



Leicester  
City Council

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

**DATE: MONDAY, 20 NOVEMBER 2017**

**TIME: 5:30 pm**

**PLACE: Meeting Room G.02, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ**

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

Councillor Cank (Chair)

Councillor Alfonso (Vice Chair)

Councillors Aqbany, Byrne, Dawood, Halford and Hunter  
1 Un-allocated Non-Group Place

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

For Monitoring Officer

#### **Officer contacts:**

**Angie Smith (Democratic Support Officer):**

Tel: 0116 454 6354, e-mail: [Angie.Smith@leicester.gov.uk](mailto:Angie.Smith@leicester.gov.uk)

**Jerry Connolly (Scrutiny Support Officer):**

Tel: 0116 454 6343, e-mail: [Jerry.Connolly@leicester.gov.uk](mailto:Jerry.Connolly@leicester.gov.uk)  
Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ

## Information for members of the public

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You have the right to attend formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

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- ✓ 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 Angie Smith, **Democratic Support on (0116) 454 6354** or email [Angie.Smith@leicester.gov.uk](mailto:Angie.Smith@leicester.gov.uk) or call in at City Hall, 115 Charles Street.

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

# **PUBLIC SESSION**

## **AGENDA**

### **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.

#### **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**

The minutes of the meeting of the Housing Scrutiny Commission held on 18 September 2017 have been circulated, and Members are asked to confirm them as a correct record.

#### **4. PETITIONS**

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

#### **5. 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.

#### **6. GOVERNMENT RESPONSE TO HOUSING SAFETY COSTS - SPRINKLER PROGRAMME UPDATE [Appendix A](#)**

The Director of Housing has attached for information a government response on fire safety funding assistance. An update on sprinkler project work in Leicester will also be given.

#### **7. VOIDS PERFORMANCE REPORT [Appendix B](#)**

The Director of Housing submits a report for information to Members of the Commission on the performance of the Voids and Property Lettings Team for

the first quarter of 2017/18, inform them of changes in the way void properties are dealt with as a result of the Housing Transformation Review implemented in November 2016, and let Members know what the impact of those changes have been on those allocated a council house and the staff that work in the service area.

**8. EMPTY HOMES ANNUAL REPORT** [Appendix C](#)

The Director of Housing submits a report for information to update the Commission on the work carried out by the Empty Homes Team, targets and the proposed change in the way the number of long-term empty homes are reported.

**9. TECHNICAL SERVICES PROGRAMME OVERVIEW** [Appendix D](#)

The Director of Housing submits a report for information to the Commission, which provides Members with an update of the second phase of the Technical Services Programme.

**10. HOUSING REVENUE ACCOUNT SPENDING REVIEW - PHASE 4 (HOUSING TRANSFORMATION PROGRAMME)** [Appendix E](#)

The Director of Housing submits a report to update the Commission on savings delivered to date for the Housing Transformation Programme, progress with the programme and to consider at an early stage the proposals set out in the Housing Revenue Account (HRA) budget for the three years from 2018/19 to 2020/21, which will be presented in detail to Scrutiny on 18 December 2017. The Commission Members are asked to consider the report and are invited to make any comments to the Assistant Mayor (Housing).

**11. AFFORDABLE HOUSING PROGRAMME: REVIEW OF 2013-2017 AND PROPOSALS FOR 2017/18 ONWARDS** [Appendix F](#)

The Director of Housing submits a report to the Commission. The Commission is recommended to note the annual need for 786 units of affordable housing in the city, the 707 completions of new Affordable Housing achieved over the past four years, and the planned 764 units of new supply of Affordable Housing for the next four years, the new supply of which is dependent upon sufficient additional funding be released by the Council and upon the government confirming a sustainable revenue funding approach for supported housing.

**12. TENANTS' AND LEASEHOLDERS' FORUM - MEETING NOTES** [Appendix G](#)

The Scrutiny Policy Officer submits for noting the Tenants' and Leaseholders' Forum meeting notes from 28 September 2017.

**13. WORK PROGRAMME**

**Appendix H**

Members of the Commission will be asked to consider the work programme and make suggestions for additional items as it considers necessary.

**14. ANY OTHER URGENT BUSINESS**



# Appendix A



## Department for Communities and Local Government

Clive Betts MP  
Chair  
Communities and Local  
Government Select Committee  
House of Commons  
London  
SW1A 0AA

**The Rt Hon Sajid Javid MP**  
*Secretary of State for Communities and Local  
Government*

### *Department for Communities and Local Government*

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[www.gov.uk/dclg](http://www.gov.uk/dclg)

16 October 2017

*D - Clive,*

Further to my and my Ministerial colleagues' appearance at the Communities and Local Government Select Committee evidence session on 11 October, I would like to clarify three pieces of information I gave regarding the response to the tragic fire at Grenfell Tower, and the Building Safety Programme that was subsequently established, to ensure the Committee have a full and up-to-date account.

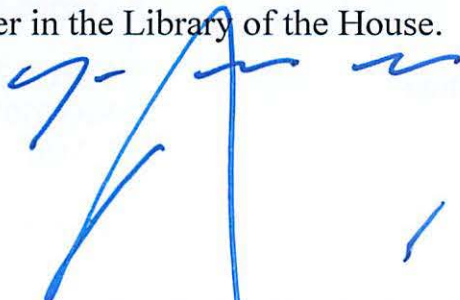
As I am sure you will appreciate, the data we receive from the Royal Borough of Kensington and Chelsea is continually changing as residents make difficult decisions about their future. I told the Committee that 152 households from Grenfell Tower and Grenfell Walk remained in hotels. That figure was, in fact, slightly out of date. More recent data from the Council as of 10 October says there were 149 households from Grenfell Tower and Grenfell Walk in hotels.

Turning to the work of the wider Building Safety Programme, the latest figures are that 274 residential and public buildings over 18m in England have confirmed Aluminium Composite Material (ACM) cladding. Of those, 262 have ACM cladding systems that the Independent Expert Advisory Panel advises are unlikely to meet current Building Regulations guidance and therefore present fire hazards on buildings over 18m. Of those buildings, 161 are social housing (down from 165 as a result of further inspections). The Government is following up with the owners of each of the affected buildings to ensure that interim measures are in place to ensure the safety of residents, and that there is a plan for remediation.

Finally, I mentioned the additional funding that local authorities will be receiving following the New Burdens Assessment that has been carried out by my Department. I

would like to be clear that this funding is specifically related to the private sector data collection that local authorities have been asked to carry out, rather than to take any enforcement action as part of their duties under the Housing Act 2004. It is also not intended to cover any necessary remediation work, which is the responsibility of building owners.

I hope you and your fellow Committee members find this information helpful. I have also deposited a copy of this letter in the Library of the House.

A handwritten signature in blue ink, appearing to be 'Sajid Javid', written over the typed name below.

**THE RT HON SAJID JAVID MP**



## Housing Scrutiny Commission

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# Void Performance Report

Assistant Mayor for Housing: Cllr Andy Connelly  
Housing Scrutiny Commission: 20<sup>th</sup>.November 2017

Lead Director: Chris Burgin

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**City Mayor**  
3

## Useful information

- Ward(s) affected: all
- Report author: Simon Nicholls
- Author contact details: simon.nicholls@leicester.gov.uk
- Report version number: v.2

### 1. Summary

This purpose of this report is to:

Update members of the Housing Scrutiny commission on the performance of the Voids and Property Lettings Team for the first quarter of 17/18.

Let members know about the changes that have been made to the way we deal with void properties as a result of the Housing Transformation Review that was implemented in November 2016.

Let members know what the impact of these changes has been on those allocated a council house and the staff that work in the service area.

### 2. Recommendations

For information only

### 3. Supporting information including options considered:

#### Background.

Previously the process for re letting vacant properties was split into two work streams, one that was responsible for the actual works to bring the property to the required standard after the previous tenant had moved out and the other was the actual process of surveying work required, advertising, offering and letting the property.

Now the city is split into two with both managers responsible for the whole end to end process. Each manager has a craft workforce to carry out the repairs along with 3 team leaders. One of the managers is responsible for Void Technicians, the team who survey the properties and one manager is responsible for the Property Lettings Team who advertise, offer and let the properties.

The reason for this change was to ensure that all areas worked together to deliver a more joined up service with all areas being responsible for achieving improved targets for void turnaround time and reduced rent loss.

### **Achievements to date:**

- More robust management of voids & property lettings
- Amended roles of craft operatives
- Launch of a new re-let standard
- Further streamlining of key processes
  - Escorted viewings brought into the service area
  - Redesign of work allocation for void repairs
  - More responsibility and accountability of void repairs team leaders
- Mainstreaming of the in-house delivery of capital programme works in void properties

### **Why do properties become void**

Rank	Tenancy End Reason	Count	%age
1	Deceased (no succession)	95	21.5%
2	Mvd Oth Accm - Mvd in with fam/friends	56	12.7%
3	Required Residential Care Home	29	6.6%
4	Property Abandoned	24	5.4%
5	Int Transfer - Management case	21	4.8%
6	Int Transfer - Affordability (other)	15	3.4%
7	Int Transfer - Downsizing	15	3.4%
8	Moved to Other City	15	3.4%
9	Affrdability(other)	12	2.7%
10	Harassment	12	2.7%
	<i>All Others</i>	<i>148</i>	<i>33.5%</i>
	<b>Total</b>	<b>442</b>	

### **Terms & Definitions:**

After a void property is surveyed we categorise it as either a routine void or long term void. We do this so that we can give the applicant a better idea when the property will be ready; this is based on the extent of work required.

#### **Routine voids**

Are those properties that require a comparatively low level of work prior to being re let. The actual void time is measured from when the termination period ends and the tenancy is terminated until the new tenancy commences.

### **Long term voids**

Are those properties which require a higher level of repair before it can be re let, the reasons maybe:

Damp proof work, wood worm treatment.

Asbestos removal (licenced)

Structural repairs

Major adaptations

Fire damaged properties

The property is being used as an office, by a residents group or the police

Projects (such as the tower blocks)

New meters and supplies.

Pest control.

### **All voids**

This is the term use when talking and reporting on all voids regardless of if they are routine or long term.

### **Number of voids held**

This is the number of vacant properties we hold at any one time; this should be less than 2% of the total stock. This figure also includes decants(see below)

### **Total annual rent loss**

This is the amount of rental income we have lost as a result of a property being empty and is based on a daily rate, the longer the property is empty the greater the amount.

There are two weeks over the Christmas period that are defined as rent free, this means that December is traditional a low month for void income loss. The average weekly rental figure are:

### **Total annual council tax loss**

We become liable for paying council tax on void properties at a daily rate as soon as the property has been empty for 1 calendar month. There are exceptions around this but this is the case in the majority of cases

### **Decants.**

Are properties that are being used as temporary accommodation for tenants whilst major repairs are being carried out to their home. Rent is not charged for the use of these properties, the tenant continues to pay rent on their main tenancy.

### **Current targets and Performance**

The current targets the Voids and Property Letting Team are working to achieve in 17/18 are:

Measure	Target	Actual performance as at August 2017
Routine Voids	45 days average	48.7
Long term voids	90 days average	85
All voids	Maximum 90 days average	57.3
No. Voids Held	Less than 2% (421)	1.3% (269)
Total annual rent loss	No greater than £825k	£199,367 (Q1 April-June 17)
Total annual council tax loss	£202,537	£53,206 (Q1 April-June 17)
Ready to let to Occupation	10 days	6.5 days

**See appendix 1 for void performance over the last 3 years and since April 2016**

### **What's working well for officers**

Joint working between Managers and the Repairs Team leaders is working well, information is being passed down and everybody is very clear what their roles and responsibilities are. This has a beneficial impact on the quality and amount of information the Tenancy Management Officer is able to pass onto the applicant with regards to the status of the property they have been offered.

Operatives have been fitting new kitchens to the same standard as the contractors we use to deliver the capital programme. This has been very well received by the craft staff and has been a big motivating factor for them. It has also resulted in the tenant receiving a good quality product.

Since the new structure we communicate with all team members better, the craft staff in particular have noticed an improvement.

We have a structured approach to team meetings and managers and Head of Service regularly visit site to inspect works in progress. Regular PDR's and 1-2-1 are carried out.

The apprentices enjoy working in voids and have a positive impact on the work we do.

### **What's working well for applicants**

The actual tenancy sign up process is now carried out at the property rather than back at the office, this makes it quicker and more convenient for the new tenant.

The void turnaround times have all seen a sustained reduction since the

implementation of the new way of working. This is in spite of a reduction in the number of craft staff, down from 84 to 76, this is a significant achievement and is seen as a direct result of the new management structure and the support that is now provided for all those working in the Voids and Property Lettings Team.

Prospective tenants are as a result able to move into their home in a shorter timescale.

**What’s not working so well and what we are going to do about it.**

Delays due to the removal of licenced asbestos. This requires notification to the HSE and if not arranged in a timely manner can have significant impact on the planning of void work. Delays can also occur due to contractors who can’t always work as quickly as we would like as they have built in delays due to lead in times i.e. asbestos, kitchens and rewires. This will form part of our ongoing process improvements and partnership working with other sections etc.

Refusal rates are high, properties are offered correctly in accordance with policy and applicants bid for the properties they want. However, when some applicants have secured the property they have bid for they then refuse the actual offer. This is largely due to the property not being in the area they want, or they see a property advertised in the next cycle that they prefer, this is an issue nationally. We have increased the amount of information on the website so that applicants are fully informed on the location and the property attributes we even link to Google maps so they can physically see the property. Applicants are also encouraged to visit the area to view the outside of the property to be certain it is the area they want in order to mitigate refusals.

Rank	Code	Offer Refusal Reason	Count	%age
1	RARE	Not want area	268	41.6%
2	RNRP	Treated as refusal as no reply	114	17.7%
3	RWPT	Wrong property type	68	10.5%
4	RPLI	Property layout issue	66	10.2%
5	RBBM	Bid by mistake	30	4.7%
6	RBDF	Want to bid for property in next cycle	20	3.1%
7	RGEI	Garden/exterior issues	20	3.1%
8	RMOB	Access and mobility grounds	12	1.9%
9	RNYR	No longer wants housing	12	1.9%
10	RRTH	Affordability	10	1.6%
		<i>All Others</i>	25	3.9%
		<b>Total</b>	<b>645</b>	

**What we are doing to continue to improve void performance:**

**Productivity measures:** Void repairs staff currently operates a manual work allocation system and are not currently mobile working. This does not allow easy access to productivity data which has to be manually calculated. We have put some systems in place to capture some data in this area and are just starting to record productivity information and need to be able to collate this over a period of time for it to have meaning and application. This will enable us to set realistic targets and carry out future resource/workforce planning and increase the efficiency of craft operatives.

**Sheltered housing:** In recent years Sheltered Housing schemes have proved unpopular and difficult to let. We have started a project to find out why, what the actual demand is for the schemes and re visit our offer, this is ongoing.

**Mobile working/works planning:** The roll out of the mobile working solution is eagerly anticipated by Voids, this will help automise systems and communicate more effectively within voids and other areas of the business that we work for and those that help us, eg. Asbestos team and stores. It will also streamline the ordering of materials making it more efficient and accurate.

**Works Planning:** We will also introduce a system of works planning, similar to repairs, so that we can estimate the completion date of a void more accurately so that people have more notice of when their new home will be ready for them to move into.

**Target Setting:** With the introduction of some manual systems we have put in place to monitor productivity as an interim measure prior to mobile working being introduced, this will enable us to set more realistic individual and team targets which prior to the transformation did not exist.

**Performance Management:** There is ongoing work being carried out to improve the performance management data. Apart from reporting on average void times this also includes looking at time in between processes to ensure any dead time can be eliminated, for example by looking at one particular area in detail RTL to Occupation we have been able to identify issues and put mitigating measures in place to ensure that this timescale could be reduced and it now stands at 6.5 days. This will continue with the look at other areas and the same approach will be applied

#### **Future work areas:**

**Daily tenancies:** The introduction of daily tenancies would have the benefit of reducing the RTL to Occupation timescale further as we would not have to wait until the nearest Monday in order to commence a tenancy. This however would need extensive research and investigation and would require the involvement of Legal, Rent Accounts, Income Management, ASTH, IT etc. and would need to be run as a specific project

**Decorating voucher scheme:** The current B&Q scheme comes to an end next year and we have started to procure a new supplier, this will change the way decorating materials are supplied to our tenants and will increase efficiency reducing the costs of materials still giving the new tenant an element of choice.

**Stores review:** Currently our materials are delivered by the in house stores service. This will be changing in the new year and we need to work with the new supplier to ensure that current service levels are maintained.

**Peaks and Troughs:** Void repairs are a reactive service and we respond to the number of voids we have at any one particular time. Naturally there are peaks and troughs as a result of this. For the peaks we could start to look at better use of contractors which would depend on their capacity to pick work up. At the same time where there are troughs we could look at bringing more work in house where we are able such as rewires.

#### **4. Details of Scrutiny**

This report is to update members of the Housing Scrutiny Commission

#### **5. Financial, legal and other implications**

##### 5.1 Financial implications

##### 5.2 Legal implications

None sought

##### 5.3 Climate Change and Carbon Reduction implications

None sought

##### 5.4 Equalities Implications

None sought

##### 5.5 Other Implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)



**7. Summary of appendices:**

Appendix A, Void Performance

**8. Is this a private report (If so, please indicated the reasons and state why it is not in the public interest to be dealt with publicly)?**

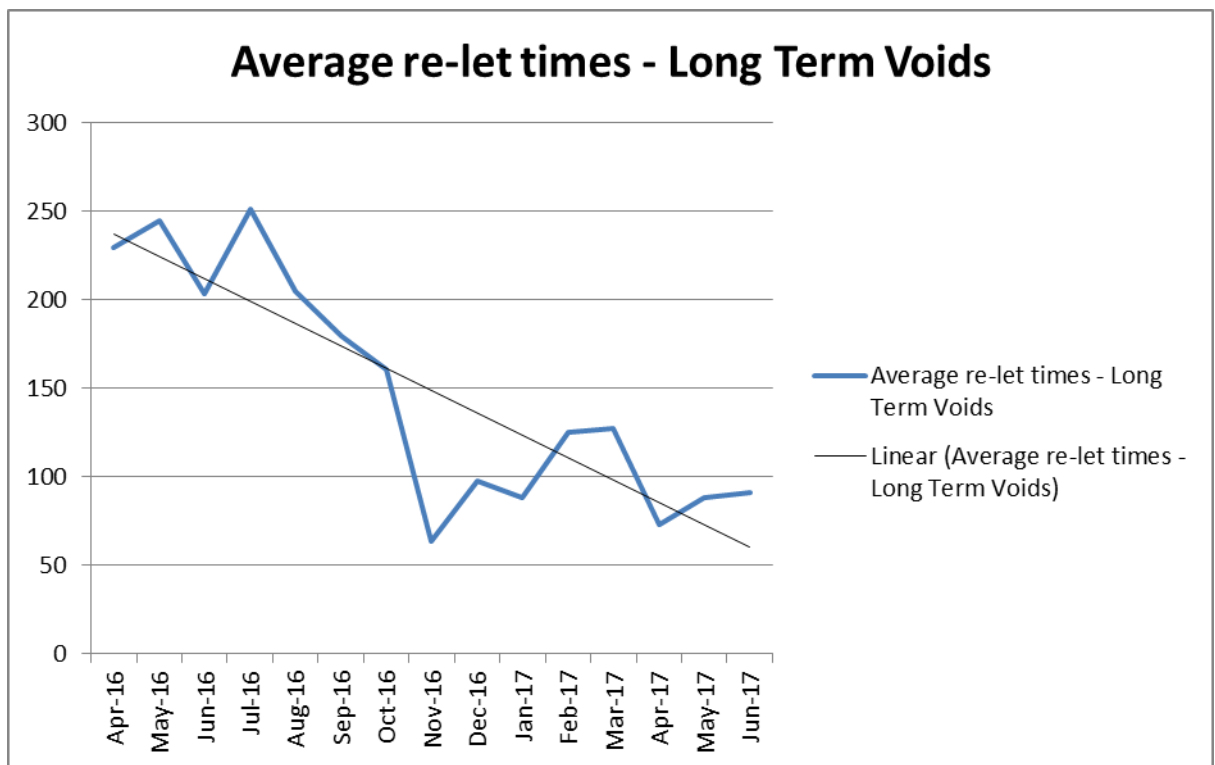
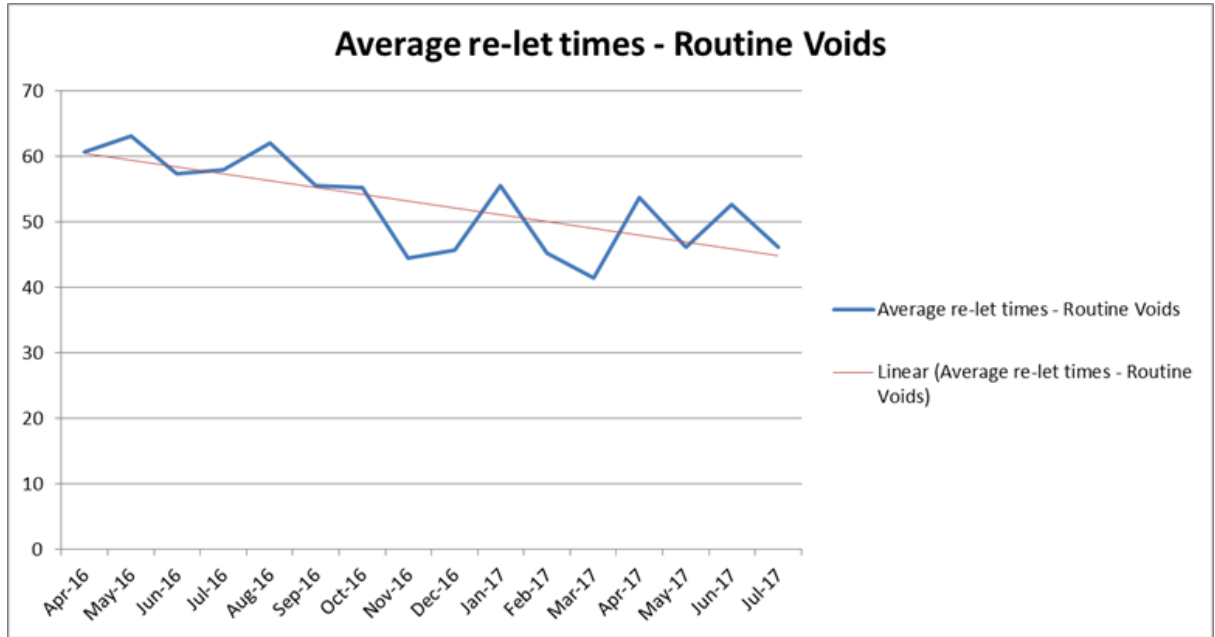
No

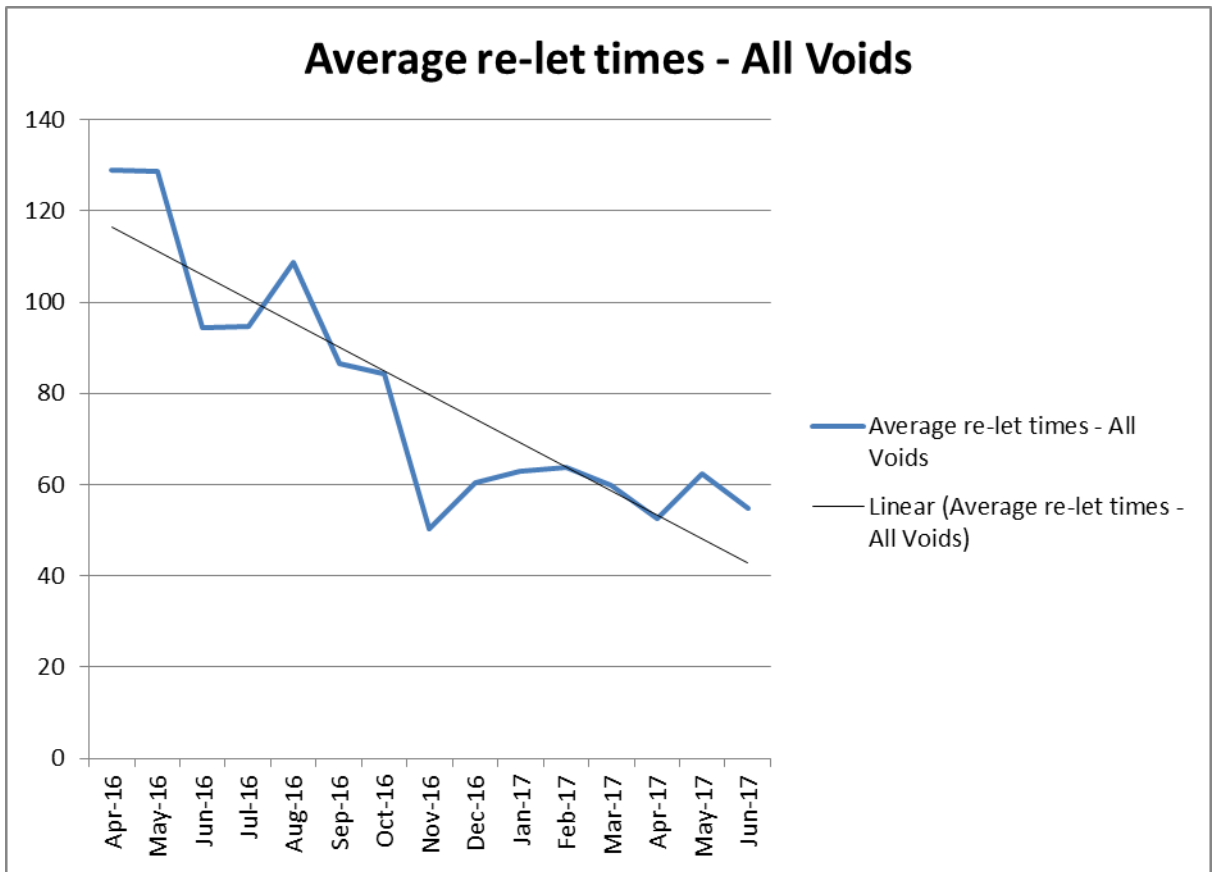
**9. Is this a “key decision”?**

No

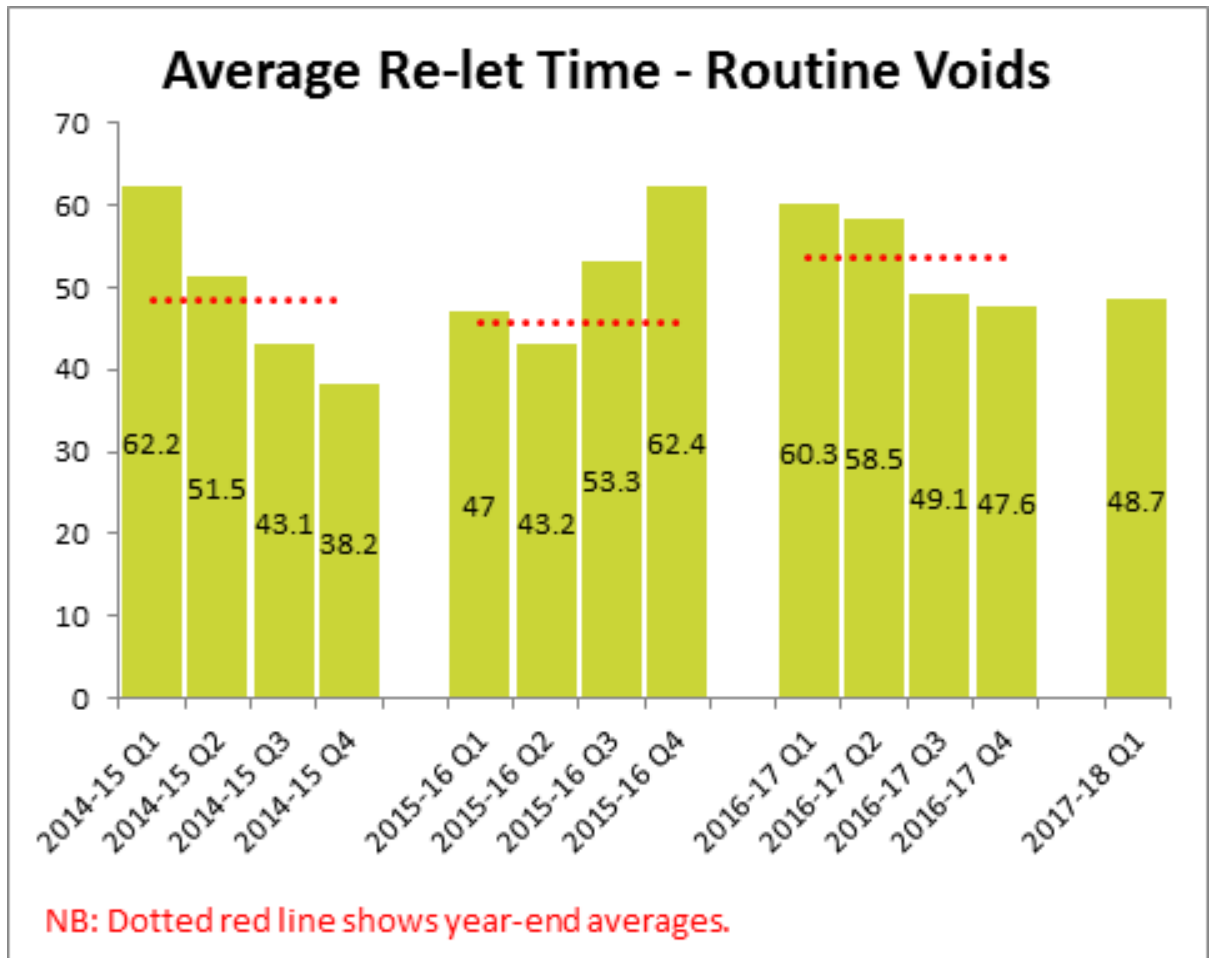
## Appendix 1

### Void Performance since April 2016

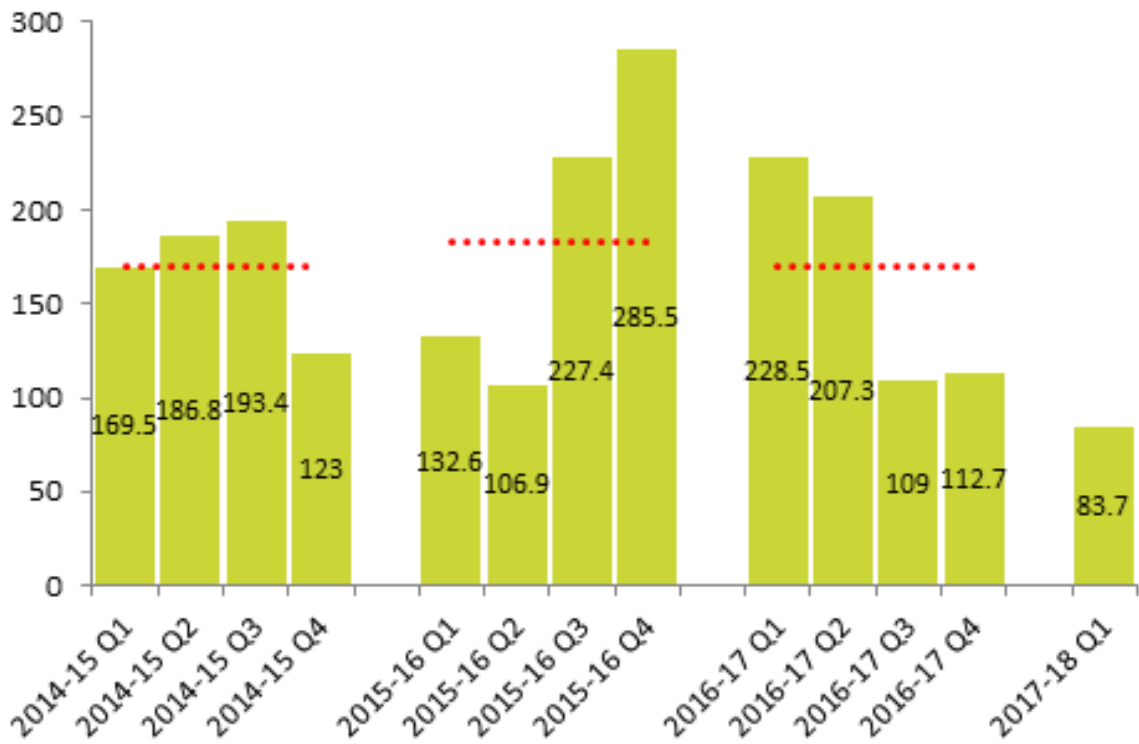




## Void Performance over the last 3 years

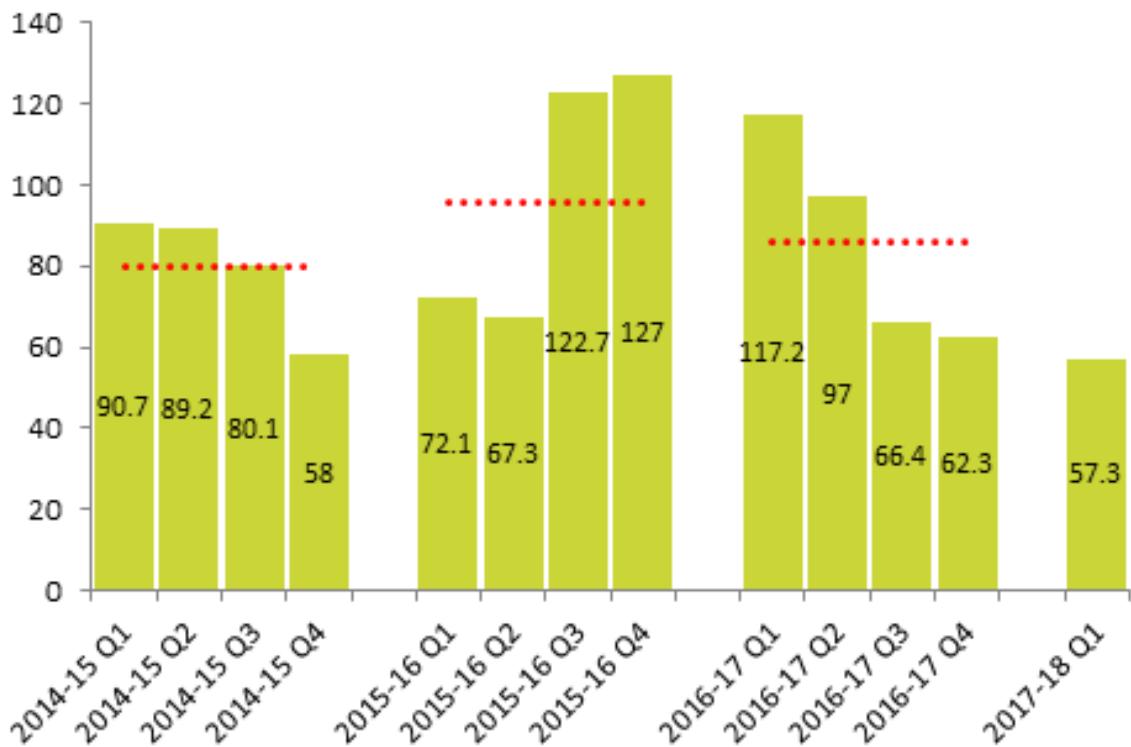


### Average Re-let Time - Long Term Voids

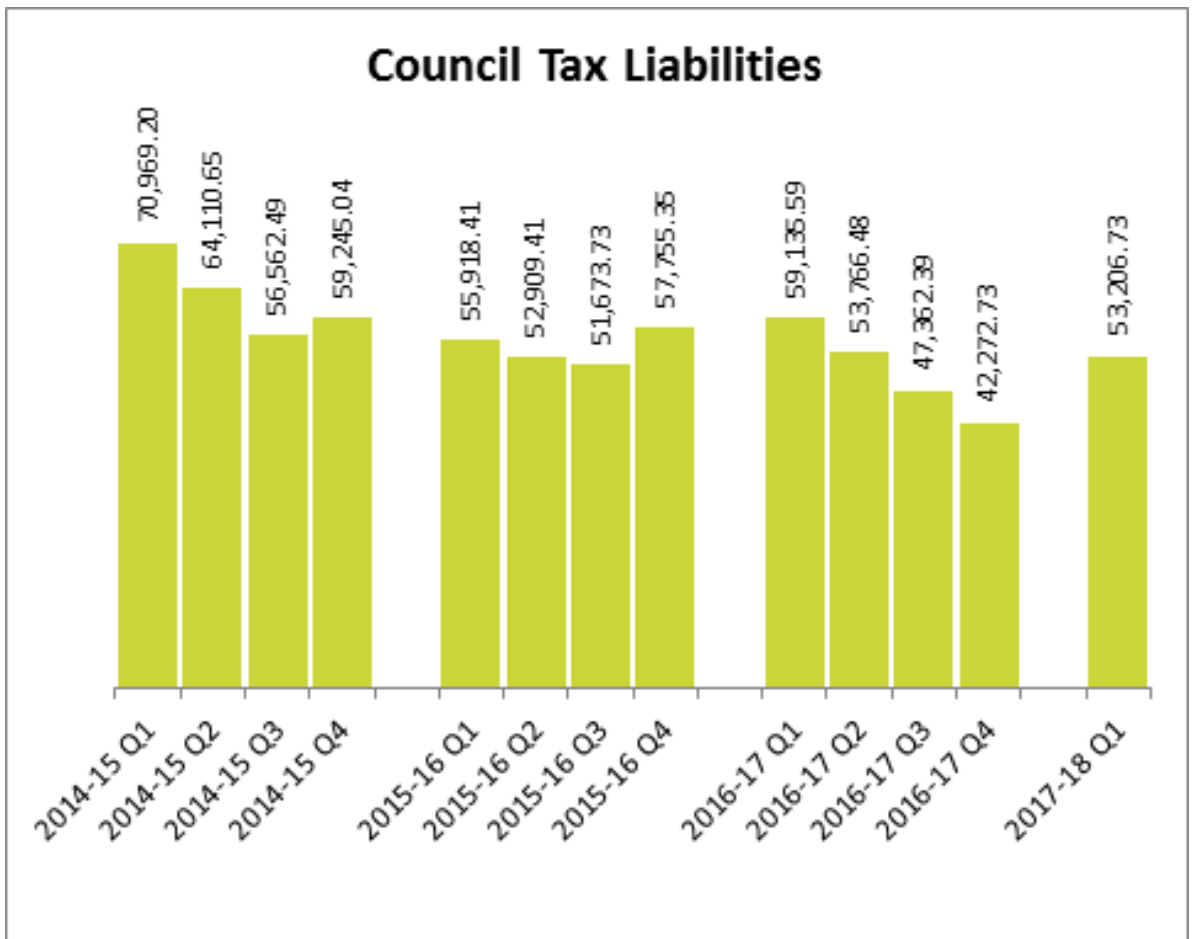
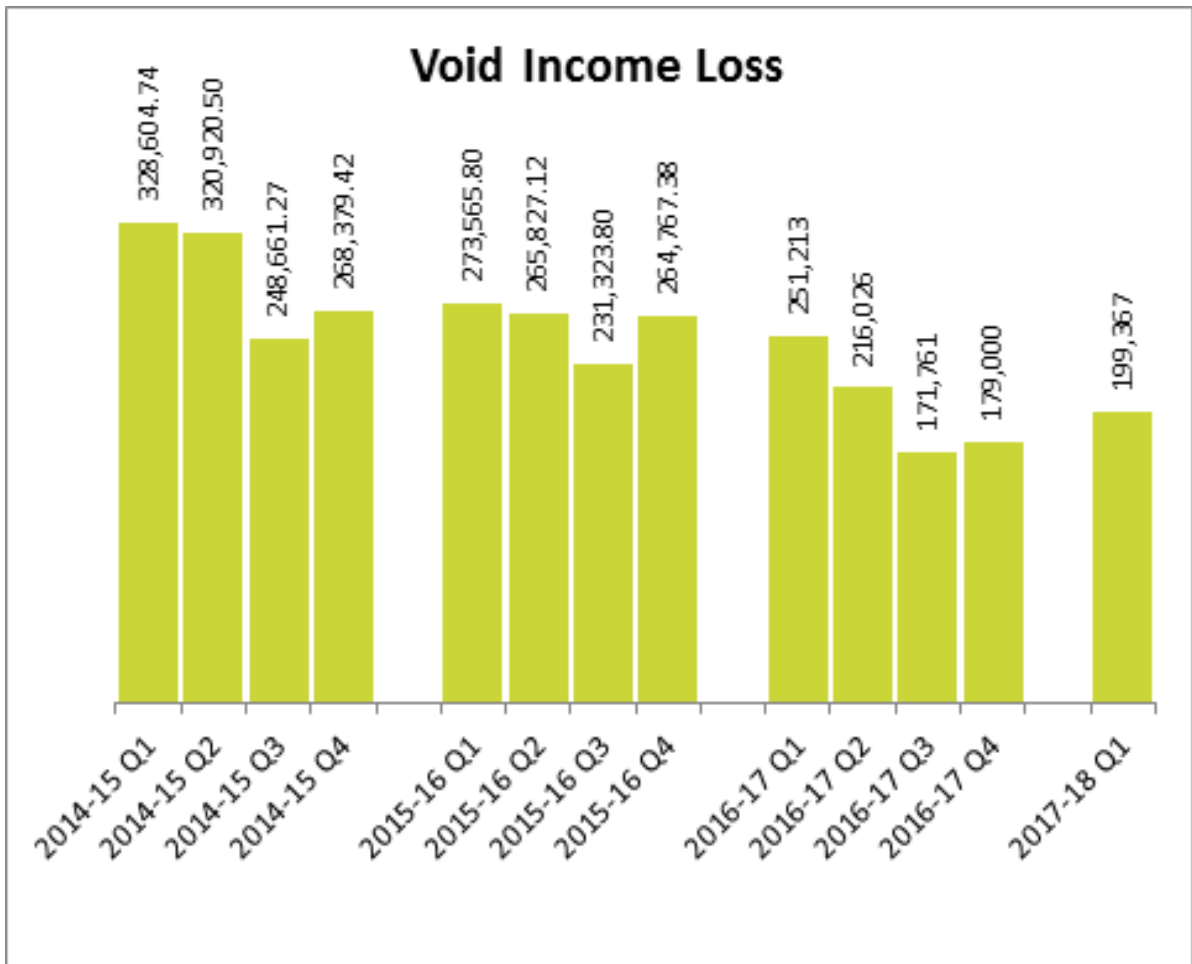


NB: Dotted red line shows year-end averages.

### Average Re-let Time - All Voids



NB: Dotted red line shows year-end averages.





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## **Empty Homes Strategy**

# ***Empty Homes Annual Report 2016-2017***

Assistant Mayor: Cllr Connelly

Housing Scrutiny Commission: 20<sup>th</sup>. November 2017

Lead director: Chris Burgin

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## Useful information

- Ward(s) affected: Citywide
- Report author: Carole Thompson
- Author contact details: 37 5103
- Report Version 3 Empty Homes Annual Report 2016-17

### 1. Summary

This report update Housing Scrutiny Commission members on the work carried out by the Empty Homes Team.

It explains why in 2016-17 the target of 330 has not been reached, how we are working smarter and proposes to change the way we report on the number of long term empty homes.

### 2. Recommendations

- 2.1** Currently the Empty Homes Team is measured by how many properties are brought back into occupation. However the total number of empty properties is falling and the current indicator is becoming a less effective way of demonstrating the effectiveness of the strategy. It is therefore recommended that we now report on the actual active caseload of the Empty Homes Team.
- 2.2** In 2017/18 the priority will be to continue to maximise our efforts on reducing the number of properties empty over 5 and 10 years.  
Continue to use Compulsory Purchase Powers where owners are non-compliant to bring maximum amount of long term empty properties back into use.

### 3. Future ways of working that could be considered:

- 3.1** Dealing with empty commercial premises (mixed use), if planning will approve a planning application for change of use from commercial to residential use. This could be determined by submitting a pre planning application before adding to the caseload. The empty homes team have already started to deal with some mixed use empty properties with 2 bed flats above shops – See para 4.2.

### 4. Report/Supporting information including options considered:

On 7<sup>th</sup> December 2015 the Executive approved additional empty homes officers (EHOs) to enable the empty homes team (EHT) to use Compulsory Purchase Orders (CPOs) to bring more long term empty properties back into use where owners are non-compliant.

- 4.1** In order to progress the increased number of CPO cases a decision was made to employ 0.5 FTE Lawyer who started in January 2017.  
The empty home team currently consists of 4.5 FTE empty homes officers and 1 FTE administration business support officer (ABSO)  
Current Vacancy Levels for Establishment Posts as at 31/03/17:  
1 FTE ABSO post vacant since September 2016  
See Flow Chart Appendix A



#### **4.2 Mixed Use Empty Flats above Shops**

The empty homes team have been in consultation with the planning team and now have a process to bring 2 bedroom flats above shops back into use as family accommodation. These mixed use properties can now be added onto our caseload as long as the shop does not have a trading business. Previously mixed use properties could not be progressed through to CPO and were classed as non-priority housing.

Prior to proceeding with a CPO the empty homes team will submit a planning application for change of use from flat above shop to residential use. Once the planning application has Conditional Approval, the council can proceed with the legal process to CPO if the owner is non-compliant.

#### **4.3 Empty Properties Requiring a Flood Risk Assessment**

The empty homes team now have a process for dealing with empty properties that fall within a flood plain and require a Flood Risk Assessment. This means the empty homes team are now able to progress these types of empty properties right through to CPO if necessary.

#### **4.4 Area Working in Westcotes Ward Annual Review:**

During the last year there have been 15 claims in the Westcotes Ward. The total number on our active caseload is 15 as at 31/03/2017.

One property has been approved by the Executive during the last year (25 Cambridge Street, Westcotes Ward).

Ways of working include:

- making contact with all owners at an early stage
- providing advice & support and information about their options
- further information is available on the empty homes website at:
  - <https://www.leicester.gov.uk/your-community/housing/privately-owned-empty-homes/>
- Owners can also complete the on-line e-statement of intentions form
- entering into Undertakings with agreed timescales to bring the properties back into occupation
- practical assistance through leasing schemes

**Leasing options include:**

- HomeCome/ease
- LeicesterLet or
- Renting through private agents

#### **4.5 Outcome of Council Intervention: From 01/04/12 to 31/03/17**

The outcome of council intervention has brought **1200** properties back into use though clearly others have become vacant.

**Empty Property Churn:**

Each month, more houses become vacant whilst some are brought back into use. The council tax database is the prime data source for newly vacant properties. Some are identified as unsuitable for residential use and some are identified as misreported on council tax database.

As a result of the empty homes work, the quality of information held on the council tax database has been vastly improved because it is more accurate.

**Council Tax Liability:**

From 1<sup>st</sup> April 2013 some council tax exemptions have been abolished and then replaced with a locally set discount.

Leicester City Council have decided that all empty properties will receive 100% discount for one month only and will then be liable for full charges. Properties empty over two years will become liable for an additional 50% premium unless the owner can provide evidence that the property is undergoing renovation works.

**4.6 CPOs Approved by the Executive 01/04/16 to 31/03/17:**

During the last year the Executive have approved 10 CPOs as at 31/03/17. Total cases approved by the Executive to date are 112. See Appendix F

**4.7 Cases currently with Legal Services 01/04/16 – 31/03/17:**

There are a total of 18 properties with legal services pending final outcome. All of these cases have Executive approval to proceed with a CPO.

0.5 FTE lawyer has been in post since January 2017, employed to deal with the increased number of CPO cases. As mentioned in para 4.1

During the last year 1 CPO Notice was served:

On 27/01/17 for 40 Harefield Avenue, Braunstone/Rowley Ward  
See Appendix G

**4.8 CPO Compensation:**

There is no compensation outstanding for the year 01/04/16 – 31/03/17

Appendix H shows those properties where compensation has been paid into Court.

If compensation is not settled within a year the council will pay it into Court. Owners have up to 12 years to claim their compensation even when it has been paid into Court. If an owner does not claim their rightful compensation then after 12 years any monies owing to them will be forfeited and the council can recover the unclaimed compensation back from the Court.

**4.9 Negotiated Purchase:**

Currently there are 3 properties where negotiation purchase is being considered.

During the last year there have been two negotiated purchase offers made and completed. See Appendix I

Valuations for negotiated purchases by the council are usually lower than the purchase price paid when the property is sold at auction so the council is not losing out.

#### **4.10 Projection for 2016-17:**

The projection for 2016-17 was set based on a year-to-date average of bringing 330 properties back into use at an average of 27 per month. The actual properties brought back into use in 2016-17 were 243 averaging 20 per month.

#### **4.11 There are a number of Reasons Why the Total Number of Empty over 18 months are falling so there are less to bring back into use:**

The total number of properties empty over 18 months is falling and is currently down to below 300, which means there are fewer cases to allocate onto our caseload once initial investigations are complete. This in part is due to the continued success of delivering the Empty Homes strategy.

Early investigation is identifying misinformation, 2<sup>nd</sup> homes and non-priority housing. All require initial investigation and a site visit to get a full up-to-date picture of what is happening at the property.

Carrying out initial investigations for properties identified as misinformation, 2<sup>nd</sup> homes and non-priority housing, means these cases are not being added onto our caseload, another reason why the total number of properties empty over 18 months is falling.

Due to targeting properties at 18 months empty and actively working with owners, it prevents properties from becoming empty over 5 and 10 years which means these numbers are falling. Much of our initial work impacts on the overall reduction in the number of empty properties and also identifies which are 2<sup>nd</sup> homes, misinformation and non-priority housing (all outside the EHT remit). Although these categories are recorded on monthly team stats they are rarely quantified in any reporting mechanism for management so a large part of our work is not recognised.

Since the empty homes team is measured by how many properties have been brought back into occupation early investigations go un-noticed.

It should be noted that early investigation and progressing active caseload properties each take as long to deal with.

#### **4.12 Comparison of Properties Vacant from 2015 - 2017 for Empty Over 18 Months, 5 & 10 Years**

##### **Empty Over 18 Months:**

Properties empty over 18 months were at 450 in March 2015 and have fallen by 105 in the 2016-17 to 345 as at 31/03/17.

##### **Empty Over 5 Years**

The total active caseload was 74 and has gone down by 8 to 66 in the last year.

The plan is to send a 5 year empty letter to owners similar to the 10 year empty letter giving 6 months to bring their properties back into use, to reduce this number even further.

##### **Empty Over 10 Years:**

The empty homes team has been able to reduce properties empty over 10 years from 24 in November 2015 down to 15 as at 31/03/17.

See para 4.13 – 10 Year Empty Letter  
See Appendices B, C, D and E

#### **4.13 Yearly Averages Claims vs Caseload**

The percentage of active caseload brought back into use is rising year upon year, meaning the empty homes team is progressively reducing the number of empty properties which is good news. See Appendix K.

The empty homes officers are all highly experienced with good skills and local knowledge which is shared within the team. We are flexible and have the ability to negotiate with owners on a whole range of individual and varied property situations no matter what each empty property presents, working with each owner to ensure properties are returned back into occupation.

The experienced empty home team is now challenging the remit of the Empty Homes strategy and would like to consider bringing commercial/mixed use premises back into use as residential family accommodation. As a team of high performers we are growing in confidence that we have the skills, expertise and resources to challenge the remit of the Empty Homes strategy.

#### **4.14 Working Smarter Explained:**

##### **Visiting Stage 0 Properties Prior to Allocation**

Stage 0s are defined as properties identified as empty and awaiting allocation onto the empty homes team caseload.

The empty homes team have been visiting a lot of Stage 0 properties which are found to be occupied prior to our visits? This has resulted in a lot of abortive work.

In March 2017 a decision was made to carry out monthly visits to stage 0 properties awaiting allocation so that only those found to be empty are allocated to the caseload in order to reduce the amount of abortive work and maximise our time.

Appendix D shows the outcome of visiting 30 stage 0 properties prior to allocation. The results were that only eight out of the 30 properties visited were found to be empty. The eight empty properties were allocated onto the empty homes team caseload.

Working smarter, by visiting empty properties prior to allocation first drastically reduces the amount of abortive work and so only genuinely empty properties are added onto our caseload. See Appendix D Table 6

##### **CPO Forum:**

Bi monthly forums are held with legal and property services to review and progress compulsory purchase cases and those undergoing negotiated purchase and sale at auction. The empty homes team also receive advice on CPO cases with complex or individual issues. The forum has proved to be invaluable for joined up thinking, deciding ways forward for complex cases and for sharing information.

### **10 Year Empty Letter**

Many of our properties empty over 10 years change owners multiple times. Every time there is a new owner the process has to start again at stage 1. Since November 2015 most owners are sent our "10 Year Empty Letter". Writing to owners of properties empty over 10 years, giving them 6 months to bring their properties back into use, has proved to be very positive. The letter advises that failure to bring their properties back into occupation could result in a report being prepared for the Executive seeking approval to proceed with a CPO. The empty homes team has been able to reduce properties empty over 10 years from 24 in November 2015 down to 15 as at 31/03/17 so the letter is effective.

### **Data Analysis**

Data analysis is carried out on a monthly and quarterly basis for misinformation, second homes and non-priority housing. If the original reason is no longer valid and properties have become empty again, these are added back onto our caseload. This exercise ensures the quality of data held by the empty homes team is as accurate as possible with only genuinely empty properties held on our caseload.

### **Keeping Council Tax Informed**

Following site visits the empty homes officers provide evidence on whether or not properties are occupied to enable council tax to update their records so the information held on their database has vastly improved in accuracy.

### **Council Tax Charging Orders**

Council tax are also kept updated on a monthly basis about which properties are at Stage 5 (costings and valuation have been requested) to enable them to raise Charging Orders for any empty properties with council tax arrears. This means that any debt outstanding to LCC can be recovered from owners compensation should any properties progress through to CPO, providing there is a Charging Order lodged on the property. Often the amount of council tax arrears for empty properties runs into thousands of pounds.

## **4.15 New Homes Bonus (NHB)**

On 15<sup>th</sup> December 2016 an announcement was made by the Secretary of State for Communities & Local Government confirming that from 2017 a national baseline for housing growth will be introduced of 0.4%. He also confirmed that in 2017-18, New Homes Bonus payments will be made for five, rather than six years, and that the payment period will be reduced again to four years from 2018-19.

Council Tax can only estimate how much New Homes Bonus has been reclaimed due to changes made to the calculation for 2016-17 as follows:

- The net reduction in long term empty properties = 97 (Band D)
- The rate per property = £1,529.56
- $97 \times 1,529.56 = \text{£}149\text{k}$  payable for 4 years = Total of £596k

Council Tax database is the empty homes teams' data source from identifying properties empty over 18 months. Council Tax confirmed they are also seeing a reduction in the total number of properties empty over 6 months which they report on.

As per the return submitted to Government by Council Tax, the number of properties empty for more than 6 months has reduced from 1,485 in October

2015 to 1,336 in October 2016 - a reduction of 149. This could partly explain why at 18 months empty, we are also seeing a reduction in the total number of empty properties which could be the “knock on effect”.

Every July council tax sends an annual letter to empty property owners. The last letter was sent to 450 empty property owners on 4<sup>th</sup> July 2016. There was a 58% response to their letter.

Owners who responded to the letters confirmed whether properties were still empty or now occupied which enabled Council Tax to update their records and claim under the New Homes Bonus as above.

#### **4.16 Appendix J shows an examples of how other Local Authorities perform**

The information provided is not a benchmarking comparison. Each Local Authority has their own reporting mechanisms and it is only Leicester City Council that has the remit to bring back into use properties identified as empty over 18 months. The majority of the other Local Authorities target properties empty over 6 months.

### **5.1 Financial implications**

The reduction to the forecast number of empty properties being brought back into use in 17/18 from 330 to 156 may affect the level of New Homes Bonus received by the Council. Assuming £1k per property for 4 years this equates to a total reduction in the forecast bonus of £0.7m. In practice, the total number of empty properties in the city – upon which the New Homes Bonus is based – is more complex, and it is unlikely that there will be such a stark impact on the bonus received.

The increase in the size of the team, funded by the Service Transformation Fund was predicated on bringing an additional 240 homes per year into use. If suitable properties are not forthcoming (taking into account the proposed extension to properties vacant for 17 months, and change of use properties) then consideration should be given to either reducing the staffing resource of the team or identifying other areas of work to be undertaken.

Stuart McAvoy – Principal Accountant (37 4004)

### **5.2 Legal implications**

In acquiring property by way of a CPO, the council is required to comply with and have regard to Government guidance contained in DCLG Guidance on Compulsory purchase process and The Crichel Down Rules for the disposal of surplus land acquired by, or under the threat of, compulsion 10/2015, and to justify how the CPO of the property demonstrates a compelling case in the public interest, sufficient to defend its proposals at public inquiry (or written representations), or in the courts.

CPO is a **last resort** – The Guidance suggests that acquisition should always be attempted by negotiation in the first instance. The council must show that negotiations with the landowner to purchase the property have been pursued and that an on-going dialogue has been maintained, but that the use of the property as housing accommodation cannot be achieved unless a CPO is made and confirmed.

Any perceived abuse of CPO powers could lead to the CPO being refused, or a claim against the council for abuse of statutory powers. The council would need to demonstrate a significant need to interfere with the owner's human rights in these circumstances. Such action is likely to be considered to be an unlawful interference with the owner's human rights and could potentially lead to the Order being made void, with the consequences referred to above.

In respect of the proposal to acquire those properties presently consisting of part residential/part commercial, these will be subject to planning permission for residential use being in place. Further consideration and advice will need to be given as to whether or not the proposal for the Council to obtain permission and subsequently acquire these properties is in accordance with the Guidance.

John McIvor – Principal Lawyer (Property & Planning) (37 1409)

**5.3 Climate Change and Carbon Reduction implications**

Where refurbishment work is carried out to empty properties to bring them back into use, this provides an opportunity to improve the energy efficiency of the property – for example through insulation, draft proofing, replacement lighting or new heating systems. Where this is possible, it has the potential to reduce the carbon emissions when families move into the homes. By reducing the need for new housing to be built, the service also helps to reduce the 'embodied' carbon emissions from manufacture of the construction materials.

Duncan Bell - Senior Environmental Consultant (37 2249)

**5.4 Equalities Implications**

N/A

<b>5.5. Other Implications</b>	<b>Yes/No</b>	<b>Refer to Paragraph</b>
Equal Opportunities	No	
Policy	Yes	6
Sustainable and Environmental	Yes	5.3
Crime & Disorder	No	
Human Rights Act	Yes	5.2
Elderly/People on Low Income	No	
Corporate Parenting	No	
Health & Inequalities Impact	No	

**6. Background information and other papers:**

Department for Communities & Local Government website  
Leicester City Council Revenue & Benefits – New Homes Bonus Return  
LCC Empty Homes Team e-files  
LCC Citywide Empty Homes strategy  
Climate Change, Environment Team  
Derby City Council, Empty Homes Information Request  
Nottingham City Council, Empty Homes Information Request  
Sheffield City Council, Empty Homes Information Request

**7. Summary of Appendices:**

Appendix A	Empty Homes Team Structure Chart as at 31.03.17
Appendix B	Analysis of Empty Properties Showing Downward Trend
Appendix C	Analysis of Empty Properties Showing Downward Trend in Total Number of Empty Properties
Appendix D	Outcome of Stage 0 Properties Visited Prior to Allocation to EHO & Summary of Active Caseload
Appendix E	Comparison of Vacant Properties
Appendix F	Annual Progress Report
Appendix G	Compulsory Purchase – CPO Cases Currently with Legal
Appendix H	Compensation
Appendix I	Negotiated Purchases for 2016-17
Appendix J	Examples of How Other Local Authorities Are Performing
Appendix K	Yearly Averages Claims vs Caseload
Appendix L	Total Active Caseload Comparison over 3 years

**8. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?**

Yes

**9. Is this a “key decision”?**

No



## **10. If a key decision please explain reason**

### **In determining whether it is a key decision you will need to consider if it is likely:**

to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates? to be significant in terms of its effects on communities living or working *in two or more wards in the City*.

Expenditure or savings will be regarded as significant if:

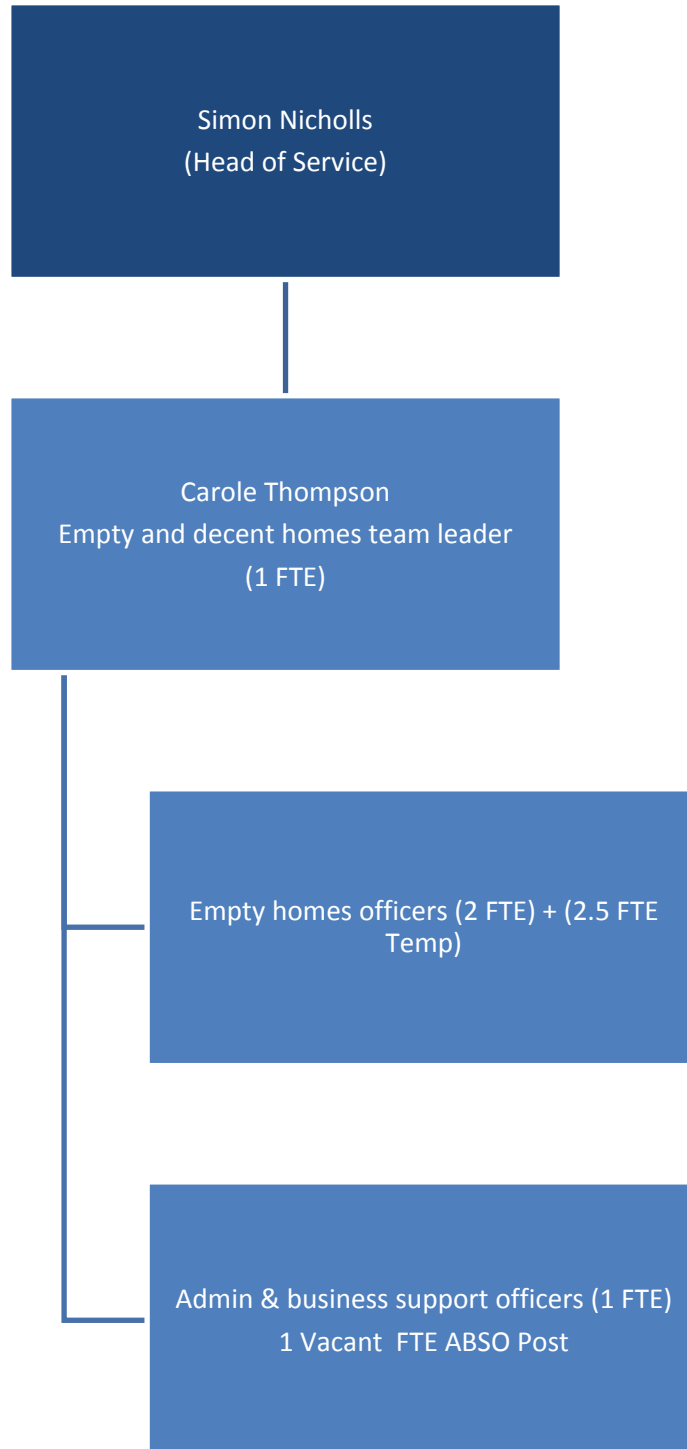
- In the case of additional recurrent revenue expenditure, it is not included in the approved revenue budget, and would cost in excess of £0.5m p.a.
- In the case of reductions in recurrent revenue expenditure, the provision is not included in the approved revenue budget, and savings of over £0.5m p.a. would be achieved;
- In the case of one off or capital expenditure, spending of over £1m is to be committed on a scheme that has not been specifically authorised by Council.

In deciding whether a decision is significant you need to take into account:

- Whether the decision may incur a significant social, economic or environmental risk.
- The likely extent of the impact of the decision both within and outside of the City.
- The extent to which the decision is likely to result in substantial public interest
- The existence of significant communities of interest that cannot be defined spatially.

## APPENDIX A

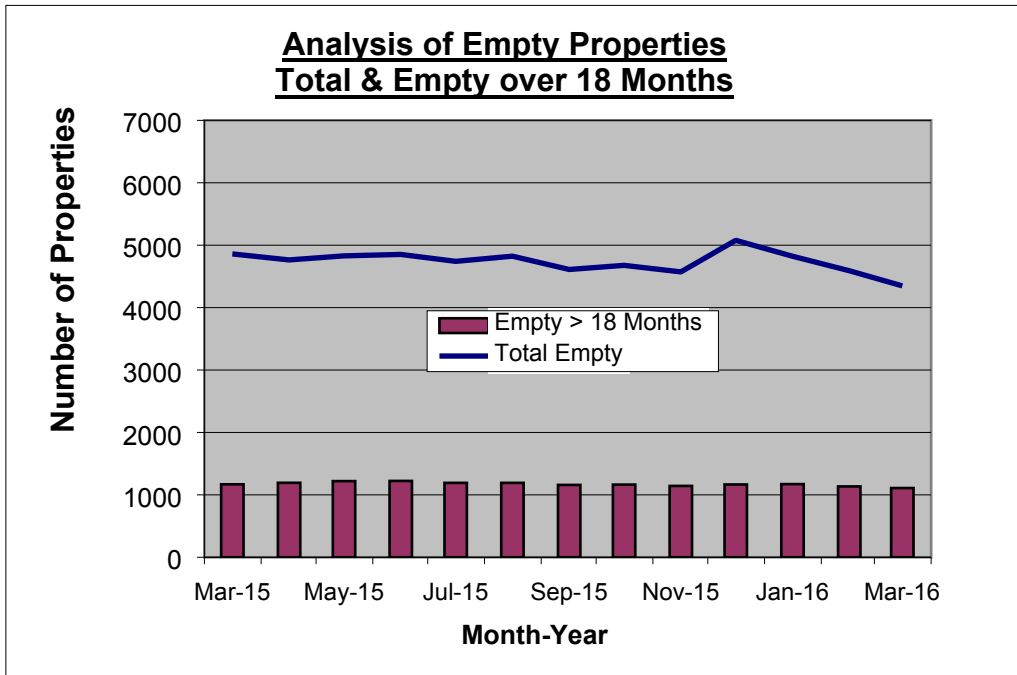
### EMPTY HOMES TEAM STRUCTURE CHART AS AT 31.03.17



**Table 1**

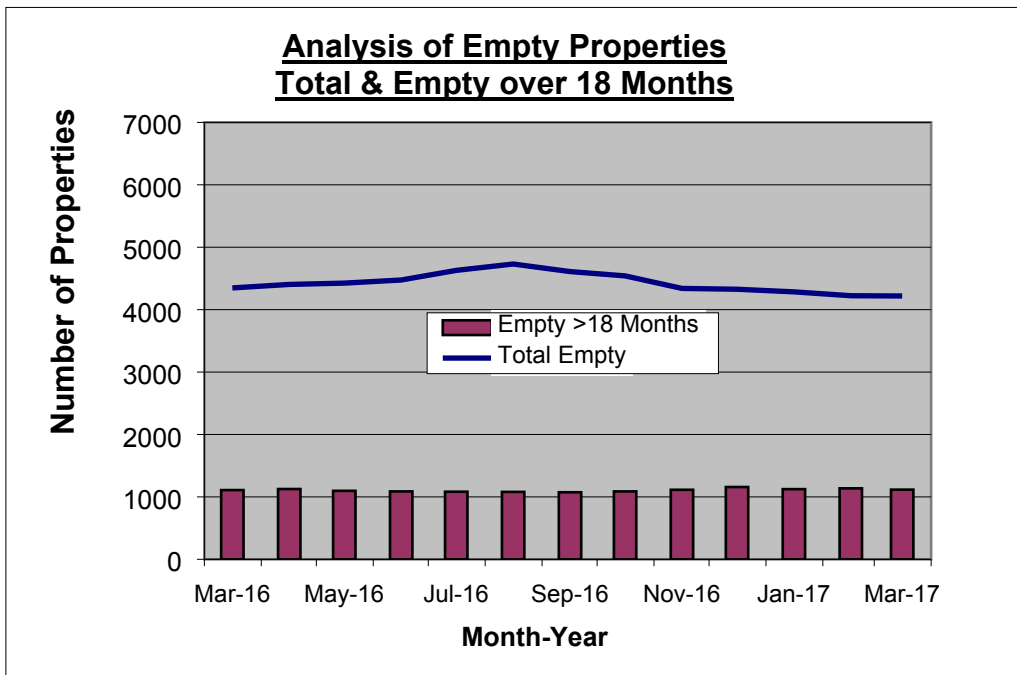
**APPENDIX B**

**Analysis of Empty Properties showing downward trend from 31.03.15 to 31.03.16**



**Table 2**

**Analysis of Empty Properties showing downward trend from 31.03.16 to 31.03.17**



**Table 3**

## APPENDIX C

**Analysis of Empty Properties showing downward trend in total number of empty properties**

**2015-2016**

<b>Average</b>	
<b>Average Total Empty</b>	<b>4736</b>
<b>Average vacant over 18 months</b>	<b>1172</b>

**Table 4**

**2016-2017**

<b>Average</b>	
<b>Average Total Empty – down 309</b>	<b>4427</b>
<b>Average vacant over 18 months – down 65</b>	<b>1107</b>

**Table 5**

## APPENDIX D

### Outcome of Stage 0 Properties Visited Prior to Allocation to EHO

<b>Outcome of Stage 0 Properties Visited Prior to Allocation to EHO</b>				
STAGE 0 Site Visits Carried Out prior to allocation	Properties identified as empty and allocated to EHT Caseload	Properties found to be Occupied where Council Tax show as empty	Properties updated by Council Tax following EHT Site Visit	Properties require further investigation by Council Tax
<b>30</b>	<b>8</b>	<b>22</b>	<b>21</b>	<b>1</b>

**Table 6**

### Summary of Active Caseload

<b>Description</b>	<b>Status as at 31.03.15</b>	<b>Status as at 31.03.16</b>	<b>Status as at 31.03.17</b>	<b>Movement 31.03.15 to 31.03.16</b>	<b>Movement 31.03.16 to 31.03.17</b>	<b>Total Movement</b>
Stage 0s	172	95	50	Down by 77	Down by 45	Down by 122
Active Caseload	278	283	295	Up by 5	Up by 12	Up by 17
Total Vacant over 18 Months	450	378	345	Down by 72	Down by 33	Down by 105
Sub Total Vacant over 5 Years	87	74	66	Down by 13	Down by 8	Down by 21
Sub Total Vacant over 10 Years	29	19	15	Down by 10	Down by 4	Down by 14
Westcotes	28	19	16	Down by 9	Down by 3	Down by 12

**Table 7**

## APPENDIX E

### Comparison of Vacant Properties From 2015-2017 for Stage 0s, 18 Months, 5 and 10 Years

Quarterly from 2015-2017	MAR 15	JUN 15	SEP 15	DEC 15	MAR 16	JUN 16	SEP 16	DEC 16	MAR 17
Total Vacant over 18 months	450	479	432	403	378	361	363	382	345
Stage 0 only - Number where contact yet to be made with owner	172 *	212 *	132 *	103 *	95 *	123 *	121 *	106 *	50
Number vacant over 10 years	29	27	25	24	19	17	16	14	15
Number vacant over 5 years (including those over 10 years).	87	82	85	75	74	73	70	75	66
Westcotes Ward Area. Vacant over 18 months	28	29	30	20	19	23	20	16	16

\* The majority of Stage 0 properties have had scheme referral letters so first contact has been made

**Table 8**

**APPENDIX F**

**ANNUAL PROGRESS REPORT**

**Final Outcome of all CPOs agreed by Executive as at 31.03.17**

<b>Outcome of CPOs</b>	<b>Pre- April 2016</b>	<b>Apr – Jun 2016</b>	<b>July – Sep 2016</b>	<b>Oct – Dec 2016</b>	<b>Jan – Mar 2017</b>	<b>Mar 2016 To Apr 2017</b>	<b>Total</b>
Total Number of CPOs agreed by the Executive.	<b>102</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>112</b>
Withdrawn before Public Inquiry i.e. Occupied	<b>43</b>				<b>2</b>	<b>2</b>	<b>45</b>
Withdrawn before Public Inquiry i.e. Restarted, Misinformation, 2 <sup>nd</sup> Home	<b>14</b>		<b>1</b>			<b>1</b>	<b>15</b>
Public Inquiry held - Order Confirmed by DCLG/LCC	<b>8</b>					<b>0</b>	<b>8</b>
Public Inquiry held - Order Not Confirmed by DCLG/LCC	<b>3</b>					<b>0</b>	<b>3</b>
Written Representation - Order Confirmed by DCLG/LCC	<b>6</b>					<b>0</b>	<b>6</b>
Written Representation - Order Not Confirmed by DCLG/LCC	<b>4</b>					<b>0</b>	<b>4</b>
Non contested CPO's Confirmed by DCLG/LCC	<b>13</b>					<b>0</b>	<b>13</b>
Non contested CPO's Not confirmed by DCLG/LCC	<b>0</b>					<b>0</b>	<b>0</b>

**Table 9**

**Note:**

There are a total of 18 properties held, pending final outcome after CPO agreed by Executive.

## APPENDIX G

### COMPULSORY PURCHASE:

#### CPO Cases currently with Legal Services:

There are 18 cases waiting to start the legal process. 1 CPO Notice has been served and 1 CPO Notice is due to be served in May 2017. See the table below for those properties currently with legal services:

#### Outstanding CPO Properties Approved by Executive

CPO	Ward	Address	Executive Approved	S of R to Legal	Order Made/ Advert Placed
CPO 24	Fosse	1A Oban Street	30/07/14	07/10/16	
CPO 25	Fosse	63 Battenberg Road	24/02/15	15/02/17	
CPO 28	Stoneygate	22 Osmaston Road	24/02/15	13/02/17	
CPO 41	Aylestone	35 Burnaston Road	24/02/15	23/11/15	Negotiated Purchase
CPO 40	Fosse	88 Tudor Road	30/07/15	15/02/17	
CPO 43	Abbey	25 Ledbury Green	13/08/15	15/02/17	
CPO 34	Braunstone/Rowley	40 Harefield Avenue	04/12/15	16/01/17	27/01/17
CPO 39	Rushey Mead	12 Coles Close	04/12/15	15/02/17	
CPO 46	Fosse	157 Beatrice Road	15/12/15	01/03/17	
CPO 32	Spinney Hills	46 Shipley Road	10/02/16		
CPO 49	North Evington	40 Thurlby Road	20/05/16	15/02/17	
CPO 50	Abbey	16 Sheringham Road	04/07/16	28/07/16	
CPO 51	Troon	80 St Ives Road	22/09/16	21/10/16	
CPO 53	Stoneygate	10 Kedleston Road	05/10/16	23/03/17	
CPO 54	Westcotes	25 Cambridge Street	03/11/16	17/01/17	
CPO 57	Troon	77 Marston Road	10/11/16		
CPO 58	Western	16 Gimson Road	30/11/16		LCC to Purchase
CPO 59	Beaumont Leys	55 Milton Crescent	01/02/17	23/03/17	

**Table 10**



## APPENDIX H

### COMPENSATION:

There is no compensation outstanding for the year 01/04/2016 – 31/03/2017

Table 11 below shows properties where compensation was paid into Court:

**Compensation Analysis as at 31/03/17**

Property Address	Type	Possession Date	Date Compensation Paid to Court	Value of Compensation Paid to Court	Compensation Expires
34 The Slade Greens	CPO	31/01/2006	27/03/2007	68,608.42	27/03/2019
45 Twycross Street	CPO	09/10/2007	31/03/2008	130,066.21	31/03/2020
1 Merton Avenue	CPO	15/04/2008	02/12/2008	153,581.06	02/12/2020
88 Cedar Road	CPO	16/01/2007	11/04/2011	92,789.52	11/04/2023
64 Keightley Road	CPO	21/03/2013	18/08/2016	34,641.87	18/08/2028

**Table 11**

## APPENDIX I

### NEGOTIATED PURCHASE: 2016-2017

Table 12 shows properties where negotiated purchase is being considered:

Property Address	Accepted
35 Burnaston Road	£110,000
6 Maynard Road	£120,000
107 Warwick Street	£63,000 (Agreed)
<b>Total</b>	<b>£293,000</b>

Table 12

Table 13 shows properties where negotiated purchase offers have been made and completed:

Property Address	Purchase Price
188 Duncan Road	£120,000
56 Wiltshire Road	£105,000
<b>Total</b>	<b>£235,000</b>

Table 13

## APPENDIX J

### Empty Homes strategy

#### Examples of How Other Local Authorities are Performing

01/04/16 to 31/03/17	Local Authorities			
Benchmarking	Leicester	Derby	Nottingham	Sheffield
Over 18 Months Empty	345	1301	393	840
Over 5 Years Empty	66	156	251	283
Over 10 Years Empty	15	72	121	126
No brought back into occupation	243	18	118	100
Total active caseload	295		427	400
No Approved by the Executive/Cabinet	295	10	1	0
No of EDMOs	10	0	0	0

Table 14

**Note:**

The information in the table above is not a benchmarking comparison. Each Local Authority has their own reporting mechanisms and it is only Leicester City Council that has the remit to bring back into use properties identified as empty over 18 months. The majority of the other Local Authorities targets properties empty over 6 months.

## APPENDIX K

### Yearly Averages Claims vs Caseload

Period	Avg Stage 0 Caseload	Avg Active Caseload	Avg Total Caseload	Avg Claims		Yearly % Claims v Active Caseload	Yearly % Claims v Total Caseload
Apr '14 - Mar '15	169	307	475	20		6.36%	4.10%
Apr '15 - Mar '16	137	290	428	21		7.26%	4.93%
Apr '16 - Mar '17	102	266	368	20		7.62%	5.51%

Table 15







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***Housing Scrutiny Committee***  
***Technical Services***  
***Programme overview***

November 2017

Lead Officer: Phil Davison

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## Useful information

- Ward(s) affected: All
- Report author: Phil Davison
- Author contact details: 0116 454 3069
- Report version number: 0.1

### 1. Purpose of report

This report provides an update on the progress of the second phase of the Technical Services Programme.

### 2. Briefing

#### 2.1 Introduction

A paper was presented to this committee in October 2016 outlining the second phase of the Technical Services Programme which started in September 2015 and was given a total savings target of £7m. It was established to conduct spending and service reviews in the following areas.

- Stores
- Depots
- Disposals
- Facilities Management
- Reactive Maintenance
- Planned Maintenance
- Planning, transport and economic development
- The energy and environment teams

The overall programme to achieve £7m p.a. of savings by 2019/20 (and starting in 2016/17) from the areas listed above (including a corporate landlord model) was approved by the City Mayor on 19<sup>th</sup> August 2016.

This report provides a progress update on the delivery of the programme.

#### 2.2 Vision for the programme

The vision for the programme is to:

*To deliver a clear and effective joined up maintenance function for all buildings owned and managed by the council, supported by a functional stores service and a high quality facility management service.*

*Achieving a range of benefits including financial savings and income generation, and an improved experience for internal and external customers.*



The programme is designed to focus on improving internal services through reviews and consolidation exercises, whilst the wider portfolio of corporate buildings reduces. It has the potential to impact on all Leicester City Council staff in some way.

## **2.3 Programme delivery to date**

### **2.3.1 Transforming Depot Services**

This work-stream has been focussed on how 35 depot sites across the city can be rationalised. Some of these depots are primarily stores or workshops, and others are depots with staff based there. The depots cover a range of service areas, namely Parks and Open Spaces, Housing, City Cleansing, Transport Fleet, Cemeteries and Crematoria. Some are used for the purpose of storing supplies for repairs and maintenance of properties, roads and fleet. Others are used as workshops to support repairs functions, for the storage of fleet vehicles including specialist vehicles used in the upkeep of parks and open spaces for example, and as bases for craft workers and other staff.

In the first phase of the work 8 sites were identified and agreed for early disposal or alternative use. These were identified as surplus to requirements and the reduction of these have had little impact on service delivery and negligible impact on staff.

The second phase of the review was scheduled to have commenced work at the start of this year, however, other issues have delayed progress in this phase. In addition, acquiring the relevant expertise to fully cost up the value of improvement works to the remaining sites has taken time also. External surveyors are assessing those essential requirements and will report back on the identified works needed, mainly advising on the cost of upgrade and as appropriate including consideration of requirements relating to staff facilities. This information will form part of the final Executive report in providing reassurances on the extent of capital expenditure required to deliver the improvements and information on which sites will remain. It is currently anticipated that the paper to Executive will go first to the UBB Board and then Executive during November/December. The timetable will depend on approval being.

The overall approach will be delivered in key stages in order to minimise staff and service disruption, ensure that Health and Safety arrangements are not compromised and to make sure that capital receipts are available to deliver the works. The stages are as follows:

- Stage1 – Identify staff and work with service areas to relocate to one of remaining 10 sites.
- Stage 2 – Dispose of surplus sites.
- Stage 3 – Deliver essential upgrades to sites once capital receipts received for disposed sites.

It should be noted that some service areas have already vacated some of the sites listed within the planned Phase 2 disposals. These sites will be disposed of within the delegated powers of the Director of Estates and Building Services Team and with due consideration to alternative LCC priorities - e.g. housing development.

### **2.3.2 Corporate Landlord Transformation Project**

The Corporate Landlord model for managing corporate buildings went live in April 2017 following a number of activities culminating in the first phase of the budget consolidation exercise which pulled in property related budgets that sat outside of Estates and Building Services. Corporate Landlord budgets were set up to reflect the new operation model and a review of senior managers and service managers within EBS was completed to meet the operational property management needs of the council.

A second phase of budget consolidation exercise is commencing shortly which will aim to transfer the remaining property related budgets by April 2018. The reason for having the second phase was due to the dependencies on other major projects which were running at the time of the first phase, such as TNS and Early Help reviews and because of those budgets linked to the HRA expenditure which would require more detailed analysis first.

On completion of the budget consolidation exercise, we will be in a position to also move staff embedded in service areas over to Estates and Building Services as part of a single delivery team. This element will need to be managed sensitively and with HR and the unions' involvement.

Other parts of the transition to Corporate Landlord have included work on contract consolidation. There are over 2000 individual property related contracts that have been identified already that provide similar services for our corporate properties. We recognise that consolidating these to about 20 single contracts will not only assure economies of scale and realise significant savings, but will also allow these contracts to be properly performance managed –as is the case with the washroom services contract which was the first of the consolidation exercise - which has reduced the number of individual contracts from 230 with multiple suppliers to one contract/ one supplier and has delivered savings of £60k alone.

Every service area in Estates and Building Services has completed the first stage of the transformational service delivery review which has been an exercise to determine how the delivery of the service can be made more efficient and effective. A number of savings have been identified and delivered on, and each process has been fully mapped out. This information along with the identified constraints to the service will be designed out of the current processes as part of the next stage. Whilst this part of the process is solely looking at how services are delivered efficiently, it should be noted that a separate organisational staffing review exercise is due to commence in December 2017.

As part of the ongoing infrastructure redevelopment of the management systems, Concerto – a web-based asset management tool had been implemented earlier in 2015 and modules have been developed in order to manage property and contractor data effectively. It has been important to ensure all data held in relation to properties were put into one place and this exercise has been ongoing.

### **2.3.3 Stores Transformation Project**

This work stream initially commenced with Housing and Highways stores services in

May 2015, and has subsequently been absorbed into the wider Technical Services Programme.

The stores transformation project was approved by the Assistant City Mayor on 9th June 2016. This will bring Highways and Housing Stores together in a move towards a managed service by an external supplier. This is targeted to deliver savings of £1.8m p.a. by 2018/19. Some savings have already been achieved by changes to the internal operations, in anticipation of the new externally managed service.

The project has reached a critical stage in terms of the procurement process, and therefore information shared will be restricted, due to the sensitive nature of the competitive dialogue currently undergoing. Following a successful CPN (Competitive Procedure with Negotiation) tender process and a set of negotiated Invitation to Tender (ITT) discussions with suppliers, we have been able to be clear about the service requirements going forward. As a result of the submissions, we have reassessed our position, and in order to still meet our requirements has led to making changes to the documentation. We will be reissuing the PQQ based on revised information.

The process has had representatives involved from both service areas and observed by Trade Union officials. There has also been much support from Procurement and Legal Teams.

It is anticipated that the new service provider will still have been identified by April 2018. This will be implemented alongside the existing stores function to ensure service continuity.

#### **2.3.4 Disposal of surplus assets**

This is a reactive work-stream which runs alongside and responds to the decisions taken in other work-streams within the programme, such as Stores and Depots and other programmes such as Using Buildings Better and Transforming Neighbourhood Services. It supports the appraisal of disposal options in relation to buildings in each work-stream as appropriate, and co-ordinates the disposal of those assets that become surplus. Disposal routes can include sale, demolition and subsequent sale or development, housing development, provision of school places and community asset transfer.

There has been a focus at the outset on tightening up the process by which disposals are managed and to ensure that all relevant aspects are properly considered including for example how we effectively decommission facilities management and ICT infrastructure in existing buildings identified for disposal.

#### **2.4 Programme Benefits**

The programme overall is aiming to deliver savings from 2016/17, rising to some £7.0m p.a savings by 2019/20 across the entire project areas. Table 1 outlines the breakdown of the proposed financial savings as set out in the City Mayor decision of 19th August 2016.

Progress in the delivery of these savings targets has been successful so far – Table 1 outlines progress to date (below), whilst Table 2 shows the original savings targets

agreed by Executive in 2016.

Table One: Budget reduction savings delivered (year on year)

Year	Budget Reduction target	Achieved/ Projected*
2016/17	£0.9m	£1.1m
2017/18	£2.5m	£2.0m*

Table Two: Proposed Cumulative Savings (£000s)

	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's
1 Staffing review / organisational restructure	-	200	1,050	1,665
2 Corporate Landlord	100	350	450	675
3 Centralised FM Budget	-	325	325	325
4 Services to Schools	-	75	150	150
5 Building Maintenance and cost recovery	-	80	150	200
6 Procurement / Contract Management exercise	-	200	500	500
<i>Sub-total Corporate Landlord Model</i>	<u>100</u>	<u>1,230</u>	<u>2,625</u>	<u>3,515</u>
7 Stores - Approved 9th June £1.5m now £1.8m	180	1,063	1,815	1,815
8 Transforming Depot Services	82	189	340	340
9 Energy and Environment	32	235	400	400
10 Planning , Transportation and Economic Development	505	690	690	700
11 Fleet	-	-	-	200
<b>Total</b>	<b>899</b>	<b>3,407</b>	<b>5,870</b>	<b>6,970</b>

## 2.6 Cross Programme dependencies

Whilst the Technical Services programme in its own right is a significant piece of work for the Council to deliver on, there are very close links to and dependencies with other programmes and divisions.

In terms of Housing, the Stores project will provide an effective service delivered by sector experts and will help facilitate easier access to materials. Operatives will be able to manage materials more effectively and access to these materials will be quicker. This will have a positive knock on effect on the levels of service provided to the residents. The procurement process so far, despite some delays has proved a positive process, allowing the Council to make informed decisions in light of new information and current sector thinking. Waste management and plant hire have now been included in the future delivery of stores whilst other issues which could not have been foreseen at the start of the process have now been raised and addressed so as not to put us at future risk.

The depots project and the disposals project also impacts on elements of Housing. Already some housing depot sites have been identified as surplus to operational requirements, whilst the wider project is looking at options to bring together depot functions to a single site. This has the potential to free up land that can be considered for housing development opportunities and maximise the return on these assets longer term.

In relation to the work as part of the Corporate Landlord, there will be efficiencies realised through the consolidation of facilities functions and how some of these services are procured. We have already seen this success in the provision of washroom services, of which Housing now receives those new services. Further opportunities around the use of operatives to deliver works across the corporate portfolio are still being explored.

### **3. Financial implications**

This report provides an update on the delivery of the Technical Services Spending Review, the anticipated savings from which are of key importance to the Housing Revenue Account and the General Fund.

Colin Sharpe, Head of Finance, ext. 37 4081

### **4. Legal implications**

All matters outlined in the report should progress in conjunction with seeking appropriate legal advice on the commercial and property aspects.

There are no legal implications arising directly from the recommendations of this report.

Emma Horton  
Head of Law (Commercial, Property & Planning)



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**Report to Housing Scrutiny Commission**  
**Housing Revenue Account**  
**Spending Review – Phase 4**  
**(Housing Transformation Programme)**

Lead Assistant Mayor: Cllr Connelly

Assistant Mayor Briefing: 6<sup>th</sup> November 2017

Housing Scrutiny Commission: 20<sup>th</sup> November 2017

Lead director: Chris Burgin

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**City Mayor**

## Useful information

- Ward(s) affected: All
- Report author: Director of Housing, Chris Burgin
- Author contact details: 37 5143
- Report version number: 1.1

### 1. Summary

- 1.1 The purpose of this report is for the Housing Scrutiny Commission to receive an update on savings delivered to date for the Housing Transformation Programme and to consider, at an early stage, the proposals set out in the Housing Revenue Account (HRA) budget for the 3 years from 2018/19 to 2020/21, which will be presented in detail to Scrutiny on 18<sup>th</sup> December 2017.
- 1.2 The HRA operates in a self-financing environment. Spending priorities are made in the context of needing to achieve the right balance between investing in, maintaining and improving the housing stock, providing landlord services to tenants, building new homes and supporting and repaying housing debt of £216m.
- 1.3 Appendix A sets out the overall budget for the Housing Revenue Account for 2017/18. With income of £80.6m and expenditure of £29.3m against repairs and maintenance, £25.5m against Management and Landlord Services and £25.8m against Interest and Capital Financing. Included in expenditure is a charge by the corporate centre of £5.6m for support services across both Repairs and Maintenance and Landlord Services, including customer services, IT, Legal, HR etc; and £5.5m for contributions to the general fund for a range of direct front line services. These are set out in more detail in Appendix B.
- 1.4 The government's decision to implement a 1% rent reduction over a four year period, together with unavoidable cost increases including staff pay and pensions and anticipated higher levels of bad debts, has placed the HRA under significant pressure to be able to deliver a balanced budget. A number of other external pressures and changes also brought about by Central government place the HRA at further risk including the introduction of Universal Credit, Local Housing Allowance Cap, Pay to Stay Scheme, High Value Vacant Homes Levy and the impact of increasing Right to Buy Sales. All of these changes create a significant period of uncertainty and constraint in setting the budget for the Housing Revenue Account.
- 1.5 Unavoidable additional costs for the next 3 years are set out in more detail in table 1 below. The third and fourth years of the 1% rent reduction will reduce income from rent by £1.456m. An assumed rent increase of CPI+1% from 2020/21 onwards offsets this pressure (although this will be a decision for Council in 2020). A review of the current rate of sales through Right to Buy has resulted in revised assumptions about the loss of council houses going forward. Employee costs are forecast to rise by £1.923m by 2020/21 reflecting annual pay awards and increases in employer pension contributions. Materials and non-pay inflation is expected to cost an additional £885k. There continue to be significant challenges to collect income as direct payments to tenants are made as part of Universal Credit, as detailed above. The experience of other authorities where the roll-out is at a more advanced stage is that the number of tenants in arrears increases significantly, as does the average debt per tenant.



<b>Table 1: Unavoidable Cost Pressures</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>
Rent Changes	740	1,456	(627)
RTB Stock Loss	1,522	2,852	4,005
High Value Vacant Homes Levy (if implemented nationally)	185	548	902
Employee Costs	680	1,319	1,923
Material Costs	298	593	885
Income Collection Costs	140	140	140
Increased Bad Debt	400	600	800
	<b>3,965</b>	<b>7,508</b>	<b>8,028</b>

- 1.6 The Housing Transformation Programme began a programme of efficiency savings in 2013 and has so far reduced expenditure by £9m a year. Spending Review Phases 1, 2 and 3 achieved revenue savings of £5.9m and capital savings of £3.1m. Whilst phases 1 and 2 were focused on service improvement and efficiencies, the phases 3 and the proposed phase 4 are required to enable savings to be achieved to address a budget pressure of £3,965k in 2018/19 rising to £8,028k in 2020/21 in response to the challenges set out in 1.4.

## 2. Recommendations

It is recommended that Housing Scrutiny Commission consider this report and make any comments to the Assistant City Mayor (Housing), for consideration by the Executive.

## 3. Details of Proposals for savings within the Housing Revenue Account

### 3.1 Proposals for Revenue Savings

3.1.1 The following sets out the proposed areas for savings and additional income for 18/19 to 20/21. These generate potential ongoing savings of £5.5m from the Housing Revenue Account. Executive considered these proposals on 9<sup>th</sup> November.

#### 3.1.2 Savings Already Identified - £2.71m

The 2017/18 budget contains a number of items for which budget is no longer required.

- The budget assumed the introduction of the High Value Vacant Homes Levy, which the Government has not yet implemented. Some £528k was set aside for one-off costs and the rental income budget was reduced by £250k. These sums are no longer required and future years' budgets will be re-adjusted accordingly
- The ending of pay protection for staff affected by previous years' staffing reviews releases budgets of £399k in 18/19, rising to £684k the following year.

Other decisions have been taken in year resulting in savings to the HRA:

- Changes to the length of the Apprenticeship scheme to fit with the demands of the service will save £452k in 17/18 rising to £928k from 19/20.
- Reductions in the level of admin support has delivered £120k of savings.
- A review of the Training Centre of Excellence has delivered a more effective structure whilst delivering savings of £66k in 18/19, rising to £86k from 19/20.

- A number of other, smaller changes have resulted in savings of £55k in 18/19 rising to £83k in 19/20 and £111k in 20/21.

In total these deliver savings of £1.87m in 18/19, rising to £2.68m in 19/20 and £2.71m in 20/21.

### 3.1.3 Proposed additional Savings Options - £2.83m

### 3.1.4 Housing Transformation - £138,000

The proposed savings would be generated from a range of potential options including £113k from operational efficiencies in 18/19 (rising to £138k from 19/20) including an organisational review within the Housing Transformation Team.

### 3.1.5 Fleet and Transport - £250,000

The proposed savings would be generated from 2018/19 from operational efficiencies including a further reduction in fleet of 20 vehicles across Housing and an associated reduction in fuel.

### 3.1.6 Repairs - £909,000

£688k of the proposed savings will be generated from a combination of reduced jobs due to a fall in dwelling stock levels and improved productivity including a reduction in materials, reduction in operatives and associated reduction in line management. £200k can be achieved by utilising internal staff to undertake capital works. In total £411k of savings will arise in 18/19, rising to £851k in 19/20, and £909k in 20/21.

### 3.1.7 Gas, Heating and Hot Water - £149,000

The proposed savings would be generated from operational efficiencies related to a reduction in materials used and increased productivity reducing staffing.

### 3.1.8 Landlord Supplies- £141,000

The proposed savings would be generated from operational efficiencies through invest to save. By investing in energy efficient improvements, such as solar panels and improved LED lighting we will generate savings on electrical costs. The saving rises from £116k in 18/19 to £141k from 19/20.

### 3.1.9 Rents - £1,000,000

The proposed additional income relates to rents being set on the basis of formula rent when a property comes up for re-let rather than current practice which is for rents to remain the same from one tenancy to the next. Current tenants will not see a rise in their rents as this would only be applied to new tenancies. This would deliver additional income of £200k in 17/18, rising to £600k in 18/19 and £1m in 19/20.

### 3.1.10 Grounds Maintenance - £100,000

A further £100,000 relating to savings from the grounds maintenance budget.

### 3.1.11 ABSO review - £150,000

The proposed savings would be generated from operational efficiencies created through rationalisation of ABSO resource with reduced requirement following the TNS programme and increased channel shift of customer service.

### 3.2 Proposals for Capital Savings

3.2.1 The capital expenditure requirement in 2017/18 is £16.28m. The capital expenditure requirement for 2018/19 before any savings or additional pressures has been identified as £15.3m. This reduction of £980k is due to four time-limited projects requiring no additional funding.

3.2.2 A reduction of £340k in the re-wiring programme is proposed. The impact of electrical upgrades to date has been positive enabling future savings to be made. Offsetting this is a £300k growth towards the replacement of CCTV cameras across the estates and a £365k growth in the budget for new affordable housing.

### 3.3 Next steps

3.3.1 The HRA Budget Setting report (incorporating the savings proposals identified in this update report, subject to comments of this Scrutiny Commission) will be considered by the Tenants and Leaseholder Forum on 7<sup>th</sup> December and by this Commission on 18 December. Comments from both the Housing Scrutiny Commission and Tenants and Leaseholder Forum will be considered by the Executive in January before the report is taken to Full Council on February 21st.

## 4. Financial, legal and other implications

### 4.1 Financial implications

This report deals exclusively with financial matters.

Stuart McAvoy – Principal Accountant (37 4004)

## 5. Summary of appendices:

Appendix A – 2017/18 Budget Summary

Appendix B – HRA Contributions to General Fund Activities

## 6. Is this a private report (If so, please indicated the reasons and state why it is not in the public interest to be dealt with publicly)?

Yes it is policy under development.

## Appendix A Housing Revenue Account - 2017/18 Budget Summary

Service Area	Budget £000	Notes
Rent	(73,601)	Includes core rent for current & former tenants, less the cost of bad debt written off and increases to the level of bad debt provision.
Service Charges & Other Income	(6,981)	Includes charges to tenants for services (including district heating, communal cleaning etc.) and rent for garages, allotments etc.
<b>Income</b>	<b>(80,582)</b>	
Repairs & Maintenance	8,465	This includes the main services under the 3 repairs managers, including associated admin.
Gas Services	3,455	This includes budgets for gas, heating and hot water repairs, along with maintenance for district heating, including associated admin.
Voids	3,358	This includes the staff and material costs in maintaining and repairing void properties, including associated admin.
External Contractors & Quality Control	3,828	This includes the repair projects for which external contractors are used.
Support & Operational Development	6,918	This includes fleet costs, general admin, training centre, apprentices, and stores.
Corporate Recharges	3,248	This include corporate overheads, including IT, Finance, HR, Payroll etc.
<b>Total Repairs &amp; Maintenance</b>	<b>29,272</b>	
Management, Administration and Transformation	4,186	This includes senior management team, property lettings team, admin support, graduate trainees, accounts administration, transformation team and Northgate costs.
Income Management	1,555	This is the cost of collecting rent through the income management team
Neighbourhood Services (NHO's)	3,013	This is the current budget for all NHO's, reflecting the part year effect of in-year changes.
Communal Services (Cleaning & Heating)	4,995	This includes district heating, Flat services, leaseholder costs & income, garden maintenance & landscape improvements.
Tenant Support	1,936	Includes STAR, Tenant satisfaction and tenant & resident involvement budgets.
Hostels	2,016	This includes the cost of running the Dawn Centre & Border House.
Corporate Recharges	2,335	This include corporate overheads, including IT, Finance, HR, Payroll etc.
Contributions to General Fund	5,499	See following table for a separate breakdown of these contributions.
<b>Management &amp; Landlord Services</b>	<b>25,534</b>	
Interest on Borrowing	9,495	This is the interest paid on the outstanding debt held by the HRA.
Capital Financing Requirement	16,281	This is the revenue contribution to capital to support the 17/18 capital programme.
<b>Interest &amp; Capital Financing</b>	<b>25,776</b>	

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## Appendix B - HRA Contributions to General Fund Activities

	Description	17/18 Budget £000
Housing Register	This is a contribution towards maintaining the Housing Register, which can be considered to be a landlord cost relating to the allocation of properties.	£251,000
Anti-Social Behaviour	In addition to this contribution, the HRA incurs further costs of its own in dealing with ASB. The contribution was set to represent a third of LASBU's total budgeted expenditure, based on estimates of the proportion of the workload relating to HRA tenants.	£146,500
LeicesterCare Alarms	LeicesterCare provides an emergency alarm service for vulnerable adults, co-ordinated by Adult Social Care. This contribution funds the majority of the cost of providing alarms and responding to calls for all HRA tenants in receipt of Housing Benefit.	£319,000
Sheltered Housing	Adult Social Care provide additional support to tenants within 14 blocks to assist in managing their tenancy. The HRA contribution pays for the majority of the cost of this service for those tenants in receipt of Housing Benefit.	£220,000
Neighbourhood Services	This contribution is towards the cost of Council-run community centres and authority funding towards centres run by the voluntary sector located on HRA estates.	£880,000
Open Spaces	The HRA contribution towards the grounds maintenance costs of Parks and Open Spaces is for those areas within or very near to HRA estates maintained by the service. A proportion of these costs are funded by the HRA.	£1,814,200
Corporate & Democratic Core and City Mayor's Office	Corporate & Democratic Core costs are those associated with elected members and democratic representation, along with certain central management functions of the authority. This includes a contribution towards the City Mayor's Office.	£710,300
Paths & Road Maintenance	The HRA makes a contribution towards the cost of maintaining paths and roads within the HRA estate areas.	£194,600
CCTV	CCTV cameras on HRA estates form part of the wider network of cameras. The HRA contribution is for the share of cameras positioned in Housing locations.	£264,500
Estate Wardens	This contribution is towards the City Warden service dealing with a variety of environmental issues on the estates.	£698,600
<b>Total Contribution to General Fund Activities</b>		<b>£5,498,700</b>



## Briefing Report to Housing Scrutiny Commission

Housing Scrutiny Commission: 20<sup>th</sup> November 2017

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### **Affordable Housing Programme: Review of 2013-2017 and Proposal for 2017/18 onwards**

Lead director: Chris Burgin

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## Useful information

- Ward(s) affected: potentially all
- Report author: Janet Callan, Housing Development Manager
- Author contact details: [janet.callan@leicester.gov.uk](mailto:janet.callan@leicester.gov.uk) ext 37-1752
- Report version number: V1

### 1. Summary

1.1 The city has evidenced need for an additional 786 units of Affordable Housing each year. In the past 4 years, a total of 707 new Affordable Housing units were completed and the projection for the next four years of 764 new units is dependent on both the government's confirmation of sustainable revenue funding for supported housing and on the council's release of additional funds to enable the acquisition of between 31-38 units.

1.2 There is limited land available for residential development (including Affordable Housing) in the city and much work is being done to identify new opportunities through the Local Plan process. With the majority of available sites being in private ownership, it is having sound policies within our Local Plan and good working practices to follow them through supported by National Planning Policies that will enable the council to secure new Affordable Housing through this land supply. Where the council owns land, it can choose to use its disposals to achieve more Affordable Housing of the mix, type and quality that the city needs.

1.3 There are significant uncertainties over the direction the government is taking with affordable housing. The government has recently announced a wide ranging review of social housing will soon take place leading to a Social Housing Green Paper. The Housing White Paper (Feb 2017) included a number of proposed changes to affordable housing in planning, such as the definition of what constitutes affordable housing, and alterations to the starter homes initiative.

1.4 There is therefore considerable uncertainty in the government's approach to affordable housing and consequently over how the emerging local plan will address these issues. As the government's approach to affordable housing becomes clearer, the emerging local plan will respond accordingly.

1.5 The provision of new Affordable Housing requires subsidy (as well as land / physical opportunity). The council is currently struggling to commit all its available Right To Buy Receipts (RTBR) funds and is seeking to address this by both proposing the acquisition of approximately 60 privately owned dwellings for tenure conversion into Affordable Rent and by exploring whether to enable non-Registered Partner (RP) Housing Organisations to apply for RTBR funds as well as RPs.

1.6 The council is exploring whether to develop and / or acquire further new Affordable Housing via the Housing Revenue Account (HRA) and / or via a Local Housing Company.



## 2. Recommendations

2.1 It is recommended that the Housing Scrutiny Commission notes:

- i) the annual need for 786 units of affordable housing in the city and the 707 completions of new Affordable Housing achieved over the past four years (128 of which are new LCC homes);
- ii) the current pipeline of 764 units of new supply of Affordable Housing for the next four years;
- iii) that this new supply is dependent upon sufficient additional funding being released by the council and upon the government confirming a sustainable revenue funding approach for supported housing;
- iv) that Planning and Housing Officers, within the parameters set by national planning policy, seek to ensure that there are sound policies within the new Local Plan and good working practices to follow them through, to ensure that the council is able to fully use its planning powers to achieve new Affordable Housing;
- v) that Property and Housing Officers seek to ensure that the disposal of any LCC-owned site / asset which could be suitable for residential development is first considered to achieve more affordable housing of the mix, type and quality that the council needs;
- vi) that Officers continue to explore opportunities for the city council to develop and or acquire new Affordable Housing via the Housing Revenue Account and / or via a Local Housing Company (should one be established and subject to its objectives including the provision of new affordable homes);
- vii) that Housing Officers continue to seek to maximise the amount of subsidy secured to enable the viable provision of new Affordable Housing in the city and to ensure the timely investment of any such subsidies held by the council (eg Right To Buy Receipts, Commuted Sums, any Homes and Communities Agency allocations, etc). Officers to also assist other Providers to invest their available funds within the city to deliver new Affordable Housing.
- viii) the proposal that Officers continue to pursue the purchase of up to 60 privately owned homes, maximising the amount of Right To Buy Receipt funds that can be used towards their acquisition.

## 3. Report:

### Context:

3.1 The provision of more affordable housing is one of the commitments within the City Mayor's manifesto plan for Leicester for 2015-19.

### The need for additional supply of Affordable Housing:

3.2 The city has an evidenced increase in its shortfall of Affordable Housing to meet its evidenced needs. The Housing and Economic Development Needs Assessment (HEDNA) 2017 established that Leicester has a need for an additional 786 new Affordable Housing dwellings a year for the period 2011-31. This need is 58% higher

than the previously assessed annual shortfall of 496 identified in the Strategic Housing Market Assessment (SHMA) update completed in June 2014.

3.3 Some households in need of affordable housing will also have additional requirements, for example:

- 141 households on the Housing Register require a home built to full wheelchair accessible standards (as of 30/06/17);
- Leicester has a significant number of people who require supported/staffed accommodation.

3.4 See Appendix 1 for more information on the HEDNA and the Affordable Housing need it identifies.

### **Recent supply of new Affordable Housing:**

3.5 Our last progress report on Affordable Housing was in February 2014, to the Housing Scrutiny Commission, on the Affordable Housing Programme 2013-16. Over the past 4 years, there has been a total of 707 new Affordable Housing completions; an average of 177 completions a year: that's less than ¼ of the HEDNA evidenced annual need for new Affordable Homes in the city. (Over the past 9 years, 2008/09 – 2016/17, the average annual new Affordable Housing completions is 186).

3.6 Appendix 2 sets out where the completions for the past 4 years have been achieved and indicates where the council has provided subsidy via grant and/or land at less than market value.

### **New Supply:**

3.7 Any/all new supply of Affordable Housing requires:

- i) A physical opportunity – land and/or property;
- ii) Subsidy – to enable the new home to be offered at an Affordable rent and/or sale price;
- iii) Catalyst/driver – to create/push the proposal through to completion. This could be the council itself, or another Registered Provider (RP), seeking to create/encourage new Affordable Housing; a private developer seeking to meet its planning gain responsibilities or to commit its Homes and Communities Agency (HCA) funding; any other organisation seeking to deliver new affordable housing to address either their primary or other objectives (eg Saffron Lane Neighbourhood Council's proposal to create a reliable source of revenue income has resulted in 68 new Affordable Housing dwellings at the Heathcott Road site).

3.8 The city's supply/capacity of physical opportunities, subsidy and catalysts is covered below at paragraphs 3.15 to 3.32.

3.9 The city does not have access to sufficient land nor subsidy to enable it to fully meet the HEDNA identified shortfall of 786 new Affordable Housing dwellings a year.

### **From needs to target setting:**

3.10 Targets for the amount of affordable housing to be provided in Leicester are and will be included in the city's planning documents (Local Development Documents and the new Local Plan). These target numbers were and will be arrived at through considering the city's housing needs, together with the city's Growth Infrastructure Assessment, an Economic Viability study into the provision of affordable housing and other Plan priorities and an assessment of the likely levels of finance available for affordable housing and other plan priorities. The overall affordable housing target set within the current Core Strategy is for 4,065 new affordable homes to be delivered between 2006-2026. Given that 2,135 new Affordable Homes were delivered between 2006-2017, a further 1,936 (an average of 215 a year) is still required by 2026. A draft of the new Local Plan is currently out for public consultation and the aim is for it to be adopted in 2019. It will have a new target for the total amount of affordable housing to be provided within the Plan period, 2016-2031. Currently, the Housing Division does not have its own target for the number of new Affordable Housing units to be delivered in the next four years.

3.11 In addition to the issue of the number of affordable homes that the city needs, consideration is also required to secure the right size, type and quality of affordable housing and its location and neighbourhood. We have to ensure we secure the best mix of affordable housing in terms of tenure, dwelling size/type and location so that no particular group(s) of people / households are disadvantaged by the new supply of affordable housing. To date, it has often proved harder to secure new affordable family homes, in spite of the evidence of great need for this type of housing, and relatively easier to secure one bedroom homes for which the volume of need (for new supply) has been much less.

### **Right Size / HEDNA Mix:**

3.12 The HEDNA recommended mix of new Affordable Housing supply for Leicester is:

- 35-40% - 1 bedroom
- 25-30% - 2 bedrooms
- 25-30% - 3 bedrooms
- 5-10% - 4+ bedrooms

3.13 Officers are currently considering the implications of this mix before proposing a policy / practice response to this evidence of Affordable Housing needs. There is concern about what form of 1 bedroom housing is likely to be appropriate and sustainable. Any policy / practice response to the HEDNA evidenced shortfall of 1 bed affordable housing will need to reflect that:

- HEDNA does not clarify how much of this shortfall is for supported housing and/or for older people;
- High density flatted schemes appear to be less attractive to RPs (and LCC) to take on because of management issues. RPs have advised of a preference for designs such as 'quarter houses' that do not require any communal areas nor service charges.

3.14 Similarly, the policy / practice response to the HEDNA evidenced shortfall of Affordable Housing homes with 4 or more bedrooms will need to reflect the likely implications of the HB and Universal Credit caps.

**Land Supply / Physical opportunities for new Affordable Housing:**

3.15 In May and July 2014, the Executive and the Housing Scrutiny Commission noted the availability of suitable land for affordable housing in the city for the 4 years up to 2018 was restricted.

3.16 The current situation is that there is unlikely to be a sufficient supply of identified sites for residential development of any / all tenures to meet the city’s housing needs, including Affordable Housing. Registered Providers have advised officers that they are struggling to find sites in the city on which to commit their existing funding allocations (to provide new affordable housing). There has been and continues to be considerable work underway by the council to seek to address this shortage of identified land for residential development. This work includes the following:

<b>Workstream / Project:</b>	<b>Current Status:</b>
Local Plan Review	<ul style="list-style-type: none"> <li>- Call for sites: Regular calls for potential new housing sites are made to landowners, developers and the general public, and a call for sites exercise is running concurrently with the consultation on the Local Plan.</li> <li>- Consideration of any / all large LCC-owned sites which could, potentially be considered for residential development:</li> <li>- A number of Council owned open spaces are include in the Local Plan consultation with the potential that some could come forward for residential use.</li> <li>- The draft new Local Plan is currently out to public consultation up until the end of Nov 2017. The plan is consulting on the future use of all LCC owned green space over 0.5ha in size, including their potential for development.</li> <li>- Local Plan – aim is for it to be adopted in early 2019.</li> </ul>
Transforming Neighbourhood Services (including depots)	When the Council are considering withdrawal of community services from buildings under TNS and depots under the depot review, one of the options is site clearance for redevelopment and in most locations the most likely end use would be for residential and potentially for affordable homes. The city wide review continues.
Small Space review	The Council is reviewing city wide small open spaces and the initial thrust of this has been the identification of sites with development potential, in the most case

	being for residential use. This first phase nears completion with sites both within the HRA and outside being identified.
Open Space review	(feeds into Local Plan review – see above)
HRA Backland site review	<p>Review completed in 2016. It identified 5 sites that were assessed as being readily available to develop at least 3 dwellings and two further sites that would require the acquisition of garden land from LCC tenants in order to be ready to develop. These 7 sites were approved for disposal to achieve new Affordable Housing by the Assistant Mayor (Housing) on 10.4.17.</p> <p>One ready to develop site is the subject of an ASC-led bid for NHS funds to develop 3 new Affordable Housing homes for ASC clients.</p> <p>The remaining 6 sites are awaiting actioning.</p>

3.17 It is expected that the majority of all identified opportunities for new-build homes in the city will be on privately-owned sites. Local Plan Policies allow the Council when determining Planning Applications for residential development to seek to negotiate a proportion of new homes built on any site above an agreed size-threshold to be for affordable housing subject to viability considerations. Securing affordable housing this way is dependent upon having sound policies within our Local Plan supported by national planning policy, and good working practices to follow them through. This work is therefore a priority within our Affordable Housing Programme.

3.18 The remainder of all identified opportunities for new build homes will be on Council owned sites. In addition to applying its planning policies to secure affordable housing, the Council as landowner can explore using its disposal of such sites to achieve additional affordable housing of the mix, type and quality that the City needs. Council land and property disposals are therefore an important element of our Affordable Housing Programme.

3.19 Proposed housing schemes will only be delivered if they are economically viable. The injection of sufficient subsidy can ensure a scheme which includes affordable housing is viable and may help to deliver some of the relatively expensive types of affordable housing needed e.g. large family homes, homes built to wheelchair access standard, etc. Maximising subsidy and targeting its timely investment is therefore a further part of our Affordable Housing Programme.

3.20 There are currently 3 large council-owned sites which had been approved for the development of new Affordable Housing in the past but not yet achieved any starts-on-sites. This is because the type of Affordable Housing prioritised for all 3 sites is new Extra Care provision. Two of the sites (Queensmead Phase 2 and Tilling Road) have full planning consent for Extra Care schemes, totalling 155 units.

However, both of these schemes are currently stalled because of the continued uncertainty surrounding the government's proposed revenue funding towards supported housing. A soft market testing exercise on the third site – Saffron Velodrome, Phase 2 – concluded that providers would be unlikely to bid for nor proceed with an Extra Care proposal at this site until there was greater certainty from the government on future revenue funding.

3.21 New supply of Affordable Housing can also be provided via the conversion of non-dwelling buildings and / or the purchase of newly built or existing private housing for tenure conversion. Given the current difficulties experienced in finding sites for new build and the desire to ensure that available subsidies (including Right To Buy Receipts) are invested, officers have explored the potential of acquiring up to 60 existing privately owned homes for tenure conversion into new supply of affordable housing (see Appendix 3 for more details of this). It is recommended that officers continue to pursue the purchase of up to 60 privately owned homes, maximising the amount of RTBR funds that can be used towards their acquisition.

### **Subsidy:**

3.22 The currently available funding for new Affordable Housing in the city consists of:

RTBR: At least £10m currently uncommitted and likely to accumulate by 31.3.21.

LCC's own policy provisions for Affordable Housing: £1.953m.

Commuted Sums (received in lieu of on-site provision of Affordable Housing): £0.190m.

3.23 Further funds are available to seek from:

- i) The HRA reserves;
- ii) The Homes and Communities Agency's (HCA) current Shared Ownership and Affordable Homes Programme fund;
- iii) The council's own prudential borrowing.

3.24 The RTBR funds and any HCA funds will only ever cover a proportion of the costs of new Affordable Housing. The council or other Registered Provider must identify and provide the remainder of the funds.

3.25 RTBR funds, commuted sums and any HCA funding must be spent by given deadlines.

3.26 The current commuted sum receipt must be spent by 22.9.20. It is currently envisaged that this sum will be spent before the deadline, in part contributing towards a proposed Buyback of a former council flat; the balance could contribute towards other LCC acquisitions (please see Appendix 3 for more information).

### **Current pipeline for new Affordable Housing supply, 2017-2021:**

3.27 The existing pipeline projects a total of 764 new completions for the four year period 2017-21 and includes for:

- 19 new homes to be completed from the council's conversion of four former hostels / houses in multiple occupation;
- 268 new planning gain / S106 affordable housing homes to be delivered on private developer-led residential sites;
- 4 homes to be delivered by the Ross Walk Housing Co-operative, part funded by RTBR funds;
- A new home from the council's conversion of a former shop unit within a popular residential area;
- 215 Extra Care units – the delivery of these will be dependent on the government confirming a viable long-term revenue funding arrangement for such supported housing;
- 20 new Affordable Housing homes to be delivered on HRA backland sites;
- 60 new Affordable Rent homes to be achieved via the acquisition of privately-owned existing houses. The acquisition of 31-38 of the proposed 60 privately-owned dwellings is dependent upon sufficient further policy provisions and reserves being released for spend between 1/10/18 – 31/3/21. (See Appendix 3 for more details).

(Please see Appendix 4 for more details of this current pipeline).

3.28 Our current pipeline strategy is based on:

- Investing our Right to Buy Receipts (RTBR) and commuted sums collected from developers;
- Working with developers who submit major planning applications;
- Having a planned programme of developing our own sites;
- Redevelopment of our housing stock, using HRA (Housing Revenue Account) revenue, capital and other subsidy sources;
- Maximising the Homes and Communities Agency's (HCA) investment in the City by providing good evidence of need and working closely with the HCA, Housing Associations and developers.

#### **Future delivery options for Affordable Housing:**

#### **New council housing and Local Housing Company:**

3.29 Officers are continuing to explore whether the council should seek to set up its own Local Housing Company, and if so, what its key objectives should be. Part of this work includes for an assessment of whether the council should develop and / or acquire new Affordable Housing via the HRA and / or via a Local Housing Company.

#### **Care Home Conversions:**

3.30 Work is underway to enable owners of current private care homes who are (or become) RPs to apply for RTBR funds towards the cost of converting their properties into Affordable Housing Independent Living Schemes. Any such specific proposal will need to seek the Assistant Mayor's approval for RTBR funds. Such schemes will then take nominations from the Adults and Social Care Division.

**Seeking to increase the range of providers who can take up RTBR funds:**

3.31 To date, Leicester City Council has only made RTBR payments to RPs (including itself). Both Leeds and Hull Councils make RTBR payments to non-RPs also, where the non-RP is a housing organisation with a proven track record in developing and managing Affordable Housing. Officers are currently assessing whether Leicester, too, should offer RTBR funds to such organisations. To date, one such organisation has approached the council, seeking such support.

**Other issues currently impacting the future delivery of Affordable Housing (not already covered):**

**Space Standards:**

3.32 For years, the city council was able to seek minimum floor areas for new Affordable Housing when determining planning Applications because of the minimum floor areas sought in its Supplementary Planning Guidance on Affordable Housing. Since the introduction of the National Technical Standards for Internal Space Standards the council cannot currently seek minimum floor areas this way because there is no space standards policy within the current Local Plan. In order to be able to seek minimum floor areas for dwellings on adoption of the new Local Plan, the council will need to include the National Internal Space Standards within its new Local Plan having evidenced both the need for such standards and that meeting the standards will not lead to developments being financially unviable. Space standards would then still need to be secured on a case by case basis considering all the relevant material considerations of the proposal, including site specific viability issues.

3.33 Given that new Affordable Housing is usually let at full capacity (rather than being under occupied), there are concerns in the interim about whether new supply will be fit for purpose in the absence of any minimum space standards.

**Access Standards:**

3.34 For years, the council has sought a proportion of its Affordable Housing to be built to wheelchair standards. Since the introduction of its current Local Plan, until 2015 the council sought new build dwellings to be built to Lifetime Homes Standards subject to feasibility. From 2015 the standards were replaced by the equivalent Building Regulations on access and use of buildings, which will apply until the new Local Plan is adopted. At that stage, the Council will only still be able to seek through its planning powers that a proportion of dwellings are built to wheelchair standards and all new build dwellings are built to a standard equivalent to the Building Regulations if such relevant policies are included within the Local Plan, the needs



are evidenced, and the policy's impact on financial viability demonstrated, and is otherwise feasible (eg there are no other practical or design constraints). There are concerns about the impact of this on Leicester's households who require wheelchair standard and other accessible standard housing. The latest assessment (30.6.17) of the city's shortfall of wheelchair accessible dwellings for Social/Affordable Rent concluded that the shortfall for wheelchair homes and the need for Cat B properties (ie properties with level access door entry, level access shower and lift transfers but not built/adapted to wheelchair standards) are currently the highest recorded since this monitoring began in December 2011. The shortfall for wheelchair homes has remained above 100 for the past two years and currently stands at 140. The demand for Cat B properties has remained above 245 since March 2014 and currently stands at 344 whilst relets available to meet this need since March 2014 have not exceeded 34 in any 3 month period. (The Housing Division monitor the need for and supply of both wheelchair accessible and Cat B Affordable Housing for rent in Leicester on a quarterly basis).

### **Planning gain Affordable Housing/ Local Plan:**

3.35 Affordable housing can be secured through planning applications for major residential development based on policies within the local plan. The current Local Plan has different targets for different parts of the city, reflecting financial viability modelling. There is a risk that it might prove more difficult to secure Affordable Housing via the new Local Plan, primarily as a result of changes to national planning policy.

3.36 National planning policy and guidance set the framework within which local planning authorities can set policies to secure affordable housing. There are current uncertainties over the government's approach to affordable housing; the government has recently announced a wide ranging review of social housing will be undertaken. In addition a revised National Planning Policy Framework is expected to be published in Spring 2018, which, amongst other things, may include changes to what constitutes affordable housing.

3.37 Therefore the emerging Leicester Local Plan is being developed in an uncertain climate with regards affordable housing. The current draft plan does not contain a draft affordable housing policy. The consultation asks for comments on how affordable housing should be considered through the local plan with the view to developing policies as work on the plan progresses and the government's approach is refined.

### **Impact of the previously proposed Housing Benefits (HB) and Universal Credit Caps:**

3.38 The Government's previously proposed cap on Housing Benefit has resulted in the majority of the country's new supported housing proposals, including for Extra Care, being stalled or aborted because of ongoing revenue viability concerns. The Government's announcement last month on this subject has not removed the uncertainty around how much rent will be covered by benefits in Extra Care schemes. The need for such accommodation is therefore not being met. In Leicester, in addition to the impact on needs, this stalling affects our pipeline of completions,

our ability to spend our RTBR funds and has stopped / prevented development on 3 council-owned sites.

3.39 It is expected that the roll out of Universal Credit in Leicester will impact on how low income households can afford / pay for Affordable Housing.

#### **Overseeing Leicester's Affordable Housing Programme:**

3.40 The Affordable Housing Programme Board oversees the Affordable Housing Programme and its associated work.

### **4. Details of Scrutiny**

Officers from Planning and Property have been consulted in the drafting of this report.

### **5. Financial, legal and other implications**

#### **5.1 Financial implications**

The Council can use receipts from the sale of properties that have been purchased through Right to Buy to part fund the development of new affordable housing. Up to 30% of the development costs can be funded in this manner, for both HRA and external developments. Due to the large number of Right to Buy sales there are sufficient unallocated retained receipts available (over £10m) towards funding of this type. If retained receipts are not spent within a 3-year period then they must be paid back to government with interest. This gives an incentive to the Council to ensure that retained receipts are applied.

One exception to the 30% rule outlined above is where properties have been sold through Right to Buy and are subsequently bought back by the Council. In these cases up to 50% of the costs can be funded from retained receipts. There are conditions attached to this, including that this type of funding does not exceed 6.5% of retained receipts. This would limit annual funding of this type to around £575k, equating to approximately 6 properties per year.

The report refers to 22-29 properties being acquired within the HRA. If 25 properties were to be acquired (6 through buy-backs and 19 through open market purchase) then the total scheme costs are estimated to be £4.8m. This would be funded using £1.67m of retained RTB receipts, £1.95m of existing policy provisions for affordable housing along with £1.18m of HRA reserves.

As the affordable housing programme develops, finance will need to be involved to provide assurance on the funding options available.

Stuart McAvoy – Principal Accountant (37 4004)

#### **5.2 Legal implications**

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Under section 120 of the Local Government Act 1972 the Council has the power to acquire land by agreement for the purposes of any of their functions, or the benefit, improvement or development of their area. Any acquisition greater than the land's market value will have a financial implication for the Council and the Executive will need to ensure that the Council's general fiduciary duty is complied with in acquiring the assets and reasons justifying why it is reasonable for the Council to pay more for land/property will need to be provided.

Right to Buy Receipts must be applied in accordance with relevant legislation and guidance and particularly the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended) ("the Regulations") and the terms of any agreement reached under the Local Government Act 2003 modifying the applicability of the Regulations. This includes using an element of receipts for the purpose of investing in new affordable homes for rent.

Under the Local Government Act 1972 the Council is under a duty to dispose of its land for the best consideration reasonably obtainable in the market. Selling the land on the open market would achieve best consideration and therefore satisfy the Council's statutory and fiduciary duties.

The Council is permitted to dispose of land for less than best consideration in certain circumstances according to the General Disposal Consent 2003 ('GDC') for the disposal of land and property. To justify a disposal under the GDC, the Council must consider the disposal will secure the promotion or improvement of the economic, social or environmental well-being of the subject area. The Executive will need to ensure, based on the advice contained in this report and any additional information supplied, that any disposal is consistent with the powers contained in the GDC and the disposal will result in the achievement of the benefits referred to above. An undervalue for the purposes of the GDC must not exceed £2 million, determined by independent valuations.

Given that any disposal at less than best consideration will have a financial implication for the Council, the Executive will also need to ensure that the Council's general fiduciary duty is complied with in disposing of assets in accordance with the GDC or the Disposals Framework.

The Council must advertise its intention to dispose of its open space land and consider any objections before a decision to dispose is taken. The land sale documents should also include appropriate provisions as to the future use of the land for the purpose of disposal, which will secure the achievement of the benefits set out in this report.

Safia Mukaddam, Solicitor (Commercial, Property and Planning (ext: x37-5184)).

There are no implications from a Commercial/Procurement perspective. There is mention within the report of acquiring Affordable Homes via a Local Housing Company, legal advice has been sought separately in this respect and once options have been explored in more detail, further legal advice should be obtained.

Mannah Begum, Solicitor (Commercial, Property & Planning) (x37-1423).

There are no implications from a Legal Planning perspective. There is mention within the report of the introduction of new planning policies and the adoption of a new local plan, and legal advice is being sought separately in this respect and is ongoing

Jane Cotton, Solicitor (Commercial, Property & Planning) (x37-0325).

### 5.3 Climate Change and Carbon Reduction implications

New affordable housing should be built to high environmental standards to help the council meet the city wide target to reduce carbon dioxide emissions by 50% by 2025/26. The use of council-owned sites provides greater opportunity. Any existing properties acquired should be refurbished to higher environmental standards (eg. increased insulation, draught proofing etc).

- Mark Jeffcote, Environment Team (x37-2251)

### 5.4 Equalities Implications

The proposal to build 764 new affordable housing units within the city over the next four years would have a positive impact on individuals/families across all protected characteristics. However it should be noted that this is below the amount needed for the city as a whole, as the city council does not have access to sufficient land nor subsidy to enable it to fully meet the HEDNA identified shortfall of 786 new affordable housing dwellings a year.

The proposal to pursue the purchase of up to 60 privately owned homes, maximising the amount of Right to Buy Receipt funds to acquire them, and making them into affordable rent homes to house those in need should be positive across all protected characteristics mentioned in the Equality Act.

The future delivery options for affordable housing and other issues currently impacting on the future delivery of affordable housing as stated in the report could have future equality implications and these will need to be explored at the appropriate time.

Sukhi Biring, Equalities Officer, ext 37-4175

## **6. Background information and other papers:**

The Housing and Economic Development Needs Assessment (HEDNA) 2017.

Affordable Housing Programme 2014-18, Housing Scrutiny Commission, July 2014.

## **7. Summary of appendices:**

Appendix 1: The Housing and Economic Development Needs Assessment (HEDNA) 2017.

Appendix 2: 'Completions tables' from March scheme matrix for 2013/14, 2014/15, 2015/16 and 2016/17.

Appendix 3: Potential acquisition of up to 60 existing privately owned homes for tenure conversion into new supply of affordable housing.

Appendix 4: Target cumulative spend of RTBR required to avoid any repayment or accrual of interests:

Appendix 5: List of sites / opportunities which can contribute to new affordable housing supply 2017/18 - 2010/21.

**8. Is this a private report (If so, please indicated the reasons and state why it is not in the public interest to be dealt with publicly)?**

No

**9. Is this a "key decision"?**

No

**10. If a key decision please explain reason**

## **Appendix 1: The Housing and Economic Development Needs Assessment (HEDNA) 2017.**

The Housing and Economic Development Needs Assessment (HEDNA) provides an analysis of housing and economic development needs over the periods 2011-2031 and 2011-2036.

The HEDNA was approved by the Members Advisory Group on Thursday 26 January 2017. The assessment provides an evidence base to inform the preparation of statutory local plans by individual local planning authorities and a non-statutory Strategic Growth Plan for Leicester and Leicestershire.

### **Overall Housing Need:**

The HEDNA establishes that there is a need for 96,580 new dwellings of any/all tenures to be provided across the Leicester and Leicestershire Housing Market Area (HMA) within the period 2011-2031 (or 4,829 per year). For Leicester City over the same period the need is 33,840 dwellings (or 1,692 per year). Just over one third of the total need for the HMA arises within the city.

Whilst the HEDNA establishes the housing need for each local planning authority it is up to the local plans of those authorities to set out an actual housing target or requirement.

### **Affordable Housing Need:**

The HEDNA establishes that Leicester's estimated level of Affordable Housing Need per annum, for the period 2011-31, is 786. This is 58% higher than the annual shortfall of 496 identified in the SHMA update, June 2014.

The gross need for Intermediate and Affordable/Social Rented housing for Leicester is:

19% Intermediate  
81% Social/Affordable Rent

HEDNA notes that Starter Homes will not meet the needs of those assessed as requiring Affordable Housing as the income levels required to access Starter Homes are above those typically required to access market housing as currently available (in the private rented sector).

Recommended mix of housing for Leicester:

	Market Housing	Affordable Housing
1 bedroom	0-10%	35-40%
2 bedrooms	20-30%	25-30%
3 bedrooms	45-55%	25-30%
4+ bedrooms	10-20%	5-10%

Leicester has a per annum need (2011-36) for 94 units of Specialist Housing for Older People.

Across the HMA, HEDNA confirms a need for around 4,322 wheelchair adapted homes (2011-36), equivalent to around 4% of new housing provision.

In addition to what the HEDNA tells us, the city has other evidence sources for the need for additional affordable housing. The policy response to the HEDNA and the other evidence will form part of our Strategy; other evidence of housing need includes:

- Our Housing Register: There are xxx households currently waiting for an affordable rented home (as of xxx) and yet only xxx households could take a rented tenancy last year (2016/17). Of those on the Housing Register, xx households require a home to be built to full wheelchair standards (30/06/17); xx such households were helped last year (2016/17). There are xxx children within the households on our Housing Register. In 2016/17, xxx children were in households that became statutorily homeless;
- Leicester's current/emerging strategies on Housing for Older People, Supporting People and Homelessness;
- The Gypsies and Travellers Accommodation Needs Assessment.

**Appendix 2:**

**New Completions of Affordable Housing in 2013/14, 2014/15, 2015/16 and 2016/17**

Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes x = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
Empty Homes Initiative - Action Homeless	Various				4	25			<b>29</b>	DCLG funded x	No LCC nominations
Mortgage Rescue / East Midlands Housing (EMH)	Various				7	7			<b>14</b>	✓	
Crawford Close - EMH / Westleigh	New Parks	100,000 RTBR		28	28				<b>28</b>	✓	Includes 1 x 3b/5p home to wheelchair standard.
Two Triangles - EMH	New Parks	100,000 RTBR			10				<b>10</b>	✓	
Homecome	Various	50,000 Renewal Grant funding			7	6	6	2	<b>21</b>	x	
Empty Homes Initiative - Leicester City Council (LCC)	Various	Various			10	3			<b>13</b>	✓	
The Beeches, Gipsy Lane - Midland Heart	Humberstone & Hamilton			21	21				<b>21</b>	✓	
Barkby Thorpe Road – Midland Heart	Rushey Mead			37	16	15	6		<b>37</b>	✓	Includes 2 x 3b/5p and 3 x 4b/8p to wheelchair standards.



Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes x = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
Gypsy and Traveller site, Redhill Nook - LCC	Abbey	Capital funds	LCC owns site			10			<b>10</b>	✓	10 x Gypsy and Traveller pitches.
Gypsy and Traveller site, Greengate Nook - LCC	Beaumont Leys	Capital funds	LCC owns site			6			<b>6</b>	✓	6 x Gypsy and Traveller pitches.
34-36 Upper Tichborne Street - LCC	Stoneygate	HRA borrowing plus 186,000 RTBR	LCC owns site			8			<b>8</b>	x	Includes 1 x 4b/6p flat to wheelchair standards.
38 Upper Tichborne Street. Supported Housing Scheme - LCC	Stoneygate	HRA borrowing	LCC owns site			6			<b>6</b>	x	Includes 1 x 1 person bedsit to wheelchair standards, within a 6 x bedsit supported housing scheme.
Laburnum Road Phase 2 - LCC	Humberstone & Hamilton	708,000 RTBR 221,000 Commuted Sums plus Prudential borrowing	LCC owns site			62			<b>62</b>	✓	Includes 1 x 3b/5p to wheelchair standard.
The Fairway (former Saffron Housing Depot site) - LCC	Saffron	241,000 RTBR + Prudential borrowing	LCC owns site			9			<b>9</b>	✓	Includes 1 x 3b/5p to wheelchair standard.

Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes × = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
Hamelin Road (former garage site) - LCC	Braunstone Park & Rowley Fields	269,000 RTBR + Prudential borrowing	LCC owns site			10			<b>10</b>	✓	Includes 1 x 2b/4p to wheelchair standard.
Saffron Lane Velodrome site - LHA / ASRA	Saffron		Discounted land sale	45		45			<b>45</b>	✓	Includes a 10 unit supported housing scheme, two of which to wheelchair standard and 2 x 2b/4p and 1 x 3b/5p to wheelchair standards.
Abbey Mills Extra Care Scheme - LHA / ASRA	Belgrave	750,000 ASC funding		20		50			<b>50</b>	✓	Extra Care Scheme includes 1 x 1b/2p to wheelchair standards.
Sandhills Avenue – Midland Heart	Humberstone & Hamilton	360,000 RTBR		18		18			<b>18</b>	×	Includes 2 x 3b/5p to wheelchair standards.
Gipsy Lane, Towers / Former Oakham House site – Midland Heart	Humberstone & Hamilton			28		28			<b>28</b>	✓	Includes for 1 x 1b/2p and 1 x 2b/4p to wheelchair standards and

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Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes × = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
											a 4 x 1b/2p supported housing scheme.
Towers Hospital site / Gipsy Lane / Thurmaston Lane – Nottingham Community HA (NCHA)	Humberstone & Hamilton			25		5	10	10	25	×	Includes for 1 x 1b/2p & 2 x 2b/4p to wheelchair standards.
Erskine Street – Midland Heart / Westleigh	Castle		£79,500 discounted sale of freehold	23	23				23	✓	Includes 1 x 3b/5p to wheelchair standards.
Former Humberstone Depot / The Portway - NCHA	North Evington		Disposal at nominal value		9				9	×	Includes 1 x 1 bed flat to wheelchair standards for supported housing clients.
Empty Homes Initiative - NCHA	Various				2				2		
Bede Island Phase 4/5 - Waterloo / Barrats	Westcotes				8				8	×	Includes 1 x 3b/5p to wheelchair standards.
Knighton Fields Road West - EMH	Saffron	200,000 RTBR				10			10	✓	

Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes ✗ = No	Comments	
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total			
Manor Farm Phase 2 (Independent Living scheme and wheelchair housing) - EMH	Hamilton & Humberstone	197,200 RTBR				15				15	Dept. of Health / HCA funds	10 x supported housing flats, 2 to wheelchair standards, plus 2 x 1b/2p 2 x 2b/4p 1 x 3b/5p bungalows to wheelchair standards.
Wooles Road Phase 2 - Kier / NCHA	North Evington	36,000 RTBR				20				20	✓	Includes 1 x 3b/5p to wheelchair standard and 3 x 1b/2p flats to wheelchair standards with communal hub for supported housing clients.
Disraeli Street - Waterloo	Aylestone					8				8	✓	
1-3 Raven Road conversion of former depot - LCC	Braunstone Park & Rowley Fields							2		2		
Queensmead (former	Braunstone	20,250	LCC land					21		21	✓	Includes an 8

Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes x = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
school) site, Hamelin Road - NCHA	Park & Rowley Fields	RTBR	sale for £1								x 1b/2p supported housing scheme, 2 units of which to wheelchair standard.
Butterfield Close / Bendbow Rise Phase 2 - NCHA 69	Braunstone Park & Rowley Fields	22,500 RTBR	LCC land sale for £1	17			17		17	✓	Includes 1 x 1b/2p and 1 x 2b/4p to wheelchair standards.
45 Martindale Close, Buyback - LCC	Saffron	56,250 Buyback RTBR					1		1		
Heathcott Road – EMH / Saffron Lane Neighbourhood Council	Saffron		LCC land sale to SLNC for £1	68				68	68	✓	Includes 2 x 1b/2p, 5 x 2b/4p and 2 x 3b/5p to wheelchair standards.
Flat 86, Clipstone House, Taurus Close (conversion of former store) - LCC	Wycliffe	100% LCC funded						1	1	x	
126-130 Knighton Lane – Midland Heart	Aylestone			18				18	18		
Bendbow Phase 3 / Conkers Close - NCHA	Braunstone Park & Rowley		LCC land sale for £1	23				23	23	✓	Includes 1 x 1b/2p and 1 x 3b/5p to

Scheme / Site Name / Address / Provider (eg Housing Association, LCC)	Ward	LCC Support:		No. of units secured by S106 / Planning gain	No. of affordable homes delivered from 01.04.13 – 31.03.17					HCA funds: ✓ = Yes × = No	Comments
		Total funding contribution from LCC (£)	Land / Property Subsidy		2013/14	2014/15	2015/16	2016/17	Total		
	Fields										wheelchair standards.
28 Queens Road. One additional unit within existing scheme for older people - NCHA	Castle							1	1	✓	
Phase 1 East Hamilton / Keyham Lane West - NCHA	Humberstone & Hamilton	400,000 RTBR		5				5	5	×	
Bede Island South / Watkin Road - Waterloo	Westcotes			5				5	5	×	
<b>TOTALS:</b>				<b>381</b>	<b>145</b>	<b>366</b>	<b>63</b>	<b>133</b>	<b>707</b>		

### **Appendix 3: Potential acquisition of up to 60 existing privately owned homes for tenure conversion into new supply of affordable housing.**

The council needs to commit and spend further RTBR funds in order to reduce the risk / amount it will need to pay back to the government .

Given the difficulty in securing ready to develop sites, officers have been exploring what might be possible to achieve by purchasing privately-owned houses.

For any former council house it buys back, the council can use RTBR for up to 50% of the purchase price. For any other purchase, we are limited to 30%.

In addition to RTBR, there is £1.953m within existing policy provision funds for Affordable Housing plus an availability of funds from the HRA reserves.

It is estimated that with a total budget of £3.6m (made up of £1.8m RTBR funds and £1.8m of existing policy provision funds for Affordable Housing , it should be possible to acquire approximately 25 private homes, for conversion into Affordable Rent tenure.

Should sufficient further policy provisions and reserves be released for spend between 1/10/18 – 31/3/21, then, together with RTBR, it should be possible to acquire a further approximately 35 private homes for conversion into Affordable Rent tenure.





**Appendix 4:**

**List of sites / opportunities which can contribute to new affordable housing supply 2017/18 - 2010/21**

Site Address:	Ward	2017-18 Soc Rent D	2017-18 Aff Rent D	2017-18 Inter D	2017-18 Soc Rent C	2017-18 Aff Rent C	2017-18 Inter C	2017-18 Soc Rent P	2017-18 Aff Rent P	2017-18 Inter P	2018-19 Soc Rent C	2018-19 Aff Rent C	2018-19 Inter C	2018-19 Soc Rent P	2018-19 Aff Rent P	2018-19 Inter P	2019-20 Soc Rent C	2019-20 Aff Rent C	2019-20 Inter C
<b>Leicester City Council sites:</b>																			
<b>HRA Sites:</b>																			
HRA Backland Sites	Citywide																		
129 Loughborough Road (ex-Hostel)	Belgrave					9													
31-35 Lower Hastings Street (ex-Hostel)	Castle					8													
102-104 Myrtle Road	Stoneygate				1														
40 Chandos Street - conversion	Stoneygate					1													
The Exchange Redevelopment	EM																		
<b>Non-HRA Site:</b>																			
Somerset Ave / Heacham Drive (formerly known as Blackbird Road Playing Fields)	BL							10	4						24	8			
Queensmead Phase 2 / Extra Care	BR&R																		
Ashton Green Phase 1	BL														22	8			



Private Sites – Leicester Regeneration Area:																			
<b>Abbey Meadows:</b>																			
Abbey Meadows site of former Wolsey Works (Sock Island)	Abbey					11						8	7						
<b>Other HCA Schemes:</b>																			
Advance, HOLD	Citywide			1					1										
<b>HomeCome:</b>																			
HomeCome Leases	Citywide			1															
<b>TOTAL (ALL SITES):</b>		<b>0</b>	<b>13</b>	<b>11</b>	<b>1</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>156</b>	<b>91</b>	<b>0</b>	<b>86</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY:**  
D = Delivered - Homes completed  
C = Committed - a scheme with funding secured for affordable housing and/or on site.  
P = Proposed - a scheme being discussed with no funding or planning approval

**KEY:**  
Full Shade = Delivered  
Light Shade = Committed  
Produced by Housing Development Team - August 2017

**Summary of potential new supply of Affordable Housing, projected from 01.04.17 - 31/03.21:**

Delivered:	24
Committed:	284
Proposed:	456
<b>Total:</b>	<b>764</b>



## Tenants' and Leaseholders' Forum Action and Decision Log

28<sup>th</sup> September 2017

**Forum members present:** Wendy Biddles (Chair), Joe Carroll (Vice Chair), Peter Hookway, Gwen Clifford, May Jones, Janet Statham, Jean Williams,

**Also attended:** Nick Griffiths, Lee Keeling, Dipesh Joshi and Tim Draper.

**Apologies:** Pauline Lowey, Ebrahim Jasat, Jamal Abdulla, Paresh Shah, Redvers Forryan.

No.	Action item	Progress
1.	Welcome and Action Log feedback	<ul style="list-style-type: none"><li>• Wendy Biddles introduced Ann Green, our new member to the forum. Ann represents the New Parks area and is delighted to join us and contribute to the aims set out by the forum. Ann was welcomed by all.</li><li>• Tim Draper gave feedback to the forum on the two points raised from the previous meeting;<ol style="list-style-type: none"><li>1. Peter Hookway's communal lighting issues at Gresley Close: Lights are now permanently switched on, which has helped create fewer dark corners and more light for the pathways at night-time.</li><li>2. Gwen Clifford's request for re-painting walls and blocks at Ethel Road: Aidy Farmer (Repairs Manager) has agreed to send operatives to the blocks to inspect whether there is an immediate need for a re-paint. If not, then the blocks will be on the painting programme and will be painted then.</li></ol></li></ul>

2.	Local issues	<ul style="list-style-type: none"><li>• Jean William's raised 3 local issues; 1. A letter is written to Sir Peter Soulsby regarding resident parking in the city. 2. The roofs are cleaned at St Matthews, as they are filthy and getting blocked with debris, and 3. The drain stacks are blocked and require unblocking.</li><li>• Peter Hookway knows a resident living in his area having difficulty to reduce the temperature on his wall mounted thermostat. This is a concern, as the heating in the house remains far too hot, as he unable to control the temperature from the thermostat. Tim Draper will report the issue and return to Peter with a result.</li><li>• Joe Carroll mentioned that the whole area of New Parks needs another grass cut, as it's been left in a state since the last cut. Joe urged that this is a citywide issue and wants this to be looked into. He also felt the same as Jean, with regards to the car parking.</li><li>• Ann Green also raised the fact that the quality of grass cutting in the New Parks was bad and needs to be looked into. She also wanted to voice concerns regarding how tenants are leaving bags and food containers beside the flat rubbish chutes, this needs attention.</li><li>• May Jones advised that knee-high railing is required in the Neston Garden area. This will put a stop to car parking on grass verges. May wanted to bring to our attention, that at present, waste wheelie bins are kept inside the flat entrances and there is cause for concern, in that it's unhygienic and can be a hazardous. There is currently a bin store being re-built and trialled as a pilot scheme in the Braunstone area. If this is</li></ul>
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		<p>successful, new stores could be built citywide.</p> <ul style="list-style-type: none"> <li>Gwen Clifford raised the issues of parking and used Ethel Road as an example. Here some grass has been dug up and parking installed. She also mentioned about the ivy growing on buildings, which is covering some of the emergency signs in her area. The ivy needs to be maintained or completely cut before it starts to ruin our buildings.</li> </ul>
3.	Area Profile: East District	<ul style="list-style-type: none"> <li>Nick Griffiths (District Manager) gave an overview of his area profile. Nick explained how the new district combines the old areas of St Marks, St Matthews, Highfields, St Peters, Humberstone and Rowlatts Hill.</li> </ul>
4.	Social Advice Consultation	<ul style="list-style-type: none"> <li>Dipesh Josh informed the forum about a consultation the council is leading on, which is to proposing to make changes to the social welfare advice in our city. The consultation runs until 6<sup>th</sup> October 2017 and copies of the consultation questionnaire were handed out to members to complete and return.</li> </ul>
5.	Quality of Homelessness Services	<ul style="list-style-type: none"> <li>Lee Keeling (Contracts and Assurance Manager) gave the forum an overview of the provision of Homelessness services in Leicester. He also explained how various providers and support agencies in the city are working together to support and assist each other.</li> </ul>
6.	T&L Election information	<ul style="list-style-type: none"> <li>Tim Draper again spoke how the election of the forum's Chair and Vice-Chair will take place at the next meeting. Tim mentioned that details of the election process would be sent to all early next week. Members can nominate themselves and the final count-up of votes would take place in the next meeting.</li> </ul>

7.	Review of Topics for future meetings	<p>The following topics were proposed for discussion in 2018;</p> <ul style="list-style-type: none"> <li>• Review and check of the Tenancy Agreement.</li> <li>• Review and check of Grounds Maintenance.</li> <li>• Review and check of proposed introduction of Fixed Term Tenancies.</li> <li>• Presentation from the new ASB team with specific reference to drugs.</li> </ul>
8.	Any Other Business & close	<ul style="list-style-type: none"> <li>• May Jones requesting clarification regarding our Housing Repairs 12 hr emergency callout. She had an incident over the weekend, where the call centre advised that an engineer will be out within 24 hours and not 12 hours. Josh confirmed that an emergency call-out is actually 24 hours. Tim will take specific details from May and will look into the matter.</li> </ul>
<b>Next meeting date:</b>		<b>Date: 2<sup>nd</sup> November 2017</b> <b>Venue: Town Hall Meeting Room (1.24)</b>



HOUSING SCRUTINY COMMISSION WORK PROGRAMME 2017/18			
MEETING DATE	MEETING ITEMS	LEAD OFFICER	ACTION AGREED
<p><b>Meeting Date</b> 10<sup>th</sup> July 2017</p> <p><b>Agenda Date:</b> 14<sup>th</sup> June 2017</p> <p><b>Papers despatch:</b> 29<sup>th</sup> June 2017</p>	<p>Goscote House – future use</p> <p>Rent Arrears Qtr 4 plus update</p> <p>District Managers’ presentation – 12 month changes and challenges</p> <p>Fire safety update</p>	<p>Simon Nicholls</p> <p>Vijay Desor</p> <p>Nick Griffiths</p> <p>Chris Burgin</p>	
<p><b>Meeting Date</b> 14<sup>th</sup> August 2017</p> <p><b>Agenda Date:</b> 26<sup>th</sup> July 2017</p> <p><b>Papers despatch:</b> 3<sup>rd</sup> August 2017</p>	<p>Feedback from members’ task group voids report</p> <p>Who Gets Social Housing</p> <p>Mutual Exchange Under/Over occupation pilot update</p> <p>Repairs Service performance report</p> <p>Tenants’ Forum feedback</p>	<p>Simon Nicholls</p> <p>Caroline Carpendale</p> <p>Caroline Carpendale</p> <p>Ian Craig</p> <p>Jerry Connolly</p>	
<p><b>Meeting Date</b> 18<sup>th</sup> September 2017</p> <p><b>Agenda Date:</b> 30<sup>th</sup> August</p> <p><b>Papers despatch:</b> 7<sup>th</sup> September 2017</p>	<p>Rent Arrears Q1 performance report</p> <p>Channel Shift &amp; Northgate update</p> <p>Homeless draft Strategy (2018 – 2023)</p> <p>TNS Central and East – Final Proposals</p> <p>Update on tower block fire incidents</p>	<p>Vijay Desor</p> <p>Charlotte McGraw</p> <p>Caroline Carpendale</p> <p>Shilen Pattni / Lee Warner</p> <p>Chris Burgin</p>	

<p><b>Meeting Date</b> 20<sup>th</sup> November 2017</p> <p><b>Agenda Date:</b> 8<sup>th</sup> November 2017</p> <p><b>Papers despatch:</b> 10<sup>th</sup> November 2017</p>	<p>Voids performance report</p> <p>Empty Homes report</p> <p>Technical Services Programme update</p> <p>HRA Savings – HTP3 Update including a breakdown of existing budget contributions, including HRA contribution to general funds.</p> <p>House Building update including Affordable Housing</p> <p>Government funding response: Sprinkler programme update</p> <p>Tenant Forum action log</p>	<p>Simon Nicholls</p> <p>Simon Nicholls</p> <p>Phil Davison</p> <p>Chris Burgin</p> <p>Simon Nichols</p> <p>Chris Burgin</p>	<p>To reference normal, long term and all voids; also action on voids due to tenants' actions (minute 21: 14<sup>th</sup> August 2017)</p>
<p><b>Special Meeting Date</b> 18<sup>th</sup> December 2017</p> <p><b>Papers despatch:</b> 7<sup>th</sup> December 2017</p>	<p>HRA Budget Report</p>	<p>Chris Burgin</p>	
<p>92 <b>Meeting Date</b> 15<sup>th</sup> January 2018</p> <p><b>Agenda Date:</b> 20<sup>th</sup> December 2017</p> <p><b>Papers despatch:</b> 4<sup>th</sup> January 2018</p>	<p>Rent Arrears Q2 + Q3 performance report</p> <p>Customer Services performance report</p> <p>District Performance &amp; Priorities report (covering all 3 areas)</p> <p>ASB Service review</p> <p>Report on consultation in relation to Homelessness strategy</p>	<p>Vijay Desor</p> <p>Alison Musgrove</p> <p>Suki Supria</p> <p>Suki Supria</p>	<p>(referenced in report to Commission in September 2017)</p>
<p><b>Meeting Date</b> 12<sup>th</sup> March 2018</p> <p><b>Agenda Date:</b> 21<sup>st</sup> February 2018</p> <p><b>Papers despatch:</b> 1<sup>st</sup> March 2018</p>	<p>Voids performance report</p> <p>Repairs performance report</p>	<p>Simon Nicholls</p> <p>Ian Craig</p>	

<p><b>To be allocated 2017/18</b></p>	<p>Customer Service Centre Update</p>		
	Homeless Service performance report	Vijay Desor	
	Housing & Planning Act – Flexible tenancies	Simon Nicholls	
	Decorating Allowance Scheme	Ian Craig	
	Repairs Service – Jobs not completed first visit (potential Scrutiny task group)	Caroline Carpendale	
	Private landlords (Register/Licencing Scheme) – (potential visit and meeting with team)	Vijay Desor	
	Conditions of Tenancy – consultation		
	<p>Paint packs pilot and procurement</p>		

