



Agenda

Environment, Enforcement & Housing Committee

Monday, 13 December 2021 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15
8AY

Membership (Quorum – 3)

Cllrs Mrs Pearson (Chair), Mrs Hones (Vice-Chair), Barber, Dr Barrett, Bridge, Fryd, Haigh, Heard and Kendall

Substitute Members

Cllrs Barrett, Cuthbert, Naylor, Mrs Pound, Tierney and Wiles

Agenda

Item	Item	Wards(s) Affected	Page No
Live broadcast			
Live broadcast to start at 7pm and available for repeat viewing.			
1.	Apologies for Absence		
2.	Minutes of the previous meeting		5 - 10
3.	Chairs update		11 - 14
4.	Litter Bin Review	All Wards	15 - 18
5.	Fees & Charges TO FOLLOW	All Wards	19 - 20
6.	Contract Award for the Refurbishment of 17 Crescent Road,	Brentwoo	21 - 24

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|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------|
| 7. | Rent Setting 2022-23 | All Wards | 25 - 34 |
| 8. | Rent Setting Policy | All Wards | 35 - 44 |
| 9. | Approval of Non-Cooperation Policy | All Wards | 45 - 50 |
| 10. | Approval of Pets Policy | All Wards | 51 - 58 |
| 11. | EXEMPT - Local Authority Data Return (LADR) 2021 – Council Rent’
The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved. | | 59 - 60 |
| 12. | Urgent Business | | |



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
03.12.2021

Information for Members

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

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If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

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The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of

these activities, in their opinion, are disrupting proceedings at the meeting.

 **Private Session**

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 **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



Minutes

Environment, Enforcement & Housing Committee Monday, 20th September, 2021

Attendance

Cllr Mrs Pearson (Chair)	Cllr Fryd
Cllr Mrs Honess (Vice-Chair)	Cllr Haigh
Cllr Barber	Cllr Heard
Cllr Dr Barrett	Cllr Kendall
Cllr Bridge	

Also Present

Cllr Hossack
Cllr Mrs Pound
Cllr White

Officers Present

Angela Abbott	- Housing Services Manager
Phoebe Barnes	- Corporate Finance Manager
Greg Campbell	- Corporate Director (Environment & Communities)
Zoey Foakes	- Governance & Member Support Officer
Tracey Lilley	- Corporate Director (Housing & Community Safety)
Paulette McAllister	- Principal, Design & Conservation Officer
Claire Mayhew	- Corporate Manager (Democratic Services)
Ian Winslet	- Viability Advisor (Ark Consultancy)

LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing.](#)

106. Apologies for Absence

There were no apologies for absence received.

107. Minutes of the previous meeting

Members RESOLVED that the minutes of the Environment, Enforcement and Housing Committee held on 5th July 2021 were a true record.

108. Chairs update

Members noted the update in the report.

Members requested an update on climate change which the Chair said would come to the next committee meeting; this would fall in line with a new officer joining the Council.

Members also requested an update on Community Alarms with the new provider – Ms Lilley confirmed an update would be available for the next committee meeting.

Another update was requested by Members on the Axis Working Group following the report going to the Audit & Scrutiny Committee on 28th September 2021.

109. Decant Policy

The report presented the Decant Policy to the Committee for approval. The policy provided a clear framework for when decants would be used and ensured that the Council adhered to the relevant legislation for making home loss and disturbance payments to residents.

Ms Lilley asked members to reach out to residents to ask them to engage and provide their feedback with any consultation in order to get the most out of the Housing department.

A motion was **MOVED** by Cllr Mrs Pearson and **SECONDED** by Cllr Mrs Hones to agree the recommendations in the report.

Following a discussion a vote was taken and it was **RESOLVED UNANIMOUSLY** that: Members are asked to:

Members are asked:

To approve the Decant Policy in Appendix A.

Reason for recommendation

To ensure that the Housing Department has a policy covering the way that decants (both planned and unplanned) are managed and how tenants and leaseholders will be treated.

110. Meanwhile Offer

The report presented the Meanwhile Offer to the Committee for approval. The Meanwhile Offer sets out in general terms the approach the Council would take to the management and maintenance of properties and buildings impacted by regeneration.

Following a discussion a vote was taken and it was **RESOLVED UNANIMOUSLY** that: Members are asked to:

A motion was **MOVED** by Cllr Mrs Pearson and **SECONDED** by Cllr Mrs Hones to agree the recommendations in the report.

Members are asked:

To approve the Meanwhile Offer in Appendix A.

Reasons for Recommendation

To ensure that the Housing Department has an approach covering the management and maintenance of HRA sites impacted by regeneration.

111. Empty Homes Strategy

The current Empty Homes Strategy expired in 2020 and an updated document and delivery plan is required to take forward action in this area. The Council can have anywhere from between 300 to 450 empty homes at any one time. Many of these are in transition from being moved into, redecorated, rebuilt etc. The aim of this strategy is to have a process in order to tackle the longer term empty homes and create a path to bring them into occupation. An updated strategy document (Appendix A) and delivery plan (Appendix B) have been created based on good practice.

A motion was **MOVED** by Cllr Mrs Pearson and **SECONDED** by Cllr Mrs Hones to agree the recommendations in the report.

Following a discussion a vote was taken and it was **RESOLVED UNANIMOUSLY** that: Members are asked to:

Members are asked to:

1. Approve the Empty Homes Strategy and action plan.
2. Approve the recruitment of a part time empty homes officer

112. Urgent Business

In order to discuss the Strategic Housing Development Plan item openly, this was proposed to take it in to private session. Cllr Mrs Pearson **MOVED** and Cllr Mrs Hones **SECONDED** to take Urgent Business prior.

There are no items of urgent business to discuss.

The Chair closed the meeting to the press and public and for them to be excluded from the meeting on the next item on the grounds that the disclosure of exempt information as defined in schedule 12A of the Local Government Act 1972.

113. Strategic Housing Development Plan

The report summarised progress since the last report to Committee on 5 July 2021 on the development of a pipeline of new affordable homes through the development and regeneration of various Housing Revenue Account (HRA) owned sites.

As a reminder, this Strategic Housing Delivery Programme (SHDP) is made up of two distinct elements,

- 1) the regeneration of Brookfield Close and Courage Court, Hutton to develop 62 zero carbon homes and
- 2) the development of a range of smaller HRA sites to deliver a further 80 Zero Carbon homes on a further 8 council owned sites.

All of these new homes will contribute to, and be managed within, the Council's HRA. In addition this report also updated Members on progress with the conversion of 17, Crescent Road, Brentwood, a vacant double fronted Victorian villa style house in some disrepair into two new apartments.

The Council's Corporate Strategy 'Brentwood 2025' commits to Introducing "innovative Carbon reduction and absorption schemes", "identify opportunities for low emission and green developments" and using 'brownfield sites efficiently, such as council owned garage sites, to provide affordable homes...".

A motion was **MOVED** by Cllr Mrs Pearson and **SECONDED** by Cllr Mrs Honess to agree the recommendations in the report.

Following a discussion a vote the recommendations were taken separately.

Members are requested to:

1. **Note the new affordable homes programme viability assessment in the report and approve:**
 - a) **the continuation of financial and technical assessment across the small sites programme to inform a final report to this Committee on the viability of the programme;**
 - b) **the commencement of the tendering process for a construction partner for the redevelopment of Brookfield Close and Courage Court.**

A vote by show of hands was taken and it was **RESOLVED UNANIMOUSLY**.

Members are requested to:

2. **Consider the options available for the redevelopment of Ingleton House and identify the preferred option for further delivery assessment.**

A vote by show of hands was taken and it was **RESOLVED** to agree Option 1 (within the report) - Continued Inclusion in the Council's Small Sites Programme of new affordable homes.

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Agenda Item 3

Committee: Environment, Enforcement & Housing Committee	Date: 13 th December 2021
Subject: Chairs Update	Wards Affected: All
	For Information

Introduction to new Climate & Sustainability Officer, Otilie West

Otilie will be present at the meeting to introduce herself and her role within the Council.

Littercam Update

Following the decision to trial a Littercam for 14 days the location of this camera has been identified. The location has been agreed with Essex Highways and they are expecting a 'stress test' application for the lamp column once the information on power and installation has been confirmed. We are presently liaising with UKPN, regarding the use of unmetered electricity for a period of 14 days and installation companies have been approached and we await confirmation of cost.

High Street Planter Trial

The Council is aware of the continuing issue with pavement parking in Brentwood High Street and whilst South Essex Parking Partnership (SEPP) have patrolled the location far more over the past few months and issued more tickets to this area and surrounding streets the problem still exists when the Enforcement Officers are not patrolling. A pilot to place planters along a 50 meter stretch in the high street has been agreed. This Council has consulted with local businesses who will be directly affected by these planters and Brentwood Access Group.

The planters are expected to be with the Council in December and in place before the end of the month.

Street scene Supervisors

The supervisors have now been in post for approximately six months and are making an improvement in the quality of services being delivered. The supervisors are monitoring the quality of work undertaken and liaising with Ward Members and residents to tackle issues that have arisen. They are meeting residents face to face when possible, rather than by e mail to address any issues which has proven to be more effective and give residents confidence that the Council take their concerns seriously. The supervisors have also reduced the number of repeated missed bins and working with managing agents to bring more multiple occupancy dwellings in line with the new recycling scheme.

They will also be carrying out performance measures of litter and detritus in the new year to provide an indicator of the cleanliness of the borough and manage street scene and ground maintenance teams more closely to improve scheduled service delivery.

Tree Planting Update

Following the planting of woodlands earlier this year there has been a further planting of significant landscape trees around King Georges Playing Fields. This will

be further increased with a few trees at the same site for the landscaping associated to the Pavilion build. A further proposal is for 30 trees in Hutton around the recreation ground and planting on some amenity greens.

The Arboricultural assistant is planning to focus on a Brentwood woodlands year for 2022, starting with extensive regeneration work, harvesting in Tallon Road, Hutton Poplars, Warley country park, Hampden woods plus Shenfield common. All works have been approved by Forestry Commission, Natural England and are intended for the long-term regeneration of Borough woodlands. Later in the year replanting will be undertaken and new woodland planting embarked upon. The large scheme to plant 10,000 trees in Hutton Country Park has gathered pace. However, the intended planting from November 2022 will allow for inclusion of ideas resulting from the highly successful public consultations, including public voluntary input in both design and implementation. In order to execute a properly considered plan which will deliver a woodland in perpetuity it is felt that to start planting by March 2022 would not allow for such a redesign to be effectively planned or delivered.

Two other factors have also come to light, our Arboriculturist has discovered that tree supply, due to unprecedented demand has become almost non-existent and the species we would be looking to plant at this site are not guaranteed to be available therefore leaving us with unsuited substitutes. Further several tree planting companies have already closed their books to new contracts until later next year and would not commit until the site is ready and prepared.

This revised approach will enable the council and its funding partners, Thames Chase and Essex Forest Initiative to ensure early ordering of material and the necessary labour to ensure planting takes place but with the involvement that is desired by public and private organisations within the borough. The Councils Arboriculturist will be developing a plan for implementation which will be best served by creating a plan with differing sections devoted to community involvement. Therefore, creating compartments for schools, Butterfly Meadow, Rotary, BEBA, the commercial & retail sector and any other resident or group who may want to be part of this scheme. The Arboriculturist will develop this plan and then work to implement later next year.

Preparation of the planting site has started with the land being ploughed to relieve compaction and improve drainage; therefore, we are now in a position where the Forestry Commissions will be able to undertake an Environmental Impact Assessment (EIA) so full preparation will be completed in February /March 2022 with planting taking place in November 2022.

Sustainability Strategy Plan

The Sustainability Strategy (name tbc) is under way and is currently in the data collection phase. This is likely to be the longest part of the process, and so a “skeleton” draft is also being created. This draft will include a range of different ideas and strategies which could be used and can be adapted to line up with the key areas and themes once analysis of the baseline has been conducted.

After the baseline has been set (using data from 2019 to rule out anomalies from covid), key areas and themes for improvements will be identified, and SMART (Specific Measurable Attainable Relevant Time-Based) goals set. These SMART goals are likely to be umbrella goals, for example “all council buildings will be carbon neutral by ‘a certain date’ but will include smaller actions to contribute to the achievement of this goal.

Once these goals and actions are identified, they will be written up into draft form, ready for a consultation period with stakeholders.

After the consultation period, any alterations will be made, and actions prioritised in terms of budget and the outcome of the consultations.

The first steps to create the strategy have been made. Information/data is being collated to create our baseline. Typically, it is Scope 1 (direct emissions from the burning of fuel) and Scope 2 (emissions associated with the generation and use of electricity) emissions which are used for a baseline and where possible to identify Scope 3 emissions (waste disposal, business travel, purchased goods and services etc).

Contact has been made with a range of councils to understand how they approached the creation of their strategy, and any useful resources they used in the process. This will enable a joined-up approach, best use of resources and source were schemes have already been delivered and can be transferred across.

BEBA

The launch of BEBA was a great success, with 25 businesses signing up at the Business Showcase. Our first meeting with members of the Alliance was held on Tuesday 30th November 6-8pm at Town Hall. The agenda covered the following topics:

- Shaping and agreeing the principles of BEBA
- Forming a management board, including the appointment of a Chair and Vice Chair
- How to establish your business' current CO2 emissions, and how to create a baseline (Guest speaker: Tony McPartland, ZestRecycle)

Enforcement update

Patrols

Patrols are still carried out regularly and a variety of issues are dealt with. The team have carried out road safety checks, stop and searches, parking patrols, rural patrols as well as ASB checks. Throughout October and November over 100 hours of patrols were carried out in the evenings and weekends, some of these in conjunction with partners such as Essex Police, SEPP, and the Environment Agency.

Parking Enforcement

Our partners at SEPP continue to deliver on street parking enforcement across the Borough, alongside the out of hours patrols undertaken with the Enforcement Team. SEPP receive several complaints about parking issues in the Town Centre, outside various schools, on pavements and in other hotspot areas. During the month of November 360 PCNs were issued in the High Street and surrounding area, this

shows an increase of 92 PCNs compared to October which resulted in SEPP issuing 269 PCNs in these areas.

Community Engagement

The Community Safety Team have been able to flourish by increasing its presence across the borough. We have been working alongside the Community Services Team and have used the Community Connect Trailer 4 times in different location. We have also teamed up with partners such as Essex Police & Neighbourhood Watch to deliver engagements around Road Safety Week and general safety.

White Ribbon & DA Awareness

Thursday the 25th November saw the International Elimination of Violence Against Women Day (White Ribbon Day) which also marked the start of a 16 Days of Awareness for Domestic Abuse Campaign. The Community Safety Team were in the High Street engaging with residents and visitors of the Borough promoting White Ribbon and the White Ribbon Promise to never commit, excuse or remain silent about violence against women. Daniel Cannon, Isabelle Hatton and Darcie Newton are all ambassadors/champions of White Ribbon and will continue to work with to change the cultures that lead to violence against women. Brentwood Borough Council are currently applying to receive the White Ribbon Accreditation.

Community Alarms Closure

The majority of alarms users have now been contacted to advise them of the intention to close the alarms service with the offer of assistance of being transferred to Lifeline 24. A Data sharing agreement has now been signed between the Council and Lifeline 24 to enable us to share customer contact information with Lifeline 24. The majority of users were happy to transfer over to Lifeline 24 and have been reassured that their payments will remain the same. It is anticipated that most users will have been transferred to lifeline 24 by the end of January 2022.

YMCA update

The YMCA have now finalised the purchase of the vacant Foyer unit, which had been held up due to legal technicalities. Presently, we haven't had any further update from the YMCA, but it is expected that significant refurbishment works will be required to the building. Officers will be working closely with the YMCA during this process.

Sheltered Housing Review

The Sheltered Housing review is still underway, but the scope of the review has now been expanded to include the potential to re-define the service from 'building led' to a person focused approach. With the recruitment of the new Strategic Director for Housing in January a full update report will be presented at the March 2022 committee.

- Sharing ideas on how to realistically achieve our target of becoming carbon neutral by 2040

Agenda Item 4

Committee(s): Environment, Enforcement & Housing Committee	Date: 13 December 2021
Subject: Litter Bin Review	Wards Affected: All
Report of: Greg Campbell, Corporate Director (Environment & Communities)	Public
Report Author/s: Name: Darren Laver, Corporate Manager (Street Scene) Telephone: 01277 312500 E-mail: darren.laver@brentwood.gov.uk	For Decision

Summary

Since the COVID-19 pandemic, nationally behaviours and lifestyles have changed considerably. This has had substantial influences on the environment and the amount of litter dropped and discarded or placed into litter bins. There has also been a significant increase in the number of dog owners, contributing to an increase in dog waste which can now be placed into normal waste litter bins.

It is therefore necessary to review our current provision of the litter service overall including litter bin locations and collection frequency. If we get this right, it will reduce any harmful effects this nuisance has on the environment overall.

Main Report

Introduction and Background

1. The service the Council provides is very comprehensive with over 500 litter bins across the borough that are emptied on varying frequencies from daily to once a week. Although there are concentrations of these bins there are also a number in the furthest reaches of the borough. Therefore, the spread of bins is wide and varied.
2. During the pandemic it become clear that many bins are being overused and others are not. The service has tried to adapt in order to react to the needs and the changing environment however it has come to a point where we need to take stock and consider alternative methods and approaches to litter if we are to maintain a positive service.
3. We also need to recognise that by providing a bin does not necessarily solve or reduce the issue. The more bins provided the more waste is deposited and the more the service is required to empty and keep on top of the issue.
4. This report outlines the options that are available to us to consider for the service and in so doing run pilots to determine the best direction.

5. These pilots include the relocation of underutilised bins, replacing the old small dog waste bins to the larger standard litter bins and the use of new technology that compacts the litter and communicates when the bin is full and requires emptying.
6. We have considered how we should approve locations of bins moving forward. We have seen from the location overview carried out that there are many locations where bins are near to each other. For example, there are three bins within approximately 50 metres of each other in Danes Way, Pilgrims Hatch.
7. Moving forward the Council need to agree a way of ensuring litter bins are placed in the most effective locations to reduce litter being dropped on the streets. There will be certain factors that need to be examined. Complaint's history, high footfall, local amenities, schools etc. We will also carry out trial periods of litter bin requests by placement of movable bins that can be placed at locations and easily moved if there is evidence that they have not improved the issue or contributed to making the situation worse. If it is evident that it has reduced littering, then a permanent bin will be installed.
8. Although litter bins provide a good system for reducing litter in problematic areas, we also have to appreciate that they are not always used by the general public in the manner they were intended. In some areas bins that are sited close to residential properties often become abused and are treated as a personal waste collection points for domestic waste. This not only causes the bins to be filled quickly preventing the intended use of the litter bin but also attracts more domestic waste from other households near the litter bins. Litter bins can also appear full if large items are placed in the bin and not compacted, like cardboard boxes and black bagged waste which is not typically conventional litter.
9. It is widely believed that waste attracts waste, and this has shown to be true more than ever through the pandemic as more people are taking exercise and spending time outside in the fresh air. This has caused certain litter bins to become over filled very quickly and a lot of waste discarded around these locations portraying a poor service from the authority.
10. Considering the above we have listed below the options we consider appropriate to improve the service provision and become more efficient in the way we deliver the service for the future.

Issue, Options and Analysis of Options

11. Review the current bin locations map. Relocate or remove bins from overpopulated bin placement locations. This will enable the Service to cover a

wider footprint by removal and relocation where necessary. Any relocation or removal to be undertaken in consultation with ward members.

12. Where bins are requested a trial bin is placed in situ to determine the impact and whether this fixture becomes permanent.
13. Introduce a trial of four solar litter bins that compact the waste and notify when full to reduce unnecessary journeys
14. Signage on bins to advise of collection day and to advise when bin is full to take waste home rather than leaving waste around the litter bin.
15. Work with licencing to request retailers take responsibility of bins outside their outlets by emptying them when full and presenting the waste for collection on the scheduled collection day of the litter bin
16. Dog bins to be replaced with larger litter bins as dog waste has been declassified and can now be placed into normal waste stream and to remove the older small size dog waste bins that are sited next to a current litter bin.

Consultation

17. None

References to Corporate Strategy

18. Protecting our Environment; Delivering an efficient and effective Council

Implications

Financial Implications

Name/Title: Phoebe Barnes, Corporate Manager – Finance

Tel/Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

19. For this financial year there is no budget, to purchase the solar litter bins. However, as part of the budget process for 2022-23 a growth bid has been received to purchase the solar bins for next financial year. This growth bid is subject to approval as part of the Medium-Term Financial Strategy report presented to Ordinary Council at February 2022 committee.
20. Subject to the growth bid being successfully approved and forming part of 2022-23 Capital programme, the trial will help inform if a future programme of replacing bins with solar bins are required.
21. The cost of removing existing bins will be captured within existing resources and should not warrant in additional budget pressures.

22. Once the review is complete this will inform any other financial impacts that will need to be considered against existing financial resources.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer

Tel & Email: 01277 312705/amanda.julian@brentwood.gov.uk

23. The Council when entering into any trial that would require the entering into a contract must follow the Contract Standing Orders in the Constitution and procurement rules. If the cost is over £25,000 this must be advertised as a tender on the appropriate websites. The Public Contracts Regulations 2006 will need to be considered; it is not possible to disaggregate contracts to reduce the value of the procurement. The total anticipated spend on replacement bins would need to be considered when determining the contract value.
24. All contracts would need to have legal input as the matter processed.
25. Any consultation should be undertaken prior to the decision to implement a given scheme and any responses should be considered prior to making a decision.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

26. There are no direct economic implications. Any improvement in the environmental condition of the borough can have indirect economic benefits to attract businesses and visitors.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

Background Papers

None

Appendices to this report

None

This report and appendices will follow as part of a supplementary agenda. .

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Committee(s): Environment, Enforcement and Housing	Date: 13 December 2021
Subject: Contract Award for the Refurbishment of 17 Crescent Road, Brentwood	Wards Affected: Brentwood West
Report of: Tracey Lilley, Director, Housing & Enforcement	Public
Report Author/s: Name: Ian Winslet, Strategic Housing Consultant Telephone: 0777 0384141 E-mail: iwinslet@arkconsultancy.co.uk	For Decision

Summary

Planning Permission for the conversion of 17 Crescent Road, Brentwood, a vacant property into 2 x 2-bedroom 3 person apartments was approved on 29 June 2021. Since the last report to this committee in September, a 'Tender Pack' has been released and costs have been received. This report summarises the outcome of the tender process and seeks approval for the appointment of the successful contractor.

This is the first on site activity as part of the Strategic Housing Delivery Plan bringing a long-term empty property back into use. The Council's Corporate Strategy 'Brentwood 2025' looks to use 'brownfield sites efficiently, such as council owned garage sites, to provide affordable homes...".

Recommendation(s)

Members are requested to:

- R1. Following the completion of a competitive tender process, approve the contract award for the refurbishment of 17 Crescent Road, Brentwood to Colnesett Limited.**

Main Report

- 1. Tender process and pricing**
- 2 The Invitation to Tender was issued to Contractors with a return date of 24th September 2021. Seven returns were received from contractors. Competitive tenders for the works were invited on a fixed price basis with a 20-week Construction Period. The successful Contractor is to be appointed under JCT Minor Works Building Contract with Contractor's Design 2016 Edition including a 12 months' defects liability period in line with the Employer's requirements. It was also stipulated that the fixed price was to remain open to acceptance for 90 days from the tender return date and that the tender procedure would be in accordance with principles set out in JCT Practice Note 6 (series 2) "Main Contract Tendering". No guarantees were offered that any tenders would be accepted.

3. The Following Tenders were received exclusive of VAT.

Contractor	Price excluding VAT
Colnesett Limited	£ 253,428.62
Tender 2	£ 255,541.69
Tender 3	£ 259,019.12
Tender 4	£ 269,697.00
Tender 5	£ 298,206.29
Tender 6	£ 308,228.99
Tender 7	£ 326,499.94

4. The Council's technical advisor Hamson Barron Smith provided a Pre-Tender Estimate, upon which viability was assessed of £275,000 excluding VAT. 4 of the 7 actual tender pricing are lower than the estimate and a further viability assessment has been undertaken on the lowest tender received from Colnesett.
5. In November 2020 a viability assessment was completed which showed that the development met all 3 of the 'hurdles' set by the Council for its development programme. As a reminder, the tests are:

- 6.

Output Performance Criteria	Hurdle	Explanation
HRA Loan payback period maximum	30 Years	This is the year at which any borrowing for the scheme has been repaid.
Net Present Value (positive year)	Year 30	Where an NPV is positive at or before the target year, this shows that the value of cash coming in is greater than that going out over chosen investment period.
Internal Rate of Return	Positive and greater than the appraisal interest rate	In general, any opportunity where an IRR exceeds the cost of capital is deemed to be a profitable investment opportunity. The indicative cost of capital for appraisal purposes in the HRA Business Plan is 2%.

7. Due to the reduction in actual tendered cost against predicted cost, the viability of the scheme has improved since first tested

November 2020 – Predicted Viability	
	Costs
Works	269,680
Fees	60,256
Other costs	30,711
Interest	1,965
Total scheme costs	362,612
Subsidy for 1 additional unit	40,000
Long term loan	322,612
Repaid in year	22
Net present value @Year 30	128,341
Internal rate of return	4.53%

November 2021 – Tender Viability	
	Costs
Works	253,420
Fees	45,616
Other costs	41,356
Interest	2,505
Total costs	342,897
Subsidy for 1 additional unit	40,000
Long term loan	302,897
Repaid in year	20
Net present value @Year 30	151,960
Internal rate of return	5.12%

8. The subsidy element (£40,000) will either come by way of Homes England grant, or currently the opportunity to use section 106 developer contribution is also being explored.
9. Technical advisors, Hamson Barron Smith, have reviewed the tenders and concluded that Colnesett Ltd offer the best value on the project and have recommended that they are awarded the contract. Authority is therefore being sought to enter into contract with Colnesett Ltd to undertake the works. Subject to approval, the expectation is that works will commence on site in January or early February 2022 with an estimated 20-week programme to handover.

Consultation

10. Ward Councillors for Crescent Road have been updated on the timeline of the scheme, including the commencement of work anticipated in January 2022 subject to approval.

References to Corporate Plan

11. The Council's Corporate Strategy 'Brentwood 2025' commits to Introducing "innovative Carbon reduction and absorption schemes", "identify opportunities for low emission and green developments" and using "brownfield sites efficiently, such as council owned garage sites, to provide affordable homes...". The SHDP and specific proposals in this report contribute to all of these strategic objectives.

Implications

Financial Implications

Name/Title: Phoebe Barnes, Corporate Manager - Finance

Tel/Email: 01277 312500 phoebe.barnes@brentwood.gov.uk

The HRA's current capital budget has sufficient resources to fund the tendered works in this years budget. It is expected that the Affordable Housing Program budget

underspend will be slipped into the new budget year to help support these work developments.

The HRA 30-year business plan will be updated to reflect the timeline of development to help ensure the business plan remains relevant and affordable going forward.

The decrease in costs results in the project payback period reducing by 2 years which is a positive, however the project must be mindful of the current economic climate with inflation on building costs. Any cost pressures resulting from this project will be reported through financial updates to this committee as well as Policy, Resources and Economic Development.

Legal Implications

Name & Title: Amanda Julian, Director of Law & Governance and Monitoring Officer

Tel & Email: 01277 312705 amanda.julian@brentwood.gov.uk

The Council has followed the procurement process, legal input will be provided as needed as the matter progresses.

Economic Implications

Name/Title: Phil Drane, Director of Planning and Economy

Tel/Email: 01277 312610 philip.drane@brentwood.gov.uk

There are no direct economic implications. The Council's Strategic Housing Delivery Plan supports economic growth by enabling the delivery of new homes, including bringing homes back into use.

Background Papers

None

Appendices to this report

None

Agenda Item 7

Committee(s): Environment, Enforcement & Housing	Date: 13 December 2021
Subject: Rent Setting 2020/21	Wards Affected: All
Report of: Tracey Lilley, Corporate Director Housing and Community Safety	Public
Report Author/s: Name: Nicola Marsh Corporate Manager Housing Estates Telephone: 01277 312981 E-mail: Nicola.marsh@brentwood.gov.uk Name: Phoebe barnes Corporate Manager Finance Telephobe: 01277 312500 E-mail: phoebe.barnes@brentwood.gov.uk	For Decision

Summary

This report seeks the recommendations of the committee on the proposed rent and service charge levels for 2022/2023.

The recommendations will be considered by Policy, Resources & Economic Development Committee when the final recommendation will be made as part of the budget setting process. The final decision will be made by Ordinary Council on 23rd February 2022.

Recommendation(s)

Members are asked to:

R1. Increase rent by CPI plus 1% (Total 4.1% increase) for Social and Affordable Housing Properties

R2. Increase Shared Ownership and General Fund Property Rents by CPI plus 1%

R3. To apply formula rent to all new tenancies from April 2022

R4. To apply a 2% increase to Garage Rents

R5. To note that service charges have been reconciled and charges have been increased or decreased so they are brought in line with actual costs and that no increase will exceed CPI plus 1%.

Main Report

Introduction and Background

1. In the summer budget of 2015, Government announced that rents in the social housing sector would reduce by 1% every year, for the next four years from 2016/17.
2. This came to an end in 2020 following a government proposal in 2018, to allow Councils to increase rents by CPI + 1% for 5 years. This is a welcomed response from Council's nationwide as it gives Council's the stability and certainty it needs to build more needed new homes and to invest in their existing homes and services for tenants.
3. The Council currently has 15 Shared Ownership Properties of which the Council owns 50% of the property on 13 properties, 30% on 1 property and 40% on another property. There are 9 properties that are in the General Fund and are rented on tenancies. The rents on these properties are not set by Government Guidelines as the properties are not for Social Housing Purposes.
4. The CPI to be used in the rent calculations as at September 2021 which was 3.1%. Therefore, rents and service charges are to be increased no more than 4.1%
5. For background information the average rent increases have been:
 - 2015/16 2.20%
 - 2016/17 -1.00%
 - 2017/18 -1.00%
 - 2018/19 -1.00%
 - 2019/20 -1.00%
 - 2020/21 2.70%
 - 2021/22 1.50%

Issue, Options and Analysis of Options

Rents

6. The government announced that from 2020/21 rents can revert to the previous policy and be increased by CPI (at September of the previous year) plus 1%. This allows for a more optimistic forecast of the resources available to the HRA.
7. The increase is to be applied to current rents charged and is capped at the calculated Formula Rent.
8. Formula rents are calculated using a pre-set formula which incorporates local housing values, local earnings of resident's average rents and the number of bedrooms to each property and are to be increased by CPI plus 1%.
9. Landlords are encouraged to re-let vacant properties at the formula rent. Formula Rent is to increase by CPI plus 1%. Landlords have the added option of being able to charge a 5% margin (10% for sheltered housing) above formula rent and remain within the guidelines – but only on new tenancies. This is detailed within the Rent Setting Policy.
10. The Bank of England's CPI target for future years is 2% therefore the assumption built into the future rental forecasts is that rents will increase by 3% per annum from April 2021.
11. Appendix A set out the current overall average rent with the 4.1% increase applied from April 2022 and provides some examples of rent levels for properties of different sizes.
12. Officers are aware that a 4.1% increase is a significant increase in current financial climates. However, the HRA is a ring-fenced account and therefore the rental income maintains the whole housing stock and services available to its tenants. RPI for September was 4.9% therefore any costs that are subject to RPI-based inflation will increase faster than rents, increasing the pressure on the HRA budgets. Therefore, to maintain the pace of works within the HRA and to ensure the HRA remains sustainable for the future officers are content that the rents must rise as per government guidelines.
13. Officers will work with any tenants that raise concerns around their rent increase and financial capabilities will look at ensure tenants are signposted to the relevant departments to ensure they receive any support available to them.
14. The gross annual rental income is as follows:

Rental Types	Gross Forecast 2022 £
Shared Ownership	30,634
Affordable Rents	423,526
Social Rents	12,143,135
Total	12,597,025

Service Charges

15. Historically, the Council has increased fees and charges in line with inflation (currently projected at 1.9% per annum). This is to reflect that the costs of running the service will rise by approx. 1.9%, and therefore we try and maintain Service Charges, fees, and charges at the same level.
16. The current Service Charge Policy ensures that services supplied are cost recoverable. Any increases to current Service Charges, will be capped at CPI plus 1% as recommended in the Governments guidance. Tenants will be informed in due course regarding charges made to their current service charges. The financial impact of any Service Charge increases will be built into the final budget setting process for the HRA

Garage Rents

17. Currently the HRA has 1,101 number of garages in ownership. 459 are currently void, the void rate is operating at 42%. An element of this high void is subject to sites allocated in the small sites development programme and so are purposefully kept void.
18. Garage sites that are to let or have low demand are being reviewed as part of a wider scheme in the development of housing in the borough. 30 garages of the 338 have been decommissioned for development. 79 are currently being reviewed for development. Therefore, the available garages that are lettable, but void are 229.
19. Proposed garage charges are attached within Appendix B and the annual net income is forecast at £282,050 based on the current lettable properties and 1.9% increase rounded.

Reasons for Recommendation

20. The recommendation is to follow government guidelines which proposes to increase rents by CPI plus 1%, for 2022/23 this is 4.1%

21. This increase to rents is a welcomed one, allowing the HRA to have certainty around rent setting and it's forecast Business Plan.
22. The proposed increase will contribute to funding the current services provided as well supporting the development of the capital programme and housing development plans.
23. When considering the rent setting the following assumptions have been considered:
- The financial viability of the HRA business plan
 - Provision for the repairs & maintenance capital programme
 - Development for new homes in the borough
 - Affordability for tenants
 - Investing in services to the tenant receives the best service delivery.

Consultation

24. The proposed increases highlighted are to be reported to Tenants.

References to Corporate Plan

25. The Council has a legal obligation to produce a balanced HRA budget and to set the rent levels for 2022/23.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)

Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

26. The impact of the changes to the rent levels are outlined in report.
27. The proposed increase is a welcomed one as it generates additional revenue income to the HRA. The 1% decrease over 4 years has resulted in a significant impact to HRA balances. With a strong agenda to improve services currently delivered and invest in it's housing stock and drive a redevelopment agenda, the HRA needs to take the opportunity to increase revenue to support the costs in achieving these priorities.
28. The assumptions outlined in the report and forecast income figures will be included in the final budget position for the HRA that will be considered at

Policy, Resources and Economic Development committee, to be agreed at Ordinary Council.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law and Governance)

Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk

29. The Council is required by the Local Government Housing Act (LGHA) 1989 to have a separate Housing Revenue Account. The Council is required to comply with the Direction on the Rent Standard 2019. The Secretary of State set Direction in exercise of the powers conferred by section 197 of the Housing and Regeneration Act 2008. The Council is required to comply with the Ministry of Housing, Communities and Local Government Policy statement on rents for social housing February 2019.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

30. There are no direct economic implications arising from this report. Maintaining a healthy housing stock across tenures in the borough can have indirect benefits that contribute to economic growth.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

None

Background Papers

None

Appendices to this report

- Appendix A: Rent Setting Analysis
- Appendix B: Garage Rent Charges

HRA Properties

The rent increase applied to HRA properties is CPI plus 1%. CPI at September 2021 was 3.1%. This results in an average weekly rent of £97.98 and an average weekly increase of £3.86

Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	71.53	2.82	65
1	83.75	3.30	506
2	91.97	3.62	475
3	101.76	4.01	55
Overall Flat Average/Inc	87.25	3.44	1,101

Houses/Bungalows

No of Bedrooms	Average Rent £	Average increase £	No of Properties
0	77.61	3.05	35
1	91.96	3.62	228
2	105.51	4.16	380
3	117.32	4.62	608
4	140.43	5.53	15
Overall House Average/Inc	106.57	4.20	1,266

Shared Ownership

The rent increase applied to Shared ownership properties is CPI plus 1%. CPI at September 2021 was 3.1%. This results in an average weekly rent of £44.01 and an average weekly rent increase of £1.73. The Council's average share in 14 Shared Ownerships properties is 48%

Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	39.39	1.56	6
2	48.20	1.90	3
Overall Average/Increase	43.80	1.73	9

Houses

No of Bedrooms	Average Rent £	Average increase £	No of Properties*
1	39.90	1.57	4
2	48.56	1.91	1
Overall Average/Increase	44.23	1.74	5

Affordable Rents

The average rent increase applied to affordable rents is CPI plus 1%. CPI at September 2021 was 3.1%. This results in an average weekly rent of £186.72 and an average weekly increase of £7.41

Houses/Bungalows

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	157.20	6.19	4
2	188.59	7.43	8
3	219.95	8.66	15
4	224.94	8.86	2
Overall Average/Increase	197.67	7.79	29

Flats

No of Bedrooms	Average Rent £	Average increase £	No of Properties
1	125.17	4.93	3
2	176.81	6.96	8
3	234.06	9.22	2
Overall Average/Increase	178.68	7.04	13

**ENVIRONMENT, ENFORCEMENT AND HOUSING
FEES & CHARGES SCHEDULE FROM 1 APRIL 2022**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2021-March 2022		CHARGES April 2022-March 2023	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: HOUSING REVENUE ACCOUNT

CHARGING AREA: ESTATES

Garage Rental Fees Per Week

Car spaces & Car Ports

Car Space Council Tenant	O	D	1.90	1.90	1.94	1.94
Car Space Private (NCT)	O	D	2.60	2.60	2.65	2.65
Car Space Leaseholder	O	D	2.20	2.20	2.24	2.24

Garages

Garage Council Tenant	O	D	8.90	8.90	9.08	9.08
Garage Private (NCT)	S	D	12.00	14.40	12.24	14.69
Garage Charities	O	D	12.00	12.00	12.24	12.24
Garage Leasehold	E	D	10.40	10.40	10.61	10.61
Garage Commercial	S	D	22.20	26.60	22.64	27.17

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Committee(s): Enforcement, Environment and Housing	Date: 13 December 2021
Subject: Rent Setting Policy	Wards Affected: All
Report of: Tracey Lilley, Corporate Director (Housing and Community Safety)	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Independent Living) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

This report presents the Rent Setting Policy to the Committee for approval.

The policy provides a clear framework for setting and reviewing rent levels for all Council homes. The policy ensures that the Council adheres to legislation and regulations when setting rents for Housing Revenue Account (HRA) properties.

Recommendation(s)

Members are asked to:

R1. To approve the Rent Setting Policy in Appendix A.

Main Report

Introduction and Background

1. The Rent Setting Policy (the Policy) safeguards the income stream needed to meet the commitments in HRA Business plan in managing and maintaining council homes, delivering new homes and servicing debt.
2. Local authority housing is covered by the rent standard issued by the Regulator of Social Housing. In effect, this means that Local authority rents now follow the same process and standards as those managed by private registered social landlords. This policy helps to clarify the position on setting rents.
3. Landlords must follow legislative and statutory guidance when setting social and affordable rents. The rent collected is ring-fenced for the provision of housing in the borough. Council tenants' rents fund the management and

maintenance of current homes, current home and estate improvements and the delivery of new council homes.

4. The Policy applies to all HRA properties that the Council owns and has responsibility to manage and maintain.
5. The Policy has been developed to provide clear guidance on rent setting and includes a process for setting rent for new build council homes, where these are let at a social rent or an affordable rent.
6. The Policy also records that the Council is required to check the rents of Affordable Rent properties whenever a new tenancy is issued or renewed, to ensure that it continues to reflect the market rent for the property.
7. The Policy also enables the Council to charge more than 100% of the target rent should there be a financial need to do so. Please note that any rent changes are brought to members for a decision before they are implemented.

Reasons for Recommendation

8. To ensure that the Housing Department has a policy covering the way that rents and accommodation charges are set, both as part of the annual review process and when new tenancies are let.

Consultation

9. Consultation has taken place with the Tenant Talkback group and their feedback on providing clarity in the policy's wording has been included.

References to Corporate Plan

10. Drive continuous improvement of our housing services.
11. Continue a service improvement programme to ensure our services are delivered efficiently.

Implications

Financial Implications

Name/Title: Phoebe Barnes Corporate Manager – Finance

Tel/Email: 01277 312500/phoebe.barne@brentwood.gov.uk

12. The Rent setting process is completed yearly as per the report, in line with Government guidelines and regulation.

13. By having a clear policy on rent setting this policy will underline the financial assumptions that are built into the HRA 30 year Business Plan and assist with the financial outcomes of the Affordable Development programme

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer

Tel & Email: 01277 312500 / amanda.julian@brentwood.gov.uk

14. The Council has a duty to set rents in line with statute, having a policy in place that reflects this duty will help to mitigate any challenges that may occur.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning & Economy)

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

15. There are no direct economic implications. Maintaining a supply of housing for the benefit of local residents is an important feature of local authority contribution to the borough, which includes economic health.

Background Papers

None

Appendices to this report

- Appendix A: Rent Setting Policy

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Brentwood Borough Council

Rent Setting Policy

Draft December 2021

Introduction

Brentwood Borough Council is committed to providing affordable housing and looking after its housing stock for the long-term benefit of residents. The primary source of revenue to achieve this is the Council's housing rental income. The Council is also aware that some tenants may be on low incomes and therefore seeks to provide accommodation that is affordable to those people. As a result, this policy seeks to strike a balance between the need to keep rents affordable while also providing sufficient funds to maintain and improve its housing stock.

Scope and Purpose

This policy outlines how Brentwood Borough Council (the Council) will calculate and charge rent for the housing stock that it owns and has the responsibility to manage and maintain.

The Council is required by law to carry out a review of council rents from time to time and to ensure that the Housing Revenue Account (HRA) does not fall into a deficit position. The rent charged determines the income to the HRA, which in turn determines the 30 year HRA Business Plan.

This policy covers tenants of the Council, and in the future the policy will apply to shared owners.

The purpose of this policy is to:

- Ensure that rents will be set in accordance with relevant statutory, regulatory, audit and contractual obligations.
- Ensure rents are set at a level which ensures that the Council meets its obligations to residents, maintains stock at a good standard and supports plans for investment in new and existing homes.
- Provide a clear framework for the setting and review of rent levels for each property, including existing tenancies, new tenancies and when properties are let after being void.
- Ensure that all tenants are made aware of the weekly rent payment due to the Council, both at the beginning of their tenancy and when the charge is reviewed each year.

This policy does not cover temporary accommodation provided by the Council.

Background

Since 2001, rents for properties let at 'social rent' (which constitute a majority of rented social housing properties) have been set based on a formula set by the Government. This creates a 'formula rent' for each property, which is calculated based on the relative value of the property, relative local income levels and the size of the property. An aim of this formula-based approach is to ensure that similar rents are charged for similar social rent properties across public and private registered providers.

In 2011, the government introduced 'affordable rent' which permits rents (inclusive of service charges) to be set at a level up to 80% of market rent. The introduction of properties that charge an 'affordable rent' has made it possible to build more homes for every pound of central government investment, allowing more people in housing need to have access to a good quality home at a 'sub-market' rent.

From 1 April 2020, the Government has permitted annual rent increases on both social rent and affordable rent properties of up to CPI (Consumer Price Index) plus 1 percentage point from 2020. This is for a period of at least five years.

Legislation and Guidance

The application of this policy is overseen by the Regulator of Social Housing. The detail of this is contained within their published Rent Standard.

The Ministry of Housing, Communities and Local Government produced a policy statement on rents for social housing in February 2019 and this policy sets out how the Council will comply with this document's content, as well as the Regulator of Social Housing's Rent Standard.

An annual check will be made on the rents and charges levied for properties as part of the annual rent review process to ensure that the correct amounts are being charged for properties (i.e. rents and service charges), and to ensure that the correct written notification is given on the charges raised.

CPI will be taken as at September of the previous year.

Affordability

When the Council offers one of its properties to a household, a review of the household's financial circumstances will be completed. This is to ensure that they can afford to cover the costs associated with living in the property and that the tenancy is sustainable.

Where tenants cannot afford to pay their rent this may lead to them ending their tenancy, for example:

- Relinquish their tenancy voluntarily without giving us notice of terminating the agreement.
- Abandon the property.
- Have their tenancy terminated following legal action being taken against them.

The assessment prior to the tenancy beginning is intended to prevent a new customer from signing a tenancy where they do not have the necessary income to sustain the tenancy.

Social Rents

The Council will charge Social Housing Rents for all properties, unless the criteria in respect of Affordable Rents (see the section below) is applied.

Rents will be set based on a formula that has consideration of the condition and location of a property in line with Government Policy:

- The condition and location of a property – reflected in its value.
- Local earnings.
- Property size (specifically, the number of bedrooms in a property).

The basis for the calculation of formula rents is:

- 30% of a property's rent should be based on relative property values.
- 70% of a property's rent should be based on relative local earnings.
- A bedroom factor should be applied so that, other things in the formula being equal, smaller properties have lower rents.

The Council has some properties with a rent charge that are below the formula rent. When one of these properties becomes empty the proposed rent for the incoming tenant will be set at the formula rent.

The Council will set rents at 100% of the target rent for the property, unless the Housing Revenue Account (HRA) Business Plan has identified a shortfall in the management and maintenance of the housing stock and the need for new homes. Where this occurs the Council will seek members approval to charge up to 105%, in line with the Housing Regulator's Rent Standard. Appropriate approval will be sought before charging over a 100% of the target rent.

Affordable Rent

Affordable Rent properties are accommodation which Homes England or the Secretary of State have agreed can be let at an Affordable Rent (including service charges). They are exempt from the Social Rent requirements set out in the previous section of this policy. The Council will enter into agreements with Homes England to build new homes at Affordable Rent to help fund investment in new council housing.

The council will comply with the terms of any agreements with Homes England or the Secretary of State when setting Affordable Rents.

Affordable Rent allow local authorities to set rents at levels that are typically higher than social rents but lower than rents in the private rented sector. Affordable rent limits the rent you can be charged up to so it is no more than 80 per cent of what you would pay if you were renting the property from a private landlord.

The rent for affordable rent housing (inclusive of service charges) must not exceed 80% of the gross market rent. Gross market rent means the rent (inclusive of any applicable service charges) for which the accommodation might reasonably be expected to be let for in the private rented sector. Property size, location type and service provision are to be taken into account when determining what gross market rent a property might achieve if let in the private rented sector.

In setting the Affordable Rent for a property, the Council will review the local market rent (LMR) and the number of bedrooms the property has. The Affordable Rent will be set on a combination of these two factors:

- One bedroom properties will be let at an affordable rent being 75% of local market rent ('LMR').
- Two bedroom properties will be let at an affordable rent being 70% of LMR.
- Three bedroom properties will be let at an affordable rent being 65% of LMR.
- Four bedroom properties will be let at an affordable rent being 50% of LMR.
- Affordable rents for properties above four bedroom need will be set on an individually assessed basis.

To ensure that Affordable Rent tenancies are sustainable, the Council will ensure that they are within the financial means of the households offered the property.

The Rent Standard Guidance issued by the Regulator of Social Housing provides details of how initial affordable rents should be set. The document also contains the RICS's guidance on the valuation method for Affordable Rent.

A Registered Provider is required to set a new initial affordable rent any time it grants or renews an affordable tenancy of a property, except when the same property is re-let to the same tenant at the end of a probationary period. The affordable rent charged is also inclusive of service charges.

The Council will ensure that it does not to set the level of rent and service charge above the Local Housing Allowance level. This is the limit for which a tenant may receive housing benefit or universal credit towards the cost of the property.

In addition, an Affordable Rent will be no lower than the potential social rent for the property.

The Government has implemented a process to allow properties let on affordable rent terms by local authorities to be treated outside of the Rent Rebate Subsidy Limitation scheme, subject to meeting a set of criteria set out in the guidance including a signed letter by the Council's Section 151 Officer.

Tenants with higher incomes

From April 2015 local authorities can charge market rents to tenants with an annual household income of £60,000 or more.

Where a household has a taxable earned income of £60,000 or over, the Council will charge a fairer rent. The "household" means the tenants named on the tenancy agreement and any tenant's spouse, civil partner or partner residing in the rented accommodation. Where there are more than two incomes that include the tenant, or tenant's civil partner or spouse, only the two highest taxable income earnings will count towards the £60,000 threshold.

The income from the previous tax year should be used to calculate the rent for the following year. The council will request that tenants declare information if their incomes exceed this limit in accordance with the terms of their tenancy agreement.

A fairer rent will be charged at 80% of the market rental price.

The council will use its discretion to revert the rental charge to social housing rent, if a household is charged a fairer rent and is suffering from financial hardship.

In its guidance the Government advises that:

- In calculating household income only the income of the tenant, and her/his spouse, civil partner or co-habitee are to be taken into account.
- The rent should be reviewed if the household is subject to a 'sudden and ongoing' loss of income.

Where a high-income social tenant's tenancy comes to an end, and they vacate the property, we will re-let the property in line with the previous social housing rent.

Shared Ownership

The rent charged for shared ownership properties is specified in their lease and will reflect any changes to the equity shares held by the resident. The lease also sets how the rent charged will be reviewed.

Service Charges for Tenants

In addition to their rent, tenants may also pay service charges and service charges will increase or decrease separately from rents each year based on the services provided and the costs incurred.

Rents are generally taken to include all charges associated with the occupation of a property, such as maintenance and general housing management services.

Service charges usually reflect additional services which may not be provided to every tenant, or which may be connected with communal facilities rather than being particular to the occupation of a dwelling. Service charges are subject to separate legal requirements and are limited to covering the cost of providing the services.

Service Charges are not covered by the same Government guidelines as rent setting, however the guidelines are that service charges should be set on a reasonable and transparent basis and should reflect the service provided. Increases should be limited to CPI +1% as rents are, unless new or extended services are introduced. Where new or extended services are introduced, and an additional charge may need to be made, the Council aims to consult with tenants.

For Affordable Rent tenants, the service charge is included alongside the rent.

Properties Leased by the Council to third parties

Where the Council leases properties to local organisations that use the properties to house people, the organisation will be responsible for setting the rents and charges.

Garages

The Council will set the rental charge of garages annually and this vary per site based on an assessment of demand for the location.

Council tenants will be charged the cost of a garage minus VAT. The cost for all other garage licence holders who are not tenants of the Council will include VAT, in accordance with the relevant VAT legislation.

The Council may charge different garage rent levels in different areas due to the level of demand or condition of the garages.

Rent Collection

Rents will be calculated over 52 weeks and collected over 52 weeks. Where there are 53 weeks in the financial year, the rent will then be charged for 53 weeks and collected over 53 weeks.

The rents will be increased or decreased on the first Monday of April, including in the April following the grant of a new tenancy.

The rent payable is due on the Monday of each week and should be paid within the week that the rent is due, other than where the payment method is by Direct Debit and the payment date has been agreed by the Council.

The service charges that form part of the tenancy or occupation agreement will be highlighted in the agreement. There is no option to opt out of any specified charge.

To assist our customers in paying their rent, all customers will have access to information and advice on their rights to claim housing benefit and any other welfare benefits. A range of rental payment methods will also be made available to customers to enable timely rental payments to be made. Rent statements will be available on-line to residents.

Annual Review of the Rent and Charges levied to Tenants

The annual review of charges is an integral part of the budget setting process across the Council and subject to approval.

Once agreed the new rent and charges are implemented on the first Monday of April.

Notification to Tenants of the Annual Rent Review

The Council will give tenants 4 weeks written notice of any change in the level of rent which normally will be the first Monday in April, and rent increases will be applied in line with Section 13(2) of the Housing Act 1988 where appropriate.

Change to the size of an existing property

Where the Council or the tenant increases the size of the property (e.g. an extension providing an additional bedroom) the rent for the property will be reviewed in line with the social rent or affordable rent calculation used.

Equality and Diversity

The Council recognises the needs of a diverse population and always acts within the scope of its own policies, the Human Rights Act 1998 and the Equalities Act 2010.

The Council works closely with its partners to ensure it has a clear understanding of its customers with clear regularly updated service user profiles and will record, analyse and monitor information on ethnicity, vulnerability and disability. The Council seeks to ensure that this Policy does not discriminate on any grounds.

Review

This policy will be reviewed every three years, unless legislative or regulatory changes require an earlier review.

Committee(s): Enforcement, Environment and Housing	Date: 13 December 2021
Subject: Approval of Non-Cooperation Policy	Wards Affected: All
Report of: Tracey Lilley, Corporate Director (Housing and Community Safety)	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Independent Living) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

In January 2019, Local Authorities were given clarity on the steps that could be taken when applicants under the homelessness legislation demonstrate a “deliberate and unreasonable refusal to cooperate”. In line with other Local Authorities, the Council is seeking to implement a Non-Cooperation policy to cover such circumstances. These cases are the exception and the policy will enable officers to take appropriate action when the need arises.

Recommendation(s)

Members are asked to:

R1. To approve the Non-Cooperation policy included in Appendix A.

Main Report

Introduction and Background

1. In January 2019, Chapter 14 of the Code of Guidance 2018 outlined the circumstances under which the Council can bring the prevention or relief duty to an end. One of these circumstances is “deliberate and unreasonable refusal to co-operate”. This is where there is a deliberate and unreasonable refusal to take any of the steps that they agreed to take, or to take the steps that the Council set out for them to take where agreement could not be reached in their personalised housing plan (PHP).
2. Regulation 2 of the Homelessness (Review Procedures etc) Regulations 2018 requires a Council to publish its procedure in connection with this. The policy document includes the procedure that will be used.

3. If agreed, the policy (and the associated procedure) will be published on the Council's website.

Reasons for Recommendation

4. To ensure that the Housing Department has documentation to support the implementation of the legislation in case of any challenges or complaints made.

Consultation

5. Consultations have taken place with the appropriate staff within the Council. The Tenant Talkback group were not consulted on the policy's content of the policy because this reflects the legislation in place, and the policy has been created to seek authorisation from members for the implementation of this.

References to Corporate Plan

6. Drive continuous improvement of our housing services.
7. Continue a service improvement programme to ensure our services are delivered efficiently.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources
Tel/Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

8. There are no financial issues arising from this report, the adoption of the policy will reduce the risk of challenges and the associated costs (e.g. legal costs).

Legal Implications

Name & Title: Amanda Julian, Corporate Governance Solicitor & Deputy Monitoring Officer
Tel & Email: 01277 312500 / amanda.julian@brentwood.gov.uk

9. The content of the policy has been reviewed by the Council's lawyers and the amendments incorporated into the final version. Legal advice will be sought as needed on the policy's adoption and the associated correspondence.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning
Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

10. There are no economic implications arising from the adoption of the policy.

Background Papers

None

Appendices to this report

- Appendix A: Non Cooperation Policy

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Brentwood Borough Council

Non-Cooperation Policy

December 2021

Policy

Introduction

This policy sets out the guidelines for issuing applicants with a Notice pursuant to Section 193B(2) of the 1996 Housing Act (as amended).

From the 3 April 2018 applicants approaching the local authority as a homeless person (or as a person threatened with homelessness within 56 days) will be subject to a statutory duty to prevent or relieve their homelessness, if they are eligible for assistance pursuant to Part VII of the Housing Act 1996 (as amended).

As part of that duty the Council will work with the applicant to produce a Personalised Housing Plan (PHP). The PHP will contain the reasonable steps that both the council and the applicant should take in order to prevent or relieve the applicant's homelessness.

Chapter 14 of the Code of Guidance 2018 outlines the circumstances under which the Council can bring the prevention or relief duty to an end. One of these circumstances is "deliberate and unreasonable refusal to co-operate". This is a deliberate and unreasonable refusal to take any of the steps that they agreed to take, or to take the steps that the Council set out for them to take where agreement could not be reached in their PHP.

Serving the Non-Cooperation Notice

Section 193B of the Housing Act 1996 advises on how the Council can end its duty for this reason. S193B requires that the Council serve a notice in these circumstances, the notice should set out why the notice is being served, what steps now need to be taken and the effect of non-compliance.

The notice cannot be served unless a warning has been issued and sufficient time has elapsed to enable the applicant to comply with the steps required.

In deciding whether it is appropriate to serve the notice the council must have regard to the particular circumstances and needs of the applicant.

The Council will not look to end the prevention or relief duty in all cases where the applicant appears not to be co-operating. Each case will be considered on its own merits and a blanket policy will not apply.

The Council will consider an individuals or households vulnerabilities and whether the applicant has any unmet support needs.

Regulation 2 of the Homelessness (Review Procedures etc) Regulations 2018 requires the Council to publish its procedure in connection with s193B notices. This document will be published on the Council's website.

This procedure is required to comply with Regulation 3 of the above regulations. Regulation 3 states that the decision to serve the notice must be ratified by someone in the Council who is at least as senior as the officer recommending the service of the notice.

Serving formal notice

The decision to serve a formal notice must be made by someone who works for the Council, and authorised by someone at least as senior who also works for the Council but was not involved in the original decision. As the line manager may have been involved in the decision making, the decision should be from a different manager.

Re-application

An applicant can make a repeat application to the council if there is a change in circumstances that is not trivial. However, past non-cooperation which has resulted in the applicants homelessness could be taken into account in a subsequent homelessness application (when intentionality is considered). If a fresh application is opened, the prevention and/or relief duty should be met before a decision of intentionality should be made (assuming neither duty can be ended for any other reason).

Safeguarding

If the officer becomes aware of any safeguarding concerns the officer should immediately discuss those with the Safeguarding leads who will advise on next steps.

Committee(s): Enforcement, Environment and Housing	Date: 13 December 2021
Subject: Approval of Pets Policy	Wards Affected: All
Report of: Tracey Lilley, Corporate Director (Housing and Community Safety)	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Independent Living) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

To provide clarity to tenants and leaseholders on keeping a pet, a policy has been developed to provide clarity on how the Council will respond to requests and when issues of anti-social behaviour occur when someone has a pet in a Council owned property or block.

This policy's implementation is supported by the tenancy and lease agreements in place.

Recommendation(s)

Members are asked to:

R1. To approve the Pets Policy in Appendix A.

Main Report

Introduction and Background

1. It is widely recognised that there are health benefits for households to keep pets, including physical and mental health.
2. To help support this where requests are made by tenants and leaseholders in the Council's Housing Revenue Account (HRA) properties, a policy has been developed to provide clarity for both the person making the request and for the Council when taking action because of anti-social behaviour when issues arise.
3. The social housing regulator recommends that registered providers, like the Council, provide opportunities for residents to keep pets and avoid a no pets policy, which previously was commonplace.

4. An approach where responsible pet ownership is encouraged and action taken when this does not exist, is seen as an appropriate way to support residents and manage properties effectively.

Reasons for Recommendation

5. To ensure that the Housing Department has documentation to support the effective management of tenancies and leases, with regards to the keeping of pets.

Consultation

6. Consultations have taken place with the Tenant Talkback group and their minor amendments have been incorporated into the policy.

References to Corporate Plan

7. Drive continuous improvement of our housing services.
8. Continue a service improvement programme to ensure our services are delivered efficiently.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources

Tel/Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

9. There are no financial implications arising from the Council adopting this policy. Providing clear advice and guidance will prevent unnecessary legal action (and the associated costs) by the Council.

Legal Implications

Name & Title: Amanda Julian, Corporate Governance Solicitor & Deputy

Monitoring Officer

Tel & Email: 01277 312500 / amanda.julian@brentwood.gov.uk

10. Tenants and leaseholders in HRA properties are expected to comply with the agreements in place covering their tenancy or lease. By providing a policy that sets out this area in more detail will enable the Council's officers to work proactively with residents.
11. Having a policy in place will enable Officers to monitor any anti-social behaviour linked to having pets at a property. The policy linked to the tenancy agreement or lease will assist in any legal proceedings that may be taken.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning

Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

12. There are no direct economic implications. It is important that the Council manages and maintains its housing stock for the benefit of residents. Provision of good homes can bring an indirect benefit to the local economy.

Background Papers

None

Appendices to this report

- Appendix A: Pets Policy (November 2021)

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Brentwood Borough Council

Pets Policy

April 2021

Scope

This policy applies to secure and introductory tenants living in a Council property. This policy also applies to Shared Ownership, Shared Equity and Leaseholders and to the letting of temporary or private accommodation for homeless households.

More information regarding the keeping of pets can be found in your tenancy agreement.

This policy does not apply if a Council estate regeneration scheme has defined separate rules for the keeping of pets.

Permission for keeping Pets

There are different permission guidelines for keeping pets depending upon the type of accommodation that is let.

Secure and introductory tenants in general needs properties

If you are a secure or introductory tenant, you and your household will be able to keep small, caged birds, fish in tanks or small caged rodents without requesting permission. Exotic or wild animals are not permitted to be kept. You and your household may not keep any other animal(s) except with the Council's prior written permission.

Consent for a single cat will usually be granted.

Sheltered Accommodation

If you are living in sheltered accommodation and would like to keep any pets, you must first get our written permission. We will look at each case on its own merits, please note that you will only be given permission if you live in a suitable property but permission will not be unreasonably withheld for small, caged birds, fish in tanks or small caged rodents. You must not keep dogs, cats or other large animals in sheltered accommodation.

Leaseholders

If you are a leaseholder and would like to keep any pets, you must first get our written permission. We will look at each case on its own merits, please note that you will only be given permission if you live in a suitable property but permission will not be unreasonably withheld for small, caged birds, fish in tanks or small caged rodents and a single cat.

Temporary Accommodation

Temporary Accommodation provided through the Council to homeless households may provide a home suitable for a pet. However, where the accommodation offers shared access, communal facilities or the absence of a self-enclosed garden there remains the possibility that the accommodation provider might reasonably withhold the right to keep a pet in consideration of other residents sharing the property and the suitability of the property. In these circumstances the Council will seek alternative accommodation. Where none is readily available, to ensure a households homelessness is prevented the Council will source alternative pet homing arrangements.

Emergency Accommodation

For households approaching our service as homeless requiring accommodation on an emergency basis, we will ask the accommodation providers if they will permit pets in their property. If accommodation cannot be found that will permit pets the Council will enquire with the household about alternative homing arrangements and if not available offer to assist arranging kenneling or fostering.

All tenures

The pet should not cause excessive or persistent noise or smell.

If the pet becomes a nuisance in any way (noise/smell/fouling/control etc.) or if we suspect the pet is neglected, consent for the pet will be withdrawn and the tenant/leaseholder will be required to permanently remove the pet from the property. If the Council receives a report that a pet is neglected the Council will seek assistance from the RSPCA who will provide an independent view of a pet's welfare and are also able to take their own independent action.

A dog will only be allowed if you live on the ground floor and have direct access (not via a shared pathway) to a private garden fenced in on all sides to at least 1m in height and if you agree to keep to the rules listed below. More than one dog may be considered on a case by case basis.

Special consideration will be given to visually impaired residents who may not have access to a private garden or live above the ground floor and need to keep a guide dog, and for residents who need a hearing dog. We will also give consideration to keeping registered assistance dogs where other medical reasons are provided.

Permission will not be granted for any animals listed under the Dangerous Wild Animal Act 1976 or for any dog listed under the Dangerous Dogs Act 1991. Any animals kept must follow all legal requirements including but not limited to Microchipping of Dogs (England) Regulations 2015 and Control of Dogs Order 1992

If we have granted permission for you to house a pet and your pet dies you will need permission from the Council before housing another pet.

Where the Council has arranged kenneling or alternative temporary rehoming of a pet on the household's behalf and there is a cost for this, the full amount will be re-charged to the household. Payment agreements will be considered on a case by case basis.

The Council will always seek to source and provide accommodation that can accommodate a pet to meet the needs of any member of a household in respect of a defined medical, social or disability requirement.

In exceptional circumstances, the Council may consider variations to this policy. The variation will depend upon the individual situation, any extenuating circumstances and the evidence available. Each case will be considered on individual merit. The Council's decision and reasons for the decision will be provided in writing to the relevant parties.

Enforcement action

Where a tenant has never sought permission to keep a pet excluding the exceptions detailed above, this is a breach of the Tenancy Conditions. Where the Council is aware that a tenant is keeping pets without permission the pet owner will be contacted and given 14 days to apply for permission. If this is not done or permission is applied for and refused and the tenant remains in breach of the tenancy the Council will contact the tenant in writing and advise the time frame for

rehoming the pet. After this if the tenant remains in breach of the tenancy the Council may apply for an injunction and/or a possession order.

Recording information about pets

Where permission to keep a pet is granted, the council will take details of all the pets the tenant wants to keep, including their breed and age. The council will also take details of the vet, an emergency contact and microchip details where applicable.

The council will need to know if pets are being kept in the property and emergency contact details in case there is an emergency, such as a flood or a fire or the tenant has to go to hospital. Holding these details will also ensure the council is aware of any animals being kept in the property in the event of any eviction procedures being taken. Details should be held on file and updated with any changes.

If the resident has to go into hospital or dies and no emergency contact is available the Council will seek assistance from the RSPCA who are able to take their own independent action to safeguard the welfare of the pet. Costs for this may be passed on to the resident or the estate of the deceased.

The Council are not able to provide any pet feeding or other pet services.

If your pet causes damage to the property

Any damage caused by your pets to the property will need to be put right. Please see our rechargeable repairs policy.

If your pet causes a nuisance

If it comes to our attention that an animal is causing a nuisance, we will inform you of these problems and advise you that permission will be removed. If permission is removed, you will be notified in writing and given a timeframe in which you should rehome the pet. If you fail to rehome the pet after notification, then the Council may take legal action. This may be in the form of an injunction or possession action.

Residents may not undertake the following activities from their Council property:

- Breeding of animals.
- Sale of animals.
- Hoarding of animals – this is the term used for people who keep an excessive number of animals without the ability to properly house or care for them.

Dogs

In addition to the conditions stated above, there are further rules relating to the keeping of dogs, specifically:

- A dog must remain secure within the property and must be accompanied and on a lead in internal and external communal areas and accompanied when in a tenant/leaseholders private garden.
- A dog is under control at all times and is not a potential threat to other residents or the public.
- You must clean up after your dog if it fouls your garden or shared areas of the estate.
- You must keep the dog on a lead in communal areas, with a name tag and not allow it out without a responsible adult.
- Puppies must be microchipped before they go to their new homes under the new law which came into force on 6 April 2016.

- Be kept under control at all times and not cause a nuisance or a danger to anyone. They must be kept on a lead when outside in shared areas of the council's estates.
- Where your dog has fouled your home, garden or any communal areas to adequately clean this up. Dog faeces can carry diseases which can be harmful to people. It is an offence for a dog owner not to clean up after their dog in public places such as roads, estates, footpaths and parks. Failure to clean up can result in a on the spot fine or prosecution and a fine.
- Not cause any other nuisance to other people such as excessive barking or making excessive noise.

If you do have a pet, you are responsible by law for the pet's welfare, as defined by the Animal Welfare Act 2006. It is an offence for anyone responsible for a pet not to look after it properly. You must ensure that your pet has a suitable environment to live in, a suitable diet, and is safe from harm and abide by the Animal Welfare Act 2006.

Concerned about cruelty or dangerous dogs?

If you have a complaint about a dangerous dog or a banned dog please contact the police on 101. In an emergency always dial 999.

If you wish to report any welfare concerns about pets you can call the RSPCA 24-hour National Cruelty and Advice line on 0300 1234 999.

This report contains exempt information and is therefore not publicly available.

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Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Environment, Enforcement and Housing Committee

1. The functions within the remit of the Environment, Enforcement and Housing Committee are set out below:
 - 1) Waste management, refuse collection and recycling
 - 2) Environmental improvement schemes
 - 3) The quality of the public realm, including street services and grounds maintenance
 - 4) Highway matters that are the responsibility of the Borough Council (including highway closures under the Town Police Clauses Act 1847) and drainage
 - 5) Public conveniences
 - 6) Cemeteries and closed churchyards
 - 7) Unlawful incursions
 - 8) Affordable housing
 - 9) Housing strategy and investment programme where the Policy, Resources and Economic Development Committee does not decide to exercise such functions as the superior Committee
 - 10) The Housing Revenue Account Business Plan where the Policy, Resources and Economic Development Committee does not decide to exercise such functions as the superior Committee
 - 11) Housing standards, homelessness, homelessness prevention and advice
 - 12) Housing needs assessment
 - 13) Housing benefit - welfare aspects
 - 14) Private sector housing and administration of housing grants
 - 15) Tenancy Management and landlord functions
 - 16) To make recommendations to Policy, Resources and Economic Development Committee on the setting of rents for Council homes.

- 17) Operational facilities management (including maintenance) of the Town Hall and the Depot
- 18) Oversee and monitor the enforcement activities of the Council
- 19) Community Safety (including Community Safety Partnership) and CCTV
- 20) To implement working parties as required