)	86.8% (5,209 of 6,003)		

 Repairs and maintenance indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
4.9	Dwellings meeting Decent Homes Standard	100%	100% (11,518 of 11,518)	100% (11,511 of 11,511)		
4.10	Energy efficiency rating of homes (out of 100)	67	67.2	67.2		
4.11	Planned works passing post-inspection	97%	100% (168 of 168)	100% (314 of 314)		
4.12	Stock with a gas supply with up-to-date gas certificates	100%	100% (9,977 of 9,977)	100% (9,973 of 9,973)		
4.13	Empty properties passing post-inspection	98%	99.2% (132 of 133)	99.0% (98 of 99)		
4.14	Lifts – average time taken (hours) to respond	2 hours	2.5 hours	2.7 hours		
4.15	Lifts restored to service within 24 hours	95%	96% (167 of 173)	96% (187 of 195)		
4.16	Lifts – average time to restore service when not within 24 hours	7 days	5 days	8 days		



Repairs and maintenance indicators

		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
4.17	Repairs Helpdesk – calls answered	90%	90% (19,907 of 21,479)	91% 16,459 of 18,154)	Ⓞ	↑
4.18	Repairs Helpdesk – calls answered within 20 seconds	75%	53% (10,488 of 19,907)	54% (8,965 of 16,459)	Ⓡ	↑
4.19	Repairs Helpdesk – longest wait time	5 mins	21m 35s	16m 48s	Ⓡ	↑
4.20	Estate Development Budget main bids – completions (year to date)	For info	85% (91 of 107)	12% (14 of 117)	n/a	n/a
4.21	Estate Development Budget main bids – average duration of work (year to date)	For info	43 days	1 day	n/a	n/a

Repairs and maintenance

Responsive repairs passing post-inspection – 2.6 percentage points below target

- **Contributory factors** - sample rate has doubled; increased number of jobs failed first inspection because of poor quality work.
- **Improvement actions** - improving contractor's quality of work through training; ensuring all inspection reports are correctly recorded.

Repairs completed at first visit – 5.2 percentage points below target

- **Contributory factors** - higher proportion of jobs requiring non-standard parts (eg plumbing and electrical works).
- **Improvement actions** - contractor to improve van stocks so more parts are available for these types of jobs.

Lifts – average time taken (hours) to respond – 42 minutes longer than target

- **Contributory factors** - increased number of breakdowns reported; over a quarter of breakdowns due to misuse.
- **Improvement actions** - changes agreed with contractor (to ensure engineers cover a more localised area) started to have positive impact in June.

Lifts – average time to restore service when not within 24 hours – 1 day longer than target

- **Contributory factors** - five lifts took longer than 7 days; delays due to time spent waiting for parts.
- **Improvement actions** - as per previous indicator.

Repairs Helpdesk – calls answered within 20 seconds – 21 percentage points below target

- **Contributory factors** - contractor staff shortages; staff time spent training new recruits.
- **Improvement actions** - further recruitment; training of new staff led to improved performance in June.

Repairs Helpdesk – longest wait time – 11 minutes and 48 seconds longer than target

- **Contributory factors** - as above.
- **Improvement actions** - as above.

4.23 Major projects programme summary 2019/20 (as of July 2019)

Project	Total budget 2019/20	Latest Budget	Status	Number of dwellings		Leaseholder costs range (estimated)
				Council	Leasehold	
Tyson Place / St Johns Mount – structural repairs	£1,640k	£1,640k	On site	109	39	£15k to £22k
Wickhurst Rise – structural repairs	£25k	£25k	Complete	26	6	£22k to £41k
Ingram Crescent – structural repairs	£570k	£160k	Complete	130	24	£4k to £5k
Sylvan Hall – external repairs	£771k	£771k	On site	30	19	£14k to £25k
Clarendon Road – structural repairs	£950k	£950k	On site	23	9	£27k to £30k
Freshfield Estate – Tyfoam extraction	£750k	£1,200k	On site	24	0	n/a
Albion Hill (Saxonbury) – structural repairs	£1,194k	£1,194k	On site	29	16	£33k to £37k
Hidden Homes – new dwellings	£1,498k	£1,498k	On site	n/a	n/a	n/a
Oxford Street conversion	£1,314k	£1,314k	On site	n/a	n/a	n/a
St Aubyns Gardens – external repairs	£600k	£600k	On site	4	11	£31k to £54k
Unity Housing (condensation and damp works)	£336k	£336k	On site	6	0	n/a
Citywide Conversions & extensions	£520k	£520k	On site on 2 properties	9	0	n/a
St James' House car park	£479k	£479k	On site	n/a	n/a	n/a
Holbrook and Downford – roofing	£123k	£123k	Complete	10	3	£14k to £18k
Tilbury Place – renovation	£500k	£500k	On site	n/a	n/a	n/a
Laburnum Grove – roofing	-	£650k	On site – new project	59	0	n/a
Somerset Point – windows and external decoration	£550k	£500k	On site	71	0	n/a
Total	£11.8m	£12.5m	14 projects on site	530	127	£4k to £54k

4.24 Details of major projects on site (as of July 2019)

Project	Tyson Place / St Johns Mount – structural repairs						
Exp. Start	22/10/18	Finish	15/11/19	2019/20 Budget	£1,640k	Latest budget	£1,640k
Act. Start	22/10/18	Current Status	On site	Council dwellings	109	Leasehold dwellings	39
Major external repairs including concrete repairs, roof replacement (St John's Mount only), replacement of windows and external wall insulation. Window installations at Tyson Place commenced 15 April.							

Project	Sylvan Hall Estate – external repairs (Holly Bank, Elm Lodge, Rowan House, The Willows)						
Exp. Start	07/01/19	Exp. Finish	31/03/2020	2019/20 Budget	£771k	Latest Budget	£771k
Act. Start	07/01/19	Current Status	On site	Council dwellings	30	Leasehold dwellings	19
Major external works to include brickwork and concrete repairs, new windows, cavity wall insulation and waterproofing of balconies and communal walkways.							

Project	Ellen Street low rises – structural repairs						
Exp. Start	02/01/19	Exp. Finish	17/12/2019	2019/20 Budget	£950k	Latest Budget	£950k
Act. Start	02/01/19	Current Status	On site	Council dwellings	23	Leasehold dwellings	9
Roof conversion and insulation of external walls.							

Project	Freshfield Estate – extraction of Tyfoam wall insulation (phase four)						
Exp. Start		Exp. Finish	31/03/20	2019/20 Budget	£750k	Latest Budget	£1200k
Act. Start	18/11/18	Current Status	On site	Council dwellings	24	Leasehold dwellings	0
Removal of Tyfoam insulation from wall cavities and rebuilding of outer walls with new external insulation. New phase began in April 2019 and budget was increased by £450k to take account of additional works required.							

Project	Saxonbury – structural repairs						
Exp. Start	22/10/18	Exp. Finish	15/11/19	2019/20 Budget	£1,194k	Latest Budget	£1,194k
Act. Start	22/10/18	Current Status	On site	Council dwellings	29	Leasehold dwellings	16
Installation of infill cladding system to rectify defects with de-bonded brick panels. Unforeseen design changes following removal of brickwork resulted in delays to works during 2018/19.							

Project	Hidden Homes						
Exp. Start		Exp. Finish	31/03/20	2019/20 Budget	£1,498k	Latest Budget	£1,498
Act. Start	30/04/18	Current Status	On site	Council dwellings	n/a	Leasehold dwellings	n/a
<p>Programme of works to transform neglected or redundant spaces into quality homes. There are currently 3 conversion projects underway at:</p> <ul style="list-style-type: none"> • Elwyn Jones Court (2 new dwellings – awaiting electric meter installations before letting) • Woods House (1 new dwelling – new communal room is complete and new flat is also awaiting electric meter installations) • Swallow Court (3 new dwellings – bin areas need to be built and meters installed before letting). <p>Planning permission has been granted and designs agreed for 10 new dwellings at the Bristol Estate. Another conversion at Manor Hill for a house and 2 flats is at planning stage.</p>							

Project	Oxford Street conversion						
Exp. Start		Exp. Finish	01/12/19	2019/20 Budget	£1,314k	Latest Budget	£1,314k
Act. Start	19/11/18	Current Status	On site	Council dwellings	n/a	Leasehold dwellings	n/a
Now part of the Hidden Homes programme. This project is to redevelop and convert old office space into 10 family dwellings for temporary accommodation. Construction is currently underway on two levels.							

Project	St Aubyns Gardens – external repairs						
Exp. Start	18/03/19	Exp. Finish	01/12/19	2019/20 Budget	£600k	Latest Budget	£600k
Act. Start	18/03/19	Current Status	On site	Council dwellings	4	Leasehold dwellings	11
Further external repairs following previous structural works.							

Project	Unity Housing (Condensation and damp works)						
Exp. Start	01/02/19	Exp. Finish	01/09/19	2019/20 Budget	£336k	Latest Budget	£336k
Act. Start	TBC	Current Status	On site	Council dwellings	6	Leasehold dwellings	0
Start times are to be confirmed (TBC) for external repairs, external walls and cavity wall insulation works. Scaffolding has been set up and work has commenced on concrete repairs. There were delays getting on site during 2018/19 due to additional time required for consultation on party walls and contract awards. Works are currently on schedule for completion in September 2019.							

Project	Citywide loft Conversions and extensions						
Exp. Start	01/02/19	Exp. Finish	Dec 19	2019/20 Budget	£520k	Latest Budget	£520k
Act. Start	Apr 19	Current Status	On site	Council dwellings	9	Leasehold dwellings	n/a
Programme comprising works at 9 properties, of which 2 are currently on site.							














Project	St James' House car park						
Exp. Start		Exp. Finish	17/12/19	2019/20 Budget	£479k	Latest Budget	£479k
Act. Start	04/03/19	Current Status	On site	Council dwellings	n/a	Leasehold dwellings	n/a
Improvements to security at the underground car park at St James' House. There had been delays in 2018/19 caused by additional stakeholder engagement and a traffic flow management study which had not been anticipated.							

Project	Tilbury Place – renovation						
Exp. Start		Exp. Finish	04/09/19	2019/20 Budget	£500k	Latest Budget	£500k
Act. Start	18/03/19	Current Status	On site	Council dwellings	n/a	Leasehold dwellings	n/a
Renovation of a block of 15 temporary accommodation studio flats acquired by the council.							

Project	Laburnum Grove – roofing						
Exp. Start	08/05/19	Exp. Finish	07/11/19	2019/20 Budget	-	Latest Budget	£650k
Act. Start	08/05/19	Current Status	On site	Council dwellings	59	Leasehold dwellings	n/a
New project to include roof and window replacements.							

Project	Somerset Point – windows and external decoration						
Exp. Start		Exp. Finish	01/10/19	2019/20 Budget	£550k	Latest Budget	£500k
Act. Start	29/04/19	Current Status	On site	Council dwellings	71	Leasehold dwellings	n/a
Project includes windows, repainting and external wall insulation.							

5. Estates service

 Estates service indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
5.1	Cleaning quality inspection pass rate	99%	100% (210 of 210)	99% (115 of 116)		
5.2	Estates Response Team quality inspection pass rate	99%	97% (129 of 133)	98% (144 of 147)		
5.3	Cleaning tasks completed	98%	98% (13,110 of 13,356)	95% (12,994 of 13,612)		
5.4	Bulk waste removed within 7 working days	92%	78% (644 of 824)	85% (670 of 787)		
5.5	Lights replaced or repaired within 3 working days	99%	98% (308 of 313)	99.6% (224 of 225)		
5.6	Mobile warden jobs completed within 3 working days	96%	98% (1,438 of 1,469)	99% (1,412 of 1423)		

Estates service

Estates Response Team quality inspection pass rate – 2 percentage points below target

- **Contributory factors** - some jobs to locks needed to be done again.
- **Improvement actions** - jobs were done again; operatives to check jobs to locks more thoroughly.

Cleaning tasks completed – 3 percentage points below target




- **Contributory factors** - bank holidays and staff leave led to difficulty getting to all blocks.
- **Improvement actions** - better planning of cover arrangements for staff on leave.

Bulk waste removed within 7 working days – 14 percentage points below target

- **Contributory factors** - lack of specialist bulk truck until recently.
- **Improvement actions** - new bulk truck is now in use.

6. Anti-social behaviour (ASB)

All indicators below give cumulative year to date results.

 ASB indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
6.1	Victim satisfaction with way ASB case dealt with	85%	85% (23 of 27)	80% (4 of 5)		
6.2	Tenants evicted due to ASB	For info	3	0	n/a	n/a
6.3	Closure orders obtained	For info	4	3	n/a	n/a

Victim satisfaction with way ASB case dealt with – 5 percentage points below target

- **Contributory factors** - one respondent unhappy with case outcome; low sample rate.
- **Improvement actions** - increase sample rate through review of how surveys are carried out (part of wider ASB review).

6.4 New antisocial (ASB) cases by type

New ASB cases where the reporter or alleged perpetrator is a council property resident or leaseholder.

Type of ASB incident / case	Q4 2018/19	Q1 2019/20	Change between quarters
Verbal abuse / harassment / intimidation	46% 76	44% 83	+7
Noise	9% 14	11% 21	+7
Drugs	10% 16	11% 21	+5
Crime	12% 20	10% 18	-2
Domestic violence / abuse	8% 13	10% 18	+5
Physical violence	6% 10	6% 11	+1
Pets and animal nuisance	4% 7	4% 8	+1
Hate incident	3% 5	2% 3	-2
Alcohol related	2% 3	2% 4	+1
Total	100% 164	100% 187	+23






6.5 New ASB cases by ward

New ASB cases where the reporter or alleged perpetrator is a council property resident or leaseholder.

Ward name	Q3 2018/19	Q4 2018/19	Change between quarters	Council dwellings
Brunswick and Adelaide	0	0	No change	4
Central Hove	4	1	-3	57
East Brighton	37	45	+8	2,248
Goldsmid	3	6	+3	326
Hangleton and Knoll	18	20	+2	1,179
Hanover and Elm Grove	4	6	+2	465
Hollingdean and Stanmer	19	21	+2	1,260
Hove Park	0	0	No change	10
Moulsecoomb and Bevendean	8	19	+11	1,514
North Portslade	9	10	+1	398
Patcham	10	7	-3	534
Preston Park	0	1	+1	62
Queen's Park	29	28	-1	1,716
Regency	0	0	No change	28
Rottingdean Coastal	0	0	No change	25
South Portslade	4	3	-1	368
St. Peter's and North Laine	7	8	+1	366
Westbourne	2	6	+4	116
Wish	5	2	-3	345
Withdean	0	1	+1	44
Woodingdean	5	3	-2	451
Total	164	187	+23	11,516

7. Tenancy management

The first two indicators below give cumulative year to date results. The last one gives an end of quarter result.

 Tenancy management indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
7.1	Tenancy fraud – properties returned to stock	For info	18	5	n/a	n/a
7.2	Tenancies sustained following difficulties	98%	99% (109 of 110)	97% (36 of 37)		
7.3	Tenancy visit to general needs tenants within last 5 years	90%	93% (9,349 of 10,101)	92% (9,357 of 10,134)		

Tenancies sustained following difficulties – 1 percentage point below target

- **Contributory factors** - one tenant wouldn't engage with Tenancy Sustainment Officer and tenancy remains at risk.
- **Improvement actions** - review of tenancy sustainment service with view to broadening support for tenants.

7.4 New tenancy management cases by type

New tenancy management cases, other than antisocial behaviour, involving a council property resident or leaseholder.






Type of tenancy management case	Q4 2018/19	Q1 2019/20	Change between quarters
Abandonment	2% 9	4% 14	+5
Assignment request	0% 1	9% 3	+2
Boundary issues	8% 34	15% 50	+16
Caretaking	0% 1	1% 3	+2
Court of Protection	1% 3	1% 2	-1
Death of a tenant (including succession)	21% 88	16% 52	-36
Decants and temporary moves	2% 9	2% 6	-3
Fraud	0% 0	2% 6	+6
Leaseholder breach	1% 4	1% 2	-2
Tenancy breach	8% 31	9% 28	-3
Unsatisfactory interiors	6% 23	4% 13	-10
Untidy gardens	38% 157	27% 90	-67
Use and occupation	1% 4	1% 4	No change
Vulnerable adult and safeguarding	12% 49	17% 55	+6
Total	100% 413	100% 328	+85

7.5 New tenancy management cases by ward

New tenancy management cases, other than antisocial behaviour, involving a council property resident or leaseholder.

Ward name	Q4 2018/19	Q1 2019/20	Change between quarters	Council dwellings
Brunswick and Adelaide	0	0	+0	4
Central Hove	3	4	+1	57
East Brighton	54	37	-17	2,248
Goldsmid	5	8	+3	326
Hangleton and Knoll	39	49	+10	1,179
Hanover and Elm Grove	31	15	-16	465
Hollingdean and Stanmer	60	35	-25	1,260
Hove Park	0	1	+1	10
Moulsecoomb and Bevendean	96	67	-29	1,514
North Portslade	14	15	+1	398
Patcham	18	12	-6	534
Preston Park	0	0	No change	62
Queen's Park	45	53	+8	1,716
Regency	0	3	+3	28
Rottingdean Coastal	0	1	+1	25
South Portslade	7	9	+2	368
St. Peter's and North Laine	11	6	-5	366
Westbourne	3	2	-1	116
Wish	6	4	-2	345
Withdean	0	0	No change	44
Woodingdean	21	10	-11	451
Total	413	328	-85	11,516

8. Seniors housing

 Seniors Housing indicators		Target 2019/20	Q4 2018/19	Q1 2019/20	Status against target	Trend since last quarter
8.1	Residents with up to date annual review	96%	96% (871 of 903)	98% (884 of 905)		
8.2	Schemes hosting social, health and wellbeing activities (at least weekly)	95%	100% (22 of 22)	100% (22 of 22)		
8.3	Schemes hosting events in collaboration with external organisations	90%	100% (22 of 22)	95% (21 of 22)	