



Agenda

Housing Committee

Monday, 27 February 2023 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, Mrs N Cuthbert, Mrs Davies, Mrs Hones, Kendall and Slade

Substitute Members

Cllrs Fryd, Lewis and Mrs Murphy

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 - 12 |
| 3. | Year in Review | | 13 - 28 |
| 4. | Chairs Update | | 29 - 32 |
| 5. | AXIS community engagement
A presentation will be given on the night. | | |

6.	Key Performance Indicators	33 - 64
7.	Policy Schedule	65 - 72
8.	Water Hygiene Policy	73 - 108
9.	Active Asset Management	109 - 112
10.	Update on innovative energy solutions	113 - 116
11.	Harewood Regeneration	117 - 130
12.	Strategic Housing Delivery Plan (SHDP)	131 - 138
13.	Balcony Tender This item is exempt from the press and public.	
14.	Urgent Business	



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
17.02.2023

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

You have the right to attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

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

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

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**

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 **Evacuation Procedures**

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



Minutes

Housing Committee Wednesday, 21st December, 2022

Attendance

Cllr White (Chair)	Cllr Mrs Davies
Cllr Mrs Pearson (Vice-Chair)	Cllr Mrs Hones
Cllr Mrs N Cuthbert	Cllr Kendall

Apologies

Cllr S Cloke
Cllr McLaren
Cllr Slade

Substitute Present

Cllr Fryd
Cllr Hossack
Cllr Poppy

Also Present

Cllr Barber
Cllr Sankey

Officers Present

Angela Abbott	- Corporate Manager - Housing Needs and Independent Living
Nicola Marsh	- Corporate Manager - Housing Estates
Paulette McAllister	- Programme Lead - Strategic Housing Development Programme
Julian Higson	- Interim Director - Housing
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Carol Burton	- Corporate Manager - Technical Services

298. Apologies for absence

Apologies were received from Cllr McLaren, with Cllr Poppy substituting, Cllr Slade with Cllr Hossack substituting and Cllr S Cloke with Cllr Fryd substituting.

299. Minutes of Previous Meeting

The minutes of the Housing Committee held on Tuesday 11th October were approved as a true record.

300. Chair's Update

The report began on page 11 and highlighted all the work the Housing Department have done since the last committee meeting.

301. 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 the proposed set Key Performance Indicators that officers intend to present at all future Housing committees.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Agree the recommended set of Key Performance Indicators be used as a basis for monitoring the Housing service and be presented at all future committees.

Agree that any amendments to the Key Performance Indicators presented, will be done in consultation with the Chair and Vice Chair of the Housing Committee and the Director of Housing.

302. Policy Schedule

This report was an update 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.

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

303. Asbestos Management Policy

This report summarised progress since the last report to Committee on the 8th December 2020.

The updated Asbestos Policy, includes four new appendices which determines the urgency of remedial work actions following an Asbestos Management survey, or an Asbestos Refurbishment & Demolition survey and will be prioritised based on the material assessment score. This scoring matrix determines a priority order which summaries how the Council manages the risk and clarifies if an air monitoring test is required after remedial works are completed.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

To approve the Asbestos Policy

Reasons for Recommendation

To ensure that the Housing Department has documentation to support the delivery of their Asbestos Management responsibilities, processes, and procedures and to comply with Control of Asbestos Regulations 2012.

304. Fire Management Policy

The current policy which was approved at Community, Health & Housing committee on 3 July 2018 (minute no.60) set out the proposals for a new Fire Safety Policy to be implemented within the Housing Department.

The Policy has been reviewed and updated to ensure the Council meets all of its statutory requirements including recent legislative changes which saw the creation of The Building Safety Bill and The Fire Safety (England) Regulations 2022.

Building Safety Bill has now received Royal Assent (28 April 2022). Following this, the various provisions are expected to come into force within two to 18 months after Royal Assent, dependent on the level of work involved.

The Fire Safety (England) Regulations 2022 legislation which is relevant only to multi[1]occupied residential buildings which are high rise buildings, buildings over 11 meters in height. This legislation will come into force on 23 January 2023.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Approve the Housing Fire Management Policy.

Reasons for Recommendation

It is a statutory requirement for the Council to have a Fire Management Policy. Failure to have one will leave the Council in a vulnerable position should a fire occur

305. Lift and Lifting Equipment Policy

This report sets out the proposals for a new Lift and Lifting Equipment Policy to be implemented within the Housing Department. The Policy provides the council with the ability to effectively manage Lift and Lifting Equipment within all its residential blocks and individual properties where lifting equipment is present. The Policy also meets the Council's statutory requirement to have a Lift and Lifting Equipment Policy.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Approve the Lift and Lifting Equipment Policy.

Reasons for Recommendation

To ensure that the Housing Department has documentation to support the delivery of their Lift and Lifting Equipment responsibilities, processes, and procedures.

To ensure the Council complies with their legal obligations under LOLER and PUWER (Provision and Use of Work Equipment Regulations 1998).

306. Oil and Solid Fuel Policy

The report sets out the proposals for a new Oil and Solid Fuel Policy to be implemented within the Housing Department. The Policy provides the council with the ability to effectively manage Oil and Solid Fuel in its five tenanted properties. The Policy also meets the Council's statutory requirement to have an Oil and Solid Fuel Policy.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Approve the Oil and Solid Fuel Policy.

Reasons for Recommendation

The Council must ensure it complies with all relevant legislation as a landlord. The policy and supporting procedures show the Council's commitment to fulfilling its duties to protect tenants and their visitors to its properties and physical assets by ensuring servicing and maintenance regimes are in place and comply with OFTEC (Oil Firing Technical Association) and HETAS (Heating Equipment Testing and Approvals Scheme) governing schemes.

307. Damp & Mould Update

This report provides an initial update on damp and mould issues in rented housing within the Brentwood Borough Council area, and the council's response(s) to date.

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

308. Rent Setting Policy 2023-2024

This report seeks the recommendations of the committee on the proposed rent and service charge levels for 2023/2024.

The recommendations will be considered by Policy, Resources & Economic Development Committee when the final recommendation will be made as part of the budget setting process. The final decision will be made by Ordinary Council on 1st March 2023.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendations in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Increase rent in line with the national rent cap of 7% for Social and Affordable Housing Properties

Increase Shared Ownership and General Fund Property Rents in line with the national rent cap of 7%

To apply formula rent to all new tenancies from April 2023

To apply a 11.1% (CPI+1%) increase to all non-council tenant garage rents

To apply a 7% increase to all council tenant garage rents

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

Reasons for Recommendation

The recommendation is to follow government guidelines which proposes to increase rents by 7%, for 2023/24.

This increase to rents is a welcomed one for residents, however it will create a pressure on the HRA Business Plan.

The proposed increase will contribute to funding the current services provided as well supporting the development of the capital programme and housing development plans.

When considering the rent setting the following assumptions have been considered: • The financial viability of the HRA business plan • Provision for the repairs & maintenance capital programme • Development for new homes in the borough • Affordability for tenants • Investing in services to the tenant receives the best service delivery.

309. Fees & Charges

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

Following a full discussion, Cllr White **MOVED** and Cllr Pearson **SECONDED** the recommendation in the report. A vote was taken and it was **RESOLVED UNANIMOUSLY** that:

Members were asked to:

Agree to the proposed charges for 2022/23 as attached in Appendix A-D, subject to the annual budget setting process

310. Urgent Business

There were no items of urgent business to discuss.

311. Exclusion of the press and public

Cllr White **MOVED** and Cllr Pearson **SECONDED** that the public were excluded from Items 13, 14 and 15 on the grounds that it may disclose exempt information as defined in schedule 12A of the Local Government Act 1972. This was approved by committee members.

312. Axis extra over inflation increase request

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

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

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

313. Landlord Offer Harewood Road Regeneration

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

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

314. Strategic Housing Delivery Plan (SHDP)

The public were excluded from the meeting for the item of business on the grounds that the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972 was involved.

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

A vote was taken by a show of hands and it was **CARRIED**.

The meeting concluded at 9:00pm.

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YEAR IN REVIEW 2022/23

This presentation provides the opportunity to review and reflect on what has been achieved on behalf of this committee for the municipal year 2022/23.

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This is keeping in line with the Council's Corporate Strategy 2020-2025 to incorporate annual targets for achievement thereby enhancing accountability and maintaining progress.

Agenda Item 3



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IMPROVING HOUSING

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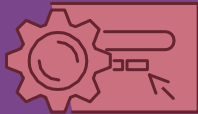
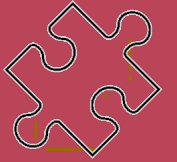


HOUSING NEEDS & DELIVERY



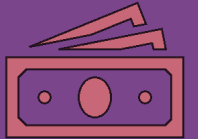
Completed the transfer of Community Alarm Customers to a new provider to improve service delivery

The team have successfully worked with a variety of partner agencies to help a very vulnerable person to achieve a positive outcome of suitable long term accommodation



1 staff member has qualified at Level 2 in Self harm and Suicide Awareness and Prevention with a 2nd member of staff gaining a MSC in Sustainable Development

We have been granted funding through the Domestic Violence Fund and the Protect and Vaccinate fund.

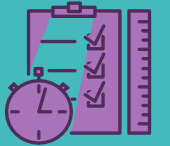


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715 Housing Advice Requests Actioned and 109 homeless applications processed.

Started a Sheltered Housing Audit to improve services and identify efficiencies



Successful in joint funding bid with Basildon DC to provide Mental Health Provision for Roughsleepers

The Housing Options Team won the Essex Housing Awards 2022 'Working in Partnership' for our work with other Local Authorities to end rough sleeping in Essex.



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HOUSING ESTATES



Implemented Photobook 3 which allows for work-flow making officers more efficient when on site

Awarded a contract for Former Tenant Debt Recovery to help reduce former tenant arrears



Reviewed 18,156 rent accounts and completed in excess of 50 estate inspections.

Average rent arrears value per property has dropped by £17



Page 16



Relaunched Resident Engagement and increased the numbers of residents on the panel

8 Right to Buy applications received and 6 processed to completion



Opened up our first Resident Living Room as a warm space to support those affected by the Cost of Living

Introduced improved court procedures and achieved savings of £61,200 in legal costs



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HOUSING REPAIRS



Completed 96.63% of Electrical Safety inspection programme and on target to complete 100% before April 2023

Completed 100% Gas Safety Inspections



Attended to 4,208 routine repairs and 480 emergency repairs

Started Fire Safety works at 2 further blocks and installed 2 automatic opening vents for fire safety in 2 other blocks



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Fire Safety works at 6 blocks started in 2019 were completed after delays due to Covid.

Additional posts have been approved for resident liaison, compliance and planned maintenance to assist Axis with delivery of programmes



137 New boilers fitted as part of the capital programme

All Fire Risk surveys completed including all actions noted for 2022



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Axis



Introduced a new IT system for processing repairs which allows for more efficient processing and booking of repairs

Axis have developed their training and development programmes and continue to seek out new apprentices



Axis have contributed £20k to the Community Fund, introduced innovative resident training days, delivered winter warm packs and continued school engagement programme

Regular progress meetings are in place to ensure customer service and delivery improves after a noticeable drop in service



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New Repairs surgeries are being developed to bring officers to estates and allow easier access for vulnerable residents to report repairs

Introduction of a new telephony system which is currently in the bedding in stage



New Head of Customer Service employed by Axis to bring improvements to the customer journey including call handling and dealing with complaints

Independent survey being introduced by Brentwood Council for customer satisfaction of the repairs service



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STRATEGIC HOUSING DEVELOPMENT



Finalist in the iESE Public Sector Transformation awards in the Community Focus category for our Affordable Homes Programme.



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Planning committee granted approval for Harewood Regeneration for 40 Zero Carbon in use affordable homes.

Planning application submitted for Sir Francis Way for 4 Zero Carbon in use homes

Brookfield Close decant almost complete to provide 62 Zero Carbon in use homes.



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Crescent Road was a vacant Edwardian property owned by the Council close to amenities such as Brentwood Station.

The property underwent a conversion and refurbishment to convert the two-storey dwelling into two affordable housing units suitable for small families.



Crescent Road

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Construction phase began in late March 2022 and completed in November 2022. The families were moved in prior to Christmas.

The build utilised air source water cylinders to ensure the project followed the programmes carbon conscious agenda.



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THE BIGGEST CHALLENGES

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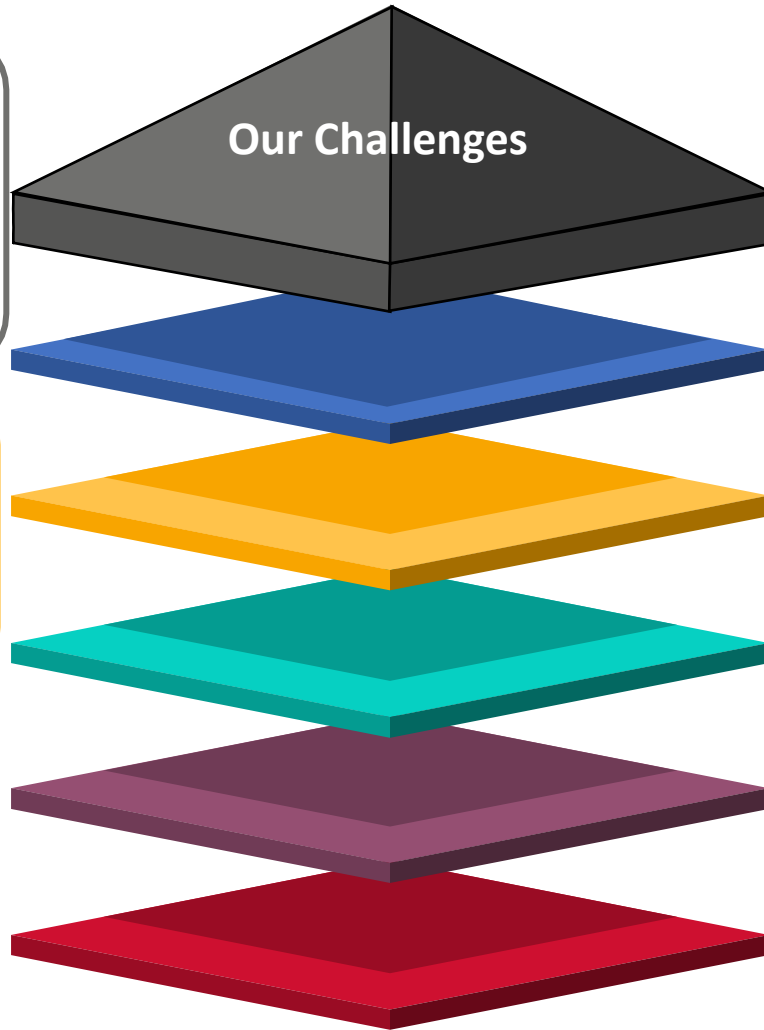


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GENERAL HOUSING
 Preparation for new inspections by the Regulator of Social Housing.
 Introduction of 22 New Tenant Satisfactory Measures

STRATEGIC HOUSING
 Economic climate challenges the viability of the SHDP

SHELTERED HOUSING
 Increased care needs and vulnerabilities of residents which is resulting in a higher demand for adapted properties and support.



HOUSING NEEDS
 Delivering a consistent and flexible Service to respond to the needs of our residents, increased focus on identifying and preventing rough sleeping

REPAIRS
 Ensuring compliance with the Building Safety Act.
 Providing Safe, secure and decent homes for residents within available resources.

ESTATES MANAGEMENT
 Roll out of Universal credit to cover all legacy benefits and the impact this will have on residents and rent arrears.
 Improving our estates within available resources.



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THE WORKLOAD COMPARED TO LAST YEAR

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2021/22

COMMUNICATION

2022/23 to date



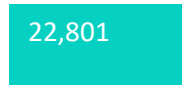
HOUSING NEEDS CALLS (1000'S)



ESTATES AND SHELTERED CALLS (1000'S)



FORMAL COMPLAINTS



REPAIRS CALLS RECEIVED BY AXIS



ONLINE FORM SUBMISSIONS



SCHEDULED VISITS COMPLETED MONTHLY



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2021/22

CASELOAD

2022/23 estimated
year end



224

TRANSFER APPLICATIONS



210



255

HOMESEAKER APPLICATIONS



228

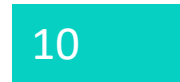


972

AVERAGE REVIEW OF RENT ACCOUNTS PER MONTH

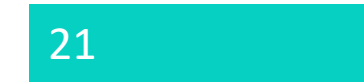


1516



10

COURT CASES PREPARED



21



619

UNIVERSAL CREDIT APPLICATIONS



647



3892

DASH ACTIONS (1000'S)



WHAT DOES NEXT YEAR LOOK LIKE?

Introduction of the Social Housing White Paper

Introduction of the Tenant Satisfaction Measures

Capital Stock improvement programmes

Sheltered Housing Audit

Phase 1 Social Housing Decarbonisation Fund

Ongoing delivery of the Housing delivery programme

Roll out of 5-year tenancy audits

Completing two pilot estate improvement programmes



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Sheltered Housing Audit
Introduction of Tenant Satisfaction Measures
One Team Service Review

APR 23
|
JUN 23

Completing two pilot estate improvement programmes
Issue service charge annual bills

JUL 23
|
SEPT 23

Roll out of Universal credits to those on legacy benefits

OCT 23
|
DEC 23

Completion of phase 1 decarbonisation programme (SHDF)

JAN 24
|
MAR 24



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COMPLIMENTS ABOUT OUR SERVICE

We find his assistance to be extremely helpful

Thankyou for listening to me

We are very appreciative of your action

Thank you profusely for your support through the torrid times. Your patience, understanding and readiness to help made it possible for us to smooth over the cracks.

They radiated a caring persona and worked as a catalyst in our situation

I have total respect for you and your professionalism

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Committee: Housing Committee	Date: 27 th February 2023
Subject: Chairs Update	Wards Affected: All
	For Information

Strategic Housing Delivery Partnership (SHDP)



Congratulations to the SHDP team who have been shortlisted as finalists who are Proud to be a finalist in the iESE Public Sector Transformation awards in the Community Focus category for our Affordable Homes Programme.

Our Affordable Housing Development Programme delivers new homes on Council owned land, all of which are aimed at Zero Carbon standard and offer a range of high-quality and energy efficient buildings to meet the needs and circumstances of residents, both now and in the future.

Brentwood Borough Council has developed an exemplar zero-carbon housing scheme in partnership with the Norse Group & Hamson Barron Smith and supported by the Community Engagement Team from Barton Willmore [now Stantec].

The programme will see measurable social impact of Brookfield Zero Carbon in use new homes, in terms of unlocking potential local skills, qualifications and apprenticeships in this technology; driving positive health and wellbeing outcomes and GP intervention savings and easing debt and fuel poverty.

Thanks to all our partners involved in the programme and good luck to all the finalists!

For more information on the iESE Awards, visit <https://iese.org.uk/public-sector-transformation-awards-2023>

Housing Needs update



Congratulations to the Housing Options Team who were part of a team that won an award at the Essex Housing Awards 2022 in November for their partnership working with the Mid Essex Rough Sleepers Initiative Outreach service which includes Essex County Council, Essex Partnership Foundation and nine District Councils, including Brentwood, Braintree, Castle Point, Chelmsford, Epping Forest, Harlow, Rochford, Tendring and Uttlesford District Councils. The aim and objective of the Partnership is to solve rough sleeping and single homelessness within its boundaries, providing interventions that build positive relationships with new and entrenched rough sleepers and hand hold them off the streets and into sustained accommodation. The service also links rough sleepers to support services and provides employment and training support.

Resident Engagement – Resident Living Rooms

In December Housing opened our first 'Resident Living Room' in the newly renovated community room at Gibraltar House.

Created not just for Tenants and Leaseholders but available to any resident of the borough, the aim is to provide a warm, welcoming, and safe space for residents to talk.

Working with external partners, we are looking to introduce workshops on a variety of prevalent topics as well as being able to invite Tenants and Leaseholders into complete income and expenditure forms, discuss their Tenancy or simply request help where needed.

Currently open Wednesday's 10am until 4pm, we are hoping to increase these hours over the next few months as officers have more of a presence on estates.

The time on site has allowed officers to identify and rectify any fly tip or health and safety issues in the building and residents have welcomed the presence of officers with more than one, coming to speak with us weekly just for a coffee and a chat.

Through our engagement in the Living room, officers have been able to build numbers for the new Resident Engagement Panels and build rapport with residents.

Councillors are welcome to come and visit the Living Room and I, along with what I understand to be several other members have already had used them as venues for for meeting with officers.

Landlord Gas Safety inspections

The Council has a statutory duty, as a landlord, to check any gas appliance in properties owned by them to ensure these are safe for tenants and their families to use. On 14 February, the Repairs team completed the annual gas service to the one outstanding property where access could not be gained.

This means Brentwood Council is fully compliant for its gas safety duty.

The effort to achieve, and stay, at 100% is not to be underestimated and I would like to congratulate the Repairs team for this significant achievement and commitment to keeping our tenants safe in their homes.

Keeping residents and members informed

Housing have reported to Committee and other members in some wards when various major service issues have occurred during the year – this has included water failures, Tunstall equipment failures and boiler malfunctions.

Timely communications and engagement with residents is particularly important in these circumstances, including the presence of onsite staff where necessary and the identification of anyone with vulnerabilities that may be affected.

Officers have been quick to ensure that residents, ward members and the Chair and Vice Chair of Housing Committee are kept updated with efforts to rectify the issues when they occur – regardless of the time of day, or night, that these this has occurred.

Many of the issues raised could not have been foreseen, yet officers have pulled together and created quick and efficient solutions to ensure minimal disruption to residents.

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Committee(s): Housing Committee	Date: 27 February 2023
Subject: Key Performance Indicators	Wards Affected: All
Report of: Julian Higson, Director of Housing	Public
Report Author/s: Name: Nicola Marsh, Corporate Manager – Housing Estates Telephone: 01277 312981 E-mail: nicola.marsh@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 a balanced overview of the department's services, we will present a dashboard of 28 key performance indicators.
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. They are a mix of outcome based and perception based.
4. The KPI's that are reported on, were agreed by Members in December 2022 at the Housing Committee.

Issue, Options and Analysis of Options

5. The table attached at Appendix A shows our current performance across the 28 selected KPI's and the last 3 months performance for comparison.
6. Some of these KPI's are new and come into force in April 2023 when we are required to report to the Regulator, 22 Tenant satisfaction measures.

7. We currently do not collect these ones and are working towards new process and collection methods in line with the April deadline for reporting.
8. As we begin to collect these, we will present them to future committees.
9. The key below details how we track progress of each KPI against its target.

Key	
	Current performance is below target
	Current performance is below target but is improving
	Current target has been met or exceeded.
	No target.
NMTP	Not measured this period.
	Performance for the quarter or year to date is improving (up) or deteriorating (down) compared to previous quarter or across the year.

10. Whilst the 28 present KPI's give a balanced overview of housing, officers have placed a large focus on compliance areas in particular following changes in the Building Act following Grenfell Tower.

11. In order to give a detailed overview of compliance, we have included at Appendix B, a full compliance report which goes into depth on the performance of all compliance areas, issues that have arisen and actions being taken to rectify and resolve.

Consultation

12. Key Performance Indicators are reported to the Corporate Leadership Team monthly.
13. They are also reported quarterly to our Tenant Talkback group and will soon be reported to the newly developed resident led focus panels.

References to Corporate Plan

14. Drive Continuous improvement of our Housing Services

Implications

Financial Implications

Name/Title:, Director (Finance & Resources)
Tel/Email: 01277 312500/ @brentwood.gov.uk

15. There are no direct financial implications. However there are indirect implications such as reporting high level rent arrears as these will impact on the Housing Revenue Account regarding the bad debt provision and arrear write offs.

Legal Implications

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

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

16. 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

17. 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

18. 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.
19. 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).

20. 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




Appendix A: KPI Report




Appendix B: Housing Compliance Report

	Key Performance Indicator	Target	October	November	December	Comment	Progress against previous quarter
HO1	Percentage rent collected from current tenants as a percentage of rent due	100%	100.32%	94.92%	97.12%	Officers have been working hard to recoup rent arrears and despite being in challenging times. We have worked with tenants to minimise the increase to arrears. We continue to refer people where necessary and reduce payment arrangements to the lowest possible level to assist tenants with their finances where necessary.	
HO2	Rent arrears of current tenants as a percentage of rent due	2.00%	6.26%	6.25%	6.28%	This figure has stayed relatively stable and is as a result of the hard work of officers as identified in HO1	
HO3	Rent arrears of former tenants as a percentage of rent due	0	0	0	0	This KPI will be collected from April 2023	N/A
HO4	Discretionary Housing Payments Made £	0	£0	£0	£0	This KPI will be collected from April 2023	N/A
HO5	Average re-let times for homes (DAYS)	10	39	38	39	This has stayed relatively stable. During November and December we had a large reduction in incoming voids and have therefore managed to turn around voids quicker. There has been a small delay to some voids as people do not generally wish to move in late December but this is for a minimal amount of voids	

HO6	Dwellings let	0	19	5	5	November and December saw low level of voids being returned and people being less willing or able to move during december.	
HO7	Number of customers registered to access services online	0	0	0	0	This KPI will be collected from April 2023	N/A
HO8	% of tenants satisfied with landlord service in month	0	0.00%	0.00%	0.00%	This KPI will be collected from April 2023	N/A
HO9	% of tenants satisfied with opportunities to be involved	0	0.00%	0.00%	0.00%	This KPI will be collected from April 2023	N/A
HO10	% of Scheduled Tenant Visits carried out	0	0.00%	0.00%	0.00%	This KPI will be collected from April 2023	N/A
HO11	% of Estates Meetings Required at standard inspection	0	0.00%	0.00%	0.00%	This KPI will be collected from April 2023	N/A
HO12	Satisfaction with repairs	94.00%	97.20%	94.60%	87.28%	This KPI is generally provided by our contractors, however, for the purposes of accuracy, we will be procuring an external contract to collect this KPI independantly from April 2023	N/A

HO13	Number of Non Emergency Repairs completed within the month (gas)	N/A	155	142	163	Slight increase in number of non emergency repairs. Service is seasonal and an increase in gas repairs is always expected in winter months.	
HO14	% of repairs completed within target timescale (gas)	99.00%	100.00%	100.00%	100.00%	All gas repairs completed. This exceeds the target of 99% and equates to 279 jobs in November and 396 jobs in December	
HO15	Net Cost of Temporary Accommodation	0	0	0	0	This KPI will be collected from April 2023	N/A
HO16	Number of Moved in to Permanent social housing	0	3	3	0	Discharge into social housing remains relatively stable however this is dependent on stock levels and the accommodation needs of our current homeless applicants which can change depending on external homeless trends	
HO17	Number of moves into permanent private accommodation	0	2	0	1	We have had several successful discharges into private accommodation however it is an increasingly difficult task with the cost of living and affordability in the private rented sector. We are now exploring new avenues to discharge our duty into the private sector more effectively moving forward	
HO18	Total No of households living in temporary accommodation	25	26	29	29	Temporary accommodation has remained relatively low however we have seen a trend in more complex approaches after COVID restrictions were lifted and courts resumed possession cases	

HO19	Number of Households living in B&B in excess of 6 weeks	0	0	0	0	We have ensured as per government guidance that no families are to remain in B&B for more than 6 weeks.	
HO20	% of Successful Homeless preventions	0	0.00%	0.00%	0.00%	We had a successful month in October which saw multiple homeless applications being prevented. Although figures may not represent a high level of prevention in later months many of these cases may still be active and this will be reflected in future submissions.	
HO21	Number of Homes EPC D and below	0	0	0	0	This KPI will be collected from April 2023	N/A
HO22	% Home with a Gas safety certificate	100.00%	99.28%	99.62%	99.62%	Performance improved for this quarter. 8 properties where access has not been gained to complete the annual landlord gas safety check. All properties have been referred for legal action and court hearings scheduled for January 2023.	
HO23	Satisfaction that the landlord listens to tenant views and acts upon them	0	0	0	0	This KPI will be collected from April 2023	N/A
HO24	Satisfaction with the landlord's approach to handling of complaints	0	0	0	0	This KPI will be collected from April 2023	N/A

HO25	Number of formal complaints received within the month	0	6	6	4	This figure fluctuates across the year and depending on customer experience.	
HO26	% of Annual Planned investment Programme Delivered	0	0.00%	0.00%	0.00%	This KPI will be collected from April 2023	N/A
HO27	Leasehold Service Charge arrears	0	£101,802.68	£87,494.31	£75,769.23	This figure gradually decreases throughout the year and officers are working hard to ensure they can improve direct debit or standing order payments as these are more likely to be kept by the Leaseholder and will reduce the end arrears figure	
HO28	Number of New Council homes completed	0	0	0	0	None completed this quarter	



Housing Compliance Report

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Executive Summary

The purpose of this report is to provide senior management and members with a quarterly update of the compliance within the Housing Department for quarter three (October 2022 – December 2022).

This document breaks down each compliance area within then reports on the progress of their respective areas accordingly.

Positives

- EICR testing programme was due to be completed in 2024 but has been completed in 2022, cutting the time by 2 years.
- All commercial/communal LGSR testing is completed
- Asbestos re-inspection survey programme revised to ensure 100% access by spreading out the surveys across other months.
- No asbestos related immediately dangerous risk actions outstanding
- All fire risk assessments for 2022 completed

Neutral

- Domestic Gas LGSR 2022 programme is almost completed, only 8 left to gain access. Explanation in section below
- One communal EICR certificate to be amended to include an additional block at Railway Square. Explanation in section below.
- Fire risk assessment actions will be managed by the Keystone database KRM (Keystone Risk Management) which is having technical issues. A technical session with Civica is currently being scheduled to resolve the issues.

Negatives

- Asbestos Management Survey programme is taking longer than expected due to access issues. The programme started during Covid19 pandemic when tenants were very reluctant to allow access.
- Water Hygiene Survey programme has only 284 individual properties to survey and programme will be complete. This is taking longer than expected due to access issues. Again the programme started during the Covid19 pandemic when tenants were reluctant to allow access.

1. Gas Compliance

Commentary

Brentwood Council adheres to the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) Approved Code of Practice and guidance which came into force on 6th April 2018.

The changes to GSIUR, which do not relax regulatory requirements or reduce safety standards, are to:

- introduce a degree of flexibility to the timing of landlords' annual gas safety checks. This change means that landlords can carry out the annual gas safety check in the two months before the due date and retain the existing expiry date. This avoids landlords waiting until the last minute and not gaining access or having to shorten the annual cycle check to comply with the law. There is no change to the legal requirement for an annual gas safety check or for maintenance to be carried out
- incorporate an existing exemption into law to carry out alternative checks in situations where there is no meter to directly measure the heat input and it is not possible to measure the operating pressure, and extend the scope slightly to include situations where the meter is not accessible, or the meter display is not working

Social Landlords also capture their statutory gas compliancy information through a national housing indicator/benchmark (Housemark) however, some organisations do not include non-access in their compliancy performance, whilst Brentwood Council does to show transparency. The data is captured and submitted monthly for the previous month.

Our responsibility as a Social Landlord is to ensure an annual gas safety record (LGSR) is completed in each property we own to fulfil our legal obligation. Properties the Council manages on behalf of an external agent are also our responsibility to ensure this annual safety check is completed. Council residents will receive a copy of the LGSR in the post 28 calendar days after it has been completed, subject to postal schedules.

Gas compliancy is split into two categories; domestic which covers individual flats/houses and commercial/communal which relates to a block of flats connected through a central heating system. When a resident moves out, before reletting a subsequent LGSR is completed as part of the change of tenancy.

DOMESTIC

A weekly gas domestic compliance spreadsheet is supplied by Axis which notes which addresses will be past the last annual service date and therefore are classified as overdue.

COMMERCIAL/COMMUNAL

The Council have a total stock of 6 commercial plantrooms which are located at

1. The Gables
2. Chichester House
3. Drake House
4. St Georges Court
5. Four Oaks
6. Victoria Court

Each plant room has a valid gas safety certificate. These records are held on our asset management system, Keystone.

Key Performance Indicators

As at 31/12/2022	No. on contract	No. Overdue	As % of contract	Contractual Compliance %
Total	2,098	8	99.62%	100%

Of the 8 outstanding cases that require the annual Landlord Gas Safety check:

- 5 cases were proceeding to Court. The hearing was scheduled for 11/01/23
- 1 case officers were liaising with the next of kin to arrange access to the property in the New Year
- 2 cases were referred to the Housing Officer for assistance.

Position statement as of 14 February 2023; we are 100% compliant. All properties that where there is a gas appliance, have a current landlord gas safety record.

2. Electrical Compliance

Commentary

In March 2019, Brentwood Borough Council were subject to a Health and Safety Executive (HSE) review into all compliance areas. As part of this review, the Council were found to be effectively managing the risk across all areas of compliance but had areas requiring improvement in relation to electrical safety.

Electrical Regulation

The electrical installation work is governed by industry standards and a legal framework.

Industry Standards are voluntary codes of rules written by the industry to which they apply and approved by a nationally recognised body. They are aimed at simplifying the terminology, processes and procedures used within that industry.

Standards (whether International, European, or British) do not form part of law, nor are they legally enforceable, except where they form part of a contract. In a contract, the relevant standards will normally be stated as the standard of work required to fulfil the contract.

However, some standards are given an elevated status when referred to either directly or indirectly in statutes. The most significant example of this for the electrical industry is British Standard 7671 which is referred to indirectly in the Electricity at Work (1989) Regulations (via the HS(R)25 document) and directly in the Approved Document for Part P of the Building Regulations. Being referred to directly or indirectly in legislation gives the standards a pseudo legal status.

Legal Framework

As well as industry standards, electrical contractors are subject to several statutory regulations covering health and safety, safe working practices and management of electrical supply and products. In addition to legislation, contractors are also bound by their duties and responsibilities under contract law. Key legal requirements for electrical work are outlined in:

- The Electricity at Work Regulations 1989 - these regulations have far reached implications for all employers. They impose a duty of care on employers to manage their electrical systems and products so as not to cause death or injury to others. The regulations cover the design, construction, operation, and maintenance of these systems.
- The Building Act 1984 & 2000: The Building Regulations - stem from the main Act of Parliament, the Building Act 1984. The Building Regulations exist to promote standards for most aspects of a building's construction, including its structure, fire safety, sound insulation, drainage, ventilation, and electrical safety.

Our responsibility as a Social Landlord is to ensure an Electrical Installation Condition Report (EICR) is completed every five years and retested on the anniversary year. When a resident moves out, before reletting a property, a subsequent EICR is completed as part of the change of tenancy.

Key Performance Indicators

	Total Number Required	Total Number Completed	Outstanding
EICRs (Communal)	124	123	1
EICRs (Dwellings)	2413	2274	139

Communal – At Railway Square there are 4 communal entrances but only 3 communal electrical intake cupboards. Axis have identified one block stores the Residual Circuit Device (RCD) switches for two blocks in Railway Square on this consumer unit. This is being amended to include both blocks on one Electrical Installation Condition Report (EICR) and we are waiting for this to be returned from the NICEIC.

Position statement as of 10 February 2023; there are no communal EICR's outstanding, and there are 78 EICR dwellings outstanding to be completed.

Following the visit from the HSE in 2019, the Council said it would deliver a completed EICR testing programme within 5 years. From the figures in the table above, taken directly from the asset management system, we have exceeded this timescale and almost completed the programme within 2 ½ years. This ensures the Council has accurate and up to date electrical testing records.

3. Asbestos Compliance

Commentary

As part of the partnering contract, Axis is responsible for the removal of all non-licensed asbestos.

The Council employs two contractors, in addition to the partnering contractor, to undertake asbestos surveys and asbestos removal in our social housing assets. The asbestos register holds all asbestos survey data in central location.

Asbestos Regulation

The importation, supply, and use of all forms of asbestos are banned. However, many buildings, and some plant and equipment, still contain asbestos-containing materials (ACMs).

Before you start any work in a building that might contain asbestos (e.g., built or refurbished before the year 2000), you need to do the following:

- Identify whether asbestos is present and determine its type and condition
- Carry out a risk assessment
- Decide if the work needs to be carried out by a licensed contractor
- If the work is not licensable, decide if the work needs to be notified
- Ensure those carrying out the work are suitably trained

The main asbestos legislation, The Control of Asbestos Regulations 2012, came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e., notification of work, medical surveillance and record keeping. All other requirements remain unchanged.

Asbestos regulations are enforced by HSE, Local Authorities (LAs) and the Office of Rail and Road (ORR). LAs are the principle enforcing authority in retailing, wholesale distribution, warehousing, hotel and catering premises, offices, and the

consumer/leisure industries). ORR is responsible for railway stations and depots and other rail premises.

The 4 main pieces of legislation that control work on asbestos are:

1. The Control of Asbestos Regulations 2006, combines;
2. The Control of Asbestos at Work Regulations 2002;
3. The Asbestos (Licensing) Regulations 1983;
4. The Asbestos (Prohibitions) Regulations 1992 (and all of their respective amendments) into one set of asbestos regulations

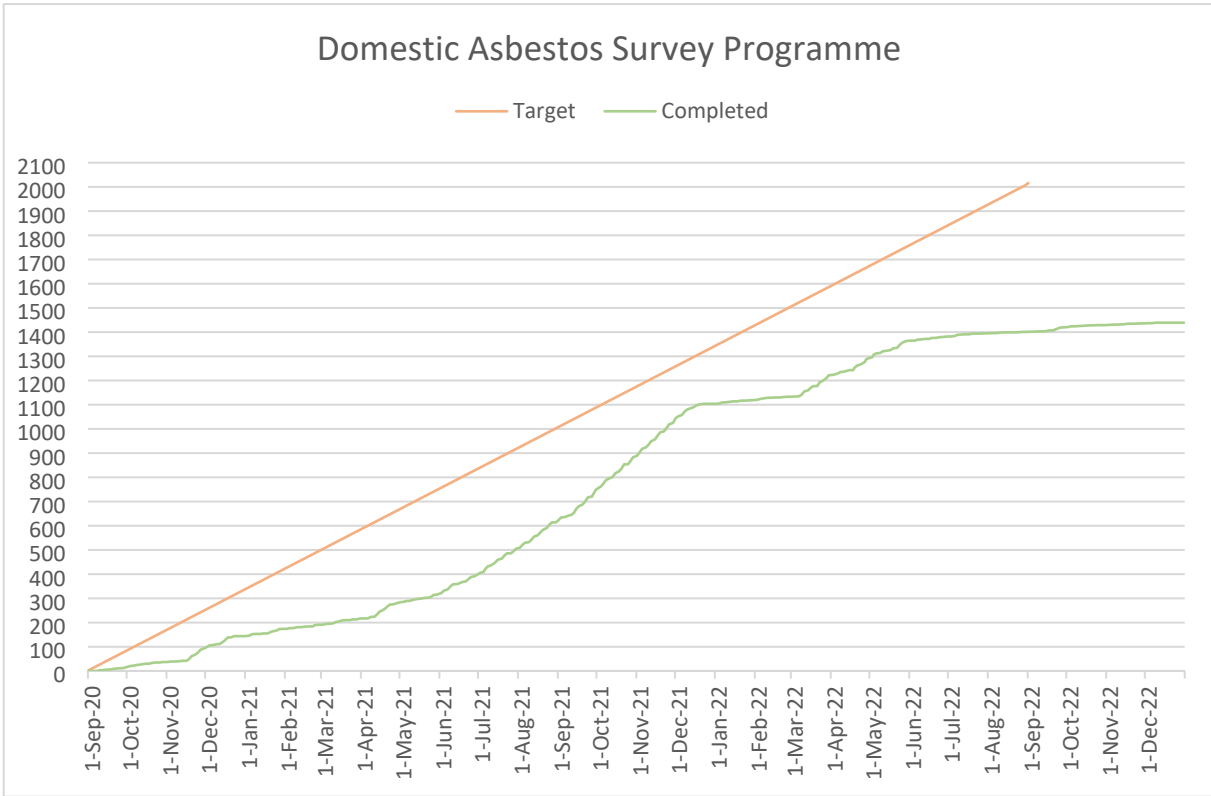
Our responsibility as a social landlord is to ensure all communal tenanted blocks of flats/maisonettes asbestos management survey are re-inspected annually. When a tenant moves out of a property, an asbestos management survey is completed, possibly added a refurbishment and demolition (R&D) element should the property require major work. All housing owned properties will require an asbestos management survey to be undertaken.

Key Performance Indicators

PLANNED ASBESTOS MANAGEMENT SURVEYS

Our asbestos surveying contractor, Thames Labs, were originally provided with 2064 addresses to undertake a management survey. The list has now reduced to 2016 which is due to properties being sold and decanted properties ready for refurbishment.

The Council asked Thames Labs to undertake the asbestos management surveys within one year, from the date of mobilisation (September 2020), to ensure the Council had a complete register of its asbestos risks.



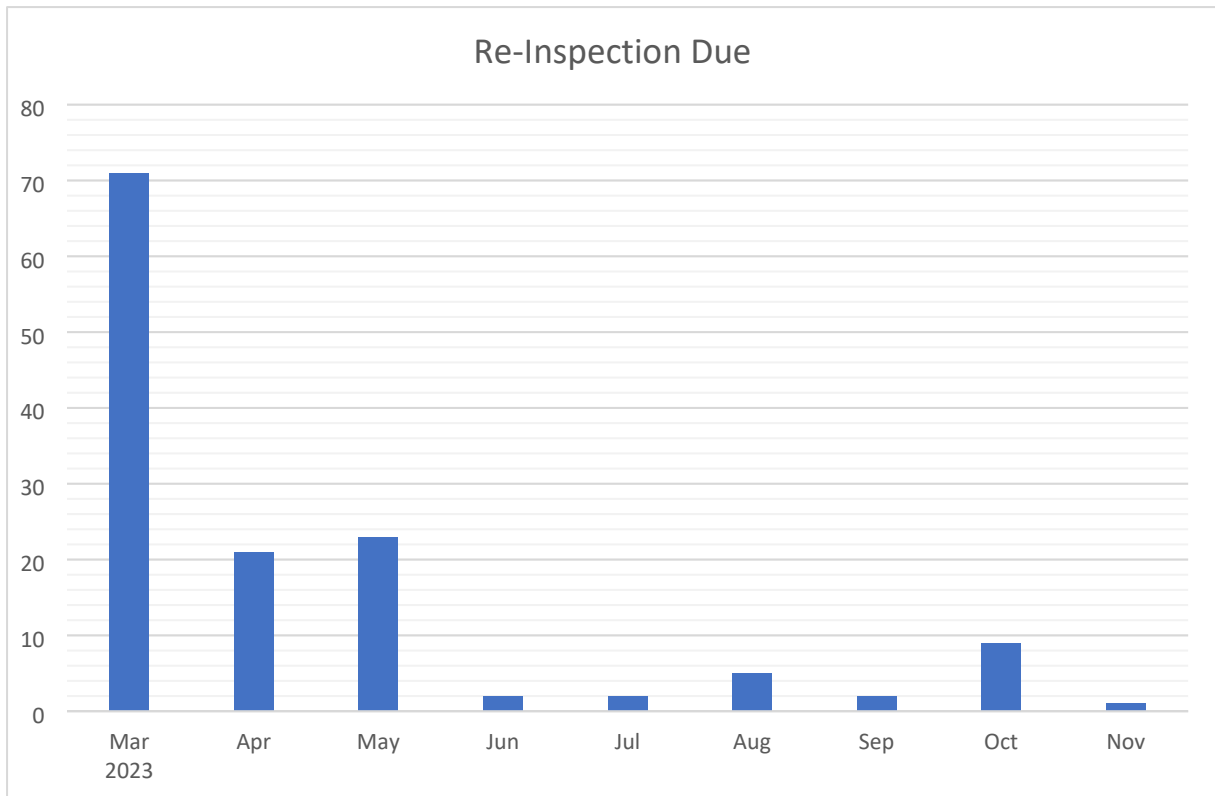
The chart above shows the position where we are currently with the inspection programme. Starting this programme during lock down proved very challenging and was met with a lot of resistance from tenants. The date was extended to August 2022 to allow additional time to gain access to tenants that did not allow access previously.

Unfortunately, Covid19 and the fear of contracting it has never gone away and there is still resistance from tenants to allow access. Despite surveying 1439 surveys which is 71% of the overall programme, access is still required to 577 properties or 29% to complete the entire programme. The compliance team are working closely with the Estates and Sheltered Housing teams to gain access to these properties.

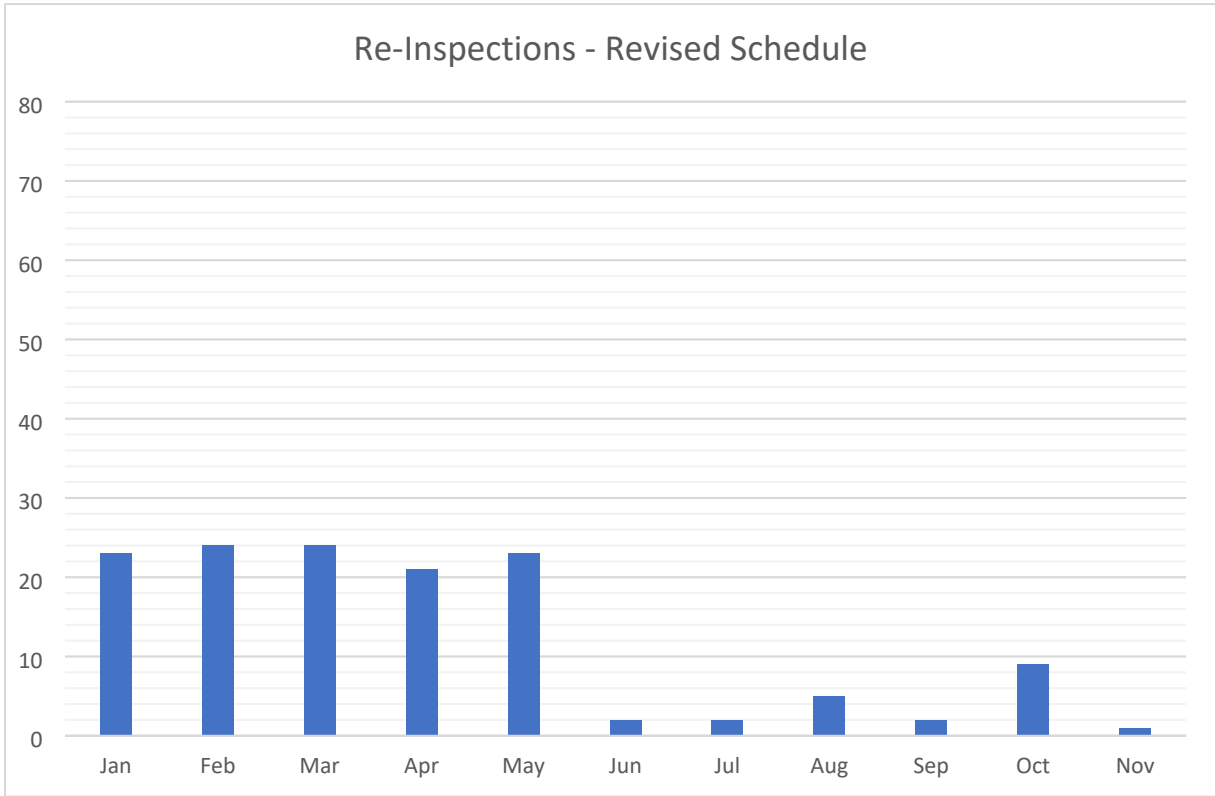
COMMUNAL RE-INSPECTION SURVEYS

The Council have a duty of care to ensure all communal areas are re-inspected annually to make certain all risks are captured as communal areas have most foot traffic.

All 136 blocks requiring a re-inspection survey have been completed.



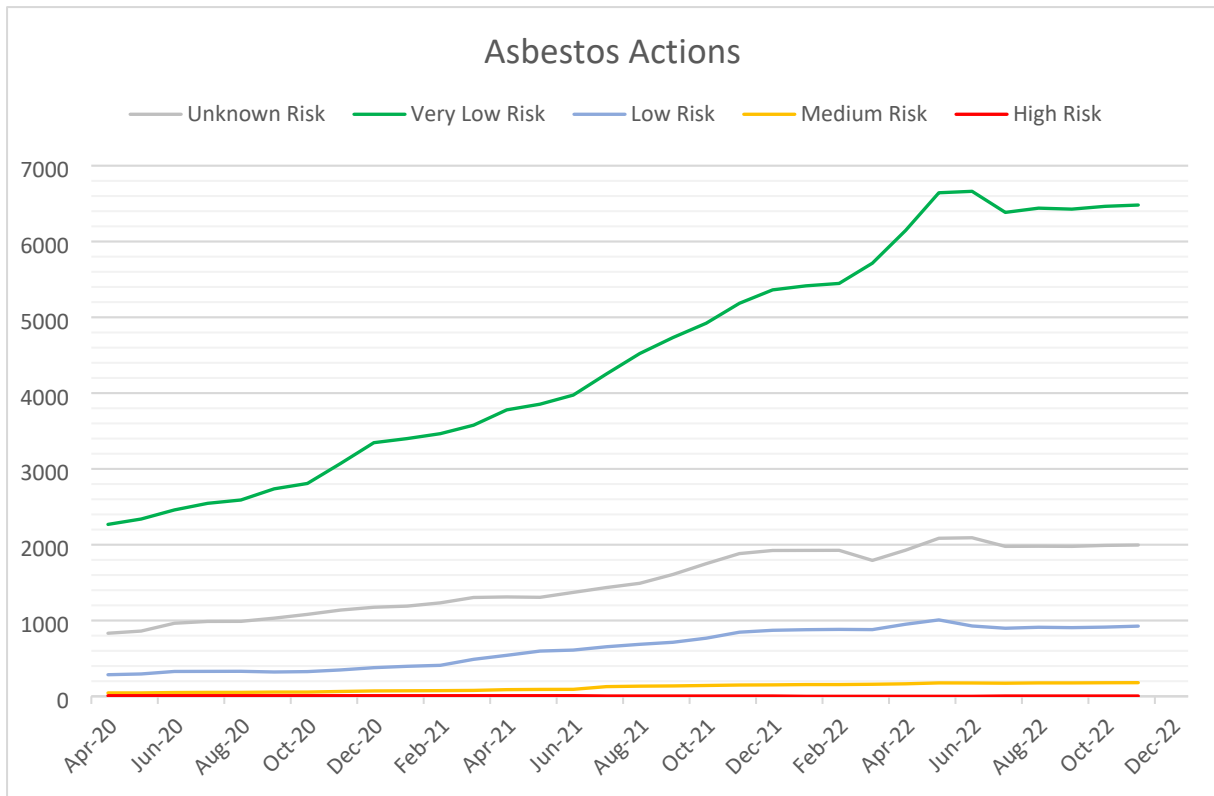
Most re-inspections fall within the month of March due to when the previous survey was undertaken. The compliance team have worked with our contractor to produce a revised programme spreading the surveys over the year which ensures a manageable programme.



The table above sets out the revised programme of re-inspection surveys for 2023. None of the surveys will fall outside of the target completion date.

ACTIONS FOLLOWING SURVEYS

The chart below provides the latest progress update for the actions required following an asbestos survey. These results include both management surveys and refurbishment & demolition(R&D) surveys.



Taking the above chart and breaking each one down further, the below chart shows where each action.

Unknown Risk	1996
Manage	
Inspection Required	1996
Remove	
No Recommendation	
Encapsulate / Repair	
Very Low Risk	6481
Manage	5929
Inspection Required	19
Remove	235
No Recommendation	24
Encapsulate / Repair	274
Low Risk	926
Manage	669
Inspection Required	26
Remove	71
No Recommendation	1
Encapsulate / Repair	159

Medium Risk	180
Manage	47
Inspection Required	4
Remove	54
No Recommendation	
Encapsulate / Repair	75
High Risk	0
Manage	
Inspection Required	
Remove	
No Recommendation	
Encapsulate / Repair	
Grand Total	9583

From the information set out above, there are no high-risk actions outstanding. A high-risk item is mainly amosite which can be found in thermal insulation. An example of this is unsealed lagging and sprayed on insulation. The medium risks are currently

being reviewed and cross referenced with capital planned projects to ensure these works are captured at the same time. The rest of the medium actions will then be actioned on a risk-based approach. A medium risk item is a mixture of chrysotile and crocidolite. An example of this is unsealed asbestos insulation board, asbestos cement, and vinyl floor tiles.

A low-risk item can be a range of either amosite, crocidolite, or chrysotile as it depends on what the item is made from. An example of this is ropes and woven textiles, thermal insulation, and undamaged asbestos insulation board.

A very low risk item can be a range of either amosite, crocidolite, or chrysotile as it depends on what the item is made from. An example of this is composite materials containing asbestos, decorative finishes and vinyl floor tiles which require to be managed and monitored for deterioration.

There are no set legislative criteria to undertake a re-inspection in a dwelling. This will only be undertaken once the actions have been completed which provides a wholistic approach and safe way of ensuring no action has been missed.

4. Water Hygiene

Commentary

In June 2019, a Water Hygiene Standard was approved for use by the Corporate Leadership Board with the intention of amending and reviewing the standard into a full policy which would be taken to a future appropriate committee following completion of the HSE review.

In September 2019 to continue improving the service area, Housing through our repairs and maintenance contractor Axis Europe, began working with HSL, approved Water Hygiene specialists.

Encompassing the boiler replacement programme, properties with stored water are converted to main supply by fitting a combination boiler. This reduces the risk of stagnant stored water.

Water Hygiene Regulation

Duties under the Health and Safety at Work etc Act 1974 (HASWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions.

The Approved Code of Practice (ACOP) ‘Legionnaires’ Disease - The control of legionella bacteria in water systems (L8)’ gives advice on how to comply with the relevant legislation and it is the intention of this policy to comply in full of that document and its associated guidance document HSG 274 parts 2.

Key Performance Indicators

RISK ASSESSMENTS

There is no set legislative guidance to undertake water hygiene risk assessments to individual dwelling. However, it is best practice to undertake individual dwelling risk assessments, as well as blocks. This is the approach Brentwood Council has adopted.

Our partnering contractor, Axis, was provided with an address list of 100 blocks of our social housing assets, and prioritised sheltered schemes first due to residents in these schemes being the most vulnerable. Once the sheltered housing schemes were completed, they moved on to general needs blocks, then 1095 individual dwellings that have a hot or cold or both stored water tank.

Progress to date

100 block risk assessments have been completed.

811 individual dwelling risk assessments have been completed.

284 individual dwelling risk assessments have not been completed due to non-access.

As with other areas of compliance, the team are working closely with the Housing Estates team to gain access to these properties.

ACTIONS FOLLOWING SURVEYS

The tables below show the number of actions following the completed risk assessment.

Note: the term PCAF means Priority Corrective Action Form. This form is issued if an anomaly is identified after monthly samples are taken.

Level of Action	Rolling Number of Actions	Number of Completed Actions	Number of Actions to completed (not overdue)
PCAF	87	77	10
High	3018	2671	347
Medium	4353	2494	1859
Low	1567	726	841

An example of the level of actions are:

PCAF – following a monthly sample, the action can be to replace a cold-water storage tank because the tank is corroded, or the tank requires a clean and disinfection because there is sludge/sediment in the bottom of the tank.

High – small used outlets are not working and require replacement i.e. outside tap, the hot water has failed to reach 50°C which is usually a result of hot water immersions being turned down or, non-WRAS (water regulations advisory scheme which is a certification mark that demonstrates the item complies with the high standards set out by water regulations) approved flexible hoses has been fitted which either require being replace with a WRAS approved flexi hose or changed to copper pipping.

Medium – cold water storage tank outlet pipework not coded or labelled, there is inadequate lighting within the tank room area, shower head and/or hose can be immersed in water, or no backflow protection is present.

Low – a filling loop left attached to both lengths of pipework which requires removal to prevent any backflow issues.

The table below shows the timescale of when these actions are due to be completed.

Level of Action	Number of Actions	Timescale to complete
PCAF	10	2 months (Would usually be 1 month but these have section 20 consultation dates)
High	347	3 months
Medium	1859	6 months
Low	841	12 months

5. Fire Safety

Commentary

This section shows the Council's progress in relation to fire risk assessments and actions over the last 3 years.

All fire risk assessments have been completed and are up to date. The programme is due to restart in January 2023.

Fire Safety Regulation

The Regulatory Reform (Fire Safety) Order 2005 (FSO) is the main piece of legislation governing fire safety in buildings in England and Wales. The FSO applies to all workplaces and the common parts of buildings containing two or more domestic premises. It places legal duties on anyone in control of these premises (the Responsible Person - usually the owner or landlord) to undertake a fire risk assessment and put in place and maintain general fire precautions.

The Fire Safety Act 2021 clarified that the external walls, flat entrance doors and structure of buildings are all covered by the FSO and must be accounted for in fire risk assessments.

Additionally, The Fire Safety (England) Regulations 2022 came into force on the 23rd January 2023.

These regulations will make it a requirement in law for responsible persons of high-rise blocks of flats to provide information to Fire and Rescue Services to assist them to plan and, if needed, provide an effective operational response.

Also, the regulations will require responsible persons in multi-occupied residential buildings which are high-rise buildings as well as those above 11 metres in height, to provide additional safety measures.

In all multi-occupied residential buildings, the regulations require responsible persons to provide residents with fire safety instructions and information on the importance of fire doors. The regulations apply to existing buildings, and requirements for new buildings may be different.

In high-rise residential buildings, responsible persons will be required to:

- **Building Plans:** provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a secure information box on site.
- **External Wall Systems:** provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. Also, they will be required to provide information in relation to the

level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.

- **Lifts and other Key Fire-Fighting Equipment:** undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment. They will also be required to report any defective lifts or equipment to their local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours, and to record the outcome of checks and make them available to residents.
- **Information Boxes:** install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans.
- **Wayfinding Signage:** to install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings.

In residential buildings with storeys over 11 metres in height, responsible persons will be required to:

- **Fire Doors:** undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the common parts.

In all multi-occupied residential buildings with two or more sets of domestic premises responsible persons will be required to:

- **Fire Safety Instructions:** provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.
- **Fire Door Information:** provide residents with information relating to the importance of fire doors in fire safety.

Key Performance Indicators

Sheltered Housing risk assessments are carried out annually due to their high-risk nature.

Overall total no. of actions – 95

Overall total no. closed actions – 49

Number of actions from 2020 risk assessment: 9 actions

Number of actions from 2021 risk assessment: 37 actions

Number of actions from 2022 risk assessment: 49 actions

The term used by the Fire & Rescue Service is **High Rise** which takes in to account the Council's high-rise blocks which are over 18 metres. These assets are Gibraltar

House, Drake House, Masefield Court and Mayflower House. Risk assessments for these 4 blocks are undertaken every year.

Overall total no. of actions – 43
 Over total no. closed actions - 15

Number of actions from 2020 risk assessment: 0 actions
 Number of actions from 2021 risk assessment: 0 actions
 Number of actions from 2022 risk assessment: 43 actions

General needs assets are classed as the rest of the Council’s communal blocks within the housing stock that requires a risk assessment with enclosed stairwells. The risk assessments are undertaken every two years because the risk is lower.

Overall total no. of actions – 165
 Over total no. closed actions - 37

Number of actions from 2020 risk assessment: 35 actions
 Number of actions from 2021 risk assessment: 115 actions
 Number of actions from 2022 risk assessment: 15 actions

This table shows the open actions split into 3 categories.

Open Actions - Priority					
Buildings		High	Medium	Low	Total Open
Sheltered	15	14	33	0	47
High Rise	4	15	13	0	28
General Needs	78	1	127	0	128
Total	97	30	173	0	203

All actions are within current target timeframes and are included in current planned projects.

6. Lifts and Lifting Equipment

Commentary

Throughout the Council's housing stock, we have a variety of lifts and lifting equipment which is in tenanted blocks of flats and individual tenanted dwellings on the tenant's needs which have been assessed from an occupational therapist. Through our partnering contract, Axis have responsibility of undertaking the servicing, maintenance, and repairs to the stock.

Lift Regulation

The main legal requirements regarding Lifting Operations and Lifting Equipment are defined under Health and Safety law, and principally are the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER).

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Lifting Operations and Lifting Equipment Regulations 1998 – legislation places duties on people and companies who own, operate, or have control over work equipment.

Brentwood Council's Housing department will endeavour to ensure any Council owned property (where the Council has a legal responsibility) where a lift or lifting equipment has been installed must be serviced and maintained as part of our contractual arrangements with our partnering repairs & maintenance contractor. In addition, there will be a bi-annual inspection from the Council's insurance company on the lift and lifting equipment.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Provision and Use of Work Equipment Regulations 1998 – legislation places duties on people and companies who own, operate, or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment whether owned by them or not.

Key Performance Indicators

This is split into two areas;

1. Lifting equipment - which relate to stair lifts, hoists, scissor lifts or through lifts which are mainly in residents' homes
2. Lifts – which relate to passenger lifts in residential blocks of flats

The table below is an extract from the asset management system at the end of December 2022

Area of Compliance	Total number of stock	Complete	Outstanding	% Complete
Lifting Equipment	38	31	7	81.58%
Lifts	12	12	0	100.00%

The 7 outstanding individual dwellings are due to non-access were referred to the Housing Officer for assistance.

7. Tunstall

Commentary

Tunstall provide a warden control service to 25 sites and communal fire alarm and communal boiler CO alarm in the plantroom (to Chichester House, the Gables, St Georges Court, and Victoria Court, Juniper Court is all electric) maintenance service to 5 of our sheltered blocks to Chichester House, the Gables, St Georges Court, Victoria Court, and Juniper Court.

Each of the 25 sites were installed at different dates:

1 in 2000

19 in 2013

5 in 2014

Key Performance Indicators

Area of compliance	Contractor	Total number of stock	Complete	Outstanding	% Complete
Communal Fire Alarm Systems	Tunstall	5	5	0	100.00%

8. Emergency lighting

Commentary

Through our partnering arrangements, Axis provide a maintenance and repair service to the 116 Council owned housing blocks in the borough.

Emergency Lighting Regulation

Emergency lighting is part of a building's fire safety provision and is a requirement of The Regulatory Reform Order of 2005 to have emergency lighting, where applicable, fitted.

The British Standard code of compliance for emergency lighting is:

Part 1: 1990 code of practice for residential buildings

- a. Adequate artificial lighting should be provided in all common escape routes and should be of a sufficient standard to enable persons to see to escape.
- b. In addition to the system of artificial lighting, escape lighting should be provided within:
 1. windowless accommodation normally accessible to the occupants,
 2. windowless common stairs,
 3. internal common corridors exceeding 30m in length,
 4. common stairs in buildings higher than 18m,
 5. all common escape routes in sheltered housing,
 6. common escape routes across a flat roof.
- c. Escape lighting systems should conform to the appropriate recommendations of BS 5266: Part 1.
- d. The lighting circuits of common escape routes not provided with escape lighting should be protected circuits.

Emergency lighting options

There are two types of emergency lighting systems: Maintained and Non maintained. In maintained systems, individual luminaires each incorporate a battery that is charged from the mains lighting supply. For example, when the mains power is fully restored following an interruption, the luminaires emergency lighting battery is fully recharged from the mains power supply. In a non-maintained system individual luminaires incorporate a power back up supply independent of the mains supply.

The above lighting categories are categorised as follows:

The prefix "M/" for maintained and "NM/" for non-maintained systems followed by the number of hours duration.

For example: M/1 is a Maintained 1-hour duration system
NM/3 is a Non maintained 3-hour duration system.

Defined escape routes BS 5266: Part 1: 1988

Current UK regulations require the provision of a horizontal illuminance at floor level on the centre line of a defined escape route not less than 0.2 lux. In addition, for escape routes of up to 2m wide, 50% of the route width should be lit to a minimum of 0.1 lux. Wider escape routes can be treated as a number of 2m wide bands.

Completion certificate

On completion of the work of installation of an emergency lighting system, or part thereof, a completion certificate should be supplied by the installer to the

occupier/owner of the premises. The Building Control Department should insist upon a copy of this certificate which should be retained with the Building Regulations application.

To ensure the emergency lights will operate for their duration in emergency conditions, the British Standard recommends that you have a **3-hour emergency lighting test once a year**, during which the main light circuit should be switched off and emergency lights left on for a 3 hour period to find out of any batteries need replacing.

Key Performance Indicators

Below is a table showing the compliance data at the end of December 2022.

Area of compliance	Contractor	Total number of stock	Complete	Outstanding	% Complete
Emergency Lighting	Axis	116	112	4	96.55%

Position statement as of 10 February 2023; the 4 outstanding blocks emergency lighting annual test have been completed and now at %100 complete.

9. Closing Comments

Commentary

Overall compliancy has improved considerably since January 2019, and significant progress has been achieved to ensure tenants and leaseholders can be confident that they are safe in their home and immediate environment.

New policies have been implemented covering areas of compliance which existed in basic formats previously. These are live documents which are updated upon a legislative change, when staff members change or following review.

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Agenda Item 7

Committee(s): Housing Committee	Date: 27 February 2023
Subject: Policy Schedule	Wards Affected: All
Report of: Julian Higson – Interim Director of Housing	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 an update 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. During the Municipal year 2023 to 2024 we intend to bring a total of 12 Policies to committee for approval. These are detailed in Appendix A.
5. In light of the One Team implementation, several Policies have been delayed pending the Housing service review.
6. This is to enable officers to review the Policies to ensure they are standardised across Brentwood Borough Council and Rochford District Council. Where this is required, it is detailed within the Policy overview at Appendix A.

7. We are also working with our external partners, Mobysoft, on best practice within Income Collection to take into consideration the Cost-of-Living Crisis and additional support or signposting that needs to be included within the reviewed Policy.
8. This means both the Income Collection and Recharge Policies have been postponed until later into 2023 to allow this piece of work to take place.
9. Mobysoft provide us with a digital platform of analysing payment patterns to recommend which accounts we look at. They have access to many local authority figures and methods of chasing rental arrears so are well placed to assist us with the review of the two policies mentioned above.

Consultation

10. None

References to Corporate Plan

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

Implications

Financial Implications

Name/Title: Phoebe Barnes, Director of Assets and Investments

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

13. There are no direct financial implications arising from this report.
14. The work with Mobysoft should assist the authority in reducing it's rental arrears which in turn will financially benefit the HRA by reducing the provision against bad debt

Legal Implications

Name & Title: Steve Summers, Strategic Director

Tel & Email: 01277 315200 steve.summers@brentwood.gov.uk

15. 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

16. 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 312500 / 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.

Background Papers

None

Appendices to this report

- Appendix A: Policy Review Schedule

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Strategic Development

Policy & Strategy Information Table

Policy or Strategy	Document Date	Last Reviewed / Approval Date	Next Review Due Date	Revised Due date	Comments
Housing Services					
Housing Strategy	2021-2026	Mar 21	Mar 26	NA	
7 year affordable housing delivery	2012 - 2028	Jul 21	Jul 27	NA	
Resident Engagement Strategy	2022 - 2027	Mar 22	Mar 27	NA	
Service Standard	2022-2027	Mar 22	Mar 27	NA	
Asset Management Strategy	New Strategy	Jul 22		Sep 23	2023 Municipal year, being reviewed.
Community Cohesion & Resilience Strategy	New Strategy	n/a	Jul 22	Jun 23	Out for comments with officers
Training Plan/Matrix	Ongoing	n/a	Jun 24	NA	Working Document
Billing Policy	New Policy	n/a	Jul 22	Jun 23	With Legal for comment
Managing Tenancies					
Tenancy Strategy	2021-2026	Jun 21	Jun 26	NA	
Tenancy Agreement	2014			Dec 23	Under review
Leasehold/Tenant Handbook	New Document	n/a	Mar 23	Dec 23	To be reviewed in line with the Tenancy Agreement
End of Fixed term tenancy policy	2021-2026	Jul 21	Jul 26	NA	
Rent Setting Policy	2022-2024	Dec 21	Dec 24	NA	
Pets Policy	2021-2024	Dec 21	Dec 24	NA	
Recharge Policy	2015-2018	Sep 15	Sep 22	Sep 23	Delayed to go hand in hand with the income management policy
Income Management Policy	2014	Apr 14	Apr 19	Sep 23	Delayed as we work with Mobyssoft on best practice
Mobility Scooter Policy	2022-2025	Mar 22	Mar 25	NA	
Tenancy Sustainment Policy	New Policy	Mar 22	Jun 23	NA	
Hoarding Policy	New Policy	Jul 22	Jun 23	NA	
Repairs and Compliance					
Electrical Policy	2021 - 2023	Jun 21	Jul 23	NA	
Lift Policy	2022-2025	Sep 22	Sep 25	NA	
Fire Policy	2022-2025	Sep 22	Sep 25	NA	
Asbestos Policy	2022-2025	Dec 22	Dec 25	NA	
Damp, Mould and Condensation Policy	2022-2025	Jun 22	Jun 25	NA	
Gas Safety Policy	2022-2025	Mar 21	Mar 24	NA	
Water Hygiene Policy	2020 - 2022	Mar 20	Mar 22	Feb 23	
Aids and Adaptions Policy	2022-2025	Sep 22	Sep 25	NA	
Solid Fuel Policy	2022-2025	Dec 22	Dec 25	NA	
Housing Needs and Options					
Allocations Policy	2021-2026	Mar 21	Mar 26	NA	
Discharge of Duty Policy	2021-2026	Jul 21	Jul 26	NA	
Meanwhile Offer	2021-2024	Sep 21	Sep 24	NA	
Decant Policy	2022-2026	Sep 21	Sep 26	NA	
Downsizing Scheme	New Policy		Mar 23	Mar 24	
Tenancy Changes Policy	New Policy	n/a	Mar 23	Jun 23	
Succession Policy	2022-2026	Sep 22	Sep 26	NA	
Homelessness and Rough Sleeping strategy and Delivery Plan	2020-2025	Mar 22	Mar 25	NA	
Placement Policy	2020-2024	Jan 20	Jan 24	NA	
Management Move Policy	2022-2025	Jun 22	Jun 25	NA	
Home Ownership					
Leasehold Payment Options Policy	2022-2025	Mar-22	Mar 25	NA	

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

9

June 23

Tenancy Sustainment Policy

Hoarding Policy

Tenancy Changes Policy

Community Cohesion and Resilience Strategy

Billing Policy

July 23

Electrical Policy

September 23

Asset Management Strategy

Recharge Policy

Income Management Policy

6

JANUARY 24

Placement Policy

MARCH 24

Gas Safety Policy

Downsizing Scheme

SEPTEMBER 24

Meanwhile Offer

DECEMBER 24

Rent Setting Policy

Pets Policy

1

MARCH 25

Homeless & Rough Sleeping Strategy and Delivery

Leasehold Payment Options Policy

Mobility Scooter Policy

JUNE 25

Management move Policy

Damp, Mould & Condensation Policy

SEPTEMBER 25

Aids and Adaptions Policy

Lift Policy

Fire Safety Policy

DECEMBER 25

Asbestos Policy

Solid Fuel Policy

7

MARCH 26

Housing Strategy

Allocations Policy

June 26

Tenancy Strategy

JULY 26

Discharge of Duty to Private Sector

End of Fixed Term Tenancy Policy

SEPTEMBER 26

Decant Policy

Succession Policy

3

MARCH 27

Resident Engagement Strategy

Service Standards

July 27

Seven Year Affordable Housing Delivery

No. of Strategies/Policies Pending Committee Approval for Municipal Year April 2023 – March 2024

2023

- Tenancy Sustainment Policy
- Hoarding Policy
- Electrical Policy
- Tenancy Changes Policy
- Asset Management Strategy
- Community Cohesion and Resilience Strategy
- Billing Policy
- Recharge Policy
- Income Management Policy

2023

9

3

2024

2024

- Downsizing Scheme
- Gas Safety Policy
- Placement Policy

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Agenda Item 8

Committee(s): Housing Committee	Date: 27 February 2023
Subject: Water Hygiene Policy	Wards Affected: All
Report of: Julian Higson, Director of Housing (interim)	Public
Report Author/s: Name: Johanna Batchelor-Lamey, Compliance Manager Telephone: 01277 312 500 E-mail: johanna.batchelor-lamey@brentwood.gov.uk	For Decision

Summary

The current policy, which was approved at Enforcement, Environment and Housing committee on 17th March 2020 (minute no.29) set out the proposals for a new Water Hygiene Policy to be implemented within the Housing Department.

The Policy has been reviewed and updated to ensure the Council meets all its statutory requirements. No legislative changes have been implemented since the last policy was approved in March 2020.

Recommendation(s)

Members are asked to:

R1. Approve the Housing Water Hygiene Policy

Main Report

Introduction and Background

1. The Housing department continues to engage the services of Axis Europe and their water hygiene sub-contractor, HSL, to set out a clear action plan to ensure the safety of all our stock in terms of water hygiene compliance.
2. The Policy sets out the duties we must undertake as a landlord, defines the steps that would be taken if a confirmed legionella positive sample in our buildings is identified, sets out the process and frequency of the water testing regime, usage of thermostatic mixing valves (TMV), confirms the allotted record keeping time, training requirements and the frequency of Water Hygiene Risk Assessments across all housing stock to ensure the Council is compliant.
3. The Policy states the roles and responsibilities of the responsible people and clearly states the point of contact should an incident occur.
4. There have been no legislative changes since this policy was approved but following a review of the policy it was identified that some changes were required.

Issue, Options and Analysis of Options

5. As it is a Statutory requirement for the Council to have a Water Hygiene Policy, failure to have one does not exclude anyone from the responsibilities of their employed position.
6. To continue our effective management of water hygiene which is fully compliant with HSG 274.

Reasons for Recommendation

7. It is a statutory requirement for the Council to have a Water Hygiene Policy. Failure to have one will leave the Council in a vulnerable position should a legionella outbreak occur.

Consultation

8. Consultations have taken place with the Tenant Liaison Group (Tenant Talkback). All feedback from the consultation has been incorporated.
9. The Policy has also been reviewed externally by our third-party mechanical & electrical consultant, GCS Compliance. They had no further information or comments to add to the policy.
into the draft policies.

10. Drive continuous improvement of our housing services

11. Delivering an efficient and effective council

Implications

Financial Implications

**Name/Title: Phoebe Barnes, Director of Assets and Investments Tel & Email:
01277 312500 / phoebe.barnes@brentwood.gov.uk**

There are no direct implications regarding the approval of the policy.

The HRA budgets include a programme for the current water hygiene program of work.
Future budgets need to be aligned to ensure the resources are available to deliver on the policy.

Legal Implications

**Name & Title: Claire Mayhew, Corporate Manager (Democratic Services) and
Deputy Monitoring Officer
Tel & Email: 01277 312741/ claire.mayhew@brentwood.gov.uk**

The proposed policy ensures the council is compliant with HSG 274.

Economic Implications

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

There are no direct economic implications.

Equality and Diversity Implications

**Name/Title: Kim Anderson, Corporate Manager Community
Leisure and Health
Tel/Email: 01277 312500 / 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 disproportionately adverse impact on any people with a particular characteristic.

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Water Hygiene Management Policy

Housing Department
Brentwood Borough Council

Version Control

Version	Date of change	Officer	Title	Amendments Made
V1	January 2020	Johanna Batchelor-Lamey	Compliance Manager	
V2	October 2021	Johanna Batchelor-Lamey	Compliance Manager	
V3	July 2022	Johanna Batchelor-Lamey	Compliance Manager	
V4	January 2023	Johanna Batchelor-Lamey & David Wellings	Compliance Manager & Corporate Health + Safety Advisor	Responsibility structure changed

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1. Policy Statement

Brentwood Borough Council Housing Service has a responsibility to protect employees, residents, members of the public and others from the risk of Legionella infection by virtue of its' operations or services arising from plant, equipment, facilities, work or work-related activities, acts, or omissions. It will implement the management arrangements described in this document to ensure that this responsibility is met.

2. Statutory Requirements

Duties under the Health and Safety at Work etc Act 1974 (HASWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions. Refer to Appendix 1 for further information.

The Approved Code of Practice (ACOP) 'Legionnaires' Disease - The control of legionella bacteria in water systems (L8)' gives advice on how to comply with the relevant legislation and it is the intention of this policy to comply in full of that document and its associated guidance document HSG 274 parts 2.

3. Introduction to Legionella Bacteria

Legionnaires' disease (Legionellosis) is a potentially fatal form of pneumonia, and everyone is susceptible to infection. The risk increases with age, but some people are at higher risk including:

- people over 45 years of age
- smokers and heavy drinkers
- people suffering from chronic respiratory or kidney disease
- diabetes, lung, and heart disease
- anyone with an impaired immune system

The bacterium *Legionella Pneumophila* and related bacteria are common in natural water sources such as rivers, lakes, and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold-water systems, and spa pools.

If conditions are favourable, the bacteria may grow increasing the risks of Legionnaires' disease and it is therefore important to control this risk.

Legionnaires' disease is contracted by inhaling small droplets of water (aerosols) suspended in the air. Certain conditions increase the risk from legionella if: -

- the water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for growth,
- it is possible for water droplets to be produced and if so, they can be dispersed,
- water is stored and/or re-circulated,
- there are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter, and biofilms.

4. Purpose and Scope

This policy sets out the strategy that Brentwood Borough Council will follow and describes the framework of procedures for achieving and maintaining it. This framework describes the objectives at each stage, specifies the management, operational and specialist responsibilities, and lays down a clear management and communication structure to ensure that it is effective and that it fails safe wherever practicable.

As a Social landlord, our duties under the Health and Safety at Work etc Act 1974 (HASWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at

work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions.

The Approved Code of Practice (ACOP) 'Legionnaires' Disease - The control of legionella bacteria in water systems (L8)' gives advice on how to comply with the relevant legislation and it is the intention of this policy to comply in full of that document and its associated guidance document HSG 274 parts 2.

To protect our residents and visitors, water hygiene risk assessments will be carried out in full adherence to 'BS 8580-1:2019. Water Quality. Risk Assessments for Legionella Control. Code of practice', will be undertaken at all premises with installed water systems. However, there is no set legislative guidance to undertake water hygiene risk assessments to individual dwelling. However, it is best practice to undertake individual dwelling risk assessments, as well as blocks. This is the approach Brentwood Council has adopted. The risk assessment will outline what water facilities are in our owned housing stock and check the condition of each asset. Once completed, it will provide the advice to give to residents on how to keep their water systems clean and in good condition.

5. Management and Responsibilities

The Brentwood Borough Council property portfolio currently comprises approximately 3000 properties with a mix of residential lets (tenanted and leasehold properties),

The following sets out levels of responsibility for risk management of Legionella across the organisation:

Brentwood Borough Council – Duty Holder
Chief Executive – Statutory Duty Holder
Director of Housing – Senior Duty Holder
Corporate Manager - Technical Services and Compliance Manager –
Competent Persons
Competent Repairs and Maintenance Contractor Responsibilities
Competent Water Hygiene Contractor Responsibilities
Tenant Responsibilities
Leaseholder Responsibilities

5.1 Duty Holder

- Brentwood Borough Council is a 'Duty Holder' and accountable in law for the implementation of all aspects of Health and Safety legislation in

the UK. The Duty Holder has chosen to appoint a Deputy Duty Holder to act on their behalf to oversee the management of Legionella control within the Housing Directorate for Brentwood Borough Council.

5.2 Statutory Duty Holder

- The Chief Executive Officer is the Statutory Duty Holder and, as the senior person responsible, has overall accountabilities for all aspects of the management of health and safety in Brentwood Borough Council.
- All staff within departments must comply with this Policy and the associated arrangements, instructions, and guidance.

5.3 Senior Duty Holder

- The Director of Housing is the Senior Duty Holder has a responsibility to support this policy by ensuring the allocation of resources including an adequate budget, suitable procurement, suitable and sufficient equipment, personnel, time, and training.
- All staff within departments must comply with this Policy and the associated arrangements, instructions, and guidance.

In particular they will:

- Ensure implementation and the continuing review of this policy
- Ensuring that the 'Duty of Care' to our tenants and their visitors, employees and contractors is robust
- Ensuring that all employees are kept fully informed of developments, legislation and good practices relating to the management of legionella
- Identify and assess sources of risk
- Eliminate risk where possible
- Appoint appropriate 'Competent Persons' to oversee, control and coordinate the control of the risk of Legionella
- Keep suitable records
- Ensure that there are adequate resources available to control the risk of Legionella

5.4 Competent Persons

- The Corporate Manager - Technical Services and Compliance Manager are the Competent Persons and have the authority to put into effect such measures as are required to control the risk of Legionellosis, both as a matter of routine and in the event of an emergency.
- The duty holder will ensure the Compliance Manager is appropriately competent, holding a recognised qualification in legionella control through the completion of a certified training course designed to meet the training needs of a 'duty holder' or 'responsible person' for legionella control.

- The Competent Persons have a duty to ensure that ACOP L8 and all relevant legislation associated with the management and control of Legionellosis are adhered to.
- The Competent Persons also have a responsibility to ensure records are kept confirming that this policy has been implemented.
- The Competent Persons will maintain records for all site-based activities as defined by the Written Scheme of Precautions, which may include logs of all visits by contractors, advisors, and auditors, flushing and cleaning regimes.
- The Competent Persons are required to ensure that those persons specifically appointed to implement the control measures are suitably informed, instructed and trained to carry out the prescribed task on their behalf and to arrange the procurement of competent help, as required, including ensuring that the organisations and individuals deployed are competent and appropriately trained and experienced.

In particular they will:

- Ensure implementation and the continuing review of this policy
- Ensuring that the 'Duty of Care' to our tenants, employees, contractors, and visitors is robust, on behalf of the Duty Holder
- Oversee the control and management of Legionellosis on behalf of the Duty Holder
- Ensure that Legionella risk assessments are carried out on behalf of the Duty Holder
- Eliminate risk where reasonably practicable
- Control risk where elimination is not reasonably practicable, by devising and implementing a scheme of precautions
- Arrange maintenance, monitoring and management of the precautions controlling the risk, including reviewing the risk assessment if there has been any material change
- Arrange the procurement of competent help, as required, including ensuring that the organisations and individuals deployed are competent and appropriately trained and experienced
- Receive service reports and priority corrective action notifications from the Competent Contractors
- Keep records

5.5 Competent Repairs and Maintenance Contractor

Brentwood Borough Council will only employ a suitably qualified specialist contractor to undertake a range of Repairs and Maintenance functions including those relating to water hygiene. This will include, but is not limited to, the appointment and supervision of the Water Hygiene Contractor. The Competent Repairs and Maintenance Contractor provides the interface between the Water Hygiene Contractor and the client ensuring that sample results, monitoring

reports, recommendations and advice are relayed to the Clients' Responsible Managers

The current Competent Repairs and Maintenance Contractor is: **Axis Europe**

Contact: Mechanical and Electrical Divisional Manager
Address: 3, Tramway Avenue, London, E15 4PN

Contact: Water Hygiene Supervisor
Address: 3, Tramway Avenue, London, E15 4PN

5.6 Competent Water Hygiene Contractors

Brentwood Borough Council, through its partnering contractor arrangements will employ, suitably qualified specialist contractors to undertake a range of water hygiene functions. This will include, but is not limited to, periodic water quality sampling and testing, temperature monitoring, servicing of thermostatic mixing valves (TMV's) and preparation of risk assessments, schematic drawings of water systems and Written Schemes of Precautions. They may also provide technical advice and training. All activities to be carried out as recommended in document L8 and specified in detail within their quotation and purchase order documents.

Records maintained by the Competent Persons include those of testing and inspection activities undertaken by the Competent Water Hygiene Contractor and works to water systems undertaken by other contractors employed by Brentwood Borough Council Housing Services.

The Competent Water Hygiene Contractor records are created electronically on Socius and are displayed on a secure web page to which access has been established for the Responsible Persons and Competent Repairs and Maintenance Contractor.

The current Competent Water Hygiene Contractor is: **HSL Compliance Ltd**

Contact: Account Manager
Address: 3rd Floor Cornelius House, 170/180 Church Rd, Hove, East Sussex BN3 2DJ
Telephone: 0845 604 6729

5.7 Housing Officers

- The housing teams will provide key support in gaining access into properties where access is proving difficult and use standard methods to do so. They will also facilitate, where required, the legal process to gain access as necessary.

- All staff within departments must comply with this Policy and the associated arrangements, instructions, and guidance.

5.8 Tenant Responsibilities

- Allowing access to enable the completion of periodic Legionella risk assessments and any remedial/maintenance work to be undertaken
- Regularly use all taps and showers in the property
- Regularly clean showers and keep them free from scale
- Not to adjust the temperature control of the Point of Use Water Heater once it has been set to a minimum of 60°C
- Inform the competent repairs and maintenance contractor if the hot water is not heating properly or if there are any other problems with the system, so that appropriate action can be taken.

5.9 Leaseholder Responsibilities

- Regularly use all taps and showers in the property
- Regularly clean showers and keep them free from scale
- Adhere to the terms defined within the lease agreement to maintain water systems within the demised premises

6. Brentwood Borough Council Owned and Maintained Accommodation

6.1 Multi-Occupancy Buildings

Where several duty holders share the use of the building, the duty holder who has control of the premises for work-related activities or the water systems within the building, has a responsibility to persons who may not be their employees, but who use the building. The extent of the duty will depend on the nature of the agreement; therefore, Director/Manager or a third-party duty holders must agree who will be responsible for ensuring that water systems comply with the Legionella ACOP and guidance, COSHH and any other relevant legislation. Leaseholders including Housing Associations have defined responsibilities within the lease agreement to maintain water systems within the demised premises. A suitable and sufficient assessment must therefore be carried out to identify, assess and properly control the risk of exposure to legionella bacteria from onsite activities and the water systems in the building.

6.2 Housing Stock

Brentwood Borough Council Housing owned properties let to housing tenants will be subject to risk assessments in accordance with this policy document.

Tenants will be informed of the potential risk of exposure to legionella and its consequences and advised of any actions arising from the findings of the risk assessment, where appropriate. Tenants are advised to inform the Repairs and

Maintenance team if the hot water is not heating properly or if there are any other problems with the system, so that appropriate action can be taken.

The 'Information guide' provided to all tenants will also advise tenants of the need to regularly clean and disinfect their showerheads

Brentwood Borough Council Housing Department will apply the following control measures to all housing properties

- flushing out the system before letting the property,
- avoiding debris getting into the system by ensuring the cold-water tanks, where fitted, have a tight-fitting lid
- setting the temperature of the water heaters to ensure water is stored at 60°C),
- appropriate monitoring programmes are implemented for all properties where there are water services within communal areas

7. Control Measures

7.1 Risk Assessments

Legionella Risk Assessments and schematic drawings will be carried out in full adherence to 'BS 8580-1:2019. Water Quality. Risk Assessments for Legionella Control. Code of practice', will be undertaken at all premises with installed water systems. These assessments will inform the need for any control measures, which will be detailed in Written Schemes of Precautions.

The Risk Assessment should also consider the following:

- Temperature of stored water, e.g., tanks, calorifiers, water heaters with header tanks etc
- Construction and dimensions of water storage tanks, calorifiers etc.
- Internal condition of water storage tanks and calorifiers (if possible)
- Water tanks are L8 and the water supply (water fittings) regulations 1999 compliant, e.g., screened overflows, insulation, lids
- Configuration of pipework to prevent water stagnation
- Dead legs in the pipework distribution system
- Condition of showers and showerheads
- Water temperatures at hot and cold outlets after specified running times
- Whether drinking water labels are installed to incoming mains (and conversely non-drinking water outlets also correctly labelled)
- Susceptible occupants, e.g., elderly, healthcare etc
- Legionella Pneumophila Bacterium (LPB) & TVC test sampling
- Identify where Thermal Mixing Valves (TMVs) are located on site

Water Hygiene Risk Assessments are required to be undertaken for any new property or accommodation that comes in the Council's responsibility.

Water Hygiene Risk Assessments are reviewed when there is a change to the system in which case a new risk assessment will be carried out **and** in addition specifically whenever there is reason to suspect it is no longer valid. Examples include:

- Installation of new hot and cold water systems, which will identify if any dead legs are present and need to be removed
- Changes to the use of the building in which the system is installed
- The availability of new information about risks or control measures
- The results of checks indicating that control measures are no longer effective
- A case of legionnaires' disease associated with the system

7.2 Written Schemes of Precautions

Written Schemes of Precautions will be prepared for all properties to accompany the Risk Assessment. Such schemes will include schematic drawings of the water systems to show and identify the following components:

- All system plant, for example water softeners, filters, strainers, pumps, non-return valves and other outlets, for example, showers, wash-hand basins etc.
- All standby equipment, for example spare pumps
- All associated pipework and piping routes
- All associated storage and header tanks
- The origin of the water supply
- Any parts that may be out of use temporarily
- Sentinel / Sampling points

The Written Scheme will contain instructions for the operation of the system, in both normal and abnormal conditions to include the following:

- A description of the correct plant operation and any precautions to be taken.
- Details of any start-up and shut-down procedures, plant rotation and flushing requirements for little-used outlets.
- Where appropriate, details of methods statements, e.g. for major tasks such as cleaning operations
- Where appropriate, details of tests that are to be completed on the systems, along with the required frequency of the tests and the acceptable control parameters.
- Details of defects or out-of-parameter results, and logs of appropriate corrective actions.

7.3 Shutdown/Mothballing/Vacant (Void) Domestic Premises

Where premises are not used for prolonged periods, they should not be occupied again until a re-commissioning process has been implemented. That process will be site specific and must be clearly specified before implementation.

Vacant Domestic (Void) properties awaiting new tenants will have the water system in use whilst maintenance is being undertaken before use.

7.4 Other Water Systems

Cooling Tower Systems, Evaporative Condensers and Spa Pools are known to present risks with regards to the propagation of the Legionella bacterium. However, there are no installations of these types in any Brentwood Borough Council Housing Department properties.

External water features installed within the grounds of some estates and neighbourhoods will be subject to an appropriate risk assessment following which a suitable written scheme will be drawn up to control any risks as appropriate.

7.5 Disinfection

Brentwood Borough Council adopts temperature control as its primary control measure, maintaining water temperatures and throughout, configuration and cleanliness to avoid conditions under which Legionella can proliferate. All water systems will be maintained to ensure as far as is reasonably practicable that cold water temperatures below 20°C and hot temperatures above 50°C are supplied to outlets. All stored hot water will be maintained at temperatures of 60°C or above.

Water services shall be disinfected in accordance with BS8558: 2015 in the following circumstances:

- New installations before being taken into use to remove contamination which may have occurred during construction or installation
- If a routine inspection, sampling, or risk assessment shows it necessary to do so
- After any prolonged shutdown of a month or longer (a risk assessment may indicate the need for cleaning after a period of less than one month, especially in summer where temperatures have been high)
- If the system or part of it has been substantially altered or entered for maintenance purposes in a manner that may lead to contamination
- Following an outbreak or suspected outbreak of legionellosis or any other water borne infection/disease.

7.6 Pressure Systems

Hot water systems rely on a pressurised system usually a boiler to produce and maintain the temperature of the water at a safe level to minimise the risk of legionellosis. The Council's insurer will undertake inspections of the pressure systems the frequency based on the Written Scheme of Examination, to ensure any faults or anomalies are noted and communicated to the Council.

7.7 Temperature Monitoring Flushing Regime

The frequency of inspecting and monitoring the hot and cold-water systems will depend on their complexity and the susceptibility of those likely to use the water. The risk assessment should define the frequency of inspection and monitoring depending on the type of use and user.

The Table below provides a checklist for hot and cold-water systems with an indication of the frequency of inspection and monitoring that is implement at Brentwood Council for social housing.

Summary of Housing Support Officers (HSO), Caretakers Inspections (Sheltered Accommodation & HMO)				
Service	Frequency	Task	Required	Comments
HOT & COLD WATER SERVICES	Weekly flushing when in use	Sheltered Accommodation Taps & showers in guest rooms, void flats, together with communal taps	HSO are responsible for the weekly flushing where necessary by running water through outlets for 5 to 10 minutes to thoroughly flush release of aerosols.	Record action in Logbook for each of the areas and the type of appliance maintained, i.e., Wash Hand Basin, Bath, Sink, Shower, or other fittings.
HOT & COLD WATER SERVICES	Weekly flushing when in use	Communal Block Areas - Communal taps	Caretakers are responsible for the weekly flushing where necessary by running water through outlets for 5 to 10 minutes to thoroughly flush release of aerosols.	Record action in Logbook for each of the areas and the type of appliance maintained, i.e., Wash Hand Basin, Bath, Sink, Shower, or other fittings.

Garden Taps	Weekly flushing when in use. Tap will be isolated during November - February	Sheltered Accommodation Any outlet not in regular use e.g., garden hoses.	HSO when in use. If they can be isolated during winter months with an isolation valve. This could be situated just before the kitchen tap therefore creating no deadleg.	If there is an isolation valve, before use, it requires flushing for 10 minutes by the water hygiene contractor before putting into summer constant use.
Garden Taps	Weekly flushing when in use. Tap will be isolated during November - February	Communal Block Areas - Any outlet not in regular use e.g., garden hoses.	Caretakers when in use. If they can be isolated during winter months with an isolation valve. This could be situated just before the kitchen tap therefore creating no deadleg.	If there is an isolation valve, before use, it requires flushing for 10 minutes by the water hygiene contractor before putting into summer constant use.

7.8 No Access Protocol

Risk Assessment – Access Gained

The contractor will write to the resident at least 7 days before the proposed risk assessment or remedial action work date. The letter will inform the resident of the date the contractor will be carrying out either the risk assessment or remedial works. This will give the resident the option to contact Axis directly to change the appointment if not suitable

When access is obtained (at any stage) to carry out the remedial works, a signed service visit report will be issued with supporting photographic evidence itemising the works carried out. These documents will be sent via email to Brentwood Borough Council.

Risk Assessment – Access Not Gained

If access is not obtained, the surveyor takes a photograph of the resident's door showing a date and time they have tried to gain access and hand delivers No Access Letter 1 and inform the Project Manager. A copy of the No Access Letter 1 and photograph must be sent to Brentwood Borough Council via e-mail as evidence.

The contractor adheres to the No Access Letter 1 and returns in 7 days. If no access, the surveyor hand delivers the No Access Letter 2 and takes a photograph of the resident's door showing a date and time they have tried to gain access.

'No Access' letters will be left after each visit if no access is gained, and copies kept by the contractor. All access attempts and outcomes are reported to Brentwood Borough Council, recorded on Teams/Keystone and monitored through the Water Hygiene Monthly Meeting with the contractor.

Following the two failed written appointment letters, the contractor provides full details of access attempts and outcomes to Brentwood Borough Council by e-mail. The contractor records and evidence all the methods used to contact the resident and the outcomes in case legal action is pursued.

Following the required visits made by the contractors (the above) the process is then passed to Brentwood Borough Council Housing Department to attempt to gain access by posting No Access Letter 3 by hand to ensure the tenant has received the letter.

8. Emergency Management Procedures

The following procedures are to be followed in the event of the following occurrences:

8.1 Failing Temperature Control

Where it has been recorded that the temperature control for water systems have fallen outside of the agreed parameters, the Competent Persons in conjunction with the Competent Contractors will investigate and take appropriate action to remedy.

Where a one-off fault has been identified and the rectification has resulted in the correct temperatures being achieved, no further action will be taken. If temperature control consistently fails and the fault cannot be rectified the Competent Persons will immediately instigate Legionella sampling to be carried out until the system fault can be rectified or until an approved alternative control measure has been implemented and shown to be working.

8.2 Legionella Bacteria Detected in a Water System

Where a test for Legionella has been carried out and returned as positive then the Competent Contractors shall notify the Competent Persons immediately to ensure they are aware. They will carry out further sampling in the building and its users to determine the next course of action which could be but not limited

to, a complete flush through of the water system, pasteurisation of the water system, chlorination of the water system, alternative is dosing with Stabilised Silver Hydrogen Peroxide which is less aggressive and therefore less likely to create problems on installations in poor condition; or engineering solutions to remove potential problems to the system. The additional use of continuous biocide treatment and/or point of use filtration may also be considered on a temporary or permanent basis.

Where a positive result has occurred, sampling for the Legionella bacteria will be repeated following remedial works to confirm that those works have resolved the issue. Three successive clear/negative sample results will need to be returned before the issue can be considered resolved. A further failure at this time will necessitate that this procedure be repeated.

8.3 The Escalation Process for Legionella

Action levels following legionella sampling in hot and cold-water systems will follow this escalation process:

Legionella bacteria (cfu/l)	Action Required
<p>1 -100 cfu/l</p> <p>100 to 1000 cfu/l</p>	<p>■ if the minority of microbiological samples are positive, the system should be resampled. If similar results are found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary.</p> <p>■ if the majority of microbiological samples are positive, the system may be colonised, albeit at a low level depending on the hundreds of coli forming units (c/fu) identified in the laboratory test results. An immediate review of the control measures and risk assessment should be carried out to identify any other remedial action required. <u>Immediately</u> inform and report to the Facilities Manager, the Council’s Corporate Health and Safety Advisor and Water Hygiene Repair and Maintenance Contractor, Responsible Persons.</p> <p>Actions to be taken:</p> <ol style="list-style-type: none"> 1. Isolation, taking the affected water system or outlet out of use. Signage and practical means such as switch off power or prevent function from operation is required. 2. If a shower is the affected outlet, remove the shower head and the shower hose and disinfect. 3. Disinfection of the system must be implemented. 4. Retest will be undertaken at 3 days. Continue sampling and then disinfection, until 3 consecutive zero/clear test samples are obtained. 5. Review the potentially susceptible persons that may be affected by a positive high level c/fu count and monitor them for ill health signs.
>1000 cfu/l	<p>The system should be resampled, and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including isolation, including taking water system or outlet out of use and disinfection of the system should be considered and implemented. Retesting should take place 3 days after disinfection and at frequent intervals afterwards until a satisfactory level of control is achieved and 3 consecutive negative/clear samples are obtained. Inform the Competent Persons and Corporate Health & Safety Advisor and sample again at 3 monthly intervals.</p>
	<p>The disinfection of a water system is normally based on chlorine being dosed at 50 ppm for a minimum contact period of one hour, at the end of which the concentration should not be less than 30 ppm free residual chlorine. However, lower concentrations and longer contact times are considered acceptable, as set out in BS 8558. For systems in poor condition or when otherwise advised by the contractor, an alternative chemical dosing regimen i.e., Silver Hydrogen Peroxide may be used.</p>

	Other disinfectants may be used where they are shown to be effective. Their intended application should consider the type of system and user profile at the specified concentration levels and contact period. If the disinfectant is for use in water systems supplying wholesome water, then these must comply with the requirements of The Water Supply (Water Quality) Regulations 2000.
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The Council's Corporate Health and Safety Advisor, Responsible Persons and Duty Holders must be notified <u>immediately</u>, in the event the Escalation Process for Legionella is instigated.

9. Site Logbook/Record Keeping

Appropriate records of all risk assessments, tests, inspections and works to water systems must be kept for a minimum period of five years. This is to include records of all activities described in the Written Scheme of Precautions for each site.

Generally, records will fall into two categories: those associated with activities undertaken by the Competent Contractors and those for activities undertaken by the Designated Person and other on-site staff.

The site logbook will contain the following information:

- Full site address - Name of site contact (Managerial)
- Name of risk assessor and the company name
- Name of responsible person for BBC
- Date of assessment - Schematic drawing of domestic hot and cold-water storage system and associated pipework
- Photographic evidence of any pipework defects, condition of water tanks, calorifiers
- Details of microbiological sample results –
- Detail of operation relevant to controlling the risk
- The Written Scheme of Precautions
- Controls to be implemented complete with schedule
- Records of the weekly monitoring of Little Used Outlets
- Records of the Competent Water Hygiene Contractor monthly, quarterly, six monthly and annual monitoring of water systems

9.1 Record Keeping

Records of all applicable training will be held by HR and designated Training Records file held on the Health and Safety Corporate Drive.

Records of Legionella sampling, chlorination and disinfection will also be held on Keystone and SharePoint

10. Vulnerable Groups & Scalding

10.1 Scalding Risk Groups

A risk assessment should be carried out to identify potential scalding risks from hot water outlet temperatures where vulnerable persons have been identified e.g., children, elderly persons, people with disabilities or those with sensory loss who have access to bathing and washing facilities and may not be able to recognise high water temperatures and respond quickly enough to prevent scalding themselves. Where the risk assessment warrants it, engineering controls should be provided that ensure either:

- water is delivered to the bath/shower outlet at no more than 44°C or
- water is prevented from being discharged at hotter than 44°C from taps, which may be accessible to vulnerable service users - the fitting of thermostatic mixing valve (TMV) or thermostatically controlled shower with upper temperature limit of 41-43°C will therefore be necessary.
- ensure that where possible the release of water spray is properly controlled
- ensuring water cannot stagnate anywhere in the system by regular movement of water in all sections of the systems and by keeping pipe lengths as short as possible and/or removing redundant pipework and dead legs.
- avoiding using materials that harbour bacteria and other microorganisms or provide nutrients for microbial growth
- keeping the system and the water in it clean

10.2 Annual TMV Service

Where there is a risk of scalding to service users, especially the young, infirm, or elderly then provision based on a risk assessment will be made for the installation of thermostatically controlled devices to limit the temperature of the water to which they are exposed. Where such devices are installed, they will be maintained on a frequency defined by the risk assessment taking account of any manufacturer's instructions. Records of Thermal Mixing Valves (TMV's) maintenance will be held on Keystone¹ and annual servicing carried out.

An annual service of the TMV should be carried out by a competent contractor to ensure the TMV is working at the correct temperature and potential limescale build up is removed.

¹ Keystone is BBC's Asset Management Database which records both the assets for investment and risk purposes as well as all servicing and inspection regimes.

11. Training

Brentwood Borough Council officers and others acting on their behalf must be competent to undertake the tasks associated with their specified duties and responsibilities. This will be demonstrated by ensuring that the minimum levels of training described below are undertaken by the relevant duty holder.

Duty Holders & Responsible Persons

City & Guilds or equivalent Accredited Responsible Persons Course

All other Designated Officers including Surveyors, Repairs Team and other Staff engaged in implementing control measures e.g. Weekly flushing, etc.

City & Guilds or equivalent Accredited Legionella Awareness Course and additional in-house training for specific properties where required.

11.1 Review Periods

All training is to be reviewed at intervals not exceeding two years.

12. Monitoring and Auditing

12.1 The management of Legionella in residential Council premises is the responsibility of the Directors, Managers, or the appointed competent persons in control of the building(s).

12.2 The Corporate Health & Safety Advisor and Compliance Manager will audit building logbooks six monthly, to ensure the required level of monitoring is being carried out, as dictated by the written scheme. The results of this monitoring and auditing will be reported to the Competent Person.

12.3 As part of the Council's compliance checks the Corporate Health and Safety Advisor will review the Council's Legionella Management Policy and Procedures for the management and control of Legionella risks. An annual report will be presented to the Health and Safety Committee. The report will confirm the level of compliance with the required checks and monitoring systems within Housing premises and will also consider if the Legionella Management Policy and arrangements are appropriate and effective. Where necessary the report will recommend actions necessary to improve compliance. This will not only provide assurance that the Council is complying with its statutory responsibilities but will also demonstrate that the roles of the Duty Holders, Competent Persons, Appointed and Nominated Persons are being correctly and effectively undertaken.

13. Monitoring of Legionella

13.1 There may be additional works to be carried out following any health and safety monitoring carried out at specific premises in respect of microbiological sampling for legionella for hot and cold-water services, showers, air conditioning etc. Depending on the type of service installed, please refer to the HSE's Inspection Frequencies table, (Appendix 6) on how often testing is required to be carried out. Current copies of water testing inspection documents must be held either on site or centrally in electronic format for inspection purposes. Appropriate monitoring regimes will be established for the regular inspection of such systems and testing of water temperatures undertaken by the competent water hygiene contractor.

13.2 Legionella monitoring should be carried out where there is doubt about the effectiveness of the control regime or it is known that recommended temperatures, disinfectant concentrations, or other precautions are not being consistently achieved throughout the system. The risk assessment should also consider where it might also be appropriate to monitor in some high-risk situations, such as Sheltered Housing premises or where water tanks or showers are used.

13.3 The circumstances when monitoring for legionella would be appropriate include:

13.4 Water systems treated with biocides where water is stored, or distribution temperatures are reduced. Initial testing should be carried out monthly to provide early warning of loss of control. The frequency of testing should be reviewed and continued until such a time as there is confidence in the effectiveness of the regime,

13.5 Water systems where the control levels of the treatment regime, e.g., temperature or disinfectant concentrations, are not being consistently achieved. In addition to a thorough review of the system and treatment regimes, frequent testing, e.g., weekly, should be carried out to provide early warning of loss of control. Once the system is brought back under control as demonstrated by monitoring, the frequency of testing should be reviewed,

13.6 High-risk areas or where there is a population with increased susceptibility, e.g., in Sheltered Housing, monitoring will be undertaken on a weekly and monthly basis.

13.7 If water systems are suspected or identified in a case or outbreak of legionellosis where it is probable the Incident Control Team (Health & Safety Executive (HSE), Public Health England (PHE)) will require samples to be taken for microbiological sampling for Legionella, the Corporate Health & Safety

Advisor will investigate and report findings, to the Duty Holders and Competent Persons.

13.8 Where monitoring for legionella is considered appropriate in hot and cold-water systems, sampling should be carried out in accordance with BS 7592 'Sampling for Legionella organisms in water and related materials. The complexity of the system will need to be considered to determine the appropriate number of samples to take. A competent contractor will undertake the sampling and advise on the outcome and required actions. Reference should be made to the HSE guidance document HSG 274 as cited below.

13.9 The Escalation Process for Legionella following water sampling is given in Section 8.

14. Reporting of Legionella Incidents

Legionnaire's disease is reportable under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) as an occupational disease. If two or more persons in a geographical area that are using the Council properties is found to have contracted legionnaires disease, it must be reported under RIDDOR (please refer to the Council's Incident Reporting Form) and contact the Corporate Health and Safety Advisor.

15. Other Hazards that could be created by the Management of Legionella

Consideration should be given to other health and safety hazards that could be created as the direct result of managing legionella. For example:

- the chemicals required to treat water systems may require a COSHH risk assessment and a copy of the Material Safety Data Sheet which should be retained and made available to any emergency service i.e. Ambulance or Fire Service. Copies of these will be retained by the Council and the Contractor before work commences.
- access to water systems may require work at height on a roof or work in confined spaces etc. these types of activities and their associated hazards should be considered within the risk assessment process and a suitable method statement written to document how to safely manage the activity. Copies of these will be retained by the Council and the Contractor before work commences.

16. Policy Audit and Review

The Duty Holders and Competent Persons have overall responsibility for taking all reasonable steps to ensure that this policy is complied with.

The policy will be formally reviewed following any material change to the arrangements for its management or implementation. This is to include changes to key personnel including the Duty Holder or Competent Persons or a change of Competent Contractor.

16.1 Policy Review Record

Reviewed by:	<i>Name and position</i>
Review Date:	
Detail reasons for review and any changes made:	

Reviewed by:	<i>Name and position</i>
Review Date:	
Detail reasons for review and any changes made:	

Reviewed by:	<i>Name and position</i>
Review Date:	
Detail reasons for review and any changes made:	

Appendix 1 – External Resources

Legislation

- Health & Safety at Work etc. Act 1974,
- Control of Substances Hazardous to Health Regulations 2002 (as amended),
- Management of Health & Safety at Work Regulations 1999,
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Pressure Systems Safety Regulations 2000
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- The Water Supply (Water Fittings) Regulations 1999

Approved Codes of Practice

- HSE's Approved Code of Practice L8 "Legionnaires Disease: The control of Legionella bacteria in water systems".

Guidance

- HSG 274 Part 2. The control of legionella bacteria in hot and cold-water systems
- BS 8580-1:2019 Water quality – Risk Assessments for legionella control – Code of Practice
- BS 8558:2015 Guide to the design, testing and maintenance of services supplying water for domestic use within buildings and their curtilages
- HSE Guidance -Controlling Legionella in Nursing & Residential Care Homes
- Health Technical Memorandum 04-01
- HSE EH40/2005 Workplace Exposure Limits
- Water Regulations Advisory Scheme (WRAS)

Appendix 2 - Health and Safety Executive (HSE) Recommended Inspection Frequencies

General:

Service	Action to Take	Frequency
Hot Water Services	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50°C within one minute.	Monthly
	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50°C. Temperature measurements may be taken on the surface of metallic pipework	Monthly
	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50 °C within one minute of running. If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area.	Quarterly (Ideally on a rolling monthly rota)
	All hot water systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50°C to create a temperature profile of the whole system over a defined time period. Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control.	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control
Calorifiers	Inspect calorifier internally by removing the inspection hatch or using a borescope and clean by draining the vessel. The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded	Annually, or as indicated by the rate of fouling

Service	Action to Take	Frequency
	<p>Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain.</p> <p>Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature Annually, but may be increased as indicated by the risk assessment or result of inspection findings.</p>	Annually, but may be increased as indicated by the risk assessment or result of inspection findings
	Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C). Check calorifier return temperatures (not below 50 °C).	Monthly
Point of Use (POU) Water Heaters (no greater than 15 litres)	Check water temperatures to confirm the heater operates at 50–60 °C (55 °C in healthcare premises) or check the installation has a high turnover.	Monthly to six monthly, or as indicated by the risk assessment
Combination Water Heaters	Inspect the integral cold-water header tanks as part of the cold-water storage tank inspection regime, clean and disinfect as necessary. If evidence shows that the unit regularly overflows hot water into the integral cold-water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this monitoring regime.	Annually
	Check water temperatures at an outlet to confirm the heater operates at 50–60 °C.	Monthly
Cold Water Services	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20°C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing.	Monthly
	Take temperatures at a representative selection of other points to confirm they are below 20°C to create a temperature profile of the whole system over a defined time	Representative selection of other sentinel outlets considered on a

Service	Action to Take	Frequency
	<p>period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem.</p>	<p>rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control</p>
	<p>Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment.</p>	<p>Annually</p>
Cold Water Tanks	<p>Inspect cold water storage tanks and carry out remedial work where necessary.</p>	<p>Annually</p>
	<p>Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/ minimum thermometers where fitted.</p>	<p>Annually (Summer) or As indicated by the temperature profiling.</p>
Shower and Spray Taps	<p>Replace or dismantle, clean and de-scale removable parts, heads, inserts and hoses where fitted.</p>	<p>Quarterly or as indicated by the rate of fouling or other risk factors e.g. areas with high-risk tenants (where known) in Sheltered Accommodation</p>
POU filters	<p>Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm) membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed.</p>	<p>According to manufacturer's guidelines</p>
Base exchange softeners	<p>Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of the softener.</p>	
	<p>Service and disinfect</p>	<p>Annually, or according to manufacturer's guidelines.</p>
Infrequently Used Outlets	<p>Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework</p>	<p>Weekly, or as indicated by the risk assessment</p>

Service	Action to Take	Frequency
	<p>should be cut back as far as possible to a common supply but preferably by removing the feeding 'T'. Infrequently used equipment within a water system (i.e., not used for a period equal to or greater than seven days) should be included on the flushing regime. Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain. Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started.</p>	
	<p>For high-risk populations, e.g., Sheltered Housing, more frequent flushing may be required as indicated by the risk assessment.</p>	
Thermostatic Mixing Valve (TMV)	<p>Risk assess whether the TMV fitting is required, and if not, remove. Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions.</p>	<p>Annually or on a frequency defined by the risk assessment, taking account of any manufacturer's recommendations</p>
Air Conditioning Systems:	<p>Fixed Air Conditioning Inspected, disinfected and if required, cleaned if there is a significant change in operation status</p>	<p>Six Monthly</p>
Portable Air Conditioning	<p>Inspected, disinfected and if required, cleaned if there is a significant change in operation status such as laying dormant for a period of time.</p>	<p>Annually</p>
Water Softeners	<p>Clean and disinfect resin and brine tank – check with manufacturer what chemicals can be used to disinfect resin bed.</p>	<p>As recommended by the manufacturers</p>
Water Features	<p>Clean and disinfect ponds, spray heads, and make up tanks including all wetted surfaces, descaling as necessary.</p>	<p>As indicated by the risk assessment and depending on condition</p>

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What is it and what does it do?

- Active Asset Management is ensuring that our homes are affordable and attractive to tenants and are financially viable in the medium to long term.
- There are 3 factors used to assist with the medium to long term options appraisal of assets;
 - ❖ Financial performance – understand the worth of the properties to the business plan now and in the future
 - ❖ Social performance – consider the extent to which properties assist the landlord to deliver its social housing objectives
 - ❖ Market performance – consider the impact of the external housing market and the risks and opportunities that presents for asset management
- Enables landlords to have a good understanding of the performance of assets to make informed property decisions accordingly

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Agenda Item 9



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What do we need?

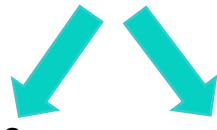
Accurate stock condition data - this is an essential baseline



30-year investment programme

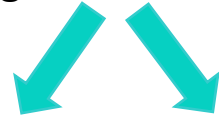


Asset performance (Net present value / asset modelling)



Options appraisals

Asset Management strategy

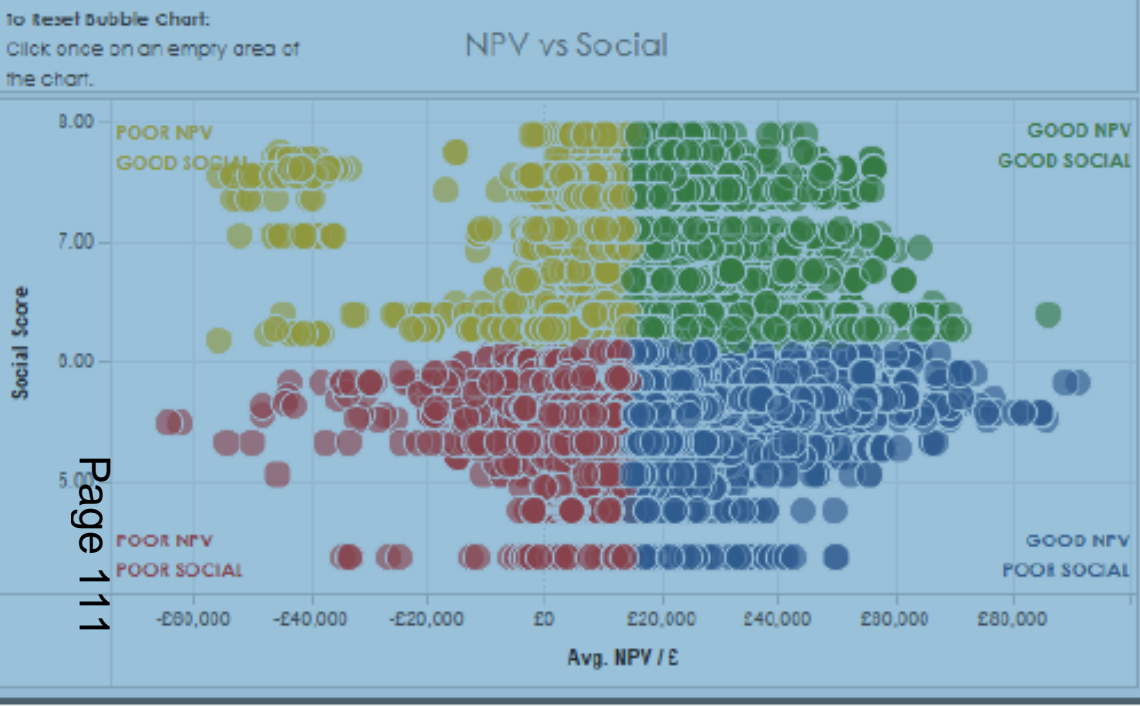


Fabric first approach

How it is all funded

££££ - INVESTMENT DECISIONS

Examples of reports

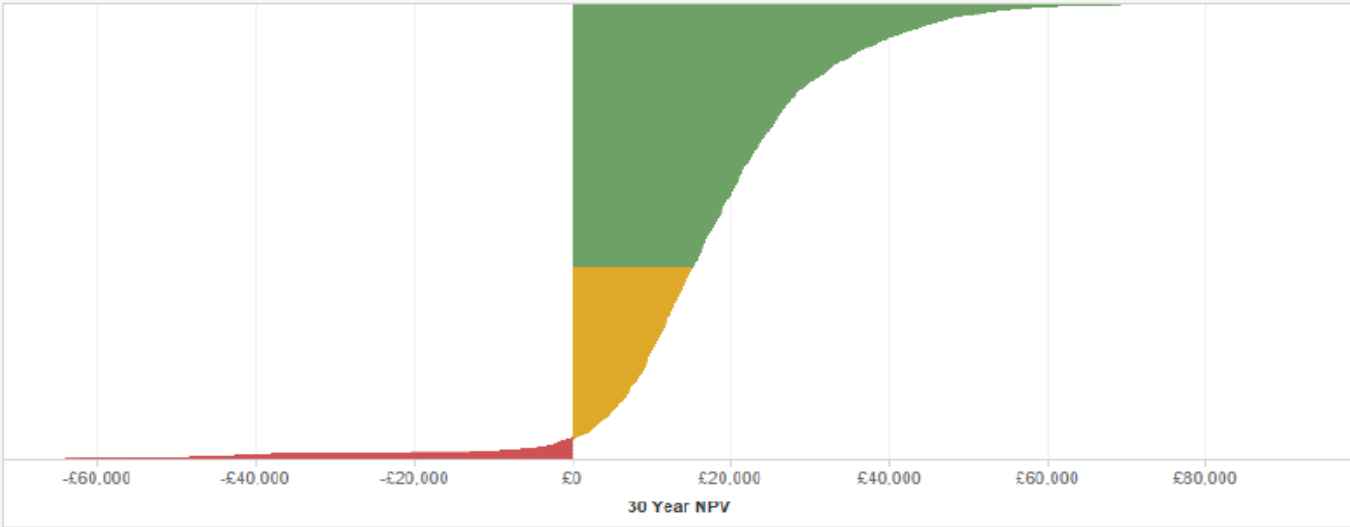


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Social objectives results compared with Net Present Value

30 Year Net Present Value example

Performance	Tenanted Units	% Units	Total NPV	NPV Per Unit
Poor	873	4.37%	£-12,261,140	£-14,045
Marginal	7,430	37.15%	£68,831,599	£9,264
Good	11,697	58.49%	£317,667,817	£27,158
Grand Total	20,000	100.00%	£374,238,276	£18,712



Net present value (NPV) is a financial calculation that is used to help assess the 'worth' of each asset to the business plan over the long term



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What could the options appraisal be?

- Do nothing
- Investment in block – whole property solutions
- Reprovision of assets - change of use/tenure
- Infill development
- Disposal
- Demolition and regeneration

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BRENTWOOD
BOROUGH COUNCIL

Committee(s): Housing Committee	Date: 27 February 2023
Subject: Update on innovative energy solutions	Wards Affected: All wards
Report of: Julian Higson, Director of Housing (interim)	Public
Report Author/s: Name: Carol Burton Telephone: 01277 312533 E-mail: carol.burton@brentwood.gov.uk	For Information

Summary

This report sets out the energy efficiency approach that is being adopted by Brentwood Council for its social housing assets and the measures being implemented.

Main Report

Introduction and Background

1. This report is discharging the request for a paper to be delivered to this Committee made at Ordinary Council on 7 December 2022.
2. The Council is committed to providing energy efficient homes for tenants and their families, helping people to meet their fuel bills and playing our part in tackling the global climate crisis.
3. The Strategic Housing Development Programme adopts a 'zero carbon' in use strategy as part of the Council's 7-year new affordable homes delivery. Where achievable, schemes will be constructed to create a sustainable development with new homes achieving Net Zero Carbon Emissions. New homes will be designed with a fabric first approach. This includes the provision of renewable energy generation via solar panels. A summary of the carbon reduction and energy efficiency measures are;
 - Fabric energy efficiency – to Passivhaus equivalent.
 - Mechanical ventilation with heat recovery system
 - Waste water heat recovery systems
 - LED lighting
 - Ground/Air Source heat pumps
 - Renewal energy generation – Photovoltaics
4. The Council is further committed to exploring effective low and zero carbon retrofitting options for our existing homes. For instance, ten properties this year

received solar panels and other energy efficiency works as part of the Local Authority Delivery (LAD2) programme, which combined external and council funding.

5. Where solar panels and battery storage are applicable, we will seek to install them and secure any funding that might contribute towards the costs involved
6. The council has submitted a bid to the government's Social Housing Decarbonisation Fund (SHDF) Wave 2. The bid focuses on 152 of our most poorly performing homes in terms of thermal comfort. The bid meets the national objective of achieving an EPC rating of C in all properties by adopting a "fabric first" approach. The works will ultimately reduce energy bills significantly for residents in these homes. Although the works in each property will vary, the overall project will comprise of external wall insulation, loft insulation, cavity wall insulation, windows and external doors, and low temperature air source heat pumps.
7. We are also exploring opportunities for other energy efficiency government funding to further improve the energy efficiency of homes for our tenants and their families.
8. In terms of additional support to tenants the Council, working with its contractor, Axis, has brought back into use two community rooms known as 'Resident Living Rooms'. One community room is being piloted at Gibraltar House with a view to introduce the other community room at Masefield Court. These spaces are not for solely Council tenants and leaseholders but instead are open to any resident of the borough to drop into. They are heated sufficiently, and all visitors will be able to get a hot drink and a snack. These initiatives are part of the Council's wider programme of work to address the impact of the cost-of-living crisis.
9. In conclusion, the Council is pursuing the installation of solar panels and batteries where these can contribute to our low and zero energy programmes. It should be noted that to improve energy efficiency in residential homes, whole property solutions offer the most effective solutions, by which is meant works that combine insulation, air circulation, windows and renewable energy generation, rather than just a single component of these.

Consultation

10. No consultation has been undertaken. Consultation will be completed on individual projects

References to Corporate Plan

11. Provide decent, safe and affordable homes for local people
12. Undertake refurbishment of existing council housing

Implications

Financial Implications

Name/Title: Phoebe Barnes, Corporate Director (Assets & Investments)

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

13. Any financial resources associated with improving energy measures in our social housing stock would need to be met from existing capital revenue budgets. Otherwise, additional budgets would be required, this would impact on the viability of the HRA 30-year business plan.
14. Any large schemes would need a separate business case.
15. The Council will utilise all opportunities to bid for funding to reduce any cost pressures.

Legal Implications

Name & Title: Steve Summers, Strategic Director and Monitoring Officer

Tel & Email: 01277 312500/steve.summers@brentwood.gov.uk

16. The Council will follow any requirements governed by Section 20 of the Landlord and Tenant Act 1985.

Economic Implications

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

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

17. This is in line with the Local Delivery Plan.

Equality and Diversity Implications

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

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

18. There are no implications to note.

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

Background Papers

None

Committee(s): Housing Committee	Date: 27 th February 2023
Subject: Harewood Regeneration	Wards Affected: Pilgrims Hatch
Report of: Julian Higson Interim Director of Housing	Public
Report Author/s: Name: Paulette McAllister, Programme Lead, Strategic Housing Delivery Programme	For Decision

Summary

This report summarises progress since last reported to Committee on 12th December 2022 of the development of the new affordable homes at ‘Harewood Regeneration’ through the Housing Revenue Account (HRA) owned sites. As a reminder, this site is within the Strategic Housing Delivery Programme (SHDP) which 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...’.

Recommendation(s)

Members are requested to:

- R1. Approve the ‘Landlord Offer’ to residents affected by the Council’s housing regeneration activity attached as Appendix A to this report.**
- R2. Approve the commencement of the decanting of residents at Harewood Regeneration under the terms specified in the ‘Landlord Offer’.**

1. The ‘Landlord Offer’ was presented to this Committee in draft form at the last meeting and is applicable to residents affected by the Council’s regeneration activity. The document lays out the formal offer to those residents and is attached to this report at Appendix A.
2. ‘Harewood Regeneration’ was awarded Full Planning Permission by the Local Planning Authority on 20th December 2022; this scheme will result in 29 of the

Councils poorest quality and currently rented homes, mostly of a post-war 'pre-fabricated' construction with timber and felt roofs, being replaced with 40 new energy efficient homes using modern construction methods and a community room. All affected homes are currently rented and therefore no 'buy-back' of homes will be required to facilitate the regeneration.

3. This scheme was developed through a process of Co-Design with the community through three stages of engagement; since Planning Permission was awarded, individual 121 engagement with those residents directly impacted upon (i.e., those subject to home loss and decant) has been carried out.
4. The Council has a duty to consult its tenants when considering redevelopment of its housing under Sec 105 of the Housing Act 1985 and more widely than its own tenants under the Equality Act 2010. A full 'pack' of information has been made available at the Council's offices for scrutiny by the public which contains all the information that was supplied either by post or electronically to residents last year prior to the planning application being submitted. The pack contains the 'Statement of Community Involvement' (SCI) for 'Harewood Regeneration' and lays out in a single comprehensive document the consultation aims, methodology, process, and outcomes. This document is attached to this report at Appendix B.
5. In anticipation of the application being approved and further to the comprehensive resident engagement with residents directly and indirectly affected, members views were invited at the last Housing Committee prior to this final 'offer' being recommended for decision by this Committee.
6. The 'Landlord Offer' (Appendix A) has been subject to legal oversight, advice obtained is set out as follows:

Home Loss Payments (Prescribed Amounts) (England) Regulations 2022

The Home Loss Payments (Prescribed Amounts) (England) Regulations 2022, which came into force on the 1st October 2022, outlines that for the purposes of section 30(1) of the Land Compensation Act 1973:

The prescribed minimum amount of home loss payment for tenants is £7,800

The current 'offer' suggests that tenants who have lived in homes for 12 months will receive £7800, which is in line with the statutory minimum as outlined by the above regulations.

Those who have not been living in the properties for 12 months may be given a discretionary payment, not exceeding the amount to which they would have been entitled to had they been living in the property for more than 12 months, under section 29(2) Land Compensation Act 1973.

It is noted in this section of the proposed 'offer' we will be offsetting any rent arrears from the Home Loss Payment. The case of Khan v Islington LBC (2000) 32 H.L.R 534 suggested that in the absence of any mention within the legislation prohibiting the offsetting of rent arrears, it would be reasonable to take into account rent arrears in deciding whether to use the right to set off, but the Council may only exercise this right to offset in circumstances where it would be just and fair to do so.

Disturbance Payments

Section 38 of the Land Compensation Act 1973 sets out that this will amount to:

The reasonable expenses of the person entitled to the payment in removing from the land which he is displaced and if he was carrying on a trade or business on that land, the loss he will sustain by reason of the disturbance of that trade or business consequent upon his having to quit the land.

Case law has suggested that the meaning of reasonable expenses is that which relate strictly to the move as well as expenses incurred as a direct and natural consequence of the move. In particular the case of Nolan v Sheffield Metropolitan DC (1979) 38P.&C.R. 741 held that 'the disturbance payment under section 38 (1) (a) of the 1973 Act must cover, not only the immediate expenses of the physical transfer of furniture and fittings but also those reasonable expenses which could be shown to flow from, and be incurred as a natural and direct consequence of, the necessity to remove from the old house and set up in the new one, short normally of those expenses incurred in respect of structural alterations'

Please note, a disturbance payment can be disputed in the Upper Tribunal, but this will relate only to the amount of payment rather than entitlement of payment under section 38(4) Land Compensation Act 1973.

The legal advice received was in agreement that the figure of £2747 for this payment will be appropriate. Whilst unable to find any suggested figures within the legislation, having considered the Brentwood Borough Council offer (£2500) and the offer made which is a little under a 10% increase of this, it appears it will be in line with the current inflation rates and therefore no issue with this proposed figure is raised.

References to the Corporate Plan

7. 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: Tim Willis

Corporate Director (Finance & Resources) and Section 151 Officer

Tel/Email: 01277 312500

The Landlord Offer has a financial cost to the HRA. However, the cost of these offers can be capitalised as these costs are relevant in preparing the site in its existing condition for the new development. Each site appraisal will need to account for these costs in the total project cost per site.

The HRA Business Plan will continue to be remodelled to ensure the delivery of the program remains affordable to the HRA. Aspirations are to deliver the scheme by 2026, the business plan will aim to support this delivery. However, if the program becomes unaffordable to the HRA the delivery time frame may have to be extended to ensure the HRA remains a going concern and continues to deliver a program of building new housing within the borough.

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

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

The legal implications are set out within the report.

Economic Implications

Name/Title: Phil Drane, Corporate Director -Place

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

The Strategic Housing Delivery Programme provides a range of economic benefits to local areas and the borough's economy, both in terms of short-term construction related benefits and longer-term revitalisation of sites. Delivering new homes of high quality and improving existing housing stock, underpins the programme. Housing delivery plays a vital role in the local economy.

Background Papers

Appendix A: Harewood “Landlord Offer”

Appendix B: Harewood Road Regeneration Landlord Offer Link

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FRONT COVER

YOUR LANDLORD OFFER

- BBC Logo
- SHDP Logo
- Image of Development
- www.brentwoodnewcouncilhomes.gov.uk
- Strapline – New Net Zero Council Affordable Homes
- Recycled paper

INSIDE FRONT COVER

- Image
- If you have difficulty reading this document, we can help you. Please call our helpline on 01277 312563 or ask someone to call on your behalf.

This is your Landlord Offer. On the following pages, you'll find all the information you need to help you make your decision about your future as resident of the Harewood Regeneration Site. We have talked with you to understand what matters to you. What you told us has helped us to shape this offer.

INTRODUCTION FROM COUNCILLOR GARRY WHITE, CHAIR OF HOUSING COMMITTEE, BRENTWOOD BOROUGH COUNCIL.

- **Photo of Councillor White**

Brentwood Borough Council has ambitious plans for increasing the number of Council homes available to residents and for building them to the highest environmental standards.

Harewood Regeneration is located to the north-west of the centre of Brentwood, within Pilgrims Hatch. The site comprises an estate of bedsit bungalows and flats, along with several two-bedroom first-floor flats, a warden's house and a community hall. The estate was right for the time, but it is no longer suitable in all cases for modern living. The old, sheltered bedsit homes are difficult to find people to rent them and offer substandard accommodation.

The new zero carbon homes planned will be quieter and more efficient to run and the internal courtyard area of green space offers a shared communal facility whilst retaining privacy and safety of occupants. The retention of a shared community space adds to the spirit of community which exists within this location of Pilgrims Hatch.

We are all too aware that regenerating this older housing stock does affect you personally and, as an existing tenant, you will need support to move either temporarily or permanently. We have spoken to you individually about your own circumstances, the support you and your families will need, and have shaped this offer to try to meet that need.

My team at the Council are here to help and answer your questions. Please do not hesitate to ask for that support whenever you need it.

And I'd like to thank you for your views and opinions which were expressed so clearly during the consultation and engagement last year.

Cllr G White

TIMELINE

February 2022

Stage One of the communications and engagement programme 'Early engagement with immediate residents' started. The aim was to build a relationship with the residents who were going to be directly impacted by the proposals, by explaining the intention to regenerate their homes and offering reassurance and support. This was carried out through face-to-face one-to-one meetings. Feedback was collected to help understand residents' initial thoughts, queries and concerns about the proposed regeneration.

April 2022

In April 2022, Stage Two of the communications and engagement programme 'Engagement with immediate residents and nearby neighbours' started. This included directly impacted residents and immediate neighbours living in Carisbrook Road and Iver Road. Three Community Concept workshops were held. The workshops highlighted residents' views of the neighbourhood and shared three design concepts for debate and discussion.

May 2022

In May 2022, Stage Three of the communications and engagement programme 'Stakeholder and public consultation' started. A one day Public Exhibition was held at the Harewood Road Community Hall on the site. A series of information boards were displayed, which included detailed feedback from Stages One and Two, as well as early design thinking in the form of an illustrative masterplan.

September 2022

We submitted a planning application to the Council's planning department with a Co-Designed 40-unit scheme of Zero Carbon (in use) affordable homes.

December 2022

The Council's Planning Committee approved the plans.

January 2023

We had one to one conversations with anybody that wanted one, by telephone and in person to understand your specific views and personal circumstances. These conversations contributed to this Landlord Offer.

The planning application has now been approved by the Planning Committee and we are launching this offer as the first steps to starting the regeneration. We would like to say a huge **“thank you”** to everyone who got involved and shared their ideas for Harewood Regeneration.

THE OFFER

SUPPORT WITH MOVING HOME

The new homes are assumed to be built over 1 phase. All residents will be given the help and support they need with moving. If you want to stay on the estate, return after the regeneration or move to another home in Brentwood Borough permanently, we will support you. We can also offer additional support if you have special requirements or a disability.

You have asked that the Council helps you with:

- Removals and costs
- Disconnecting and reconnecting appliances
- Redirecting mail
- Reconnecting telephone, TV and broadband
- Packing and unpacking

You will have a named council officer to support you through the process.

Staying close to your neighbours

Some you told us that friendship and family close by are important to you. Also, that remaining close is important to families and walkable distances are important. We will work with you to make sure friends and neighbours have the chance to stay as close as possible.

Remember, your pets can also move with you.

The following sections contain details of the Council's offer to you. If you are unsure of the type of tenancy you have, please talk to us so that we can help to point you in the right direction.

Secure Council Tenants - Your Offer

You can choose to move or return to a new council home on the estate or move to another council home in the Borough.

The Council will make sure that a suitable alternative home is available for you at the time you need to move and secure tenants will have a 'right to remain. **In other words, there will be a brand-new council home at Harewood Regeneration for secure tenants that want to stay/return.**

If you would rather move to a council home elsewhere in the Borough, you will be given high priority and support to move to your new home.

- **The Council will remain the landlord.**

The Council will be the landlord of your new home. If you're a secure Council tenant, your tenancy type will not change. Your rights and our obligations as your landlord will remain the same as they are now.

- **If you have lived in your home for 12 months, you will receive a £7800.00 Home Loss Payment when you move to your new home.**

You can spend your Home Loss payment in any way you wish. However, if you owe the Council money for rent or other costs this will be taken out of the home loss payment before you receive it.

- **You will receive a discretionary disturbance payment to cover the reasonable costs of moving up to £2747.00 per move. You will also receive this sum if you have lived in your home for less than 12 months and do not qualify for the Home Loss Payment**

Your moving home payment is to help with the cost of moving home. If you have to move more than once, you will receive a payment for each move.

The moving home payment covers things like:

- Disconnecting and reconnecting appliances
- Redirecting mail
- Reconnecting telephone, TV and broadband
- Removal costs
- Packing/unpacking costs.

- **You will receive help and support with moving.**

You will be given help and support with moving. The Council can help as you organise removals, the disconnection and reconnection of appliances and utility connections. We can also offer additional support if you have specific needs or a disability.

- **Your pets can move with you.**
- **If you have a disability or mobility needs your new home will meet your needs**

All new homes will have step-free access to front doors and building entrances. If you require adaptations to your new home these will be assessed with the support of your Occupational Therapist.

- **Your rent**

If you move to a home with the same number of bedrooms, your rent will be the same as it would have been for your old home. If you move to a larger home, you will pay the appropriate rent for a home of that size.

- **If you need more bedrooms, you can move into a home that is the right size for you.**

If you need more bedrooms than you have now and are assessed as 'overcrowded' you will be able to move into a new home that is the right size for you.

- **If you are under-occupying (have more bedrooms than you need), you can move into a home with one more bedroom than you need.**

If you have more bedrooms than you need you can choose a new home that matches your housing need or one-bedroom above your need. If, after you have your need assessed, you decide to move to a smaller property then you will be entitled to receive a payment of £1000 for each bedroom you give up.

For example, a couple that only needs one-bedroom and currently lives in a three-bedroom home may choose to move into a new one or two-bedroom home. They would receive £1000 if they move to a two-bedroom home and £2000 if they move to a one-bedroom home. They would also receive the homeless and moving home payment.

Temporary Accommodation Residents - Your Offer

If you have been on the Housing Register for 12 months or more and living in one of the homes affected by the plans at the time that this Landlord Offer is received by you, we will provide you with alternative temporary housing in the Borough when you have to move.

- **Moving Home Payment**

You will be eligible for a moving home payment to cover the reasonable cost of moving including organising removals to a maximum of £2747.00 you will receive this payment once.

- **Helping with the move**

You will be given help and support with moving. We can also offer additional support if you have special needs or a disability.

KEEPING YOU INFORMED AND ANSWERING YOUR QUESTIONS.

We are available for a one-to-one conversation to talk about this offer and what it means for you. We can do that over the telephone, via video call or face to face..

GET IN TOUCH.

If you want to talk about this offer or the plans, please contact us in the following ways.

Email newcouncilhomes@brentwood.gov.uk

Telephone 01277 312563

Appendix B -
Harwood Road
Regeneration
Landlord Offer

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Committee(s): Housing Committee	Date: 27 th February 2023
Subject: Strategic Housing Delivery Plan (SHDP)	Wards Affected: All
Report of: Julian Higson	Public
Report Author/s: Name: Paulette McAllister, Programme Lead, Strategic Housing Delivery Programme	For Update

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 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...’.

Recommendation(s)

Members are requested to:

- R1. To note continuing progress in the delivery of new Council homes through the SHDP.**

Brookfield Close and Courage Court Regeneration Update

1. The decanting of the Council’s tenants at this first regeneration site is nearing full completion, Courage Court is fully decanted and all leaseholds now under the ownership of the HRA; one occupied property within the ‘red line’ development of the site with Council tenancy is remaining, decant is pending.

2. All buy backs are completed with the exception of two which are currently in the period of exchange to completion, final completion is registered as the 14th March 2023.
3. A secure hoarding has been erected across the north perimeter of the development zone to progress the securing of the site. Additional and active patrolled security measures are in place across the entire site and its hinterland, this is to remain in place until the site transfers to its appointed contractor.
4. Further to the full decanting of Courage Court (January 2023) the Council's appointed technical advisors, Hamson Barron Smith (HBS) (part of the NPS Group) have completed the Intrusive Surveys to further complete the tender pack for construction, this is in parallel to finalising the strategy for the procurement of the main contractor, given the specialist zero carbon 'in use' nature of the specification this will likely require 'pre-qualification' to ensure delivery capability. HBS are developing the PQQs with phasing strategy alongside 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

5. This scheme was unanimously approved by Brentwood Borough Councils Planning Committee in December 2023, it will result in 29 of the Councils poorest quality and currently rented homes, mostly of a post-war 'pre-fabricated' construction with timber and felt roofs, being replaced with 40 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. The Landlord Offer is subject to a separate Report for Decision at this committee.
6. The dedicated community support team for Harewood Regeneration continues and 121 interviews with all residents directly affected have been undertaken by the SHDP and Housing Team to inform the Landlord Offer. A Local Lettings Policy for this new development will be brought to a future Housing Committee.
7. The Council's appointed technical advisors, Hamson Barron Smith (HBS) (part of the NPS Group) are now undertaking RIBA Stage 4 technical detail in conjunction and liaising with the SHDP Team to develop 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. A future report to this committee will lay out that strategy with a timetable.

Small Sites Programme Update

Willingale Close, Hutton

8. The scheme offers the provision for 3 x 3 Bed Zero Carbon (in use) Council Homes. Members are reminded this development will be brought into the Tender Pack for Brookfield Close in order to obtain cost savings in construction.

17, Crescent Road, Brentwood

9. This former vacant Council owned property became occupied in December 2022, the property was converted into 2 x 2 Bed (3 person) affordable homes by the appointed contractor Colnesett Ltd.
10. A Scheme Audit has been undertaken. To-date this demonstrates the project was completed within the expected budget. However, a final audit will be brought forward to a future committee at the end of the retention period.

Ingleton House, Stock Lane, Ingatestone

11. Since the last Housing Committee (December 2022) where members resolved to progress the redevelopment of Ingleton House through the SHDP, the strategy for consultation with Stakeholders has been completed. The engagement programme will be issued by the end of March 2023. Community engagement and consultation will be held post-election, overall stages are as follows:
 - **Stage A:** this is the first stage and includes 121 discussions with directly impacted residents in order to gain an understanding of their circumstances and letting them know what will happen in the coming months. As demonstrated through previous projects within the SHDP, e.g., Brookfield Close and Harewood Regeneration, Community Engagement will continue with these residents for the duration of the project.
 - **Stage B:** Design Concept Workshops: this includes two ½ day invite-only workshops for impacted residents, the nearest neighbours to the site, parish councillors, members including Ward councillors and other identified stakeholders. Our objective in holding the workshops is to gain a high level of feedback from the community, allowing the project team to develop the emerging proposal for the public exhibition, and demonstrating that we have considered local views.

- **Stage C:** Public Exhibition to present the detailed design proposal and highlighting the feedback received from the concept workshops showing how and where this has influenced the proposal.
 - **Stage D:** Community Newsletter: this will be sent to the consultation area, stakeholders and those who have registered for updates following the public consultation and once the final scheme has been prepared. It will provide an overview of the feedback received, information on the final scheme and the next steps leading to the submission of the planning application.
 - **Stage E:** once the planning application has been submitted, we will update the dedicated website. Stakeholders, impacted residents and those who have registered for updates will also be notified by post, email or telephone (as required).
12. The technical team in parallel to the above, continue to examine the site constraints and design opportunities for the emerging affordable housing scheme, the blend of site constraint knowledge and resident engagement is expected to culminate in a fully designed scheme by end July 2023.
13. Members are to note the delivery team reported at the last committee the awareness of the desire to find an alternative site in the area for health provision, and have since met with the Chief Executive Officer of the Council and Strategic Director (SHDP Sponsor) on this matter; further discussions with NHS representatives now reside with executive officers to discuss with other Public Bodies and can be reported in future through the Council's Policy, Resource and Economic Development Committee.

Highwood Close

14. Community engagement bespoke to this site was carried out in Autumn 2022, further to the outputs and feedback from this engagement, further 121s with residents impacted in contiguous properties to the south of the site have been carried out by the SHDP team.
15. Two Ward Member updates have been held via Teams to detail the direction of the resident's responses and discuss emerging ideas as to how these can be incorporated within the future design, revisions were made by the technical team following community engagement and Ward member feedback.
16. A preapplication meeting was held with the LPA on 10th February 2023, formal feedback from the LPA and consultees is expected within 21 days.

17. Further to any design revisions requested by the LPA, a Statement of Community Involvement will be finalised, and a further newsletter delivered to all residents, Ward Members and those who registered to 'keep in touch', this is to communicate the final layout and three-dimensional views of the scheme being submitted to the LPA.
18. It is expected a detailed planning submission will be made in late May 2023; the delivery team will request a Full Member Briefing session takes place prior to determination by the LPA and Ward Members remain apprised of the proposals. 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. No Landlord Offer is therefore required.

Sir Francis Way

19. In April 2022 as part of the Small Sites with technical partner Pelling's LLP, a planning submission was made to the LPA which proposed 'Demolition of existing garages and construction of 4 x 3no bedroom, 3 storey houses with associated car parking along with alterations to existing car parking and bin stores'.
20. Following a review of the initial scheme, the 'red line' boundary has been extended to negate loss of parking for existing residents within the thoroughfare; through engagement with the Housing Department the scheme has been rationalised with improved refuse collection for flats 49-89 St Francis Way. This has involved a protracted period of reconsultation with ECC Highways and the LPA.
21. This application (reference 22/00572/BBC) is expected to be heard at a March Planning Committee.
22. 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 a HRA garage site. No Landlord Offer is therefore required.

Four Oaks

23. Community engagement bespoke to this site was due to commence late September 2022, this has been reordered in order to efficiently resource the delivery of the two major regeneration sites within the SHDP. A review of the programme for this site is currently underway and engagement is expected late summer 2023. In advance of consultation Ward Members will be notified and

issued with the consultation methodology and programme by the delivery team, in addition Ward members will be invited to any consultation sessions planned.

HRA Garage Asset Review

24. To build further on data evolving from the Housing Estates Team in relation to the Condition Surveys of the HRA Garages, a Borough Wide Garage Strategy has been identified as an emerging project. Members of this committee will note the SHDP pipeline of new affordable homes is through the development and regeneration of various Housing Revenue Account (HRA) owned sites, this includes HRA garages, however where the redevelopment of these sites for 'Housing' is not identifiable, further development, including alternate uses, could be accommodated.
25. A workshop with members of the Housing committee to review the wider site network opportunities is proposed, this follows an initial study by Knight Frank Geospatial Team in which Garage Assets were studied to inform future stages and an evidence base.

References to the Corporate Plan

26. 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: Tim Willis
Corporate Director (Finance & Resources) and Section 151 Officer
Tel/Email: 01277 312500

27. 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.
28. To date the expenditure incurred on the programme is £5.973 million, this is across all the pipeline sites.

29. 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.

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

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

31. 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

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32. 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

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Members Interests

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

- **What are pecuniary interests?**

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

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

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

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

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

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

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

- **Other Pecuniary Interests**

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

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

- **Non-Pecuniary Interests**

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

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

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

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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