



Agenda

Housing Committee

Tuesday, 11 October 2022 at 7.00 pm

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

Membership (Quorum – 3)

Cllrs White (Chair), Mrs Pearson (Vice-Chair), McLaren, S Cloke, Cuthbert, Mrs Davies, Mrs Hones, Kendall and Slade

Substitute Members

Cllrs Fryd, Lewis, Hossack and Poppy

Agenda

Item	Item	Wards(s) Affected	Page No
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Live broadcast

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

- | | | | |
|----|---|-----------|---------|
| 1. | Apologies for absence | | |
| 2. | Minutes of Previous Meeting | | 5 - 8 |
| 3. | Chairs Update | All Wards | 9 - 12 |
| 4. | Harewood Regeneration
A presentation will be given on the night. | | |
| 5. | Key Performance Indicators | All Wards | 13 - 18 |

6.	Policy Schedule	All Wards	19 - 24
7.	Aids and Adaptation Policy	All Wards	25 - 32
8.	Succession Policy	All Wards	33 - 40
9.	Balcony Project Contract Approval	Hutton North	41 - 50
10.	Member estate visits	All Wards	51 - 54
11.	Social Housing Development Programme		55 - 60



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
03.10.2022

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

Access to Information and Meetings

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Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

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Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

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.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

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

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

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Access

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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

Housing Committee Monday, 27th June, 2022

Attendance

Cllr White (Chair)	Cllr Heard
Cllr Mrs Pearson (Vice-Chair)	Cllr Mrs Hones
Cllr S Cloke	Cllr Kendall
Cllr Mrs Davies	Cllr McLaren

Apologies

Cllr Nicky Cuthbert

Substitute Present

Cllr Andy Fryd

Also Present

Cllr Barber
Cllr Poppy
Cllr Slade

Officers Present

Niamh Butler	- Governance and Member Support Officer
Nicola Marsh	- Corporate Manager - Housing Estates
Paulette McAllister	- Principal, Design & Conservation Officer
Ian Winslet	- Strategic Director
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer

41. Apologies for absence

Apologies were received from Cllr Nicky Cuthbert, with Cllr Fryd substituting.

42. Minutes of Previous Meeting

Members **RESOLVED** that the minutes of the Environment, Enforcement & Housing Committee held on the 7th March 2022 were a true record.

43. Chairs Update

The report began on page 19 which highlighted the work that the housing department have done.

44. Co-option of Tenants Representatives

The report sets out proposals to co-opt representatives of Tenants Talkback into the Environment, Enforcement and Housing Committee for housing related items, in accordance with the Council constitution.

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

Following a full discussion, it was resolved **UNANIMOUSLY** that:

Members are asked to:

R1. Approve that Tenant Talkback be invited to send two representatives to each meeting of the Housing Committee where public housing items are to be discussed.

R2. Approve that the representatives of Tenants Talkback be co-opted onto the committee for the duration of the consideration of these items, and have the right to speak, but not vote.

R3. Request that the Corporate Manager (Estates) arrange appropriate training of the representatives.

Reasons for Recommendation

To ensure that the Housing Department provides effective and transparent representation of local people's views.

45. Strategic Housing Delivery Plan (SHDP)

This report summarises progress of 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 alongside the Harewood Regeneration Project consisting of around 40 new 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.

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...”.

This item was for information only and no vote was required.

46. Key Performance Indicators

Key Performance indicators are collected across all services in the Housing Department and help monitor how we are performing across a set list of key areas.

This report presents these Key Performance Indicators to Members of the Housing Committee with a commentary for each one which details why we are under performing and noting where a high level of performance has been achieved.

This item was for information only and no vote was required.

47. Damp, Mould and Condensation Policy

Damp, Mould and Condensation has been a known issue for a number of years. However, following the introduction of the Homes (fitness for Human Habitation) Act 2018, we have seen an increase of disrepair claims being brought against the Council and many focus on the aforementioned issue.

Although there has been information on our website for a number of years and leaflet literature available to residents, in discussion with our legal team, it is prudent to implement a full Damp, Mould and Condensation Policy.

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

Following a full discussion, it was **RESOLVED** that:

Members are asked to:

R1. Approve the draft Damp, Mould and Condensation Policy for implementation.

Reasons for Recommendation

It has been recommended by our legal advisors to have a policy in place to support not only disrepair cases, but to futureproof the dwellings occupied within the borough.

48. Management Move Policy

This report presents the Management Move Policy to the Committee for approval.

The policy provides a clear framework for when management moves are considered and ensures that the Council is transparent in its processes and procedures.

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

Following a discussion, a vote was taken and it was **RESOLVED** that:

Members are asked to:

R1. To approve the Management Move policy included in Appendix A.

Reasons for Recommendation

To ensure that the Housing Department has a policy covering the way that management moves are managed and how tenants will be treated.

49. Urgent Business

There were no items of urgent business to discuss, the meeting concluded at 8:25pm.

Committee: Housing Committee	Date: 12 th September 2022
Subject: Chairs Update	Wards Affected: All
	For Information

Housing Service Officer Appointments

Members will be aware of the recent Tier 3 restructure under the OneTeam Transformation programme and the subsequent recruitment process for the vacant Director roles. In order to maintain Housing Services, until a permanent Director is appointed an Interim Director will be recruited with effect from the middle of September.

In addition, following a restructure in Housing Services the senior Officer level has been increased from two to three including a Corporate Manager responsible for repairs and maintenance with effect from the 1st of September 2022.

Fire Risk assessment capital programme

Drake House - Phase 2 of Drake House is now underway to install a sprinkler system throughout the block which has been approved by the Fire Service. The specification/design with pre-tender estimates have now been completed and Axis have now issued the tender pack and are awaiting the tender returns.

Chichester House – As with Drake House, a sprinkler system installation has been recommended for this block which has been approved by the Fire Service. A full design of the of the sprinkler system has now been commissioned to provide a revised specification of works.

St Georges Court/Elizabeth House – The flat entrance fire door replacement programme has now been agreed following negotiation with Axis to use an alternative manufacturer who can manufacture and install their own door-sets to avoid delays in lead time for doors that had previously been experienced in Phase 1 of the FRA (Fire Risk Assessment) project. Currently the programme of works is being prepared by Axis.

Scooter Stores – Sheltered Schemes – Following the implementation of the Mobility Scooter Policy, and in consultation with the Council's Fire engineer to construct scooter stores within five of the sheltered blocks across the borough the Council's FRA technical Consultant has been commissioned to provide the design/specification together with pre-tender estimates for this work to be carried out in the next financial year.

Commercial Heating Major refurbishment works Capital Programme

St Georges Court - Works are progressing well, however, there were some key design specification issues identified due to the surface pipework which was proposed

to be installed within individual flats was not aesthetically acceptable for residents. Following a resident consultation exercise this issue was resolved Axis have been instructed to re-design the specification to all for the pipework to be concealed within the individual properties.

Victoria Court – Works are progressing well, the boiler house roof replacement is scheduled to be undertaken by Axis in April 2023, however this will not cause a delay to the overall project completion.

Kitchen & Bathroom Capital Replacement Programme

The Council's Kitchen and bathroom programme commenced on the 11 April 2022 of 195 properties, initial observations and feedback from residents are that the standard and quality of installation is good and resident satisfaction is high. Axis is now planning a run rate of 5-6 replacements per week.

Service issues

Gibraltar House Lift failure

Following a routine inspection by Zurich of the lifts on the Friday, 5th August 2022 it was identified that due to defects found it had been necessary for the lifts to be taken out of service until remedial works could be undertaken. In response to this notification, we arranged for Housing Officers to be on site to notify residents of issue and to ensure that residents could raise any individual concerns. Whilst we have a 'Stay Safe Policy' in place we also notified Essex Fire Brigade of the issue. Subsequently the lift was back in full operation the following Monday, 8th August.

Drake House – Hot water failure

Following an emergency callout over the weekend of the 20th-21st August to attend to a leak on the hot water system, Axis had advised that due to the location of the leak major works would need to be undertaken in the plant room to allow access to the parts required that had failed. Following an estimate that residents would not have a hot water supply until Wednesday, 24th August we arranged for Housing Officers to be on site to notify residents of the issue and to apologise for the inconvenience caused. The hot water supply was subsequently restored on Wednesday, 24th August.

Masefield Court – Roof leak

Following the severe rainfall overnight 25th-26th August we were notified of a roof leak at Masefield Court which had caused water ingress to 6 properties. It has been identified that the potential cause of the leak is due to water ingress into the outlet. Further investigations are currently being undertaken to confirm the cause and to arrange remedial works to rectify the issue. All affected tenants were visited by Housing Officers to ascertain the cause of the damage and to discuss any concerns or needs. In the short term the electricity supply to the kitchen area was isolated until the properties had dried out, but there was no immediate requirement for any tenants

to be decanted and no tenants had requested alternative accommodation. The tenants were advised that they could be reimbursed for any additional costs incurred whilst they did not have any cooking facilities available for them.

Housing Needs update

The Housing options team have faced multiple challenges in the last quarter, some of which no-one could have predicted a year ago. With Russia's invasion of Ukraine and the government's subsequent visa sponsorship schemes the team have worked hard to familiarise themselves with changing legislation. A rise in complex cases and hospital discharges has also been a large pressure on staff resources however through collaborative planning and a strengthened working partnership with the NHS we have maintained a high level of service. Severe weather and repair issues have also led to an increase in the need for decant accommodation which creates an added pressure on temporary accommodation stock.

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Committee(s): Housing Committee	Date: 12 September 2022
Subject: Key Performance Indicators	Wards Affected: All
Report of: Steve Summers, Strategic Director	Public
Report Author/s: Name: Angela Abbott, Corporate Manager – Housing Needs & Delivery Telephone: 01277 312568 E-mail: angela.abbott@brentwood.gov.uk	For Information

Summary

Key Performance indicators are collected across all services in the Housing Department and help monitor how we are performing across a set list of key areas.

This report presents these Key Performance Indicators to Members of the Housing Committee with a commentary for each one which details why we are under performing and noting where a high level of performance has been achieved.

Main Report

Introduction and Background

1. Housing collects a large range of Key Performance Indicators (KPI's) each month, however, in order to provide an overview of the department's services, 10 of our most prudent KPI are presented within this report.
2. The performance measures presented are compiled through direct information that we gather as an authority as well as information provided to us by our Repairs and Maintenance contractor, Axis.
3. The KPI's that are reported on were agreed by Members in March 2022 at the Environment, Enforcement and Housing Committee.

Issue, Options and Analysis of Options

4. The table below shows our current performance year to date, broken down into monthly performance with a commentary for each one.

	Description	June	Sept	Commentary
HO1	Average re-let times for homes (DAYS) (Year-end Target 22 days)	41	27	We have seen an improvement in the void turnaround times, on average minor void turnaround times have improved to a 9 day turn around time, major voids are averaging 26 days
HO2	Percentage rent collected from current tenants as a percentage of rent due	91.11%	94.7%	Actions on accounts are back to 100% per period even though we are still under-resourced. We are due to recruit new staff, and they will be focussing on income generation. Arrears collection is still proving difficult due to the current economic climate.
HO3	Rent arrears of current tenants as a percentage of rent due	6.40%	6.36%	Due to slightly higher collection, our arrears have reduced, and we are seeing a slightly lower percentage of annual rent roll as debt. We are still not hitting the desired targets but will continue to process 100% of accounts per period
HO4	Households living in temporary accommodation (Year-end Target 29)	23	28	As predicted, we are starting to see an increase in the number of homeless approaches requiring temporary accommodation. In addition, many households are approaching with additional complex needs in relation to the type of temporary accommodation which is need which is creating additional burden on the team
HO5	Homes without a current gas safety certificate (Year-end target 0%)	16	15	Housing are in the process of transferring the court procedure to the Repairs team to help speed up going to court and reducing the number of overdue LGSR's.
HO6	Level of Arrears (£) at the end of quarter Q/Target £650,000	£817,012.72	£841,139.21	We have been provided data by Housemark to show that there are increases still being seen across the sector and have been doing some work with Rent Sense to ensure we are targeting and collecting on accounts as fast as reasonably possible. We are due to look at digital direct debits and the

				potential to collect on debt in addition to weekly payments.
HO7	Actual Number of homes empty for greater than 3 months	1	1	Property requires Major works, which includes the removal of an unauthorised extension, new roof, replacement kitchen, rewire, removal of false wall to bedroom
HO8	Electrical Safety inspections outstanding	626 dwellings 5 communal	350 dwellings 5 communal	Dwelling numbers on track to be completed within target. Communal blocks currently being worked on and will receive the EICR certificates within 3 weeks
HO9	Fire Safety Risk Assessments outstanding	0	0	
HO10	Overall Resident Satisfaction – STAR Survey 2022			

Increased	Decreased	Risk	No change

Arrears by age

Debt age	No. of accounts	Total arrears value
0-1 years	478	£230,922.522
1-2 years	181	£169,646.72
2-3 years	182	£229,904.59
4-5 years	900	£102,547.07
Total	1741	£841,139.21

Current numbers on the combined waiting lists

Homeseekers	June	Sept
1-bedroom need	96	104
2-bedroom need	41	48
3-bedroom need	38	45
4-bedroom need	0	0
Total	175	197
Transfers		
1-bedroom need	44	44
2-bedroom need	61	60
3-bedroom need	99	93
4-bedroom need	9	9
Total	213	206
Pending assessment	89	93
Total	302	299

Consultation

5. Key Performance Indicators are reported to the Senior Leadership Monthly
6. They are also reported quarterly to our Tenant Talkback group.

References to Corporate Plan

7. Drive Continuous improvement of our Housing Services

Implications

Financial Implications

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

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

8. There are no direct financial implications. However there are indirect implications such as reporting high level rent arrears which has been addressed within the report.

Legal Implications

Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) and Deputy Monitoring Officer

Tel & Email: 01277 312741/claire.mayhew@brentwood.gov.uk

9. Monitoring performance assists the Council in contract management and monitoring its statutory compliance.

Economic Implications

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

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

10. There are no direct economic implications. It is important that the council monitor outputs across all services to maintain and improve performance, which can be linked to wider economic benefits for the borough and more specific economic related key performance indicators.

Equality and Diversity Implications

Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

11. The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:

- a. Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
12. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
13. The proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

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

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Committee(s): Housing Committee	Date: 12 September 2022
Subject: Policy Schedule	Wards Affected: All
Report of: Steve Summers – Strategic Director	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Delivery) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Information

Summary

This report is for members to note and presents the Policy Review Schedule to ensure that the Housing Department has the relevant Strategies and Policies in place in order to provide a clear framework of its responsibilities.

Main Report

Introduction and Background

1. In 2021 the Housing Service undertook a full review of its current Statutory and Local Strategy and Policies that were in place and to identify additional Policy documents that were required.
2. Following this internal review, a full schedule of Strategy and Policy documents was drafted for implementation of various policies between 2021 – 2023.
3. Since 2021, we have been implementing additional Policy documents to ensure that we can demonstrate a clear and transparent framework that the housing department work to across all of the services.
4. To-date we have implemented a total of 17 new or revised Policies and plan to provide a further 6 Policies in December 2022 and 8 Policies between March and July 2023 with a rolling review of all policies up to 2027.

Consultation

5. None

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 312500/jacqueline.vanmellaerts@brentwood.gov.uk

8. There are no direct financial implications arising from this report.

Legal Implications

Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer
Tel & Email: 01277 31274 /claire.mayhew@brentwood.gov.uk

9. The Council is required to have in place appropriate policies in order to deliver its Housing Services in accordance with relevant legislation.

Economic Implications

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

10. There are no direct economic implications arising from this report.

Background Papers

None

Appendices to this report

- Appendix A: Policy Review Schedule

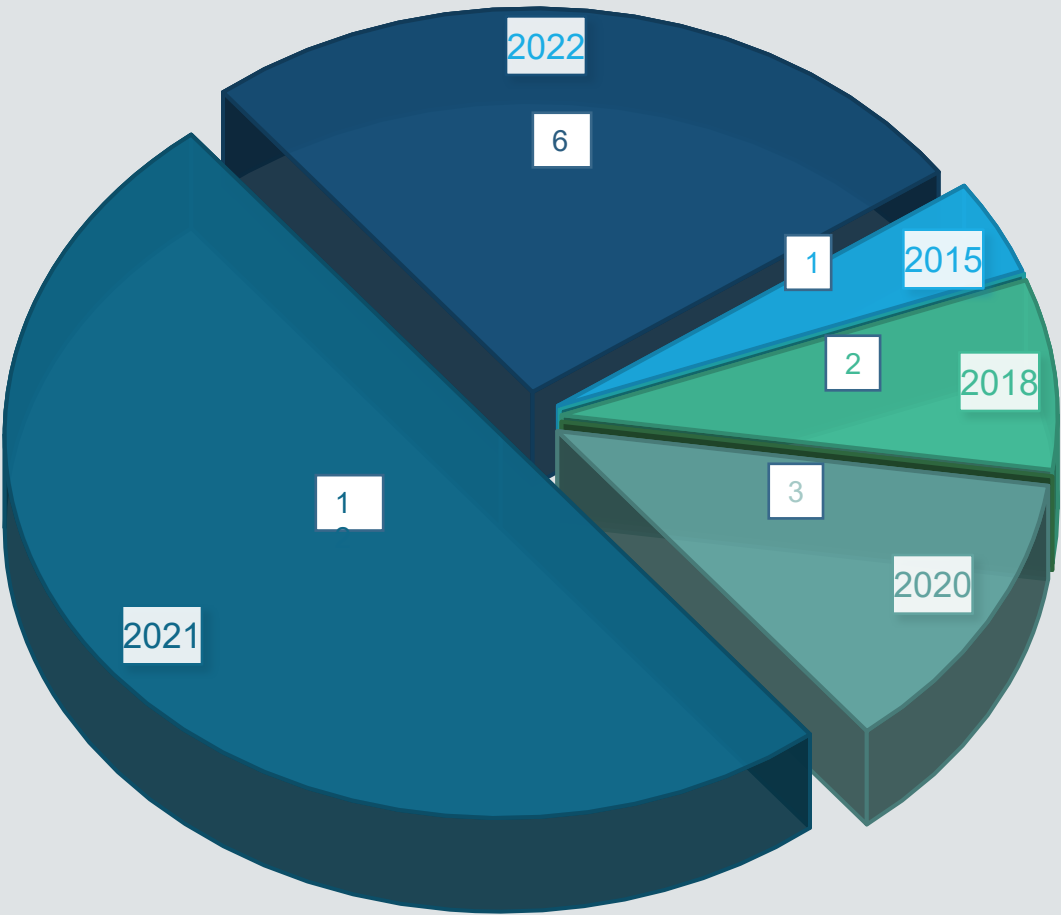
No. of Strategies/Policies Approved 2015-2022

2022

- Homeless & Rough sleeping Strategy
- Resident Engagement Policy
- Leasehold Payment Options Policy
- Mobility Scooter Policy
- Management Move Policy
- Damp, Mold & Condensation Policy

2021

- Housing Strategy
- Allocations Policy
- Gas Safety & Servicing Policy
- Tenancy Strategy
- Discharge of Duty into Private Sector
- End of Fixed Term Tenancy Policy
- Electrical Safety Policy
- Meanwhile Offer
- Decant Policy
- Non-cooperation Policy
- Pets Policy
- Rent Setting Policy



2015

Recharge Policy

2016

2017

2018

Fire Safety Policy

Aids & Adaptations Policy

2019

2020

Placement Policy

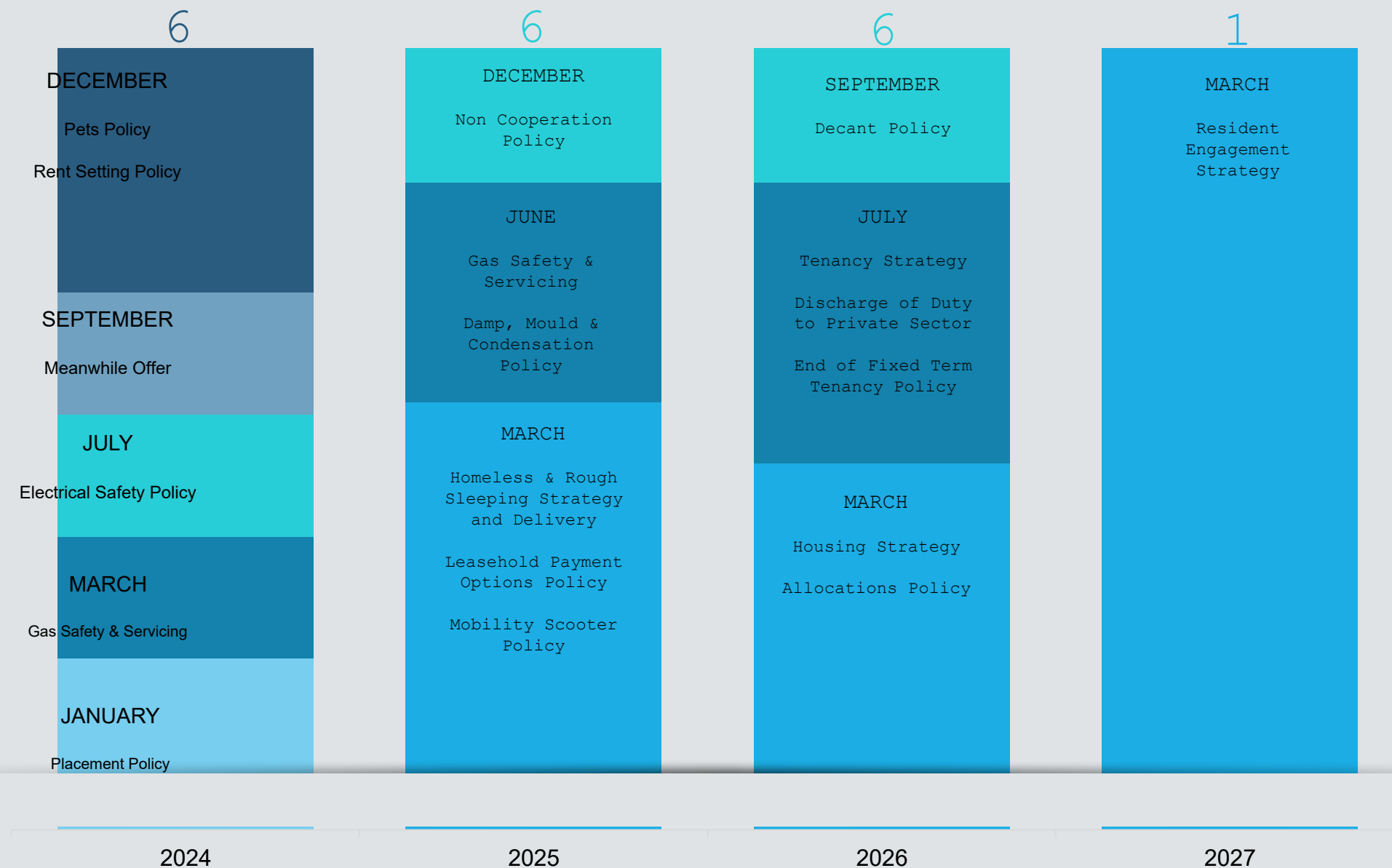
Water Hygiene Policy

Asbestos Policy

No. of Strategies/Policies Pending Committee Approval 2022-2023



No. of Strategies/Policy Reviews for Committee Approval 2024-2027



Strategic Development

Policy & Strategy Information Table

Strategy Schedule	Document date	Committee	Approval date	Review date	Committee	Latest committee date for approval
Tenancy Changes Policy	New Policy	Hsg	n/a	n/a	HSG	Mar-23
Community, Cohesion & Resilience Strategy	New Policy	n/a	n/a	n/a	HSG	Mar-23
Billing Policy	New Policy	n/a	n/a	n/a	HSG	Mar-23
Succession Policy	New Policy	n/a	n/a	n/a	HSG	Sep-22
Aids & Adaptations Policy	2018-2021	C, H & H	Mar-18	2022	HSG	Sep-22
Policy Schedule						
Housing Needs & Delivery						
Water Hygiene Policy	2020-2023	E, E & H	Mar-20	2022	HSG	Mar-23
Community Cohesion & Resilience Strategy	New Strategy	n/a	n/a	n/a	HSG	Jul-23
Tenancy Sustainment Policy	New Policy	n/a	n/a	n/a	HSG	Jul-23
Hoarding Policy	New Policy	n/a	n/a	n/a	HSG	Jul-23
Asbestos Policy	2020-2023	E, E & H	Dec-20	2022	HSG	Dec-23
Placement Policy	2020-2024	E, E & H	Jan-20	2023	HSG	Jan-24
Gas Safety & Servicing Policy	2021-2024	E, E & H	Mar-21	2023	HSG	Mar-24
Electrical Safety Policy	2021-2024	E, E & H	Jul-21	2023	HSG	Jul-24
Asset Management Strategy	New Strategy	n/a	n/a	n/a	HSG	Dec-22
Recharge Policy	2015-2018	E, E & H	Sep-15	2022	HSG	Dec-22
Estates						
Income Management Policy	New Policy	n/a	n/a	n/a	HSG	Dec-22
Meanwhile Offer	2021-2024	E, E & H	Sep-21	2023	HSG	Sep-24
Pets Policy	2021-2024	E, E & H	Dec-21	2023	HSG	Dec-24
Rent Setting Policy	2022-2024	E, E & H	Dec-21	2023	HSG	Dec-24
Homeless & Roughsleeping Strategy and Delivery Plan	2020-2025	E, E & H	Mar-22	2024	HSG	Mar-25
Fire Safety Policy	2019-2022	C, H & H	Jul-18	2021	HSG	Dec-22
Lift Policy	New Policy	n/a	n/a	n/a	HSG	Dec-22
Solid Fuel Policy	New Policy	n/a	n/a	n/a	HSG	Dec-22
Leasehold Payment Options Policy	2022-2025	E, E & H	Mar-22	2024	HSG	Mar-25
Mobility Scooter Policy	2022-2025	E, E & H	Mar-22	2024	HSG	Mar-25
Repairs - Compliance						
Management Move Policy	2022-2025	HSG	Jun-22	2024	HSG	Jun-25
Damp, Mould & Condensation Policy	2022-2025	HSG	Jun-22	2024	HSG	Jun-25
Non Cooperation Policy	2020-2025	E, E & H	Dec-21	2024	HSG	Dec-25
Housing Strategy	2021-2026	E, E & H	Mar-21	2025	HSG	Mar-26
Allocations Policy	2021-2026	E, E & H	Mar-21	2025	HSG	Mar-26
Tenancy Strategy	2021-2026	E, E & H	Jul-21	2025	HSG	Jul-26
Discharge of Duty into Private Sector	2021-2026	E, E & H	Jul-21	2025	HSG	Jul-26
End of Fixed Term tenancy Policy	2021-2026	E, E & H	Jul-21	2025	HSG	Jul-26
Decant Policy	2022-2026	E, E & H	Sep-21	2025	HSG	Sep-26
Resident Engagement Strategy	2022-2027	E, E & H	Mar-22	2026	HSG	Mar-27

Committee(s): Housing Committee	Date: 12th September 2022
Subject: Approval of Aids & Adaptations Policy	Wards Affected: All
Report of:	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs & Delivery) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

This report presents the Aids & Adaptations Policy (2022-2027) which covers the Aids and Adaptations placed into the Council's Housing Revenue Account (HRA) properties.

This policy replaces the Aids & Adaptations Policy, which was approved by the Community, Health & Housing Committee on the 5th March 2018.

The policy provides a clear framework to manage adaptations within its Housing Stock to ensure that properties already adapted for disabled needs are utilised before further adaptations are completed.

Recommendation(s)

Members are asked to:

R1. To approve the Aids & Adaptations Policy included in Appendix A.

Main Report

Introduction and Background

1. The Council's Aids & Adaptations Policy was originally approved by Committee in 2018. Following review of the Policy to determine whether the Policy in force was still relevant the revised 2022-2027 version was drafted.
2. The Council provides funding each year for the provision of aids and adaptations to enable occupiers to remain in their home, for as long as it is safe and reasonable to do so.

3. The cost of funding adaptations is solely funded from the Housing Revenue and Capital Budgets Account (HRA)

Issue, Options and Analysis of Options

4. The Council receive many Occupational Therapist reports for minor and major adaptations within Tenant's homes each year.
5. Types of adaptation requests include but are not limited to, handrails, ramps, stairlifts and wet rooms.
6. Social Housing is currently in high demand and properties with adaptations are generally more difficult to re-let.
7. When the Aids & Adaptations Policy was approved in 2018, it was agreed that to improve the current service and to better manage budgets an Officer Aids & Adaptations board was set up to review individual requests for adaptations over £400 to consider other available options that would be available before agreeing to carry out adaptations to existing properties.
8. This also allows the Council to better manage not only its current housing stock, explore alternative options whilst demonstrating Value for money as well as meeting it's requirements for tenants.

Reasons for Recommendation

To ensure our current policy is transparent and covers our aims and objectives.

Consultation

This policy has been brought before our Tenant Talkback group who felt that in relation to not fitting level access wet rooms on 1st floors, due to possibility of future mobility issues for tenants was a broad statement, as individuals may still be able to use the stairs, but just require more accessible bathroom facilities. A recommendation was made that it should be noted clearly in the Policy that where major adaptations are completed on a property then the right to buy will be removed.

References to Corporate Plan

Drive continuous improvement of our housing services

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)
Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

9. There are no direct financial implications arising from this report

Legal Implications

Name & Title: Claire Mayhew Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Tel & Email: 01277 312500/claire.mayhew@brentwood.gov.uk

10. The Equalities Act 2010 prohibits discrimination against people with the protected characteristics which includes disability.

11. Under the Housing Grants, Construction and Regeneration Act 1996 and associated regulations disabled facilities grants are available to disabled people when works to adapt their homes are necessary and appropriate to meet their needs and where it is reasonable and practicable to carry out such works given the age and condition of a property. Either option in this matter would require the application of this Act.

Economic Implications

Name/Title: Phil Drane, Corporate Director - Place
Tel/Email: 01277 312610/philip.drane@brentwood.gov.uk

12. There are no direct economic implications arising from this report

Equality and Diversity Implications

Name/Title: Kim Anderson, Corporate Manager, Communities, Leisure and Health
Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk

The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:

- a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
- b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
- c) Foster good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.

The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

The proposals in this report will not have a disproportionate adverse impact on any people with a particular characteristic and will in fact support those with a disability.

Background Papers

n/a

Appendices to this report

Appendix A: Draft Aids & Adaptations Policy 2022-2027

Brentwood Borough Council

Aids and Adaptations Policy - Housing Services

September 2022 - 2027

Introduction

The following policy covers the aids and adaptations placed into the Council's Housing Revenue Account (HRA) properties.

The Council provides funding each year for the provision of Adaptations to enable occupiers to remain in their home, for as long as it is safe and reasonable to do so. For Council Housing tenants this is solely funded from the HRA Revenue and Capital budgets.

For Private residents, Central Government provides a Disabled Facilities Grant that is administered by a different service within the Council. Although it is generally applicable to anyone regardless of their tenure, there are restrictions which prevent Council Housing tenants from accessing this fund. Therefore, all Aids and Adaptations in Local Authority properties are funded through the HRA.

Minor Adaptations

Minor adaptations are classed as a cost below £400 adaptation work. Such adaptations can be carried out after the Housing Service receives a referral from Social Care Services on the adaptation required and how it should be installed. The budget for minor adaptations comes from the HRA revenue account.

The following are examples of minor adaptations (this list is not exhaustive):

- Hand rails.
- Lever taps.
- Visual smoke detectors.
- Visual door bells.
- Half steps.
- Small Ramps.

Minor adaptations are also referred to as "reasonable adjustments", that can be made without removing or altering a physical feature.

Major Adaptations

All other adaptation work costing above £400 is classed as a major adaptation and will only be carried out once a referral has been received from Social Care Services, and a subsequent decision has been made on the suitability of the adaptation for the long-term and the value for money of completing the works at that property.

The following are examples of major adaptations:

- Level access showers.
- Major structural conversions.
- Stair lifts/ through floor lifts.

For large scale adaptations, such as extensions, lift shafts and other structural conversion works, an already adapted property will be sought through liaison with Social Care Services, including properties owned by other social housing providers. Only once this avenue has been exhausted consideration will be given to adapting the tenant's property.

Generally the Council does not install wet rooms in houses, or on the 1st floor or above. The Council will work with those households who have this an identified need, and look to explore alternative measures with the OT or source alternative accommodation.

Funding Major Adaptations

Before committing to expenditure for major adaptations and capital expenditure, the Council will review the circumstances of the household and consider the following factors:

- Look to place the tenant in a property which already has the adaptation required in the Borough through the Council and other registered providers.
- Where there are concerns about under occupancy, the alternative properties available will be discussed. The tenant may also be able to claim for an incentive to downsize.
- If the tenant's property is not deemed suitable for an adaptation, the adaptation will be declined. Reasons for refusal include layout, location and the property's future lettable should the adaptation go ahead.

Where alternative accommodation is being considered, the likely impact of moving to a new house will be assessed in relation to the customer's health/condition and circumstances. Medical information documentation may be requested from the tenant to allow the Council, in conjunction with a medical advisor, to assess the impact to a tenant's health.

Where suitable alternative accommodation can be offered, the tenant will be offered a cash incentive to take the property not exceeding the cost of the works, and not exceeding £1,000 in all cases. The level of offer will be made following agreement between the Service Managers for Housing Repairs and Housing Management.

Where large structural conversion works are required, providing an already suitable adapted alternative has not been found with other providers, the tenant will be offered a property suitable for minor conversion amongst the Council's stock in the Borough. In such cases, the tenant will be treated as a high priority to ensure that the person is able to move into the alternative property as soon as practicable.

Qualifying Conditions

We will consider each application on a case-by-case basis, but we will not usually carry out major adaptations or give permission for a major adaptation if the tenant:

- Has submitted a Right to Buy application.
- Is living in temporary accommodation provided by the Council.
- Is on the transfer list. In this case the Council will try to facilitate the transfer in preference to undertaking adaptations.
- Is pursuing a mutual exchange.
- Is unwilling to move to a more suitable home already identified;
- Has requested work that is un-economical. In this case moving the applicant to more appropriate accommodation should be considered.
- Is subject to an order of the court relating to their tenancy (i.e. Criminal Behaviour Order, civil injunction, community protection notice/order, Notice of Seeking Possession or possession proceedings, demotion of tenancy or injunctions are being pursued) for rent arrears or anti-social behaviour, or if another significant breach of tenancy has been served and is effective.
- Has an introductory or demoted tenancy.
- Has debts with the Council greater than the value of 4 weeks net rent, unless there is a repayment plan in place at the time of the applications and this plan is being maintained at the point of approval.

The Council will look into each case on its individual merit when making a decision not to implement a major adaptation of giving approval to a tenant. If the tenant's property is not deemed suitable for an adaptation, the adaptation will be declined. Reasons for refusal include layout, location and future letability should the adaptation go ahead.

Another reason for refusal would be if a property is under occupied. Whilst we understand that tenants may not want to move from their property, we have to explore this avenue to see if an alternative property that is more suitable for the individual's needs, could be sourced. Tenants reserve the right to remain in their property, but this will mean that the adaptations requested will be declined as they may not be appropriate for the size of the property or future lets.

Portable and temporary equipment

Portable or temporary appliances such as bath or shower seats, temporary ramping etc. are provided by Social Care Services and they should be contacted for assistance.

Tenants installing their own adaptations, and managing existing adaptations

For all adaptations installed by the tenant or household member at their own expense, the tenant is required to obtain written permission from the Council before carrying out any works. The Council will only refuse permission with good reason, such as if the work:

- Would interfere with any maintenance to the property.
- May cause a potential health and safety risk.
- Would breach any regulatory requirements.

The written request will need to state what works and adaptations the tenant requests to carry out and include a plan of the required works. Completed works may be inspected to ensure they have been carried out to a satisfactory standard.

The tenant will be responsible for obtaining the necessary planning permissions and/or building regulations and any costs incurred by doing so.

The Council will not be responsible for maintaining, servicing or repairing any aids or adaptations installed by the tenant or household member.

At the end of the tenancy, the tenant may be required to remove any approved aid or adaptation they or their household member have fitted and make good any damage to the property. Alternatively, if the Council agrees to take responsibility for the alterations, the tenant or household member will be required to sign over ownership free of charge.

The Council will not fund any alterations or adaptations that may be required to interior or exterior of the property following the purchase of a mobility vehicle. If the tenant needs to make changes to the property such as vehicle access, hard standings, pathways or shelters or electric charging points, these will need to be funded by the tenant or household member unless a statement of need is received from an Occupational Therapist making the recommendation. The tenant will be required to obtain written consent from the Council for carrying out such works.

If adaptations have been carried out at the tenant's or household member's expense without written permission, then the Council may:

- Agree to take over the ownership of the adaptations.
- Ask the tenant to seek retrospective consent.

- Ask the tenant to remove the adaptation and make good any damage to the property; or Recharge the tenant for the removal of adaptations or repair any damage after a tenancy has ended and the former tenant will be liable for any costs incurred for such works.

Removing adaptations

If a tenant moves, any adaptations fitted by the Council are to remain at the property. Any adaptations fitted by the tenant are to be removed unless agreed otherwise by the Council.

Where adaptations have been carried out to a property designated for elderly or a person with a disability, these will normally not be removed, for example where a bath has been replaced with a level access shower. Every effort will be made to re-let an adapted property to a person who has a need for that type of property adaptation.

Where this is not possible, and the incoming tenant accepts an offer of an adapted property, adaptations such as level access showers will not usually be removed. The Council reserves the right to remove the adaptation if they consider it to be unsuitable for the property.

Recycling adaptations

Where the Council has reserved their discretion to remove adaptations from the property, they will recycle adaptations where possible, for example stair lifts, hoists or through floor lifts. However, they will not remove structural adaptations that have been carried out to a property, such as door ramps, level access showers and widened doors.

Servicing and Maintenance

Where the Council installs an aid or adaptation that requires servicing or maintenance, the arrangements for these will be agreed at the time of the installation with the tenant. This also includes any arrangements for repairs that are required and the timescales that will apply to these.

Complaints and Appeals Process

The priority given to tenants seeking an adaptation cannot be appealed against because it is based on the professional opinion of the Occupation Health Therapist. Where a customer considers that their assessment is incorrect, they would need to discuss it with their Occupational Health Therapist at Essex Social Care.

Where a tenant does not agree with the Council's decision following a request, they can submit an appeal to the Corporate Manager – Estates for an independent review of their case.

If there are any other complaints in relation to the Adaptations Service these will be dealt with in line with the Council's Corporate Complaints Procedure.

Committee(s): Housing Committee	Date: 12 September 2022
Subject: Approval of Succession Policy	Wards Affected: All
Report of: Steve Summers, Strategic Director	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Delivery) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

This report presents the Succession Policy (2022-2027) to the Committee for approval.

The policy provides a clear framework for when considering applications for Statutory succession of tenancy in accordance with the Housing Act 1985 and the amendments in the Localism Act 2011 and where a Statutory Succession has already taken place consideration under the Local Policy to ensure that the Council is transparent in its processes and procedures.

Recommendation(s)

Members are asked to:

R1. To approve the Succession policy included in Appendix A.

Main Report

Introduction and Background

1. The Succession Policy sets out how the Council's Housing Service approach to consideration for a qualifying person to take over a secure tenancy on the death of a current tenant.
2. For tenancies that started before April 2012 in accordance with the Housing Act 1985, a remaining cohabitee or a relative who had previously resided with the tenant may be eligible to succeed to a tenancy subject to meeting the qualifying criteria and that there had not been a previous succession of tenancy.
3. For tenancies that started after the 1st April 2012 following amendments under the Localism Act 2011, qualifying persons are limited to the married or civil

partner of a tenant or those living with a tenant as if they were a married or civil partner.

4. Where a Statutory Succession has already taken place, there will be no further rights for a Statutory Succession of tenancy. Further consideration will be given under the Council's 'Local Policy' to consider the granting of a new tenancy which is limited to a Civil Partner, Spouse or child of the deceased tenant subject to meeting the required 10 year residency criteria. Each case will be considered on its own merits with no obligation upon the Council to offer a new tenancy.
5. If the granting of a new Introductory tenancy is approved under the Council's Local Policy an offer of accommodation will be made in accordance with the Council's Allocations Policy which may not be the current property.
6. If agreed, the policy (and the associated procedure) will be published on the Council's website.

Reasons for Recommendation

7. To ensure that the Housing Department has a policy covering the way that applications for Succession are managed and how tenants/applicants will be treated.

Consultation

8. Consultations have taken place with the appropriate staff within the Council. The Tenant Talkback group have been consulted on the 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

9. Drive continuous improvement of our housing services.
10. 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 312500/jacqueline.vanmellaerts@brentwood.gov.uk

11. There are no direct financial implications arising from this report

Legal Implications

Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer

Tel & Email: 01277 312500 /claire.mayhew@brentwood.gov.uk

12. The Council will allow one succession in the lifetime of a secure tenancy as laid out in the Housing Act 1985.

13. This Policy also reflects the amendments in the Localism Act 2012 stated within the report.

Economic Implications

Name/Title: Phil Drane, Director Place

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

14. There are no direct implications arising from this report.

Background Papers

None

Appendices to this report

- Appendix A: Succession Policy

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Brentwood Borough Council

Succession Policy

September 2022 - 2026

Introduction

Succession is the legal right of a qualifying person to take over a secure tenancy on the death of the current tenant.

The Council will allow one succession in the lifetime of a secure tenancy as laid out in the Housing Act 1985.

This Succession Policy also reflects the amendments in the Localism Act 2011 which allows for the right to succeed to be limited to the married or civil partner of a tenant or those living with a tenant as if they were a married or civil partner. For the purposes of this Policy we call these people cohabitants.

Any secure successions that took place prior to 03/10/1980 are exempt from this ruling and will not be counted.

Key Issues for Statutory Succession

- Only one succession per tenancy is allowed. Therefore, if a tenant is already a successor the tenancy cannot be passed on again
- Tenancies cannot be 'gifted' in a will
- Where there is a joint tenancy and one tenant dies then this is classed as a succession of tenancy
- Where a request is made to change a joint tenancy to a sole tenancy then this is classed as a succession of tenancy
- Use and occupation charges (Mesnes Profits) equivalent to the normal rent due will be chargeable during any period of occupation of a property by any person/s following the death of the current tenant

Succession rights for a person cohabiting with a secure tenant

For tenancies that started on or after 1 April 2012; the remaining cohabitee can succeed to the tenancy if they were residing in the property as their sole or principal home when the tenant died.

For tenancies that started before 1 April 2012; the remaining cohabitee can inherit the tenancy if they were residing in the property as their sole or principal home at the time the tenant died, and they were living together in this way for at least 12 months before the tenant died.

Succession rights of relatives of a secure tenant

For tenancies that started on or after 1 April 2012:

A right of succession to another family member is only possible if the tenancy agreement says this is allowed.

For tenancies that started before 1 April 2012:

A relative may succeed to the tenancy if:

- The property was their sole or principal home when the tenant died
- The tenant did not have a spouse or civil partner who can inherit the tenancy
- They were living with the tenant at the property for at least 12 months before they died
- Time spent living together elsewhere under a tenancy at another Brentwood Borough Council property counts

Relatives who can inherit a council tenancy that started before 1 April 2012 include:

- Parents or grandparents
- Child or grandchild
- Brother or sister
- Uncle, aunt, nephew or niece
- Step-relations, half-relations and in-laws are also included, but not foster children

Disputes about who can succeed to the tenancy

The husband, wife or civil partner will always take priority over anyone else unless it is a joint tenancy when the tenancy continues in the name of the other joint tenant.

If there is a choice between qualifying relatives, they can decide among themselves who succeeds to the tenancy. Two or more relatives cannot succeed together as joint tenants.

If they cannot agree, the Council will make the decision.

If there is a right of succession but the inherited home is too large

The Council will ask the successor to move (with the exception of a surviving spouse/civil partnership or joint tenancy).

The Council will provide one offer of suitable alternative accommodation, if the property is larger than needed by the successor and the family living with them at the date of succession. Eviction will only take place if this offer is refused and the Council obtains a possession order at the county court.

With effect from 1 April 2012 a new ground for possession (15A) has been introduced into Schedule 2 to the Housing Act 1985 by Section 162 of the Localism Act 2011. A landlord wishing to use this ground against a successor must serve Notice of Seeking Possession or

begin proceedings no sooner than six months after the death of the previous tenant and not later than 12 months after the death, or the date upon which they learn of the death if later.

Where there are no succession rights

The Council will give notice to leave at any time following the tenant's death or the date it became aware of the tenant's death if this is later.

Succession rights if the council tenancy is not a secure tenancy

The rights to inherit a flexible tenancy are the same as those for secure council tenancies that started on or after 1 April 2012.

The rights to inherit an introductory tenancy are the same as those for secure council tenancies that started before 1 April 2012.

Husbands, wives, civil partners, cohabitees and close family members can inherit a tenancy demoted for antisocial behaviour if they lived with the tenant for at least 12 months before they died.

Temporary accommodation

There are no rights to succeed to an occupancy agreement of temporary accommodation granted after a homelessness application made by the person who died.

Local Policy

Where a statutory succession has already taken place the Council may give consideration of granting a new tenancy where a child or spouse or civil partner (as amended by the Civil Partnership Act 2004 (Schedule 8 (20) 24/05/07) of the deceased can demonstrate;

- They were living with the tenant for at least 10 years before they died.
- The tenancy was their sole or principal home when the tenant died.
- The tenant did not have a spouse or civil partner who can inherit the tenancy.
- Who apart from the 'one succession rule would otherwise have had the right to succeed

The burden of proving consecutive residency for the required ten years will fall to such a person (called the applicant for the purpose of this policy) who is requesting a new tenancy and not the Council.

Only household occupants who were living with the tenant before they died will be considered part of the applicant's household.

Please note that this is a local policy with no statutory rights for a new tenancy. Each case will be considered on the basis of its own facts and circumstances with no obligation upon the Council to offer a new tenancy.

If approved a new introductory tenancy will be offered, but if the Council is of the opinion that the particular property falls within any of the below categories then we will refuse a new tenancy to that property:

- The Council considers the property to be significantly adapted or located within certain types of accommodation that the applicant or accepted members of his/her household have no age disability medical or other requirement for
- The property is not in accordance with the applicant's household need, i.e. under-occupation
- The type of property would not be allocated to the applicant under our allocations policy from time to time

We will advise the applicant accordingly of that the decision and that they may join the Council's housing register as a homeseeker. Please refer to our allocations policy.

If you don't have the right to succeed to the tenancy

The Council will ask any remaining occupant to leave following the tenant's death if the remaining occupant does not have the right to succeed to the Council tenancy.

The Council will take action to evict the remaining occupant/s if they continue to live in the property after the death of the tenant and they do not have the right to do so.

If vacant possession is not given then the Council will take action in the county court to recover possession of the property and the costs of doing so. This type of possession claim is mandatory meaning the court must grant the Council possession.

Committee(s): Housing Committee	Date: 12 th September 2022
Subject: Balcony Project Contract Approval.	Wards Affected: Hutton North
Report of: Steve Summers – Strategic Director	Public
Report Author/s: Name: Christian McAniskey Telephone: 07598 295120 E-mail: Christian.McAniskey@brentwood.gov.uk	For Decision

Summary

The Council is responsible for the management and maintenance of its housing stock and members may be aware of the significant maintenance requirement to the timber balconies at Whittington Road and Colet Road.

This report seeks the committee's approval to seek tenders for the works as set out in this report.

Recommendation(s)

R1. That delegated authority is given to the Strategic Director and, Section 151 officer acting in consultation with the Housing Committee to seek the Council's approval to issue the tender for the replacement balconies Capital project as set out in this report

Main Report

Introduction and Background

1. Concern was raised mid 2021 over the condition of the timber balconies to the first-floor flats in Whittington Road and Colet Road in Hutton following collapse of the timber balustrade to one of the flats.
2. Property consultants were immediately appointed to assess the balcony failure and also to review all other balconies of similar construction. This review involved

intrusive inspections of the timber construction with a view to repair or replacement.

3. A site inspection was undertaken on 08 July 2021 to inspect and further understand the construction of the balconies. This included the removal of a section of the plasterboard ceiling to the front bedroom of 56 Colet Road which also allowed for an inspection of the internal timber joists.
4. A further site inspection was undertaken on 04 August 2021 with the Council's Planning Officer to understand any planning restrictions and determine the design most likely to be supported in a future application.
5. A site inspection was undertaken on 22 September 2021 with Bauder Limited to further inspect the balconies and discuss suitable waterproofing solutions for the replacement balconies.
6. In total there are 29 balconies that need replacement.

Issue, Options and Analysis of Options

1. Intrusive inspections were undertaken to 56 Colet Road however limited to the section of ceiling removed to allow inspection of the balcony construction. There was no evidence of timber decay to the internal timber joists. However, it is not possible to confirm that other areas and properties are free from any defective concrete, corrosion, condensation, wet rot, dry rot, woodworm, or any other defect.
2. The balconies take the form of a semi-recessed balcony construction and are constructed of decorated timber joists which cantilever from the main structure. The joists, at approx. 250mm centres, span to an internal down stand beam which is set back approximately 500mm from the external wall.
3. Timber boards form the decking which span between the joists and have been waterproofed with asphalt. Gullies provide drainage which are positioned in the centre of the balcony with a downpipe penetrating through the decking. The downpipe arrangement differs between the properties, with some running externally and some assumed to be running internally.
4. Timber balustrading is provided to the perimeter of the cantilevered section which are fixed to the timber joists.

5. The condition of the balconies to Colet and Whittington Road varies. For example, the smaller balconies appear in a reasonable condition whereas the larger centre balcony in a poor condition to 10 – 24 Whittington Road. From a ground level inspection of all properties, there does not appear to be any consistency or pattern in the varying condition.
6. The poor condition raises concerns over the structural integrity of the balconies which poses a risk to the residents, mainly associated with falls from height. Temporary propping has been provided to support the majority of the balconies. Additionally, residents have been informed not to use their balconies until the replacement work has been completed. In instances of partial collapse restrictive guarding has been installed to the balcony access door, for example to the collapsed balcony to 62 – 72 Colet Road.
7. Although there are instances where the balconies appear in a reasonable condition the existing arrangement is prone to timber decay. This creates structural and safety concerns to the residents and users of the balconies. It is therefore recommended that complete replacement of all balconies is undertaken with a more robust design and construction.
8. Following consultations with Planning, Black powder coated steel balcony of similar dimensions to the existing have been proposed and the Planning Officer has advised that this would likely be supported, subject to the provision of further detail.
9. Following the initial pre-application planning meeting, advice was issued associated with Permitted Development Rights. The Planner Officer, following legal advice, has indicated that the scheme is permissible under Part 12a of the General Permitted Development Order. Therefore, a planning permission would not be required.
10. Furness Partnerships Limited have been appointed to undertake the design of the structural elements. Following the inspection held on 08 July 2021 sketches were developed to detail the structural elements. This includes a specification of the steel types, fixing details, and arrangement sketches.
11. The Council engaged with a specialist technical consultant Baily Garner to carry out the design, plans & specification for this project. The consultant was also requested to provide a pre-tender estimated cost for this project for the purposes

of the Leasehold S20 Consultation and to ensure adequate budgets were in place to deliver the project.

12. The pre-tender estimate was provided over 6 months ago, therefore, due to the current volatility within the construction industry and the increase in general cost of building materials, it would be prudent to obtain a revised pre-tender estimate from the consultant with up-to-date costs prior to going out to tender. This will ensure appropriate funding is in place for the project prior to commencement of the work.

Reasons for Recommendation

13. The balconies form part of the amenity space for each flat and part of their leasing arrangements and so the Council are required to make the necessary repair or replacements to fulfil its obligations.

Consultation

14. Full pre-contract consultation has been completed including inviting residents and leaseholders to attend a 'drop in' session with officers at the Council and the designers to provide an opportunity to raise any concerns relating to the proposed project. The designers were also able to provide 3D drawings which provided a visual image of what the balconies will look like upon completion of the project.
15. An FAQ sheet was sent out to all residents in advance of the resident consultation. This was to provide information to those who may not be able to attend the consultation and for a reference to those who would be able to attend.
16. The main summary of the feedback from residents following the resident's consultation was as follows:
 - The residents were happy in general with the design proposals for the new balconies.
 - Concerns about the length of time it would be before the project commences and this is due to the Council having no option but to restrict access to some of the balcony areas identified as being structurally unstable by the Structural Engineer.
 - Concerns raised regarding the extent of works that would take place within each individual dwelling and the potential upheaval this may cause as the works progress.

17. Residents and Leaseholders have also been provided with a regular update including an indicative programme of works leading up to a date for a start on site. (Appendix A)
18. The pre-tender estimated cost for this project exceeds the threshold for Leasehold Section 20 Consultation which is currently £250 per Leaseholder. By law, landlords must consult leaseholders before carrying out any qualifying work or entering into a long-term agreement for providing services. Section 151 of the Commonhold and Leasehold Reform Act 2002 (the act) introduced requirements for consulting leaseholders. It replaced the previous consultation procedure in the Landlord and Tenant Act 1985, section 20, but the old title 'section 20' is still used.
19. Our Home Ownership Team who manages leaseholders have issued Stage 1 of the S20 Leasehold Consultation. Stage 2 will be issued following the procurement process once we have received the tender returns. Works are not able to commence on site until satisfactory completion of the leasehold S20 consultation.
20. There have been some leaseholders querying why they should contribute to the cost of the project as they feel the balconies have not been properly maintained over the years leading to the structural failure. All queries and observations from leaseholders following stage 1 of the consultation have been answered by the Home Ownership team in full.
21. As part of the Council's Capital Works Programmes, we are in the process of implementing a 5-year planned cyclical external refurbishment works programme across the Borough.

Reference to Corporate Strategy 2020-2025

22. Undertake refurbishment of existing Council Housing

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)
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23. The Housing Revenue Account has the available budget provision to award the contract to the successful bidder following the procurement process.

24. The award of the contract will be reported back to the Housing Committee at the appropriate time.

Legal Implications

Name & Title: Claire Mayhew, Corporate Manager (Democratic Service) Deputy and Monitoring Officer

Tel & Email: 01277 312500/ Claire.mayhew@brentwood.gov.uk

25. As stated within the main body of the report, by law, landlords must consult leaseholders before carrying out any qualifying work or entering into a long-term agreement for providing services. Section 151 of the Commonhold and Leasehold Reform Act 2002 (the act) introduced requirements for consulting leaseholders.

26. Challenge from leaseholders regarding contributing to the cost of the works.

Economic Implications

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

27. There are no economic implications arising for this report.

Equality and Diversity Implications

Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager

Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk

28. There are no direct equality and diversity implications arising for this report.

Background Papers

None

Appendices to this report

Appendix A: FAQ consultation information document for residents

Frequently Asked Questions

Colet Road and Wittington Road – Balcony Replacement

Colet Road and Wittington Road

Hutton

Brentwood

CM13

Replacement of defective timber balconies to low-rise blocks on Colet and Wittington Road.



Prepared on behalf of
Brentwood Borough Council
Town Hall
Ingrave Road
Brentwood
CM15 8AY

Job No: 33444
Date: November 2021

Frequently Asked Questions

Colet Road and Wittington Road – Balcony Replacement

1.0 General FAQ's

1.1 Why are these works required?

Numerous balconies to the Colet Road and Wittington Road properties have become unsafe due to the poor condition of the structural timbers. To rectify these defects and future proof the properties the existing timber balconies to all properties are to be replaced with galvanised powder coated steel balconies.

1.2 What will the replacement balconies look like?

The replacement balconies will be a similar size to the existing and constructed with black powder coated steel and a deck formed of a cement board and liquid waterproofing membrane. The below images are 3D representations of what the new balconies will look like.



Frequently Asked Questions

Colet Road and Wittington Road – Balcony Replacement

1.3 **How long will the project take to complete?**

The works to all blocks are expected to take 6 months to complete, with the works taking approximately one month per block. However, factors may affect the delivery of the works such as volatile market conditions, access, and poor weather. The Contractor and Brentwood Borough Council will provide regular communication regarding the programme throughout the course of the works.

1.4 **When will the works commence?**

Works are expected to commence by the end of February 2022. The Contractor and Brentwood Borough Council will provide a specific start date for the project and your property in due course.

1.5 **Will scaffolding be required and how long will the scaffolding be erected for?**

Yes, scaffolding will be required to the front elevation of each block to allow for safe access to undertake the works. It is expected that scaffolding will be erected for 1 month per block.

1.6 **Will access be required to my property?**

Access will be required to ground floor properties as the new structural steel frame will need to be fixed to an existing internal structural beam. This will require a section of the ceiling to be removed. Additionally, padstones (a block used to support the structural frame) will also be installed to the internal and external walls. Therefore, a section of wall finishes (plaster and decorations) will be affected. Making good and redecoration will be undertaken following these works.

It is not expected access will be required to first floor as the Contractor will access the balconies via the scaffolding. The Contractor will notify first floor residents if access is required.

The Contractor will provide a minimum of one week's notice of when internal access is required.

1.7 **Will I have to move items / belongings?**

Yes. During the works all personal items must be removed from the balconies. Personal items and furniture will also need to be moved from the working areas in the ground floor properties.

The Contractor will liaise with all residents regarding when this will be required and provide a minimum of one week's notice.

Frequently Asked Questions

Colet Road and Wittington Road – Balcony Replacement

1.8 What will the working hours be?

The working hours will be between 8am and 5pm Monday to Friday. Out of hours working will only be undertaken in the case of an emergency.

1.9 What Covid-19 measures will be in place?

To ensure the safety of both residents and operatives the following Covid-19 measures will be in place throughout the course of the project:

- Prior to someone entering your property you will be asked to confirm that no one in your household has; tested positive for Covid-19, is experiencing symptoms of Covid-19 or is self-isolating.
- Anyone visiting your property will wear a face covering.
- Regular hand washing and cleaning of site facilities will be undertaken.
- Wherever possible social distancing will be maintained.

Should any Government or Local restrictions be implemented during the project these will also be implemented.

1.10 How do I raise a query or concern during the works?

Any queries or concerns should be raised to The Contractor in the first instance. The Contractor will write to you prior to the commencement of works advising you of how and who to contact should you have a query or concern during the works.

Should the Contractor be unable to answer your query or address your concern it should then be escalated to Brentwood Borough Council.

Committee(s): Housing Committee	Date: 12 September 2022
Subject: Member Estate Inspection Schedule	Wards Affected: All
Report of: Steve Summers – Strategic Director	Public
Report Author/s: Name: Angela Abbott, Corporate Manager (Housing Needs and Delivery) Telephone: 01277 312500 E-mail: angela.abbott@brentwood.gov.uk	For Decision

Summary

This report presents the Member Estate Inspection Schedule

Recommendation(s)

Members are asked to:

R1. To approve the member estate inspection schedule included in Appendix A.

R2. Members are requested to nominate members of the Committee to be included in the Estate Inspections

R3. Members are requested to approve the setting up of a Cross Party Working group to review overall outcomes of Estate Inspections to be presented at future Committees

Main Report

Introduction and Background

At the previous Committee it was requested that Housing draft a proposed schedule of quarterly Member Estate Inspections across the Borough.

It is intended that the inspections will include existing housing estates to identify any potential issues, such as maintenance issues, areas subject to reports of anti-social behaviour for example fly-tipping and grounds maintenance issues.

The inspection regime will also include the Strategic Housing Delivery Programme key sites, such as re-development sites or properties undergoing major

refurbishment such as 17 Crescent Road which is due for completion in September 2022.

Reasons for Recommendation

1. To provide members with a clear overview of the condition of our estates and progress of the Strategic Housing Delivery Programme.

Consultation

2. None

References to Corporate Plan

3. Drive continuous improvement of our housing services.
4. 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 312500/jacqueline.vanmellaerts@brentwood.gov.uk

5. There are no direct financial implications arising from this report.

Legal Implications

Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) &

Deputy Monitoring Officer

Tel & Email: 01277 312500 /claire.mayhew@brentwood.gov.uk

6. There are no direct legal implications arising from this report.

Economic Implications

Name/Title: Phil Drane, Director Place

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

7. There are no direct economic implications arising from this report.

Background Papers

None

Appendices to this report

- Appendix A: Draft Member Estate Inspection schedule

Draft Member Estate Inspection Schedule

Housing Services

ScheduleDelayedComplete

					October 2022					December 2022					February 2023					April 2023					July 2023					September 2023				
Ward(s)	Type	Officers	Ward members	Committee Members	3rd-7th	10th- 14th	Tuesday, 18th @12noon	24th-28th	31st-4th	5th-9th	12th-16th	Tuesday, 20th @12noon	26th-31st	6th-10th	13th-17th	Tuesday, 21st @ 12noon	27th-3rd	3rd-7th	10th-14th	Tuesday, 18th @ 12noon	24th-28th	3rd-7th	10th-14th	Tuesday, 18th @ 12noon	24th-28th	5th-9th	12th-16th	Tuesday 19th @12noon	26th-30th					
Brentwood North/Brentwood West		Corporate Manager - Estates SHDP	Cllrs, Fulcher, Lewis, Mynott, Cloke, Naylor, Russell	TBC																														
Railway Square	Estate																																	
Crescent Road	SHDP																																	
Ingatestone, Fryerning & Mountnessing/Blackmore		Corporate Manager - Estates SHDP	Cllrs, Hones, Sankey, Wagland	TBC																														
Ingleton House	SHDP																																	
Garage sites	SHDP																																	
Brentwood South/Herongate & Ingrave		Corporate Manager - Estates, SHDP	Cllrs, Barrett, Barrett, Wiles, Pearson, Murphy	TBC																														
Hernshaw	Estate																																	
Four Oaks	SHDP																																	
Pilgrims Hatch/Brizes & Doddinghurst		Corporate Manager - Estates SHDP	Cllrs Gelderbloom, Parker, Poppy, Aspinell, Davies, Kendall	TBC																														
Harewood Road	SHDP																																	
Elizabeth Road	Estate																																	
Hutton East, West, South, North		Corporate Manager - Estates SHDP	Cllrs White, Slade, Hossack, Francois, Barber, Tanner, Hirst, Reed	TBC																														
The Bolds	Estate																																	
Brookfield Close	SHDP																																	
Warley		Corporate Manager - Estates	Cllrs, Cuthbert, Haigh, Laplain	TBC																														
Gibraltar House	Estate																																	
Mayflower House	Estate																																	

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Committee(s): Housing Committee	Date: 12 th September 2022
Subject: Strategic Housing Delivery Plan (SHDP)	Wards Affected: All
Report of: Ian Winslet, Strategic Director	Public
Report Author/s: Name: Paulette McAllister, Programme Lead, Strategic Housing Delivery Programme	For Information

Summary

This report summarises progress of 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 alongside the Harewood Regeneration Project consisting of around 40 new 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.

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...".

Main Report

Brookfield Close and Courage Court Regeneration Update

1. The decanting of the Council's tenants at this first regeneration site is continuing to progress. As of the date of this report, 76.09% of all affected Council owned properties are vacant, a further 2.2% by the end of September 2022, bringing the total decant by the end of September to 78.3% (up from 65% reported at the previous committee). It is anticipated all tenants will have been vacated by end November 2022.
2. The second buy back (of 6) of former Council owned properties sold under the Right to Buy was completed on the 14th July 2022 with a further buy back due to complete on the 1st September 2022, a further three are at various stages of negotiation. It remains possible that one property may require the Council to undertake a compulsory purchase (CPO) process. Given that the offers made are consistent with the RICS 'Red Book' valuation methodology plus a 7.5 -10% premium payment on top, CPO is unlikely to result in a significantly improved financial outcome for the owner concerned. It is of course the owners' right and judgement to require the Council to go through such a process.

3. In anticipation of the site being 100% decanted, the Council's appointed technical advisors, Hamson Barron Smith (HBS) (part of the NPS Group) are developing a strategy for the procurement of the main contractor which, given the specialist zero carbon 'in use' nature of the specification will likely require some 'pre-qualification' to ensure delivery capability. HBS are developing their strategy with the Council's procurement and SHDP delivery teams. A future report to this committee will lay out that strategy with a timetable.

Harewood Regeneration Update

4. This scheme has completed final Preapplication with the LPA and will be submitted for planning in September 2022. The Harewood Regeneration project, subject to approval, will result in 29 of the Council's poorest quality and currently rented homes, mostly of a post-war 'pre-fabricated' construction with timber and felt roofs, being replaced with 41 new energy efficient homes using modern construction methods. All affected homes are currently rented and therefore no 'buy-back' of homes will be required to facilitate the regeneration.
5. This scheme has been developed with input from the community; to date, three stages of engagement with residents directly affected and wider residents within the site context has taken place, this includes a Public Exhibition. This component of the Regeneration will culminate in a detailed Statement of Community Involvement (SCI) being submitted as part of the future planning application.
6. The dedicated community support team for Harewood Regeneration is led by Barton Wilmore who are engaged to ensure resident support throughout the Regeneration process beyond 'planning'. To date residents have received two information booklets a recent Newsletter and one-to-one calls continue directly to discuss views and concerns. Ward Councillors have been kept updated on progress.

Small Sites Programme Update

Willingale Close, Hutton

7. Pelling's LLP, the Council's technical advisor for the small sites programme secured planning permission for Willingale Close, Hutton, as previously reported to this Committee. The scheme offers the provision for 3 x 3 Bed Zero Carbon (in use) Council Homes. Members are asked to note this development in Willingale Close will be brought into the Tender Pack for Brookfield Close in order to obtain cost savings in construction.

17, Crescent Road, Brentwood

8. Works on site are reaching completion to convert this vacant Council owned property into 2 x 2 Bed (3 person) affordable homes by the appointed contractor Colnesett Ltd. Completion was expected early August 2022 however the contract is being adjusted to enable the appointed contractor to carry out external repairs of the contiguous Council owned property. Ward Councillors have been kept updated on progress. A site visit for Housing Committee Members is being planned for Autumn 2022.

Ingleton House, Stock Lane, Ingatestone

9. The strategy for consultation with all those affected, and Stakeholders is currently being finalised by Barton Wilmore for issue to the delivery team. Ward Councillors will be updated and supplied with the consultation strategy prior to commencement; in conjunction with this work, the technical team continue developing the affordable housing scheme. The delivery team remains aware of the desire to find an alternative site in the area for health provision and remains working on identifying a potential plot within the Council's ownership.
10. Since the previous committee contact with the NHS Estates Representative has been carried out by officers, a meeting is scheduled for mid- September with the NHS and senior officers. A substantive report on discussions and recommended outcomes will be brought to members at the December Housing Committee.

Highwood Close

11. Community engagement bespoke to this site is planned to commence late September 2022. In advance of consultation, Ward Members will be notified and issued with the consultation methodology by the delivery team. It is expected a detailed planning submission will be made prior to the next Housing Committee, the delivery team will therefore ensure a Housing Member Briefing session takes place prior to submission and Ward Members are also fully appraised of the proposals in advance of submission. Members are asked to note this scheme does not have direct impact upon tenants in terms of housing decants or housing buy backs, this is part garage and part vacant undeveloped land.

Four Oaks

12. Community engagement bespoke to this site is due to commence late September 2022, and the future scheme will be developed in conjunction with this process. In advance of consultation Ward Members will be notified and issued with the consultation methodology and finalised programme by the delivery team, in addition Ward members will be invited to any consultation sessions planned.

Community Consultation Methodology

13. As reported at the previous meeting a dedicated Community Engagement Team has recently been procured to support the SHDP, in particular in respect of the delivery of Highwood Close, Ingleton House and Four Oaks. The successful candidate, Barton Wilmore facilitated an internal team Consultation Workshop in July 2022, the output from this Workshop was three community engagement programmes (one for each site) these are currently being reviewed alongside the delivery milestones of the technical partners. The programme will be refined throughout September. Once finalised Ward Members will be notified of stakeholder events and any literature shared with residents as part of the engagement process will be issued to Ward Members in advance

References to the Corporate Plan

14. 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: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and Section 151 Officer

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

13. The Strategic Housing Delivery Plan is expected to spend £60million over 5-7 years. This is currently reflected in the HRA 30-year business plan. The 30-year Business plan is updated to reflect the timeline of development to help ensure the business plan remains relevant and affordable going forward.
14. The SHDP requires revenue and capital resources from the HRA to deliver this programme. The finance structuring on each scheme is dependent on whether

Homes England Grant Funding is applicable, whether any Section 106 is available and if Retained Right to Buy Capital Receipts can be utilised. Any difference requires borrowing which incurs financing costs that are to be borne by the HRA.

15. To date the following costs have been incurred in delivering the SHDP. Please note that the vast majority of revenue costs will be capitalised by year end as costs are being proportioned across capital codes as appropriate. The below figures include the purchase of 4 properties at the Brookfield/Courage Court Site and 1 property at Four Oaks which is included the capital other costs.

16. Other properties included in the Harewood Road site include 1 extra at Harewood Road, 4 in Iver Road, and 10 in Carisbrook Road.

Site	Revenue	Capital	Total
Whittington Mews		1,414,381	1,414,381
Crescent Road		318,196	318,196
Brookfield/Courage Court		2,137,794	2,137,794
Willingale Close		44,526	44,526
Harewood Road		422,715	422,715
Other	439,401	855,309	1,294,710
Total	439,401	5,192,921	5,632,322

Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer
Tel & Email: 01277 312500/claire.mayhew@brentwood.gov.uk

17. The Council must follow the statutory process when looking to develop or regenerate areas. This includes serving the statutory notices and holding consultations.

18. The Council in following the process is mitigating the risks of challenge as the programme moves forward.

Economic Implications

Name/Title: Phil Drane, Corporate Director -Place
Tel/Email: 01277 312500 philip.drane@brentwood.gov.uk

19. The Council's Housing Strategy provides further detail to the Corporate Plan and the recently adopted Local Plan. The Strategic Housing Development Plan adds specific detail on a programme of sites that utilise council owned land to deliver new affordable homes with environmentally led innovations. Housing delivery plays a vital role in the local economy, both in terms of short-term related construction benefits (i.e., technical preparatory work, on-site jobs and supply chains), and longer term accommodation provision for people

who can contribute to the local economy in a range of ways. This helps to ensure the borough remains an attractive place to live, work and visit.

Background Papers

None

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.

Terms of Reference Housing Committee

The functions within the remit of the Housing Committee are set out below:

- 1) Affordable housing
- 2) Housing strategy and investment programme where the Policy, Resources and Economic Development Committee does not decide to exercise such functions as the superior Committee.
- 3) 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
- 4) Housing standards, homelessness, homelessness prevention and advice
- 5) Housing needs assessment
- 6) Housing benefit - welfare aspects
- 7) Private sector housing and administration of housing grants
- 8) Tenancy Management and landlord functions
- 9) To make recommendations to Policy, Resources and Economic Development Committee on the setting of rents for Council homes.

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