

Democratic Services

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Date: 10th September 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, 18th September, 2012

You are invited to attend a meeting of the **Housing and Major Projects Policy Development and Scrutiny Panel**, to be held on **Tuesday, 18th September, 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, Bath (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, 18th
September, 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

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** or **an other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

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 - 24TH JULY 2012 (Pages 7 - 18)

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. HOUSING ADAPTATIONS UPDATE (HOME ADAPTATIONS TO ASSIST INDEPENDENT LIVING) (Pages 19 - 26)

B&NES Housing Services and Sirona jointly deliver the mandatory Disabled Facilities Grant (DFG) service. In 2011, a project was undertaken to cut the waiting times for a DFG adaptation to be completed. The aim is to reduce waiting times by improving the processes, staff capacity and resources associated with the delivery of this service. Specifically, the objective of the project was to reduce the waiting time for the majority of adaptations (80th percentile) significantly. This report provides an update on the project to date.

10. BATH AND NORTH EAST SOMERSET HOUSE CONDITION SURVEY 2011 (Pages 27 - 44)

A Private Sector House Condition Survey was carried out in during the autumn of 2011 in order to meet the legislative requirement for all Local Authorities to regularly assess the condition of housing within their areas. Four surveys were commissioned jointly across the West of England Local Authorities by Bath and North East Somerset Council, Bristol City Council, North Somerset Council and South Gloucestershire Council to reduce the cost of the survey by achieving economies of scale. This report describes the key findings of the survey and how they are being used.

11. HOUSING & MAJOR PROJECTS UPDATE (Pages 45 - 72)

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

12. PANEL WORKPLAN (Pages 73 - 82)

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.