



Leicester  
City Council

## **MEETING OF THE HOUSING SCRUTINY COMMISSION**

**DATE: MONDAY, 4 OCTOBER 2021**

**TIME: 5:30 pm**

**PLACE: Meeting Room G.01, Ground Floor, City Hall,  
115 Charles Street, Leicester, LE1 1FZ**

### **Members of the Scrutiny Commission**

Councillor Westley (Chair)

Councillor Chamund (Vice Chair)

Councillors Ali, Aqbany, Byrne, Crewe, Gee, and Rahman

Members of the Scrutiny Commission are invited to attend the above meeting to consider the items of business listed overleaf.

For Monitoring Officer

**Officer contact:**

**Jason Tyler (Democratic Support Officer)**

Tel: 0116 454 6359, e-mail: [jason.tyler@leicester.gov.uk](mailto:jason.tyler@leicester.gov.uk)

Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ

## **Attending meetings and access to information**

You have the right to attend formal meetings such as full Council, committee meetings, and Scrutiny Commissions and see copies of agendas and minutes.

However, on occasion, meetings may, for reasons set out in law, need to consider some items in private.

Due to COVID restrictions, public access in person is limited to ensure social distancing. We would encourage you to view the meeting online but if you wish to attend in person, you are required to contact the Democratic Support Officer in advance of the meeting regarding arrangements for public attendance. A guide to attending public meetings can be found here: <https://www.leicester.gov.uk/your-council/decisions-meetings-and-minutes/public-attendance-at-council-meetings-during-covid-19/>

Members of the public can follow a live stream of the meeting on the Council's website at this link: <http://www.leicester.public-i.tv/core/portal/webcasts>

Dates of meetings and copies of public agendas and minutes are available on the Council's website at [www.cabinet.leicester.gov.uk](http://www.cabinet.leicester.gov.uk), or by contacting us using the details below.

To hold this meeting in as Covid-safe a way as possible, all attendees are asked to follow current Government guidance and:

- maintain distancing while entering and leaving the room/building;
- remain seated and maintain distancing between seats during the meeting;
- wear face coverings throughout the meeting unless speaking or exempt;
- make use of the hand sanitiser available;
- when moving about the building to follow signs about traffic flows, lift capacities etc;
- comply with Test and Trace requirements by scanning the QR code at the entrance to the building and/or giving their name and contact details at reception prior to the meeting;
- if you are displaying Coronavirus symptoms: a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste, you should NOT attend the meeting, please stay at home, and get a PCR test.

NOTE: Due to COVID restrictions, public access in person is limited to ensure social distancing. We would encourage you to view the meeting online but if you wish to attend in person, you are required to contact the Democratic Support Officer in advance of the meeting regarding arrangements for public attendance.

Separate guidance on attending the meeting is available for officers. Officers attending the meeting are asked to contact the Democratic Support Officer in advance to confirm their arrangements for attendance.

**This meeting will be webcast live at the following link:-**

<http://www.leicester.public-i.tv>

**An archive copy of the webcast will normally be available on the Council's website within 48 hours of the meeting taking place at the following link:-**

<http://www.leicester.public-i.tv/core/portal/webcasts>

## **Making meetings accessible to all**

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/facility availability).

Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Democratic Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at [www.leicester.gov.uk](http://www.leicester.gov.uk) or from Democratic Support.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc..

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

## **Further information**

If you have any queries about any of the above or the business to be discussed, please contact:

Jason Tyler, Democratic Support Officer  
Tel: (0116) 454 6359  
Email: [jason.tyler@leicester.gov.uk](mailto:jason.tyler@leicester.gov.uk)

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**

# HOUSING SCRUTINY COMMISSION

## USEFUL ACRONYMS

Acronym	Meaning
ACM	Asbestos Containing Materials
AGSC	Annual Gas Safety Check
AHP	Affordable Homes Programme
ALMO	Arms' Length Management Organisation
APA	Alternative Payment Arrangements
ASC	Adult Social Care
AST	Assured Short Hold Tenancy
BAU	Business as Usual
B&B	Bed & Breakfast
BCP	Business Continuity Plan
BRE	Building Research Establishment
CBL	Choice Based Lettings
CIH	Chartered Institute of Housing
CIN	Children in Need
CiTAL	Citizens Advice LeicesterShire
CO	Carbon Monoxide
Co2	Carbon Dioxide
CORE	Continuous Recording of Lettings - independently compiled statistics of all Housing Association letting activity
CPO	Compulsory Purchase Order
CSC	Customer Service Centre
CT	Council Tax
CT	Community Transport
CTCE	Construction Training Centre of Excellence
DAR	Dial A Ride
DCPC	Driver Certificate of Professional Competence
DFG	Disabled Facilities Grant
DHF	Discretionary Housing Funds
DHP	Discretionary Housing Payments
DHS	Decent Homes Standard
DMA	District Management Area
DT	Digital Transformation
DTR	Duty to Refer
DVSA	Driver & Vehicle Standards Agency
DWP	Department for Work and Pensions
EBS	Estate and Building Services
EHP	Empty Homes Premium
EHS	Empty Homes Strategy
EMH	East Midlands Homes
EOL	End of Life
EPC	Energy Performance Certificate
ERS	Emergency Repairs Service
Euro 6	The Latest Directive Set by The EU to Help Reduce the Level Of Harmful Pollutants Produced By New Vehicles.
EV	Electric Vehicle

<b>Acronym</b>	<b>Meaning</b>
EVCS	Electric Vehicle Charging Station
FHS	Future Homes Standard
FRA	Fire Risk Assessment
FS	Floating Support
FTA	Freight Transport Association
G&HS	Gas and Heating Services
GFT	Gas Fill and Test
GSIUR	Gas Safety Installation and Use Regulations
GVM	Gross Vehicle Mass
GVW	Gross Vehicle Weight (Same As GVM)
H&WB	Health and Wellbeing
HA	Housing Application
HAF	Housing Application Form
HB	Housing Benefit
HCA	Homes and Communities Agency
HEDNA	Housing Economic and Development Needs Assessment
HHSRS	Home Health and Safety Rating System
HMO	House in Multiple Occupation
Hol	Housing Online
HPO	Homelessness Prevention Officer
HR	Human Resources
HRA	Housing Revenue Account
HSE	Health and Safety Environment
IMD	Index of Multiple Deprivation
IMT	Income Management Team
KPI	Key Performance Indicator
LA	Local Authority
LAC	Looked After Children
LAHS	Local Authority Housing Statistics
LHA	Local Housing Allowance
LSOA	Lower Super Output Area
MAM	Maximum Authorised Mass (Same As GVM)
MCHLG	Ministry of Housing and Local Government
MHCLG	Ministry of Housing, Communities, And Local Government
MS	Method Statement
MSO	Multi Skilled Operative
MSOA	Middle Layer Super Output Area
NOSP	Notices of Seeking Possession
NOX	Nitrogen Oxides
NPPF	National Planning Policy Framework
ONS	Office Of National Statistics
OOH	Out of Hours
OR	Outreach
OT	Occupational Therapist
PATS	Passenger and Transport Services
PI	Performance Indicator
PIE	Psychologically Informed Environments
PLT	Property Lettings Team

<b>Acronym</b>	<b>Meaning</b>
PRS	Private Rented Sector
PSL	Private Sector Leasing scheme whereby private sector properties are leased by the council for use as temporary accommodation for homeless households.
QC	Quality Check
R&M	Repairs and Maintenance
RA	Residents Association
RA	Risk Assessment
RD	Revolving Door
RMA	Rent Management Advisor
RSI	Rough Sleeping Initiative
RSL / HA / RP	Registered Social Landlord / Housing Association / Registered Provider
RTB	Right to Buy
RTL	Repairs Team Leader
RTL	Ready to Let
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SH	Sheltered Housing
SLS	Selective Licencing Scheme
STAR	Supporting Tenants and Residents Team
T&L	Tenants and Leaseholders
TA	Tenants Association
TA	Temporary Accommodation
TARA	Tenants and Residents Association
TARS	Tenants Advice and Repairs Service line
TBC	To be confirmed
TC	Traffic Commissioner
UC	Universal Credit
ULEV	Ultra-Low Emission Vehicle
VED	Vehicle Excise Duty
VPLS	Voids and Property Lettings Service
VT	Voids Technician
WIP	Work in Progress
YTD	Year to Date

## **PUBLIC SESSION**

### **FIRE/EMERGENCY EVACUATION**

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to area outside the Ramada Encore Hotel on Charles Street as Directed by Democratic Services staff. Further instructions will then be given.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members are asked to declare any interests they may have in the business to be discussed.

### **3. MINUTES OF THE PREVIOUS MEETING**

**Appendix A**

The Minutes of the meeting of the Commission held on 6 September 2021 are attached and Members are asked to confirm them as a correct record.

### **4. CHAIR'S ANNOUNCEMENTS**

### **5. PETITIONS**

The Monitoring Officer to report on the receipt of any petitions received in accordance with Council procedures.

### **6. QUESTIONS, REPRESENTATIONS OR STATEMENTS OF CASE**

The Monitoring Officer to report on the receipt of any questions, representations or statements of case received in accordance with Council procedures.

### **7. COVID 19 UPDATE**

The Director of Housing will provide an update on the impact of Covid-19 on Housing Services.

**8. AFGHAN REFUGEE RESETTLEMENT PROGRAMME**

The Director of Housing will give an overview of how Housing Services are supporting the resettlement programme.

**9. HOUSING ESTATES SHOPS** [Appendix B](#)

The Director of Estates and Building Services will give a presentation on the position relating to estate shops.

The presentation slides are attached.

**10. HOMELESSNESS AND ROUGH SLEEPER STRATEGY UPDATE** [Appendix C](#)

The Director of Housing submits a report, which provides an update on progress in implementing the Homelessness and Rough Sleeping Strategy 2018-2023.

**11. PROPOSED REVIEW OF TENANT AND LEASEHOLDER INVOLVEMENT OPPORTUNITIES** [Appendix D](#)

The Director of Housing submits a report, which makes comment on the Government's Housing White Paper "The Charter for Social Housing Residents".

The Commission is asked to agree to a review of the current tenant and leaseholder involvement activities and the development of an Involvement Strategy, including the establishment of a Working Group of current Tenants and Leaseholders' Forum members to help inform the content of the Strategy.

**12. DISABLED ADAPTATIONS, HRA AND DISABLED FACILITY GRANTS** [Appendix E](#)

The Director of Housing will give a presentation concerning the Disabled Adaptations, HRA & Disabled Facility Grants.

The presentation slides are attached.

**13. WORK PROGRAMME** [Appendix F](#)

The Commission's Work Programme is submitted for information and comment.

**14. ANY OTHER URGENT BUSINESS**