

Democratic Services

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Date: 21st May 2012

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To: All Members of the Housing and Major Projects Policy Development and Scrutiny Panel

Councillor Eleanor Jackson
Councillor Steve Hedges
Councillor Les Kew
Councillor Brian Simmons
Councillor Will Sandry
Councillor Paul Fox
Councillor June Player

Cabinet Member for Homes & Planning: Councillor Tim Ball

Cabinet Member for Sustainable Development: Councillor Cherry Beath

Chief Executive and other appropriate officers
Press and Public

Dear Member

Housing and Major Projects Policy Development and Scrutiny Panel: Tuesday, 29th May, 2012

You are invited to attend a meeting of the **Housing and Major Projects Policy Development and Scrutiny Panel**, to be held on **Tuesday, 29th May, 2012 at 5.30 pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Mark Durnford
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Mark Durnford as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Mark Durnford as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Housing and Major Projects Policy Development and Scrutiny Panel - Tuesday, 29th May, 2012

at 5.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest
- b) The nature of the interest
- c) Whether the interest is personal, or personal and prejudicial

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 27TH MARCH 2012 (Pages 7 - 14)

8. CABINET MEMBER UPDATE

This item gives the Panel an opportunity to ask questions to the Cabinet Member(s) and for them to update the Panel on any current issues.

9. HOME HEALTH AND SAFETY POLICY 2012 (Pages 15 - 52)

This report to the Housing and Major Projects Policy Development and Scrutiny Panel proposes some changes to the Home Health and Safety Policy adopted last year.

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) - IMPACT ON DEVELOPMENT

The Panel will receive a presentation on this item from the Policy & Environment Manager.

11. EMERGING HOUSING AGENDA

The Panel will receive a presentation on this item from the Development & Major Projects Director.

12. DEVELOPMENT AGENDA - POTENTIAL FUNDING STRATEGIES

The Panel will receive a presentation on this item from the Development & Major Projects Director.

13. HOUSING & MAJOR PROJECTS UPDATE (Pages 53 - 76)

This report provides an update in respect of housing delivery and the projects currently managed by the Development & Major Projects Directorate.

14. PANEL WORKPLAN (Pages 77 - 84)

This report presents the latest workplan for the Panel (Appendix 1).

The Committee Administrator for this meeting is Mark Durnford who can be contacted on 01225 394458.

BATH AND NORTH EAST SOMERSET COUNCIL

HOUSING AND MAJOR PROJECTS POLICY DEVELOPMENT AND SCRUTINY PANEL

Tuesday, 27th March, 2012

Present:- Councillors Rob Appleyard (Chair), Steve Hedges (Vice-Chair), Barry Macrae, Brian Simmons, Will Sandry and Sally Davis (In place of Les Kew)

Also in attendance: John Betty (Strategic Director, Development & Major Projects), Derek Quilter (Divisional Director, Project Management) and Graham Sabourn (Associate Director for Housing)

48 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

49 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

50 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillors Paul Fox and Les Kew had sent their apologies to the Panel. Councillor Sally Davis was present as a substitute for Councillor Kew for the duration of the meeting.

51 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none.

52 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

53 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

The Chairman announced that a member of the public named Naomi wished to make a statement to the Panel in relation to agenda item 11 (Control and Regulation of Houses in Multiple Occupation).

54 MINUTES - 31ST JANUARY 2012

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

Councillor Barry Macrae asked a question in relation to a point made within the minutes of January 31st 2012. He asked if any update could be given on the proposed review of Panel remits.

Councillor Tim Ball, Cabinet Member for Homes & Planning replied by saying he felt that good progress was being made on the matter and that it was likely that all Housing matters in the future would be referred to this Panel.

Councillor Barry Macrae asked what effect this would have on the Major Projects element of the Panel.

The Chairman replied that the Panel would continue to scrutinise Major Projects as and when they were being delivered.

Councillor Barry Macrae commented that he felt the agenda for the Panel was now too focussed on Housing and that he did not agree with this approach.

55 CABINET MEMBER UPDATE

Councillor Cherry Beath, Cabinet Member for Sustainable Development addressed the Panel.

- She informed them that a planning application had been submitted during February 2012 as part of the Keynsham New Build & Regeneration project.
- A Tech Hub pilot is planned to be in operation within The Guildhall by the end of this summer.
- The London Road re-generation project has begun. A preferred bidder has been selected for 3 & 4 Longacre. The Council are looking into the possibility of having Caroline House released from its current lease. The budget to deliver physical regeneration is £750k for 2012/13 and a new community based group has been set-up to identify projects that the community wish to see delivered.
- Somerdale - An initial meeting between officers, Taylor Wimpey and Kraft has taken place and working arrangements are being established with Taylor Wimpey & B&NES. Taylor Wimpey will be consulting with stakeholders and the public and will be submitting a planning application by the end of November 2012. New accommodation for the Fry Club will be first element to be delivered.
- A very successful Digital Festival was held in Bath between March 15th – 25th at venues across the city. The festival included the X Media Lab Bath "Digital Entertainment" event which gathered digital media and entertainment

visionaries from around the world to share their insight into the rapidly evolving media, entertainment and technology industry.

Councillor Barry Macrae wished to raise his concern over the future of the Welton Bibby & Baron site.

Councillor Cherry Beath acknowledged his concern and said she would follow up on the matter.

Councillor Will Sandry asked who within the Council was responsible for delivering the re-opening of Victoria Bridge.

Councillor Cherry Beath replied that it was a Highways project that the Major Projects team were assisting in delivering.

The Divisional Director for Project Management added that it was expected to be open again in late May for a period of time before closing for further work to be carried out on the final stage of the project.

The Chairman asked if the Somerdale site was to be a mixed use development.

The Development & Major Projects Director replied that yes employment was required on the site through the Council's Local Plan.

Councillor Tim Ball, Cabinet Member for Homes & Planning addressed the Panel. He stated that he had recently been working a great deal with officers involved with the MoD Sites Concept Statements and that the Strategic Housing Land Availability Assessment (SHLAA) figure would be included within the statements.

The Cabinet will consider the draft Concept Statements in April and public consultation (Including consideration by PTE Policy Development & Scrutiny Panel in May 2012) will take place in April / May.

Somerdale – Housing on the site is now expected to exceed the SHLAA figures, 670 – 680 new homes are now proposed to be built.

Councillor Steve Hedges asked if the Foxhill site was safe to build new homes upon given its close proximity to Combe Down Stone Mines.

The Development & Major Projects Director replied that the mines under Foxhill were cleared as part of the completion of that project.

Councillor Tim Ball added that as required, 35% of the new homes will be social housing alongside employment and recreation elements on all sites.

The Chairman commented that a large number of social housing is already in close proximity to one of the sites. He asked if some benefit could be sought from a feathering / integration of site.

Councillor Tim Ball replied that yes that had been considered.

The Chairman on behalf of the Panel thanked them both for their updates.

56 DRAFT TENANCY STRATEGY

The Associate Director for Housing introduced this item to the Panel. He informed them that in April 2011 the Government introduced a new form of social tenancy known as the Affordable Rent Tenancy (ART). This gives Registered Providers (RPs) the option of increasing rent levels up to 80% of local market rents and on flexible tenancies. This is significantly different to the traditional social rent tenancy (SRT), where target rents are around 50% of market rents and tenants are given secure lifetime tenancies. Effectively this gives RPs the option to provide a product which sits midway between SRT and the private rented sector.

He added that RPs are obliged to “have regard” to the Strategy when formulating their own policies though there is the potential for conflict, particularly for larger RPs that operate over a number of Council boundaries. In addition given the mismatch between time lines of the HCA investment contracts (May 2011) and the deadline for publishing Tenancy Strategies (January 2013) RPs are already now operating to contracts agreed with the HCA. That said, given that the strategic objectives of our partner RPs and the Council are highly aligned any conflict should be minimal.

The strategy aims to articulate the following key messages:

- a) That we support the use of ART, within specified criteria, to the extent that it will generate and support an agreed level of future development in the district and attract investment in support of housing delivery;
- b) That ART will be advertised through Homesearch on the principles of choice based lettings. That there should be an affordability assessment prior to sign up and that the RPs develop and agree eviction protocols;
- c) RPs should offer flexible tenancies with a term of no less than 5 years and no more than 10 years. However, where tenants are elderly, disabled or have a long term lifetime illness or in other exceptional circumstances then longer and even life time tenancies would be appropriate;
- d) We will support the disposal of housing stock where proceeds can be more productively used to develop new affordable housing and there are no negative impacts on the balance and sustainability of the local neighbourhood.

Councillor Steve Hedges asked what effect the strategy would have on the ‘right to acquire’ properties.

The Associate Director for Housing replied that the ‘right to acquire’ was unaffected by this policy.

The Panel **RESOLVED** to note the draft Tenancy Strategy.

57 HOUSING ALLOCATIONS

The Associate Director for Housing introduced this item to the Panel. He explained that all Local Housing Authorities (the Council) must have an allocation scheme which articulates how priority for social housing is determined. The Bath & North East Somerset scheme, known as the Homeseach Scheme, is operated on the principles of choice-based lettings which combine the elements of housing need, time on scheme and client choice. At present, and in accordance with the legislation current at the time of adoption, the scheme allows anyone, with a few statutory exceptions, to join the scheme. This is known as an "open scheme". The Localism Act 2011, supported by draft Allocations guidance, provides the Council with greater freedoms in determining local priorities. In particular the Council can now choose to exclude certain households from the scheme, such as, those households who do not have a local connection to the district or whose income is above a specific level. This is known as a "closed scheme". The Council therefore needs to determine how it wants to use these freedoms.

He then discussed the Options Document (Appendix 1) with the Panel.

Councillor Steve Hedges commented that he felt that a limit of £25,000 should be set in respect of option 1.2 (Exclude people with substantial assets/income from the Housing Register). He added that he would urge the officers / Council to be cautious if adopting option 1.5 (Allow vulnerable people who are 'friends' to apply to Homeseach as a joint household to support each other?) as it may be open to abuse. He stated that he felt that option 2.2 (Give preference to people who make a contribution to the community, for example being in work, training or undertaking voluntary work) was unfair.

Councillor Sally Davis commented that she felt a home owners health should be considered as part of option 1.3 (Exclude home owners from the Homeseach register) as they may live in a house that is not suitable for adaptation.

Councillor Barry Macrae stated that the criteria for option 2.2 (Give preference to people who make a contribution to the community. For example being in work, training or undertaking voluntary work) must be definitive.

The Associate Director for Housing replied that officers were not proposing to progress this option at the current time.

Councillor Barry Macrae commented that he did not agree with option 4.3 (Should we allocate a larger property to prospective adopters and foster carers to allow space for a child?).

The Panel **RESOLVED** to note the report and asked the Associate Director for Housing to consider the comments they had made.

58 CONTROL AND REGULATION OF HOUSES IN MULTIPLE OCCUPATION

Naomi Mackrill, University of Bath Students Union addressed the Panel. She explained how she had recently spoken at both the Cabinet meeting and Development Control Committee against the introduction of Article 4. She stated that she felt that additional licensing was not required within Bath and was concerned that rents would increase if landlords were required to apply for licences and make improvements to their properties.

The Associate Director for Housing introduced this item to the Panel. He informed them that in June 2011 the Cabinet requested that an investigation should be undertaken into how planning controls (including an Article 4 Direction) could be used to control the future spread and increase in Houses in Multiple Occupation (HMOs) in Bath. A feasibility study was undertaken which collated the relevant local evidence and formulated options for action.

He added that the Housing Act 2004 increased Local Housing Authorities (LHA) abilities to regulate the private rented sector by introducing three forms of licensing, these being: Mandatory licensing of HMOs; additional licensing of HMOs; and selective licensing of the private rented sector. Operating a property covered by the designation without a license is an offence punishable by a fine up to £20,000.

Councillor Will Sandry commented that this was a very important matter that needed to be addressed. He informed the Panel that he believed the University of Bath planned to increase their numbers by 500 pupils over the next three years. He cited that one of the main problems with regard to this matter were landlords that didn't care about their properties or their tenants. He suggested that current HMO tenants should be involved in the consultation exercise and asked for the decision to enable the best results for the tenants. He also called for a code of conduct to be formulated.

The Associate Director for Housing replied that as part of any licensing procedure it must be made clear the expected conditions that are being applied to a property. He agreed that it was critical to speak to current residents.

The Chairman commented that he believed it was important to gather the views of both landlords and tenants.

Councillor Barry Macrae commented that any licensing procedure must have teeth to have any impact.

Councillor Will Sandry wished to state his concern over the number of garages that were being converted into bedrooms with a sink and a toilet and proposed whether a minimum space requirement for a bedroom should be included in the licensing conditions.

The Chairman asked for an outline of the next stages for this piece of work.

The Associate Director for Housing replied that formal consultation will take place over the late summer/early autumn period, ensuring that students are included. A

report will be submitted to the Panel towards the end of 2012 and to the Cabinet in the early part of 2013.

Councillor Will Sandry requested that the consultation should overlap term times.

The Panel **RESOLVED** to note the report and asked for the Associate Director for Housing to consider their comments.

59 HOUSING & MAJOR PROJECTS UPDATE

The Development & Major Projects Director introduced this item to the Panel. He wished to highlight the following points from within the report.

- The Directorate is responsible for providing a co-ordinated and integrated approach to the provision of Housing, Jobs, Business growth and Economic activity and is focused on delivering Sustainable Economic Growth as set out in the Economic Strategy of April 2010, the Smart Economic Growth Cabinet paper of November 2010 and Delivering Sustainable Economic Growth in B&NES Cabinet paper of November 2011.
- There are significant challenges ahead in bringing forward development but there are also major opportunities through our Enterprise Area - Bath City Riverside, Bath Western Riverside, Bath Quays South and Manvers Street. Also Norton Radstock Regeneration, MOD Sites, Keynsham, Somerdale and Temple Street. All of which could and should have significant ability to help the economic growth, development agenda and Housing delivery.

He added that outline proposals for the Somerdale site could be presented to a future meeting of the Panel.

Councillor Barry Macrae commented that he felt the Development & Major Projects team were being spread quite thinly and asked for the Panel to recognise the significant role they play within the Council.

The Development & Major Projects Director replied that the department was working as part of a matrix in order to blend a number of agencies together to bring forward solutions for the Council.

The Divisional Director for Project Management addressed the Panel on the following matters.

- Flood Mitigation - A Bath Compensatory Storage Study has been commissioned which is being undertaken in conjunction with the Environment Agency. The stage 1 report investigated eight potential sites along the river corridor east of Bath for the provision of flood storage and recommended three sites, at Kensington Meadows, Mill Lane Bathampton and at Bathford, for further technical investigation. This work is being undertaken, along with a detailed hydrological assessment, as part of stage 2 of the study. The results and recommendations will be the subject of consultation prior to the development of detailed scheme proposals.

- Bath Transport Package – Department for Transport (DfT) approval is in place to complete all remaining legal and procurement processes prior to submitting the scheme for Full Approval by the end of May 2012. An initial meeting was held with the DfT on 23rd January 2012 to run through the documentation needed for Final Approval Stage in May 2012.

Councillor Will Sandry asked who was co-ordinating the Council’s response to the Network Rail proposals for main line electrification. He added that he had heard that as part of the proposals a bridge within a neighbouring ward would be knocked down.

The Divisional Director for Project Management replied that a response would be co-ordinated by the West of England Partnership. He informed the Panel that Network Rail has wide ranging permitted development rights.

Councillor Will Sandry asked if the developers of Bath Western Riverside (BWR), Crest Nicholson could be approached to hasten the re-opening of Victoria Bridge to residents.

The Divisional Director for Project Management replied that Crest Nicholson has a priority to make the bridge safe and that they have a target date of the end of May.

The Development & Major Projects Director added that he would issue a written response on this matter to the Panel and assured them that Crest were working hard to resolve the current issues.

The Chairman on behalf of the Panel thanked them for the update.

60 PANEL WORKPLAN

The Chairman introduced this item to the Panel. He informed them that he had received a request to have the Housing Services Enforcement Policy added to the May agenda and that he was inclined to accept the request.

The other Panel members agreed with the proposal.

He also wished to announce that the May meeting would be his last meeting as Chairman of the Panel for around twelve months because from May he would be acting as the Chairman of the Council.

The meeting ended at 8.45pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING:	Housing and Major Projects Policy Development and Scrutiny Panel
MEETING DATE:	29 th May 2012
TITLE:	Home Health and Safety Policy 2012
WARD:	ALL
AN OPEN PUBLIC	
List of attachments to this report:	
Appendix 1: Proposed Home Health and Safety Policy 2012	

1 THE ISSUE

- 1.1 The Council is required to adopt and publish a housing renewal policy, referred to as The Home Health and Safety Policy in this report. This policy is periodically reviewed and revised as required. It sets out how Housing Services will provide assistance, including financial assistance, to help low-income, elderly, disabled and other vulnerable residents to undertake essential repairs and adaptations to their homes. The policy supports the aims of the Housing and Wellbeing Strategy 2012 – 2015, particularly around improving health and wellbeing and reducing inequalities within our communities.
- 1.2 The Council Cabinet adopted a revised policy on the 13th of July 2011 which takes into account the financial constraints caused by the withdrawal of Private Sector Renewal funding by Government. The Cabinet asked for the policy to be reviewed in 1 year.
- 1.3 This report to the Housing and Major Projects Policy Development and Scrutiny Panel proposes some changes to the Home Health and Safety Policy adopted last year.

2 RECOMMENDATION

The Housing and Major Projects Policy Development and Scrutiny Panel is asked to:

- 2.1 Note and comment on the proposed policy.

3 FINANCIAL IMPLICATIONS

- 3.1 The funding for the proposed Home Health and Safety Policy 2012 is detailed in the Medium Term Financial Plan previously adopted by the Council. The total funding amounts to £165,000, comprising £45,000 from Housing Services efficiency savings and £120,000 from new monies for adult social care from the Department of Health. This does not include the empty property funding, the capital elements of which have provisionally been allowed for in the affordable housing funding agreed by Council.
- 3.2 In addition there is £900,000 of mandatory Disabled Facilities Grant (DFG) funding comprising £422,000 Government capital allocation and £478,000 revenue contribution. An agreement with Somer Housing also allows for an element of cost sharing on DFGs within their stock which is expected to contribute in excess of £100,000.

4 THE REPORT

- 4.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provides local authorities with a general power to offer assistance to improve housing conditions. This assistance may take the form of financial grants, loans or any other type of help and support thought appropriate. Prior to making such assistance available it is a requirement that the Council must adopt and publish a housing renewal policy, referred to as the Home Health and Safety Policy in this document.
- 4.2 The recent, and at the time of writing still draft B&NES Housing Condition Survey 2011, identified some groups of residents experiencing poor housing conditions, including:
- Owner occupiers & private sector tenants over 65 years of age;
 - Lone parents with dependent children;
 - Owner occupiers on low income;
 - Residents with a disability; and
 - Vulnerable residents (as defined by being receipt of certain benefits).
- 4.3 The proposed Home Health and Safety Policy 2012 contained in Appendix 1 details a number of schemes aimed at the improvement of homes occupied by low-income, disabled, elderly and otherwise vulnerable households. The policy includes an urgent repairs service which responds to national evidence that targeted, small scale works, promptly delivered can have significant positive health benefits for older and vulnerable people.
- 4.4 The schemes of assistance are summarised below together with the proposed changes to the current policy:
- **advice and home visits** – to help vulnerable people decide what work is required to remedy serious hazards and property defects. There are no proposals for change;

- **mandatory disabled facilities grants (separately funded)** – adaptations to ensure the homes of disabled people are suitable for their needs. There are no proposals for change;
- **urgent repairs grants** – to fast track urgent and small repairs for vulnerable people to reduce illness and accident. The proposal for change is to describe eligible works as those that prevent accident or ill health instead of those that remedy Housing Health & Safety Rating System Category 1 hazard;
- **home improvement loans** – to help vulnerable residents undertake essential repairs and safety improvements for improved health and wellbeing. The proposals for change are: new eligibility for families with dependent children under 16 years of age; reducing length of home ownership required before being eligible for assistance from 2 years to 1 year; new Park Homes Loan product; and new capital loan product suitable for those with a faith which prevents the taking up of traditional loan products;
- **energy efficiency improvement** - home insulation and top up heating/insulation grants to help households with low income keep their homes warm and energy efficient. The proposals for change are to flag that assistance may change when Green Deal begins and also a new Wessex Energy Loan product;
- **community alarms grant** – to help vulnerable people feel safer in their homes by providing community alarms and key safes. There are no changes proposed; and
- **bringing empty homes back into use** – new section of policy covering assistance to encourage empty home owners to bring these homes back into use.

4.5 In summary these changes are driven by the views of stakeholders on service improvement and to respond to changes in legislation and other priorities. For the purposes of this policy a household is defined as vulnerable if the household is a low income household and, aged 60 or over or with a limiting long term illness or disability or has dependent children aged 16 years of age or less.

5 RISK MANAGEMENT

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

The policy will assist vulnerable households in B&NES access financial assistance to carry out essential repairs and safety improvements and adapt their homes to meet their needs. It is proposed that resources will be aimed at low income residents that are 60 years of age or over or have a relevant disability affecting their ability to work or have dependent children of 16 years of age or less. An equalities impact assessment has been completed. The age related adverse impact is justified below.

6.1 Evidence available nationally and locally shows that the group described in 6 above are more vulnerable to many of the common housing health and safety hazards. Individuals under 60 and able bodied are more likely to be able to obtain work and fund the improvement themselves. Therefore resources are aimed at low income households and, aged 60 or over or with a limiting long term illness or disability or have dependent children of 16 years or age or less.

7 CONSULTATION

7.1 Cabinet Member; Overview & Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer

7.2 The consultation was carried out through circulation of a draft policy and questionnaire, face to face interviews, telephone interviews, emails and discussion at meetings.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion: Good quality, suitable housing increases social inclusion, particularly for children and older people on low income. It also assists with the maintenance of good health and comfort, reducing social exclusion caused by poor health and poor living conditions. These factors should reduce the demands on NHS B&NES.

8.2 Sustainability: Relatively small scale targeted intervention can prevent housing falling into excessive disrepair. Also energy efficiency improvements reduce carbon dioxide emissions and the likelihood of fuel poverty.

8.3 Young People: Good quality suitable housing improves the health and educational outcomes for children and young people.

8.4 Customer focus: This policy aims to help meet the needs of vulnerable residents in B&NES living in private sector homes with concerns about their housing conditions.

8.5 Health & Safety: The policy is underpinned by actions in the Housing and Wellbeing Strategy to improve the health, safety and wellbeing of vulnerable households in B&NES.

8.6 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Chris Mordaunt, Housing Services Manager (01225 396282)
Background papers	
Please contact the report author if you need to access this report in an alternative format	

Housing Services

Home Health and Safety Policy

(adaptations, repairs and improvements)

July 2012

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This document can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats from the Housing Services
Telephone 01225 396444

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1 HOME HEALTH AND SAFETY POLICY

- 1.1 This policy sets out how the allocated home adaptations and home safety repairs and improvements budget is to be spent from July 2012.
- 1.2 This policy sets out how the allocated budget to help bring empty homes back into use is to be spent from July 2012.

Adaptations for disabled people

- 1.3 This policy will improve the housing conditions of eligible disabled people by providing Disabled Facilities Grants (DFG) to purchase adaptations that assist independent living.

Eligibility for a DFG is determined by an assessment of need by the Occupational Therapy Service and a test of resources by Housing Services.

Home safety repairs and improvements

- 1.4 This policy will improve the housing conditions of vulnerable owner occupiers by giving them advice and financial support in the form of loans or grants to remedy and alleviate serious health and safety hazards in their homes.
- 1.5 This policy operates alongside the Housing Services Enforcement policy which deals with the repair and improvement of rented homes to remedy serious housing health and safety hazards.
- 1.6 For the purposes of this policy a serious health and safety hazard means a hazard falling into Bands A-D under the Housing Act 2004 Housing Health and Safety Rating System.

- 1.7 For the purposes of this policy a household is defined as vulnerable if the household is a low income household and
- aged 60 or over; or
 - with a limiting long term illness; or
 - a family with dependent children under 16 years of age.

Home energy efficiency improvements

- 1.8 This policy will improve the housing conditions of vulnerable people by giving them advice and financial support to help them insulate their homes or make them more energy efficient. These improvements will make it more affordable for vulnerable people to stay warm.

Community alarm grants

- 1.9 This policy will improve the housing conditions of vulnerable people with low income by giving them financial support in the form of grants for community alarms that makes them safer in their homes.

Empty Home assistance

- 1.10 This policy will improve the availability of housing in the area by assisting owners of empty homes to bring their properties back into use by giving advice and financial assistance in the form of loans or grants.

Delivery Schemes

- 1.11 This policy will be implemented by Housing Services and delivered via the following seven schemes:
- advice and home visits – to help vulnerable people decide what work is required to remedy serious hazards and property defects;

- disabled facilities grants – working with the Occupational Therapy Service to help disabled people make their homes safe and suitable to live in;
- urgent repairs grants - to help vulnerable people afford a small repair that needs to be completed quickly to prevent illness or accident;
- home improvement loans – to help vulnerable people afford repairs and safety improvements that help to keep them safe and well at home;
- home energy efficiency improvements – to help vulnerable households to keep their homes warm and energy efficient;
- community alarms grant – to help vulnerable people feel safer in their homes by providing community alarms and key safes.
- Empty homes assistance – to bring empty homes back into use by providing advice and assistance to owners of empty homes.

Budget

- 1.12 This Policy and the delivery schemes are subject to the availability of funding. Grants and loans are subject to eligibility criteria and a maximum amount to distribute the financial support available in an effective way.
- 1.13 The Policy will be subject to periodic review particularly if there are substantial changes to funding and resources.

2. POLICY CONTEXT

- 2.1 Bath and North East Somerset Council has general powers given under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to provide assistance that improves housing conditions in the area.
- 2.2 The Council's priorities for improving the lives of local residents are set out in the Sustainable Community Strategy 2009-2026. The Policy will contribute towards the aims of the Sustainable Community Strategy and the Housing and Wellbeing Strategy 2010-2015 by:
- improving health and wellbeing and reducing inequalities within our communities: narrowing the gap between people with low income living in poor housing conditions and the better off.
 - by helping people to feel confident about carrying out their daily activities inside the home
 - making homes more resilient to climate change,
- 2.3 The Key to Independence 2008-2013 is the Council's Housing Strategy for older people. The Policy will contribute towards the aims of the Key to Independence by providing person centred housing repairs and adaptation support and by improving the health and safety of older people.
- 2.4 The Joint Strategic Needs Assessment (2012 draft) identifies falls and associated injuries as particular problems for older people and identifies energy inefficient homes as a particular problem amongst older persons and vulnerable persons in the area. The implementation of this policy will contribute to reducing the incidence of hospital admissions because of falls and excess cold and to reducing excess winter deaths amongst older people by targeting advice, loans and

grants to remedy serious hazards and improve home energy efficiency to owner occupiers aged 60 or over.

2.5 The House Condition Survey 2012 (draft) identified

- Almost 50% owner occupiers who are lone parents live in non-decent housing. Lone parents are more likely to have a low income and not able to afford repairs.
- Households where one or more people are receipt of benefit are significantly more likely to live in a dwelling with a category one hazard and therefore live in a non-decent home
- Households which have a disabled resident have a significantly higher likelihood of living in a dwelling with a category one hazard and therefore live in a non-decent home

3 EQUALITIES

3.1 The Policy will be implemented by Housing Services and its delivery partners and the Schemes will be available to all B&NES residents eligible under the terms of the policy including people with protected characteristics in accordance with the Equality Act 2010 and the Council's Single Equalities Scheme.

4 APPEALS

4.1 If an applicant is refused a loan or grant and wants to appeal against the adverse decision they may contact the Housing Services Manager. An appeal will be considered by a Service Manager independent of the Housing Standards and Improvement Team who administer this policy. An appeal must set out the reasons why the applicant wants the decision changed and provide supporting evidence. An appeal should be made in writing within 28 days of the decision unless the applicant's circumstances are exceptional.

5. COMPLAINTS AND COMPLIMENTS

- 5.1 We want to provide good quality services but sometimes things can go wrong. If this happens we need to know so that we can put it right and learn from the experience. We welcome comments or suggestions that help us to improve the service.
- 5.2 Complaints will be dealt with according to the Council's Complaints procedure (available on the website). Complaints can also be made to the Complaint Procedure Manager who can be contacted on: 01225 477931.

6 EXCEPTIONAL CASES

- 6.1 In exceptional cases the Council will consider applications for help with home adaptations, repairs and safety improvements and empty homes assistance that fall outside this Policy. Such applications will be decided by the Housing Services Manager.
- 6.2 Exceptions to the maximum amount of financial assistance available will be considered by the Housing Service Manager where the maximum is likely to be exceeded due to unforeseen works.

7 HOME HEALTH AND SAFETY DELIVERY SCHEMES

Disclaimer





The Council does not accept responsibility for any loss or damage incurred as a result of the advice and guidance provided by the repairs and safety improvements and adaptations schemes.

The summary table and Appendix 1 provide information on the current schemes. These schemes may change or be withdrawn according to current priorities and the funding available.

Summary Table: Home Health and Safety Delivery Schemes (* all schemes are subject to funding being available).

Assistance Type	Purpose	Eligible client group	Amount available	Additional information
Free home health and safety advice	Home visits by housing Officers to give advice about home repairs and prioritising work to remedy defects.	<ul style="list-style-type: none"> ✓ Low income ✓ Home owners ✗ Tenants 	None as this scheme for giving advice only.	Low income is defined as being on income related benefit.
Disabled Facilities Grant	Financial assistance and advice to make home adaptations to promote independent living	<ul style="list-style-type: none"> ✓ Low income ✓ Disabled ✓ Home owners ✓ Tenants 	Up to £30,000	All DFG approvals are subject to an eligibility assessment and a test of resources. Funding will only be considered up to the value of the works recommended by the Occupational Therapist.
Home Improvement Loans	To provide loans for repairs and improvements to remove serious health and safety hazards (Category 1 hazards A to C and Category 2 hazards D only).	<ul style="list-style-type: none"> ✓ Low income ✓ over 60 ✓ vulnerable ✓ Low income families 	Between £500 and £15,000	Loans are available from Wessex Home Improvement Loans upon a referral from Housing Services. The most suitable type of loan will be identified

		<p>✓ Home owners (including park homes)</p> <p>✗ Tenants</p>		<p>by Wessex HIL.</p> <p>Low income is defined as having a certain level of disposable income which is assessed by Wessex HIL.</p> <p>Loans are repayable to Wessex HIL.</p> <p>Capital appreciation loans are available for those persons whose religious beliefs prevent them from accepting loans.</p> <p>Park home owners loan limited to £5000</p>
Urgent Repairs Grant	<p>To provide small grants for carrying out urgent repairs quickly to prevent ill health or an accident.</p> <p>For example to fix dangerous electrics or</p>	<p>✓ Low income</p> <p>✓ over 60</p> <p>✓ vulnerable</p> <p>✓ Home owners</p>	<ul style="list-style-type: none"> • £1000 per grant • No client to have more that 3 grants in a year and more that £1,500 in a year. 	<p>Low income is defined as being on an income related benefit. Clients not on a benefit may be given a Test of Resources to determine their income level.</p>

	repair a broken heating system.	 Tenants		
<p>Home energy efficiency improvements</p> <p>These schemes may be replaced with equivalent and additional schemes under Green Deal</p>	<p>Warm Streets/ To provide cavity wall and loft insulation.</p> <p>Warm Front top-ups To provide top-up grants to successful Warm Front applicants who need additional money on top of the Government grant to carry out the works.</p> <p>Energy loans To provide assistance subject to same eligibility criteria as Home Improvement Loans for energy efficiency measures including solid wall insulation</p>	<p>All Schemes:</p> <ul style="list-style-type: none">  Low income  Home owners  Tenants <p>Warm Front Top-up clients must be successful applicants of the Warm Front Scheme who have been told by Ega that the cost of works they have applied for is more than the maximum allowed by the Warm Front Scheme.</p>	<p>Warm Streets: Depending on age and income some people will be provided with home insulation. Otherwise there are discounts of at least 50% (May be subject to changes which are outside the scope of this Policy)</p> <p>Warm Front Top-ups Top-up grants are given at an amount that will cover the extra cost required to complete works being funded by the Government Warm Front grant (or equivalent). Excessive claims may be refused. Average grants paid have been between £200 and £1,000.</p>	<p>Low income for the Warm Streets scheme is defined by the Warm Streets scheme and is subject to change.</p> <p>Warm front Top-up clients will have been assessed by the Warm Front scheme as having a low income in order to be entitled for a Warm front grant.</p> <p>Energy Loans See Home Improvement Loan section</p>

			Energy Loans Between £500 to £15,000	
Community Alarms Grants	For the installation of community alarms and key safes.	<ul style="list-style-type: none"> ✓ Low income ✓ over 60 ✓ vulnerable ✓ Home owners ✓ Tenants 	£200 maximum	Low income is defined as being on income related benefit.
Empty Homes Assistance	To bring empty homes back into use by assisting the owner with financial support	<ul style="list-style-type: none"> ✓ Empty home owners 	Max grant £5,000 Wessex Loan between £500 to £20,000	<p>An empty home is a residential property which has been empty for over 6 months.</p> <p>The home must be located within Bath and North East Somerset.</p> <p>Housing Services will determine if an empty home is eligible</p>

APPENDIX 1 – DELIVERY SCHEME DETAIL

1. HOME HEALTH AND SAFETY ADVICE AND HOME VISITS

Who can apply?

This service is for home owners with low income only.

Low income is defined as being on one of the income related benefits listed below:

- *Income Support
- *Income based Jobseekers allowance
- *Employment support allowance (income Based)
- *Council Tax benefit
- *Pension credit (Guarantee credit)
- Likely to satisfy low income eligibility
(Not likely to be assessed as having full contribution in Housing Services test of resources as determined at point of initial inquiry)

The Scheme

Home visits will be carried out to enable housing officers to give preliminary advice about home repairs and prioritising work to remedy any defects. A list of contractors for repairs can be provided.

Home repairs and improvements advice and support for elderly, disabled or vulnerable people can also be provided by the Home Improvement Agency.

Works that can be included

When an officer visits they will focus on identifying serious health and safety hazards and major disrepair. For example:

Dangerous electrics
Inadequate heating and/or home insulation
Damp and mould
Roof leaks
Dangerous staircases and pathways

How to apply

Call Housing Services on 01225 396444 to ask for an appointment

Funding amount

This scheme is not for giving out grants or loans. It is for advice only.

Requirements and conditions

- Advice and guidance is given subject to available resources and to reflect the best interests of the household.
- The advice and guidance is not a structural survey and the assessment is based on the Housing Health and Rating System under the Housing Act 2004.
- Advice given may be verbal or written.
- The Council may have to take formal action when they discover a serious hazard or disrepair. For example they may have to serve a Hazard Awareness Notice which tells the house owner what the hazards are.

2. DISABLED FACILITIES GRANT

Who can apply?

This grant is available to residents (both adults and children) who are disabled and have been referred for assistance by the Council's Occupational Therapy Team.

It is available to owner-occupiers and private tenants, including tenants of Residential Social Landlords (with the landlord's consent).

The grant is only available to people on low incomes and is subject to a "test of resources" which examines people income and savings. The grant is only available to people who have been assessed by an occupational therapist as in need of the grant.

Applications for children will not be subject to a "test of resources" under current legislation.

The Scheme

Grants are available for disabled people to provide adaptations in their homes which will enable them to live more independently and remain at home.

The grants are mandatory which means that the Council has a legal duty to provide them. The grant can include payment for professional fees and any unforeseen works that are necessary.

Works that can be included

The eligible works include those that are deemed mandatory in accordance with the Housing Grants, Construction and Regeneration Act 1996. This includes essential adaptations to give residents better freedom of movement into and around their home and to access facilities within it. All applicants will have to be assessed by an Occupational Therapist before being referred to the Housing Standards and Improvement Team.

Funding will only be considered up to the value of the works recommended by the Council Occupational Therapist.

In exceptional circumstances funding will be made available for the provision of an additional access ramp into the disabled person's accommodation so that, for example, they have access to the back garden as well as access through the main entrance. As agreed by Occupational Therapist Manager and Housing Services Manager.

Funding amount

The maximum amount of grant will be £30,000.

Home Improvement Loans can also be used to “top up” a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum of £30,000 allowed for a DFG.

Home Improvement Loans can only be made available to owner occupiers as the loans are put as a charge against the property so that outstanding loans can be reclaimed by Wessex HIL when the property is sold or inherited. See the Home Improvement Loans section to this document for further information about applying for a loan.

How to apply

Contact the Access team on 01225 - 396000 and ask for an assessment by an Occupational Therapist (OT). If the OT judges that the client is in need of an adaptation the case will be referred to Housing Services who will administer the grant application.

The Council’s Home Improvement Agency is also available to help and support clients through the process of applying for a DFG. The first point of contact however is the Access Team.

Requirements and conditions

About the applicant

The property is to be occupied by the applicant following the completion of the work.

Applicants are subject to a test of financial resources except where the works are for children.

About the grant

A valid application and specified conditions are detailed in the Housing Grants, Construction and Regeneration Act 1996. (Assistance with completing forms is available.)

The client will be informed within 6 months of a valid application whether or not their application has been approved or refused. Housing Services will aim to approve a valid application within 6 weeks.

About the works

Estimates for the cost of the works are required, prior to approval, from two contractors (unless otherwise directed by the Occupational Therapist).

Reasonable professional fees will be paid only when considered necessary. Fees from a chartered architect, chartered surveyor or a home improvement agency, or private OT will be considered.

Unforeseen works

Unforeseen works can only be considered upon prior inspection and agreement by Housing Services.

If unforeseen works take the total cost of the works above the grant maximum of £30,000 the client may be asked to pay the additional money.

Payment of works

Payments will be made to the client or will be paid to the contractor(s) only at the client's request.

Final payments are only made on the submission of an acceptable invoice for the works, including any professional fees.

Final payments will be made when all works are completed and meet the client's needs as determined by the Occupational Therapist.

Interim payments will be paid at the discretion of the Housing Services. Clients will be expected to pay any contribution they may have before the Council pays an interim payment.

Interim payments are only made on the submission of an acceptable invoice for the works, including any professional fees, and will be paid to a maximum of 90% of the approved amount. Works to the value of the payment being requested must have been completed and the works must have been inspected by a Housing Services Officer from the Council, or an Officer from the Home Improvement Agency or both.

Recovery of Grant

Disabled Facilities Grant exceeding £5,000 may be reclaimed by the Council where a property is sold or transferred within 10 years of the certified grant completion date. No more than £10,000 will be reclaimed in each case. Grant in excess of £5,000 may be registered as a local Land Charge. The decision to recover Grant will be made on an individual basis by the Housing Services Manager.

A local Land Charge will be registered if the Grant is likely to have added value to the property. For example a land charge may be registered where the property has been extended to provide additional facilities and/or accommodation, but not usually for the installation of stair lifts or other items that would not substantially change the property value.

3. HOME IMPROVEMENT LOANS

Who can apply?

This service is for home owners who are:

- Over 60 years old and on a low income; or
- Vulnerable and on a low income; or
- Have dependent (resident) children under 16 and on a low income.

Low income eligibility will be assessed by Wessex Home Improvement Loans (WHIL) who will carry out a financial assessment to decide whether or not an applicant is able to have a low interest home improvement loan. As part of the assessment they will look at clients' income savings and outgoings.

The criteria for eligibility are a disposable income of less than £125 per week and savings of less than £16,000.

Vulnerable people are defined as people with a limiting long term illness or disability.

The Scheme

Home Improvement Loans will be offered for home repairs and improvements that will remove or reduce serious health and safety hazards band A to D as assessed under the Housing Health and Safety Rating System.

Home Improvement Loans can also be used to "top up" a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum allowed for a DFG.

Home Improvement Loans can only be made available to owner occupiers as the loans are put as a charge against the property so that outstanding loans can be reclaimed by WHIL when the property is sold or inherited.

Loans are available from WHIL via a referral from Housing Services.

There are several types of loan available. Advice and guidance will be provided by WHIL to ensure applicants are offered the most suitable type of loan for their situation. In some cases WHIL may not be able to lend to the client. In such cases clients will be referred back to the Housing Service who may be able to offer alternative form of assistance.

In some cases where WHIL is unable to lend to a client or where the maximum they can lend is insufficient to complete all the essential works the Council may not be able to offer any further financial assistance. In such cases careful consideration will be given to taking the most appropriate course of action and may be referred to the Housing Manager for a decision.

The Home Improvement Loans will be low cost capital repayment, interest only, interest roll-up, interest free or a combination at the discretion of WHIL.

All loans are repayable to WHIL who holds the loan fund on the Council's behalf.

Who are Wessex Home Improvement Loans (WHIL)?

WHIL is a Community Development Finance Institution who works in Partnership with Bath and North East Somerset Council as well as with other councils in the area. Established in 2002 as a "not for private profit" organisation they provide low cost finance to home owners for essential maintenance and improvement works.

The Council pay an annual subscription to WHIL. The Council is part of the Wessex Consortium. The governing body of WHIL is their board to which the consortium has representation.

Works that can be included

Home repairs and improvements that will remove serious health and safety hazards band A to D as assessed under the Housing Health and Safety Rating System will be considered. For example:

- Dangerous electrics
- Inadequate heating and/or home insulation
- Damp and mould
- Roof leaks
- Dangerous staircases and pathways

Home improvement loans may also be able to cover works to the common parts of a building, or where a legal notice has been served requiring fire precautions work and when there are insufficient funds held by the management company.

Home Improvement Loans can also be used to "top up" a Disabled Facilities Grant (DFG) where the cost of work exceeds the maximum of £30,000 allowed for a DFG.

Unforeseen works and professional fees may also be included in the loan amount (see below in conditions and requirements).

Funding amount

The maximum that can be lent is £15,000

The minimum that can be lent is £500

All assistance is subject to the availability of funding.

The Council will subsidise each loan given as agreed by the Wessex Consortium. Where required for individual loans paid, the subsidy will be a grant paid directly to WHIL on the client's behalf. The subsidy amount is determined by WHIL on a case

by case basis and will depend on the type of loan the interest payable and the loan period.

If the client chooses to use the service of the Council's Home Improvement Agency then the agency's fees will be included in the loan. Housing Services will approve fees charged at 10% of the cost of the works.

How to apply

Clients can contact Housing Services on 01225 396444 to discuss whether or not they are likely to be eligible.

Clients can also contact the Home Improvement Agency. The Agency can help people make an application for this type of loan and provide help to get the works carried out. For example they will arrange for building contractors to carry out the work.

The following gives a brief outline of how to apply:

- An officer from the Council will visit and decide which works can be included.
- Clients will be provided with a schedule of works by the Council.
- A WHIL advisor will arrange to visit the client/ applicant in their home and assess eligibility for the loan. They will make a decision on eligibility, whether a loan is affordable and if so what type of loan is best for the client.
- Clients must use the schedule of works to get two estimates; one each from two different building contractors. These estimates will be part of the application to the Council which will also include a proof of title (or equivalent proof of ownership) to show who owns the house and completed application forms.
- When Housing Services have a full and complete application they will aim to approve it in writing within 20 working days.
- Clients can only start works when they have written approval from the Council.

The Home Improvement Agency and the Council and WHIL will do what they can to guide and support clients through the process.

Wessex Subscription

The Council will pay from its Housing Renewal budget an annual subscription fee to WHIL to belong to the Wessex Consortium.

Requirements and conditions:

About the applicant

Applicants must own the property.

Applicants must have sufficient equity in the property.

Owner-occupiers are to have owned and lived in the property for the past year. Occupying applicants with shared equity will usually be assessed jointly.

The applicant must be over 18 years old

About the loan

Full repayment of any outstanding loan will be necessary on the disposal of the dwelling. In this instance disposal means the sale of the property or the transfer of ownership, or the inheritance of the property.

Applicants must have a bank account; repayments are made by a monthly direct debit from this account.

The loan will be recorded as a land charge until repayment.

About the works

Funding is only available for the cost of works started after the approval of assistance. This means that applicants must not start works for which they are borrowing the money until the loan is approved by WHIL and the Council.

Reasonable professional fees may be included from a chartered architect, chartered surveyor, home improvement agency or for other associated services approved by the Council.

As part of the application estimates for the cost of the works are required, prior to approval, from two approved contractors.

Works eligible for funding through an insurance claim will not receive assistance but the policy excess amount can be.

Clients can only start works when they have their written approval from the Council. Starting works before written approval may invalidate their application.

Unforeseen works

Unforeseen works are works that were not expected to be needed when the works were originally planned but are essential for the job to be completed safely and in a satisfactory manner.

Unforeseen works can only be considered upon prior inspection and agreement of Housing Services.

Unforeseen works will have to be funded by the applicant. However WHIL may, in agreement with the client, add a maximum of 10% of the cost of the works (including any fees) to the loan when the loan is initially set up. This extra amount can then be used for unforeseen works if needed. If this amount is not used then the 10% must be paid back to WHIL by the applicant when works are complete.

Payment of the works

For clients not being helped by the Home Improvement Agency the Home Improvement Loan payment is only made on the submission of an acceptable invoice for the works, including any professional fees. All works must be completed to the satisfaction of the Council.

Home Improvement Agency (HIA) clients must agree to have their loan held for them by the Agency in the HIA Client account. The loan money will be put in to that account when the loan has been agreed by WHIL and signed up to by the client. The HIA will pay the building contractor when all works have been completed to the satisfaction of the Council and upon receipt of an acceptable invoice. This will mean that HIA clients have to start making repayments to WHIL from the time the loan is paid to the HIA client account and before that works have started.

4. URGENT REPAIRS GRANT

Who can apply?

This service is for home owners who are:

- Over 60 years of age and on a low income
- vulnerable home owners on a low income.

Vulnerable people are defined as people with a limiting long term illness or disability.

Low income is defined as being on one of the income related benefits listed below.

*Income Support

*Income based Jobseekers allowance

*Employment support allowance (income Based)

*Council Tax benefit

*Pension credit (Guarantee credit)

For clients who are not on one of these benefits but who are on one of the following benefits or, who consider themselves to have a low income, Housing Services will carry out a Test of Resources to determine eligibility. In such cases clients may have to make a contribution.

Disability Living allowance

Industrial injuries disablement benefit

War disablement pension

Child Tax credit (Joint income of £15,000)

Working Tax Credit

Pension credit (savings credit)

The Scheme

Urgent repair grants are available for carrying out repairs quickly. The scheme uses a fast track simple application process. For instance; only one estimate for the works is required and the owner will not need to prove that they own their home, only to declare that they do.

This service is different and separate from the Handy Man service and from the Housing Improvement Loans service.

Works that can be included

Grants will be offered for works that will prevent an accident or ill health. For example a blocked toilet or dangerous electrical systems would be eligible.

The Urgent Repairs Service must be the most appropriate way to help the client. It should not be used to cover work that could be carried out by the Handy Man Service or Bobby Van or by a Home Repair Loan.

Examples of eligible work are

- Repairs to a boiler or heating system to ensure that provision of heating and or hot water.
- Repairs to stop water leaking into the property.
- Repairs to dangerous electrics.
- Repairs to fix a broken or leaking WC or cess-pit.
- Works to investigate the condition of power and lighting circuit and establish what repairs are needed.
- Works to investigate the structural stability of a dwelling or part of it and establish what works are needed.
- Repairs or alterations to help prevent falls of various types. For e.g. falls on stairs, falls between levels and in bath rooms.
- Repairs or alterations to make a property secure.

Funding amount

Maximum £1,000 per job

A client can receive a maximum of 3 grants per financial year. While the maximum per job is £1,000 the total maximum each client can receive per calendar year is £1,500.

All assistance is subject to the availability of funding.

How to apply

Contact Bath and North East Somerset Council's Housing Services or the Council's Home Improvement Agency.

Requirements and conditions

About the grant

The payment for urgent repair work is made as a grant and so is not repayable to the Council. Therefore the Council will not seek to recover this grant if the property is subsequently sold or if the applicant moves out for some reason.

About the works

As part of the application, one estimate for the cost of the works is required from one approved contractor.

Unforeseen works

Unforeseen works are works that were not expected to be needed when the works were originally planned but are essential for the job to be completed safely and in a satisfactory manner.

Unforeseen works can be paid for up to the maximum amount of grant allowable under the scheme.

Payments of works

Final payment for work is only made on the submission of an acceptable invoice for the works, including any professional fees. Works must be completed to the satisfaction of the HIA or Housing Services.

Payment of the works will be made directly to the building contractor by the Council or the Housing Improvement Agency (or the Council commissioned provider of this scheme). Applicants will need to agree to this when they sign the application form.

5. HOME ENERGY EFFICIENCY

Who can apply?

This assistance is available to everyone in Bath and North East Somerset with greater benefits for those on a low-income.

The Schemes

These schemes are to provide help to improve energy efficiency within the home and reduce fuel poverty. There are three forms of Assistance:

- Warm Streets scheme (or equivalent)
- Warm Front top-up grants (or equivalent).
- Energy loan (may be offered in the future)

With the start of Green Deal the range of assistance may change.

Warm Streets scheme

Who can apply?

“There is something for everyone”

- Home owners
- Tenants of private rented accommodation who have their landlord’s permission.

What works can be included

Loft insulation and / or cavity wall insulation

Funding amount

Depending on age, income and household circumstances, some people will be provided with home insulation for free. In other cases there are discounts of up to 50%.

How to apply

- Phone the Energy Saving Trust advice centre on 0800 082 2234
- Email on warmstreets@cse.org.uk

An energy advisor will tell you if you are eligible for free or discounted home insulation.

Requirements and Conditions for Warm Streets

- All assistance is subject to the availability of funding.
- The applicant is to be over 18 years old.
- A valid application
- Applicant to meet Warm Streets low income/low savings, household or age criteria

Top-ups for National Warm Front Scheme (or equivalent)

Where the cost of works usually included in the Warm Front Scheme or equivalent exceeds the amount paid by the Warm Front Grant (£3,500) the Council will make up the additional amount on the applicant's behalf. The additional cost must pay for works which help provide affordable warmth or increased energy efficiency. Applicants must apply to the Council for this discretionary funding. An additional estimate may be required.

Who can apply?

Successful applicants to the Warm Front Scheme who have been told by Warm Front that the cost of the works they have applied for are more than the maximum allowed by the Warm Front Scheme.

What works can be included

Works approved by Warm Front (or equivalent). A typical example is central heating system being installed where there was none before or where the existing system was broken and needs replacing.

Funding amount

Top-up grants are given at an amount that will cover the extra cost required to complete the works being funded by Warm Front grant. Excessive claims however may be refused. On average grants that have been paid in the past range between £200 and £1,000.

How to apply

Clients will need to contact Housing Services and pass to them a copy of their approval letter from Warm Front. This letter will say how much extra funding is needed to complete the works.

If the Council can approve the client's application for a Warm Front Top-up they will write to them confirming this. The Council will make the payment to Warm Front on the client's behalf.

Requirements and Conditions for Warm Front Top-ups:

- All assistance is subject to the availability of funding.
- The applicant is to be over 18 years old.
- A valid application to Housing Services.
- Applicant to already be a successful Warm Front applicant.

Payment of works

The Council will pay Warm Front directly on behalf of the client.

Energy loan

To provide assistance to vulnerable households as defined for the Home Improvement Loan scheme above occupying hard to treat homes for energy efficiency measures to remove them from fuel poverty including solid wall insulation.

6. COMMUNITY ALARMS

Who can apply?

This grant is available to low income residents who are over 60 years of age, disabled or otherwise vulnerable.

The assistance is available to owner-occupiers, private tenants and Residential Social landlord (Housing Association) tenants.

Low income is defined as being on one of the income related benefits listed below.

- *Income Support
- *Income based Jobseekers allowance
- *Employment support allowance (income Based)
- *Council Tax benefit
- *Pension credit (Guarantee credit)

Vulnerable people are defined as people with low income and with a limiting long term illness or disability.

The scheme

Small grants are available for vulnerable people on low income for the installation of community alarms and key safes. This equipment can help people to remain in their own homes as it enables them to call for help easily if they fall or become ill for example.

Works that can be included

Eligible works include community alarms and key safes.

Funding amount

The maximum amount of assistance offered is £200

How to apply

Contact the Community Alarms Service. They will visit the client in their home and decide what equipment is needed and they will help the client apply for the grant from Housing Services.

Requirements and conditions

All assistance is subject to the availability of funding.

The applicant is to be over 18 years old.

A valid application will comprise of a correctly completed and signed application form and specified proof of income. (Assistance with completing forms is available.)

The eligible works are to be specified and arranged by the Community Alarms Service.

Payment for works

Community Alarms and Housing Services will arrange for the payment of the grant when the works are complete.

7. EMPTY HOMES ASSISTANCE

Who can apply

The owners of empty homes can apply. For the purposes of this policy an empty home is defined as a residential property which has been empty for 6 months or longer. The empty home must be within Bath and North East Somerset. The empty home must be on Housing Services Empty Homes List.

The Schemes

The assistance will be given to aid the owner to sell the house or rent the house or renovate the house in order to bring the property back into use. Financial assistance will only be offered to empty homes assessed with a priority rating score. Priority Rating is detailed in Housing Services Empty Property Policy.

Two schemes will be offered:

General Support Package – available to homes rated as P1 to P5. The General Support Package is to provide owners with incentives to help them bring the home back into use.

Priority Support Package – available to homes rated as P1, P2, P3. The Priority Support Package is to provide additional incentives to bring the home back into use. Wessex Loans are included with the Priority Support Package.

Works that can be included

Eligible works will be specified by Housing Services.

Funding Amount

General Support Package
Maximum Grant £500

Priority Support Package
Where a grant is given, the maximum will be £5,000. Where a Wessex Loan is given, the minimum is £500 and the maximum is £20,000.

How to apply

Contact the Empty Property Officer. They will meet you at the empty home to discuss with you your plans to bring the empty home back into use.

Following this visit where it is appropriate, financial assistance may be offered to help sell, rent or renovate the empty home.

A valid application must be made.

Where a Wessex Loan is given, the Home Improvement Section of this policy applies, but not the parts of that section relating to the eligibility of the applicant

Requirements and Conditions

About the applicant

The applicant must own the empty home.

Proof of title will be required

Consent of all owners may be required particularly when a loan is involved.

About the grant or loan

A valid application must be made.

Where a grant is given, the owner and the Empty Property Officer will agree a reasonable time scale for the property to be brought back into use. It is a condition of the grant that the property is brought back into use within this time scale.

The client will be informed within 6 months of a valid application whether or not their application has been approved or refused. Housing Services will aim to approve a valid application within 6 weeks.

About the works

Estimates for the cost of the works are required, prior to approval, from two contractors (unless otherwise directed by the Empty Property Officer).

Funding is only available for the cost of works started after the approval of assistance. This means that applicants must not start works before the assistance is approved.

Unforeseen works

Unforeseen works can only be considered up to the maximum grant limit.

Where a Wessex Loan is given, the Home Improvement Loan section on unforeseen works applies.

Payment of works

Payments will be made to the client or will be paid to the contractor(s).

Recovery of Grant

Where the property is not brought back into use within the specified time period the Council will recover any grant monies given.

Summary of budgets and targets for the year 2012/13

Type of assistance	Maximum assistance available	Targets (No. of grants or loans given per year)	Total budget available for scheme
Free home safety repairs and adaptations advice and home visits	No funding Advice only.	none	No funding
Home Improvement Loans	£15,000	20	£50,000 for Wessex Subscription payment and subsidy payments for individual loans @ April 2011 Wessex Pot total - £250,000
Urgent Repairs Grants	£1,000	30	£50,000
Home Energy Efficiency <ul style="list-style-type: none"> • Warm Streets • Warm front Top-ups Energy loan	Cost of Loft and cavity wall insulation Reasonable costs to enable applicant to take up Warm Front grant ?	160 measures 10 ?	£50,000 £5,000 Allocated portion of Wessex fund
Community Alarm Grants	£200 maximum	100	£10,000
Disabled Facilities Grants	£30,000 maximum	250	£1,000,000
Empty Home Assistance	£5,000 maximum £20,000 for Wessex Loan	8 5	£100,000

Agenda Item 13

Bath & North East Somerset Council		
MEETING:	Housing and Major Projects Panel	
MEETING DATE:	29 th May 2012	AGENDA ITEM NUMBER
TITLE:	Housing & Major Projects update	
WARD:	ALL	
AN OPEN PUBLIC ITEM		
List of attachments to this report: Housing & Major Projects Report		

THE ISSUE

This is a routine report for update on Housing & Major Projects activity.

RECOMMENDATION

There are no recommendations required

FINANCIAL IMPLICATIONS

None- for information only

THE REPORT

A routine report attached as appendix reporting on Housing & Major Projects activity.

RISK MANAGEMENT

A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

EQUALITIES

Equalities are considered within all our projects remit as required.

CONSULTATION

No consultation has been carried out as this is an update report only.

ISSUES TO CONSIDER IN REACHING THE DECISION

The is no decision to be made

ADVICE SOUGHT

The Council's Monitoring Officer (Council Solicitor) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Monitoring Officer Vernon Hitchman has cleared this report for publication.

Section 151 officer has cleared this report for publication

Strategic Director John Betty has cleared this report for publication.

Contact person	John Betty 7158
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

Housing & Major Projects update

29th May 2012

**Prepared by the Development and Major Projects Strategic Director - John Betty
Housing Services Update – Graham Sabourn**

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Sustainable Development Overview

- The Development & Major Projects Directorate is responsible for providing a co-ordinated and integrated approach to the provision of Housing, Jobs, Business growth and Economic activity and is focused on delivering Sustainable Economic Growth as set out in the Economic Strategy of April 2010, the Smart Economic Growth Cabinet paper of November 2010 and Delivering Sustainable Economic Growth in B&NES Cabinet paper of November 2011.
- Work continues on Planning and Financing the Future programme (PaFF). This is being carried out to establish the impact of development upon viability and corporate financing.
- This work is set against a background of significant Government changes to funding and support, continuing macro-economic challenges and increasing pressure on housing; and the aspiration to progress the B&NES Development Agenda. The ability of the Council to deliver its priorities and aspirations in this area continues to depend on the alignment of policies in Planning, Transport and the ability of the Council to influence and encourage growth and development through its asset base and influence.
- There are significant challenges ahead in bringing forward development but there are also major opportunities through our Enterprise Area -Bath City Riverside, Bath Western Riverside, Bath Quays South and Manvers Street. Also Norton Radstock Regeneration, MOD Sites, Keynsham, Somerdale and Temple Street. All of which could and should have significant ability to help the economic growth, development agenda and Housing delivery.
- The Directorate continues to review its capacity and organisation in order to respond to this agenda.
- The Directorate works to ensure that the agenda is rooted in the Administrations requirement to ensure local engagement.

Part 1. Housing

1.1 Housing Delivery

- **Commitment**

- The Core Strategy identifies a requirement for 11,500 homes between 2006-2026.
- The Core Strategy was subject to an Examination in Public in January 2012, the inspector's findings are due in the spring.
- Given the scope of the changes and demands of this the Strategic Director for Development & Major Projects has been given the corporate responsibility for developing a council-wide action plan to ensure a corporate co-ordinated approach to the delivery of housing, including affordable housing.
- A review of the current arrangements within the council has been requested by the Strategic Directors Group. The report covers the capabilities and effectiveness of the organisation and the capacity currently in place to ensure housing delivery meets targets. The report will recommend actions necessary to ensure that there is a co-ordinated approach across the council and accountability to the Strategic Director of Development and Major Projects.

- **Delivery update and targets**

- Based on demographic, migration, household and housing market indicators, the Bath and North East Somerset future housing growth requirements study concluded that in order for housing supply to absorb demographic change and support economic and employment growth potential it would need to increase by 12,000 dwellings to 2026. The Core Strategy plans for 11,500 homes as 12,000 presents unacceptable environmental and green belt impacts.
- Specific priorities are emerging in respect of the needs of older people, including extra-care sheltered, and addressing the accommodation needs of the gypsy and traveller communities.
- The Core Strategy identifies a requirement for 11,500 homes between 2006-2026. About 3,000 of these can be secured as affordable housing. The vast majority of development (about 90%) will take place on brownfield sites. To date 2600 units have been delivered (an average of c430 per annum) with a further 8900 (an average of 635 per annum) required by 2026 to achieve our targets. This requires a 47% increase in annual delivery rates to achieve our targets.
- Affordability within the market remains critical and council is bolstering its affordable housing planning policy seeking 17.5% on small sites (5-9 dwellings) and an average of 35% or more on larger sites (10 plus dwellings).
- The Council is working to achieve no less than 25% of the total new housing supply being affordable housing.

- Sufficient brownfield land has been identified to achieve these targets. However there remains some challenges in delivery:
 - Working with the MOD and other partners to bring forward sites vacated in Bath, although a strong working relationship with the M.O.D has now been forged with the MOD working with the council in the preparation of the concept statements for each site. Public consultation on the concept statements is currently underway.
 - Ensuring infrastructure is in place to allow development in Bath city centre sites (including Bath Western Riverside)
 - High land values in Bath and Keynsham in particular
 - Influencing other land owners to ensure disposal of other key sites (e.g. Somerdale in Keynsham and Polestar in Paulton)
 - Reluctance of some developers to build, given the on-going uncertainty about house prices and availability of credit.

		Target 11/12	Result 11/12	Target 12/13	Result 12/13	Comments
Market Sale	NI 154	440	460	460		Delivery 20 homes above target. New target above previous target.
Market Sale	NI 159%	100% (3011)	111% (3346)	100% (3176)	109% (3476)	A forward looking target measured at the start of the year. Target for next 5 years (to 2017) is 3176 (100%). Against this the Council (in its SHLAA) must show deliverable sites totalling 3335 (105%). SHLAA currently shows 3476. Note: target for next 5 years is subject to change pending Core Strategy Inspectors Report. Buffer may need to increase to 120% and/or housing target may change to reflect a possible 40/60% phasing of delivery either side of 2016. Further update to be provided during Q1
Affordable Housing	NI 155	25%	40.30%	50%	Prob O/T 64%	

West of England Housing Delivery Panel (HDP)

- Following an Official Journal of the European Community (OJEC) compliant tender process, initiated in 2010, we have recently signed up to a four year framework of selected housing providers which aims to:
 - Increase jobs and new homes;
 - Develop better engagement and collaboration;
 - Improve quality and innovation;
 - Maximise investment and delivery;
 - Assist “state aid” requirements
- This framework agreement replaces the former “HomesWest Partnership” with Sovereign, Sarsen, Knightstone and Somer Housing Associations that officially ended on 30 September 2011;
- The Panel comprises 22 member organisations established from 1st October 2011, held an official launch on 18th November 2011. The latest panel meeting was on Friday 18 May 2012 with a contribution from the HCA on empowering development and a workshop on the panel’s competitive commissioning process.

Homes & Communities Agency Investment Framework 2011-15

- **National Affordable Housing Programme (NAHP)** - 17 investment partners (Registered Providers) have been approved with bids proposing new supply within the West of England. The 17 include 14 housing associations and 3 house-builder developers; nationally there are 146 approved bidders. Detailed contracts are agreed with the 14 HAs and one developer; the other two remain pending.
- **Empty Homes Programme** – The 2012-15 programme involves £100m of investment and a further £50m for community groups and social enterprises as well as Registered Providers. West of England bids received some success with allocations secured by Jephson Homes and Knightstone but focussed on Bristol City.

- The Coalition Government published '**Laying the Foundations: A Housing Strategy for England**' in November 2011. It sets out a package of reforms to:
 - Get the housing market moving again
 - Lay the foundations for a more responsive, effective and stable housing market in the future
 - Support choice and quality for tenants
 - Improve environmental standards and design quality

- Getting the housing market moving includes several initiatives, including:
 - £210m FirstBuy scheme – announced in March 2011 budget to help 10,000 first-time buyers
 - Bringing forward publicly held land to provide up to 100,000 new homes
 - New Build Indemnity Scheme helping 100,000 homebuyers with up to 95% mortgages
 - £420m **Get Britain Building Fund** to bring forward or restart stalled housing development sites, requiring delivery from June 2012 and completion of eligible dwellings by December 2014.

- **Positive Key issues in relation to Housing:**
 - **BWR**
 - Phase 1 underway. 60 homes (48 affordable) expected to complete in 2011/12. Remaining 240 (including 52 affordable) between 2012/13 and 2014/15. 'Strategic Housing Land Availability Assessment' (SHLAA) expects phase 2 to begin to deliver from 2015/16 subject to removal of the gas holders.
 - **Somer Schemes in Bath** – progressing well and in line with SHLAA trajectory.
 - **MOD**
 - The MOD have confirmed that, following the transfer of 1,700 – 2,000 staff currently based in Bath to Abbey Wood in South Gloucestershire they will dispose of their three sites in Bath by March 2013. This will cover 33ha of land in total at Foxhill, Warminster Road and Ensleigh.
 - The MOD, in conjunction with the Council and the HCA, prepared a Project Delivery Plan (PDP) which covered :

- Preparation of concept statements including community consultation and stakeholder engagement for each of the MOD sites
 - The marketing and disposal of the MOD sites
 - The relocation programme & procedures for Bath based MOD staff
 - The Council is leading on the preparation of Concept Statements, which are being consulted upon in a programme of public consultation that runs from 24th April to 31st May, with the intention of seeking their adoption by Council in July 2012
 - The SHLAA estimates for all three sites is c1200 homes. The SHLAA target figures are clearly outlined in the Concept statements prepared for each site.
 - More details on this project are included in Section 2.1 of this report.
- **South West Keynsham (K2)** - Planning permission for 285 homes granted at appeal. Decision received July 22 2011. Essential to SHLAA housing delivery trajectory that the Council now progresses its part of the site and that it begins to deliver within the next couple of years. Property Services have now instructed their agents to market the site. Initial bids are due back in early May 2012. Property Services will provide a timetable for a decision when all bids have been received.
 - **Somerdale** – Kraft have announced that Taylor Wimpey has been selected as their preferred developer for Somerdale. D&MP and Development planning are working closely with Taylor Wimpey to agree the consultation process and planning strategy. Taylor Wimpey intend to submit a planning application for the scheme by the end of November 2012.
 - **NRR** – Linden Homes remain intent on progressing the scheme.
 - **Polestar Phase 1** – Major elements delivered but development of final quadrant of site (c.30 flats) has been delayed
 - **Polestar Phase 2** – Bovis Homes site – first phase comprising 39 dwellings under construction, first handovers (17 affordable homes) took place in December 2011

1.2. Housing Services Update:

Housing Services had 27 performance indicators in 2011/12. End of year performance, with a few exceptions, has been good. The table below details the full list of indicators, target, end of year actual and RAG assessment. From the table it can be seen that the number and percentage of green; amber & red RAG assessments were 22 (81%); 1 (4%) & 4 (15%) respectively. In this scenario Amber refers to a narrow miss, that is, achieved in excess of 95% of the target.

The missed targets, with the exception of indicator 13, are process targets. These were missed for a number of reasons including staff shortages (P10); unusual demand (P9); lack of demand (P13). The service is currently identifying the reasons for missing P5 & P16. In addition an action plan is being developed to ensure these targets are fully met during 2012/13.

Housing Services End of Year Performance 2011/12

	<u>Performance Indicator</u>		<u>YTD Actual</u>	<u>YTD Previous</u>	<u>YE Target</u>
	Customer focus				
1.	Customer Service Standard: Overall satisfaction with the service % (Q)	↑	90.7%	89.7%	85%
2.	Customer Service Standard: Complaints responded to within 20 working days % (Q)	↓	100%	75%	85%
3.	Customer Service Standard: Letters responded to within 20 working days % (Q)	→	100%	100%	85%
4.	Customer Service Standard: Telephone calls answered with 20 seconds % (Q)	→	92%	92%	90%
5.	Undisputed invoices paid within 30 days % (Q)	↑	84.5%	81.4%	90%

6.	Equalities Impact Assessments - % of services covered by current (4yr) EIA (Q)	→	80%	80%	100%
7.	Housing Condition requests from private rented tenants investigated within 10 working days % (Q)	→	96.8%	96.8%	90%
8.	Average time for major adaptations to be completed from initial enquiry to B&NES Access Team (weeks) (M)	→	41	41	46
9.	Housing Multiple Occupation licences issued within 12 weeks of valid application % (M)	↑	73.4%	67.5%	85%
10.	Homesearch applications entered on the system within 10 working days % (M)	↑	83.2%	81.7%	90.5%
11.	Medical priority decisions made within 30 working days (M)	↑	92.9%	92.2%	90.5%

	Access to affordable housing				
12.	Client nominations to Registered Providers within 20 working days of property advert deadline (M)	→	100%	100%	95%
13.	General needs properties secured by Group A and B clients (M)	↓	60.3%	60.9%	80%

Preventing homelessness					
14.	Households in temporary accommodation (M)	↑	28	29	37
15.	Potential homeless cases where our intervention has prevented homelessness and/or the need to secure temporary accommodation (M)	↓	31.3%	34.7%	22%
16.	Homeless applications determined made within 33 working days (M)	↑	80.8%	79.4%	85%
17.	Supported Lodgings clients, whom when moved on, did so in a planned manner % (Q)	↓	87.5%	88.2%	70%
18.	Homefinder tenancies that are successfully* sustained % (Q) (*Successful = in place for 1 year or more)	↑	93.2%	88.3%	60%
Delivering new affordable housing					
19.	NI 155 - Affordable homes delivered against the 4 year cumulative target % (Q)	↑	40.3%	35.6%	25%
Affordable Warmth					
20.	Number of properties in B&NES receiving one or more energy efficiency measures (Q)	↑	655	522	300

21.	Properties receiving one or more energy efficiency measure that are occupied by residents vulnerable to excess cold hazards % (Q)	↑	91.8%	90%	80%
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	Private sector renewal				
22.	Number of properties made safer and healthier - properties where a health and safety improvement has been made=Community safety measures, enforcement, adaptations, HIA, energy efficiency improvements (M)	↑	1244	990	1000
23.	Properties made safer and healthier that are occupied by vulnerable residents (this estimate assumes properties improved by accreditation and enforcement are not vulnerable) % (Q)	↓	77.7%	79.1%	75%

	<u>Performance Indicator</u>		<u>YTD Actual</u>	<u>YTD Previous</u>	<u>YE Target</u>
24.	Private rented homes accredited with B&NES property accreditation scheme % (Q)	↑	24.5%	24.3%	20%
25.	Empty properties brought back into use *Cumulative over financial year (No.) (Q)	↑	44	4	10
	Staff				
26.	Performance development reviews completed % (Q)	→	100%	100%	100%
27.	Staff sickness (excluding long term) % (M)	↑	3.0%	3.4%	4%

Part 2.

Major Projects & Development

2.1 Development & Regeneration

○ Somerdale

- Kraft has appointed Taylor Wimpey as preferred developer for the Somerdale site who, under the terms of their contract, are required to submit a planning application by 30th November 2012. Officers within Development & Major Projects are leading on proactively engaging with Taylor Wimpey to shape the proposals for Somerdale and facilitate sustainable growth. Officers and relevant Cabinet Members held a workshop to discuss key issues and requirements.
- The results of the workshop were presented to Taylor Wimpey verbally by the Leader at a meeting in March 2012.

● Planning, Delivering & Financing the Future

- The Council has commissioned the “Planning & Financing the Future” (PaFF) project to gain a better understanding of the issues and constraints surrounding the delivery of development sites linked to a financial model which will assess the impact on the Council’s income and expenditure streams over time.
- The project is a response to the new and emerging income streams available to local authorities such as New Homes Bonus (NHB), Tax Increment Finance (TIF), Community Infrastructure Levy (CIL) and the potential for retention of Business Rates which are linked to the delivery of housing and employment growth
- The PaFF project will initially consist of a pilot study to develop a delivery and funding model based on the Bath City Riverside “City of Ideas” Enterprise Area that has the potential for rolling out the project across the whole of B&NES.

● Bath City Riverside - City of Ideas Enterprise Area

- In 2011 the West of England Local Enterprise Partnership (LEP) determined that Bristol Temple Quarter would be given a new designation as an Enterprise Zone. The LEP also agreed the establishment of 4 Enterprise Areas within the West of England. One of these is Bath City Riverside.
- Work continues to articulate the scope of the Bath City Riverside Enterprise Area. Key activities are:
 - A study has been commissioned to identify options for the delivery of up-stream flood storage as part of a Strategic Flood Risk Management Strategy for the river corridor in Bath.
 - Work has started to develop a policy basis which will help to ensure speedy delivery of sites within a target framework
 - Progression of discussions with interested development parties.

- **London Road:**

- A decision on the preferred bidder for 3 & 4 Longacre has been made. Property services have notified the successful and unsuccessful bidders and are expected to instruct solicitors within the next few weeks.
- The future of Caroline House is still being discussed between PfP and the Council and an update will follow in due course
- London Road budget to deliver physical regeneration £750k for 2012/13 has been provisionally approved by Council, subject to a detailed project plan being developed and taken through the standard capital approvals process (PID Group / Capital Strategy Group / Cabinet). A paper to agree the budget is being taken to the 13th June 2012 open Cabinet.
- A new community group 'The Gateway Group' has been formed to make recommendations to the Sponsoring Cabinet Member of projects to be tested and assessed against agreed criterion. If and when approved, projects will be delivered by a delivery team headed by Development & Major Projects.

- **MOD Sites:**

- The M.O.D has announced that its sites at Ensleigh, Foxhill, and Warminster Road are surplus to requirements for military use. Relocation of staff to M.O.D Abbey Wood has already commenced with the M.O.D expecting to have vacated the sites by March 2013, although a portion of the Ensleigh site is anticipated to remain in active M.O.D use until approximately 2018. The M.O.D intends to start marketing the sites from September 2012.
- The three M.O.D sites are of significant importance to Bath and North East Somerset in terms of housing delivery. The sites are identified within the Strategic Housing Land Availability Assessment (SHLAA) as providing circa 20% of Bath's housing units as set out in the Council's Draft Core Strategy in the period up to 2026. The sites provide a significant opportunity to address housing need issues within Bath, together with having the potential to create strong vibrant communities.
- A steering group has been formed that includes senior representatives from the M.O.D, Bath & North East Somerset Council and the Homes and Communities Agency. The role of the Steering Group is to provide overall project direction to the project and to make or ratify key project decisions. A cross -service project team has been created to co-ordinate the preparation of a Concept Statement for each site.
- For sites such as these, the Council would normally prepare formal planning policy through a Development Plan Document (DPD) but because there is insufficient time in the disposal timescale to complete this statutory process, the Concept

Statements are being prepared instead. However, the Concept Statements are the first stage in the preparation of the Council's Placemaking Plan (Site Allocations DPD) and their preparation will be subject to the initial stages of statutory Plan preparation, including public consultation. This will provide sufficient planning weight to provide a basis for on-going discussions with developers.

- The concept statements set out in a concise manner:
 - The aspirations for each site,
 - The key planning priorities and requirements for new development,
 - The numbers of housing units to be provided
 - The process setting out how developers (once the sites have been sold) should engage with local communities.

- A project plan was agreed with the M.O.D that enabled the three Concept Statements to be prepared and by the Council to meet with MoD's disposal timescales. The Concept Statements are currently undergoing a period of public consultation ahead of being tabled for approval by cabinet in July 2012.

Key dates taken from the more detailed project plan are:

- April to May: Public consultation (Including consideration by PTE Policy Development & Scrutiny Panel in May 2012)
- May to July: Revision and finalisation
- July: Cabinet endorsement of Concept Statements

Other Council projects:

- **River Group**

- The River Corridor Group Report will be presented by the chair of the group to the Economic Community & Development Policy Development & Scrutiny panel 24th of May 2012.
- The presentation will include suggestions on the future structure of the River Corridor Group.
- The Panel will advise Cabinet on whether and how the recommendations made within the report should be taken forward.
- A number of public and private stakeholders have been invited to attend the meeting and join the discussion.

- **Flood Mitigation**

- In 2010 the Council commissioned a Flood Risk Management Strategy report which identified the provision of upstream flood water storage, combined with on-site flood defences, as the strategic solution to facilitate development of sites in the river corridor in Bath
- A Bath Compensatory Storage Study has been commissioned which is being undertaken in conjunction with the Environment Agency. The stage 1 report investigated eight potential sites along the river corridor east of Bath for the provision of flood storage and recommended three sites, at Kensington Meadows, Mill Lane Bathampton and at Bathford, for further technical investigation. This work is being undertaken, along with a detailed hydrological assessment, as part of stage 2 of the study. The results and recommendations will be the subject of consultation prior to the development of detailed scheme proposals.

2.2 Council Direct Projects

- **Keynsham New Build & Regeneration**

- Project remains on programme and budget
- All of the Statutory Consultees (excluding English Heritage) have commented on the planning application
- The Planning Officer is still targeting the Planning Committee on 6th June 2012
- Approximately 70% of the construction work packages have now been tendered by Willmott Dixon
- Archaeology trial trenching works are ongoing
- Discussions are ongoing with Wessex Water about sewer diversions

- **Southgate**

- Station works are progressing well and open to the public- anticipated in the autumn 2012
- Practical completion under the Development Agreement Act anticipated October 2012
- Land transfer registration is anticipated end of November 2012

- **Public Realm**

- **Preparatory Projects -City Info, Street Furniture & Pattern book**

- Monoliths installation commenced spring 2012.
- Printed artwork/map distribution –talks are taking place with Bath Tourism & Future Bath Plus for leading going forward.
- Pre-Qualification Questionnaire stage for Street Furniture – Tender documents are complete and are being reviewed.
- Pattern Book aim to complete in next financial year.

- **Transforming Spaces, High Street, Union/Stall St, Street Furniture**

- Contractor appointed – North Midland Construction
- Construction works are to commence July 2012.
- Traders have been consulted
- It is noted the Olympics Torch route is within the High Street area therefore causes delay to programme.
- Planned completion February 2013.

Children's Services

- **Ralph Allen School Applied Learning Centre and all weather pitch**
 - Project Budget and programme under review following tender return.
 - Anticipated completion date subject to comments below, March 2013.
 - Tenders for main contractor have been received and are under review
 - Planning decision delayed pending archaeology report but anticipated by end May 2012

- **St Gregory's & St Mark's**
 - Project remains on programme and budget
 - Meeting with the Planning and Highway Officer held April 2012
 - 2nd planning pre-application submitted on 3rd May 2012
 - New highway layout has been agreed with the School
 - Integrated building, landscape and ecology design produced (in response to comments from the Planners)
 - Stage D cost plan is nearly complete
 - Contractor shortlist has been issued to B&NES for approval

- **Wellsway Sports Centre**
 - Project remains on budget
 - Completion Date due end September 2012.

- **Oldfield School Bath**
 - Project is within budget and on programme
 - School completion – July 2012.

- **BWR**
 - **Residential occupations**
 - First private residents moved into houses in April 2012
 - Affordable units now fully occupied
 - Shared ownership occupations increasing with strong market interest for the shared ownership product

 - **Phase 1b**
 - Residents have taken occupation & sales are going well.
 - There is a need to sort out the Construction access from Midland Road to create the right living environment off Pines Way for new residents

 - **Phase 2**
 - Occupation due 2013.

 - **Main scheme**
 - Victoria Bridge and Road to re-open to the public in May 2012.
 - Crest are progressing terms with Wales and West to decommission the gas holders
 - Planning Applications for the next phases are expected in July 2012

- **Victoria Bridge**

- **Temporary works (Phase 2)**

- Ramps for temporary crossing through Victoria Bridge now fabricated.
- Installation of ramps to commence on site next week, (enabling works now underway).
- Target date for completion of ramp installation is 18th May 2012, to be followed by temporary opening of Victoria Bridge Road.
- Crossing width and headroom will be non-standard, (restricted width and headroom). Cyclists will be required to dismount. Signage to be installed accordingly.
- Temporary crossing will need to be closed again when phase 3 works commence, (early 2013).
- Periodic monitoring of temporary works is ongoing.

- **Permanent works (Phase 3)**

- Acceptance in principle obtained from English Heritage that preferred (Option 3) solution is an appropriate way forward.
- Phase 3 proposals and work undertaken thus far presented to stakeholder group, including Ward Councillors, in April.
- Phase 3 proposals presented to April informal Cabinet. Direction received to present preferred (option 3) option plus three alternative options for formal Cabinet decision in June.
- Decision for phase 3 now entered on forward plan for June Cabinet Decision.
- Designer tender process underway.
- Works to commence in 2013. Completion late 2013/early 2014.

- **Bath Transport Package**

- Quarterly review issued by Department for Transport in April 2012 with no change to finance or programme.
- All Tenders returned and initial assessment and review has been carried out.
- Interviews for Lots 1 to 5 took place w/c 7th May 2012

Agenda Item 14

Bath & North East Somerset Council	
MEETING: HOUSING AND MAJOR PROJECTS POLICY DEVELOPMENT & SCRUTINY PANEL	
MEETING DATE:	29th May 2012
TITLE:	WORKPLAN FOR 2012/13
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	

1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

2 RECOMMENDATION

- 2.1 The Panel is recommended to
 - (a) consider the range of items that could be part of their Workplan for 2011/12 and into 2012/13

3 FINANCIAL IMPLICATIONS

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

5 RISK MANAGEMENT

- 5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

8 ADVICE SOUGHT

- 8.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Michaela Gay, Democratic Services Officer. Tel 01225 394411
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Housing and Major Projects Policy Development & Scrutiny Panel Workplan

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
2nd Aug 2011	Major Projects Routine Report	JB	John Betty	Report		
	Housing Renewal Policy	AA	Graham Sabourn	Report		
	Cabinet Member Update			Verbal		
20th Sept 2011						
	Cabinet Member Update			Verbal		
	Housing & Major Projects Update	JB	John Betty / Graham Sabourn	Report		
	Delivering Sustainable Economic Growth in Bath and North East Somerset	JB	John Betty	Report		
15th Nov 2011						
	Cabinet Member Update			Verbal		
	Article 4 Direction	GC	Simon de Beer	Verbal		
	Medium Term Service & Resource Plans	JB	John Betty	Report		
	Housing & Major Projects Update	JB	John Betty / Graham Sabourn	Report		

Last updated 12th March 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
31st Jan 2012						
	Somer CHT Blueprint for the Future	AA	Victor da Cunha (Somer CX)	Verbal / Presentation		
	Cabinet Member Update			Verbal		
	Empty Property Policy Update	AA	Graham Sabourn	Report		
	Adult Social Care & Housing Service Action Plan	AA	Graham Sabourn / Jane Shayler	Report		
	Housing & Major Projects Update	JB	John Betty	Report		
	Development & Major Projects Service Action Plan	JB	Derek Quilter	Report		
27th March 2012						
	Cabinet Member Update			Verbal		
	Draft Tenancy Strategy	AA	Graham Sabourn	Report		
	Housing Allocations	AA	Graham Sabourn	Report		
	Additional HMO Licensing (Article 4)	AA	Graham Sabourn	Report		
	Housing & Major Projects Update	JB	John Betty	Report		
29th May 2012						
	Cabinet Member Update			Verbal		
	Home Health and Safety Policy (formerly Housing Renewal Policy)	AA	Chris Mordaunt	Report		

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Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Community Infrastructure Levy (CIL) – Impact on Development	GC	Simon De Beer	Presentation		
	Emerging Housing Agenda	JB	John Betty	Presentation		
	Development Agenda – Potential Funding Strategies	JB	John Betty	Presentation		
	Housing & Major Projects Update	JB	John Betty	Report		
24th July 2012						
	Cabinet Member Update			Verbal		
	Housing Services Enforcement Policy	AA	Chris Mordaunt	Report		
	Housing Adaptations	AA				
	House Condition Surveys (Private Sector Stock / HMO)	AA				
	Housing & Major Projects Update	JB	John Betty	Report		
18th Sept 2012						
	Cabinet Member Update			Verbal		
	Housing & Major Projects Update	JB	John Betty	Report		
Future items						
	New Homes Bonus	JB				

