



**Brighton & Hove
City Council**

Housing Management Panel

Title:	Housing Management Panel: Central Area
Date:	1 November 2017
Time:	2.00pm
Venue	Rosehill Court Rose Hill Terrace, Brighton, East Sussex, BN1 4HS
Members:	Councillors: Gibson (Chair); Ward Councillors for the Area, Delegates of Tenants Association in the area.
Contact:	Greg Weaver Democratic Services Assistant 01273 291354 greg.weaver@brighton-hove.gov.uk

AGENDA

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14 WELCOME, APOLOGIES AND CHAIR'S COMMUNICATIONS	
15 MINUTES OF THE PREVIOUS MEETING	1 - 6
Minutes of the meeting held on the 6 th September, 2017 (copy attached).	
16 DISCUSSION ON ANTI SOCIAL BEHAVIOUR	
Richard Jordan-Penswick, Housing Manager and James Crane, Service Improvement & Interim Homemove Manager are due to attend.	
17 HOUSING REVENUE ACCOUNT TASK & FINISH GROUP FEEDBACK	
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Report of the Executive Director for Neighbourhoods, Communities & Housing (copy attached).	
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20 UPDATE FROM REBECCA MANN, RESIDENT INVOLVEMENT OFFICER	
21 PERFORMANCE REPORT	15 - 34
Report of the Executive Director for Neighbourhoods, Communities & Housing (copy attached).	
22 CITY WIDE REPORTS	35 - 46
To <u>note</u> the minutes and reports of the following Committees and City Wide groups (copies attached):	
A. Senior Housing Action Group;	
B. Tenant Disability Network;	
C. Service Improvement Groups;	
23 ANY OTHER BUSINESS	

HOUSING MANAGEMENT PANEL: CENTRAL AREA

BRIGHTON & HOVE CITY COUNCIL**HOUSING MANAGEMENT PANEL: CENTRAL AREA****2.00pm 6 SEPTEMBER 2017****LEACH COURT (ENTER PREMISES VIA CALLING NUMBER 38)****MINUTES****Present:** Councillor Gibson (Chair)**Representatives:** Carl Boardman, George Coates, Martin Cunningham, Ann Ewings, Barry Hughes, John McPhillips, Tomm Nyuus, David Spafford, and Jason Williams**Officers:** Rebecca Mann (Resident Involvement Officer), Emma Gilbert (Tenancy Services Operations Manager), Hillary Edgar (Housing Service operations Manager), Sassy Crawford (Mechanical & Electrical Operational Coordinator), Theresa Youngman (Contract Compliance Manager), Delia Hills (Mears) and Tom McColgan (Democratic Services Assistant)**Guests:** Edward Cope (Chair, Resident Inspectors) and Lesley Cope (Resident Inspector)**1 APOLOGIES**

1.1 Apologies were received from Tony Worsfold, Theresa Mackey, Jane Thorp and Jeff Tourmentin

2 MINUTES OF THE PREVIOUS MEETINGS

2.1 The following errors in the minutes were noted; Tony Worsfold should have been listed as present and 'tenant only' in paragraph 37.5 should have read 'resident only'.

2.2 **RESOLVED: That the minutes of the previous meeting were agreed as a correct record.**

3 CHAIR'S COMMUNICATIONS

3.1 "The Housing team have requested that attendees complete a survey about their experience of today's Area Housing Panel and send it back in the prepaid envelope provided.

3.2 "There is an additional report on the agenda about a proposed Home Purchase Policy. Copies will be handed out. Comments on the report should be sent to Di Hughes whose details are at the end of the report."

3.3 The Chair also stated that working groups with Tenant Representatives, Members and officers would start running as part of the budget setting process. These groups

would look how spending is split between the HRA and council budgets. In addition the Chair asked any residents interested in looking more at housing finance to contact him to arrange a session.

4 PRESENTATION BY RESIDENT INSPECTORS

4.1 Mr Cope, Chair of the Resident Inspectors, presented the item to the meeting and highlighted:

- Resident inspectors are involved between a property becoming vacant and being let.
- Properties are inspected against the lettable standard, any work that has been done on the property is inspected and any work needed is flagged up.
- The Inspectors have checked 24 properties in 2017.

4.2 The Mears Representative welcomed the resident inspectors and said that any additional monitoring can only be a good thing. The Resident Involvement Officer stated that the resident inspector video which was not shown at the meeting due to technical difficulties would be available online.

4.3 **Action Point:** Resident Inspector Video to be made available online.

5 ITEMS FROM RESIDENT ONLY MEETINGS

5.1 The Chair asked for any comments on the responses provided to the issues raised at resident only meetings.

5.2 1) Tenants right to safety and security in their homes

- Residents felt that the allocation policy did not provide adequate safeguarding against antisocial behaviour often placing individuals with a history of antisocial behaviour with vulnerable residents. Individuals were moved from area to area rather than issues being addressed. Where legal action had been taken by residents there was often no help from the council.
- The Chair stated that a new allocations policy and letting plan had been agreed and this may see an increased number of individuals with complex issues moving from temporary accommodation in council properties. Dissatisfaction with antisocial behaviour was reflected in the STAR survey results. The Chair also suggested that antisocial behaviour could be an item for the next meeting's agenda.
- Officers responded that there was a choice based letting system in which bids were ranked by the allocations property and if families or individuals were moving it was due to successful bids. The council can direct lets but this is only done ever very rarely, two in the last 12 months. The police and council meet to discuss antisocial behaviour at regular cluster meetings but the conviction rate for antisocial behaviour is very low. The council does evict tenants and there had been 9 closure orders in 2017.

5.3 2) Review of procedures for mutual exchanges

- Residents felt the response did not address the original question. The mutual exchange policy is flawed as there is no standard for the state of the properties

being exchanged and individuals who had breached their tenancy agreements and had outstanding charges were able to leave them behind.

- Officers responded that a mutual exchange was a transaction between two individuals and the council could not require properties to be at a lettable standard. The council does however carry out health and safety and pre-termination checks on properties. An individual remains a tenant after a mutual exchange so any outstanding charges can be recharged.

5.4 The Chair asked the panel if they noted the other responses provided.

5.5 **Action Point:** 'Anti-social behaviour' to be included as an agenda item at the next meeting or as the subject of a special meeting

5.6 **RESOLVED: The report was noted**

6 ELECTIONS TO SIGS

6.1 The Resident Involvement Officer asked for nominations and the following were all elected unanimously:

Business and Value for Money

Ann Ewings

David Spafford, Deputy

Home Group

Jason Williams

Carl Boardman

Involvement and Empowerment

Ann Ewings

Jason Williams

Barry Hughes, Deputy

Tenancy and Neighbourhoods

Ann Ewings

Barry Hughes

Tenant disability network

Martin Cunningham

Jason Williams

7 ELECTION OF RESIDENT VICE CHAIR

7.1 The Resident Involvement Officer asked for nominations to the position of Vice Chair. Ann Ewings nominated by Barry Hughes and seconded by David Spafford was elected unanimously.

8 TENANCY AGREEMENT REPORT

8.1 The Tenancy Services Operations Manager introduced the report and highlighted:

- There was a legal requirement to update the tenancy agreement which was last updated in 2009.
- There were additional sections added to cover senior housing and extra care and the sections covering fire arms and fire safety have been expanded with a 0 tolerance policy on using common ways for storage in both low and high rises.
- Joint tenancies could be ended by either party with the possibility of a new single tenancy being issued.
- All tenant rights were now listed together at the end of the agreement.
- Changes to succession rights were referenced but implementation of any changes has been delayed

8.2 In response to concerns raised by residents the Officers clarified:

- Fire safety could be added as an agenda item to a future meeting to enable a fuller discussion.
- Residents could contact East Sussex Fire and Rescue Service to arrange for a free fire safety check of their homes. This was open to all residents and not restricted to council tenants.
- Alternative storage areas for scooters were being considered.

8.3 **RESOLVED: The report was noted**

9 HOME PURCHASE POLICY

9.1 The Home Purchase Policy report was tabled as an additional agenda item and presented by the Tenancy Services Operations Manager who highlighted:

- The council was seeking to spend up to £1 million on purchasing housing in the city.
- Individual properties could not be purchased for more than £250,000.
- If this policy is agreed it will be reviewed annually as part of the Housing Revenue Account budget.
- The council had first right of refusal on properties purchased under right to buy and there had been 15 eligible properties sold last year.

9.2 Residents agreed that this was a positive step but cautioned that there was a potential opportunity cost of maintain existing stock and building new housing to be considered.

9.3 **RESOLVED: The report was noted**

10 STAR ACTIONS REPORT

10.1 The Tenancy Services Operations Manager introduced the report and highlighted:

- The reported followed the STAR survey and report last year
- An action plan was included as appendix 1 including a review of the bulk waste scheme
- A recurring theme of the survey was a lack of feedback and communication from officers

10.2 Residents felt it was important that the results were examined in greater detail and suggested a task and finish group should be established.

10.3 **RESOLVED: The report was noted**

11 QUARTER 1 PERFORMANCE REPORT

11.1 Officers introduced the report and highlighted:

- 46 indicators; 36 were on target, 4 were near the target, 5 were below target and 1 was still to be confirmed.
- New indicators were being developed for the Estate Development Budget but there was a difficulty around this as much of the work was seasonal.

11.2 **RESOLVED: The report was noted**

12 FEEDBACK ON ANY SUGGESTED AGENDA ITEMS

12.1 The Chair asked for any feedback about the agenda or meeting, residents responded:

- More feedback from resident only meetings should be included
- More time to read the agenda before the meeting
- Panels provide more interaction and focus than a larger city wide meeting.
- Breakout groups could be used at future meetings to allow more discussion.

13 CITY WIDE REPORTS

13.1 **RESOLVED: The city wide reports were noted**

14 ANY OTHER BUSINESS

14.1 Residents asked if they could be informed of the details of neighbour's funerals by officers. Officers responded that there may be data protection considerations and whether to invite neighbours to funerals may not be their decision to make but it was something that could be looked in to.

14.2 Residents were concerned that disabled residents who wished to move to a flat on a lower floor were not being allowed to move within their estate. Officer responded that they could not let directly so people were had to bid for properties, social workers could however recommend moves.

14.3 **Action Point: 'Party Houses' to be included as an item on the next agenda or at a special meeting on anti-social behaviour if one is called.**

The meeting concluded at 4.00pm

Signed

Chair

Dated this

day of

2017

Summary of information from Area Panel Feedback Forms

A form was given out to all residents attending the four Area Panel meetings in September. 11 residents returned this form, giving the information set out below.

Of the 11 residents who responded, 10 were tenant representatives and one an observer.

Q1 How did you get to the Area Panel today?

- Walk 4
- Taxi 3
- Car 3
- Bus 1
- Bike 0

Q2 What were the most interesting part(s) of the meeting for you? Can you let us know why you found these parts interesting?

- Reading the reports, hearing explanations and people's views. I found the Resident Assessors informative.
- Home Purchase Policy
- I was very happy with meeting
- I found this Area Panel most informative
- ASB
- Resident Inspectors presentation Used well compiled video to demonstrate their work
- AOB
- The "Blue Pages" so much of this applies across the city. The presentation from the Resident Inspectors was brilliant. More of this please.
- Never having been to any before it was good to see how things gelled together but, need to learn more

Q3 What were the least interesting part(s) of the meeting for you? Can you let us know why you didn't find them interesting?

- The whole meeting was interesting
- New Tenancy Agreement. Although it threw up some interesting points
- There nothing least interesting for me
- None
- Quarterly performance data. Too complicated and boring for residents
- All interesting and useful
- I find all of the meeting interesting. Although at times one person appears to be monopolising.
- Not knowing what was there but, for a first go not bad. Maybe Tea & Coffee please.

Q4 Did you feel comfortable with the format and timing of this meeting and being able to take part in discussions? If not, can you let us know why?

- Comfortable with whole meeting and being able to take part
- Yes x 5 responses
- Yes I was comfortable with the format
- Yes - keeping Area Panels as 4 -helps involvement of many instead of few
- Format & timing very good. Uncomfortable with reps arguing with the chair. Chairs are not magicians and can't solve issues at a meeting.
- Yes -we have a brilliant chair that pulls the meeting to where it should be and ensures that actions are carried through.
- Think it should have been kept to a shorter answer and questions in a couple of places as it went slightly off track but, was on the whole good

Q5 What would you like to see discussed at Area Panel meetings over the coming year?

- Be able to discuss changes council wish to make. Resident opinions are important.
- Items from Resident Only meetings
- Same as
- Any matter raised by residents
- Future Housing Development (new properties)
- TDN
- Items that relate to residents and reps. Reports from Tra's and Housing business. Not interested in performance of city council. How area reps are acting and communicating with RIO team
- Change and improvement in housing management - more input from Tenants, Residents and Leaseholders
- More around the groups -Resident Inspectors
- What the groups have achieved. How many projects have been finished well. Longer maybe for more of or a larger range of topics

Q6 What would you like your Area Panel to achieve over the coming year?

- To be able to increase our TA's input by having more TA willing to take part.
- More items discussed at HNHC
- Same as
- Action on issues raised
- Happy Residents
- Better response from Housing Management to issues raised by users of Housing Service
- Myself I would like to see how they can help do some groups, or finance some projects. Maybe even get some disused place suitable for the association to use as a base

Please use this space to give us any other feedback about Area Panel meetings.

- They are a vital part of Resident Involvement or Community Participation as I prefer to call it.
- Area Panels work - City Conference
- Everyone present had the opportunity to speak
- Very Good
- Include Mears repairs presentation. Discuss other area panel issues and invite other chairs. Communication networks and maybe councillor reports. Successes and achievements not included in Homing -In.
- Need to bring in more participants always same faces at meetings. Not represented as no RA.
- Thank you. I enjoy finding out what is going on in the area that I live in and the work of BHCC. Long may these meetings continue.
- Apart from the occasional Q & A that went off track from one member, it is something that is eye opening and mind blowing. I have lots to learn.

3 Star Items from Central Residents Only meeting 7/9/16

1. Tenants right to safety and security in their homes

The Chairman reported that a response was given to this item at the recent Area Panel (first raised at the Residents Only meeting 4/5/17, item 12).

There was agreement that the response was insufficient and residents still have concerns about anti-social behaviour, the action taken to prevent problems and to resolve them when they arise. It was noted that anti-social behaviour has a significant impact on the whole community.

It was asked what systems are in place for residents to have control over who moves into a particular area. Several schemes were mentioned, and more information was requested on the following:

- The Local Housing solution
- The Limited Letting Scheme
- Sensitive Lets
- Social Services (for transfers within an estate)

Response from Emma Gilbert, Tenancy Services Operations Manager, tel: 01273 291704

The allocation of local authority housing stock is a Council responsibility and must comply with the relevant housing legislation as well as other key legislation including Human Rights and Equalities legislation. Therefore tenants do not have a role in deciding who can live where. In developing the new allocations policy on the 8th December 2016 the Council carried out a comprehensive consultation to seek the view of tenants and other stakeholder groups in the city.

The Allocations Policy defines the eligibility/qualification criteria in accordance with housing legislation and guidance and is agreed and reviewed by the Housing and New Homes Committee (most recently in December 2016). Eligibility is prescribed under the act and it is unlawful for the council to allocate to a person who is prescribed as ineligible under the Act. The council has the power to classify if a person is a qualifying person. The council has taken into account its equality duties in framing those that may not qualify to join the Housing Register. This policy has been drafted with reference to the Equality Act 2010 in particular to the council's Public Sector Equalities Duty. The Council has adopted the Commission for Racial Equality's Statutory Code of Practice on Racial Equality in Housing.

Allocation is based on need which is identified through the housing assessment process with individuals being "banded" accordingly and then qualified to bid on suitable properties within their banding via the Choice Based Lettings System "Homemove". The council's Choice Based Lettings Scheme aims to ensure that our services are fair and equitable for our customers. We want our services to be

accessible and useful to everyone regardless of age, disability, gender, race, colour, national origin, sexual orientation or any other factor that may cause disadvantage. A full equality impact assessment was carried out on the new policy and was published on the council's website.

The Allocations Policy contains an embedded allocation plan in order to address the specific priorities for the city in relation to homelessness and access to social and affordable housing stock for those most in need. This is reviewed annually at the Housing and New Homes Committee.

For more information visit the BHCC Website <http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/BHCC%20Allocations%20Policy%20Oct%202017.pdf>

Local Lettings Plans

Section 166A (6)(b) of the Housing Act 1996 enables Housing Authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of s166A (3). This is the statutory basis for local lettings policies which may be used to achieve a wide variety of housing management policy objectives. The council policy in accepting the needs for local lettings plans is that in general there must be a demonstrable need for such a local lettings plan and that the local lettings plan must take into account the reasonable preference categories and cannot be used to include any person that does not qualify for inclusion under the allocations scheme. Any local lettings schemes should not discriminate directly or indirectly on any equalities ground.

We use local lettings plans for new build properties when they are first let to ensure a balanced community and the most appropriate use of council stock eg mobility rated properties.

Sensitive Let Request

Housing management can request a sensitive let for a particular property if there is sufficient grounds - this has to be an evidenced and considered decision and would be reviewed every time that property becomes vacant to see if it is still needed.

James Crane - Service Improvement & Interim Homemove Manager (Housing) will be attending this Area Panel meeting and will be able to answer additional questions you may have.

2. Support and encouragement for Residents Associations

It was noted that: -

- Several Residents Associations are not putting forward representatives to the Area Panel, which is in breach of the model constitution whereby RAs are recognised by B&HCC.
- Sloane Court RA and Ardingly Court RA both recently dissolved.

A number of concerns were raised about the role of the Resident Involvement Officers (RIOs), and whether there was more they could be doing to encourage and support Associations.

The following points were made:

- Phone calls and emails are often not replied to.
- EDB items agreed take a long time to be implemented, leaving Associations demoralised.
- Associations are often not consulted or kept informed about work.
- Association officers have been criticised for having unscheduled meetings and not checking with their RIO before organising a meeting.
- RIO's can seem dictatorial, making demands on resident representatives and telling Associations what to do.
- RIOs have appeared to encourage Associations to dissolve, even when some people are willing to continue.

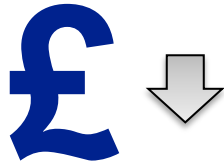
Response from Hilary Edgar, Housing Services Operations Manager, tel:01273 293250

I am sorry that some representatives from the Central Area are unhappy with the support they receive from the Resident Involvement team. The team carries out a range of work to support tenants and resident associations, matching their input to the needs of the various groups. I have shared this item with officers who work with associations in the Central Area and they were surprised and disappointed to receive this feedback. In order to find out more about what isn't working and how the support provided by the team can be improved, I would like the representatives who made the comments above to let me know what has happened to give rise to them. Equally, I would like to hear from representatives who have positive experiences of working with the team, so these can be shared with officers and the Panel.

We do monitor attendance at Area Panel meetings and encourage deputies to attend where elected representatives can't. Sometimes, however, associations do fold and this can happen for a number of reasons, for example, members not wanting to continue or moving away from the area. Resident Involvement Officers always try to find new residents and often 'door knock', leaflet and follow up leads, to this end. However, it is not always possible for associations to continue. This is a problem that is not particular to Brighton & Hove City Council; it is reflective of a national trend as more council residents want to be involved through surveys, phone contact and on line engagement rather than attending meetings. As such, the team is looking to do more of this type of work to support resident involvement in the management of housing services.

Area Panel summary: Housing Management Performance Report Quarter 2 2017/18

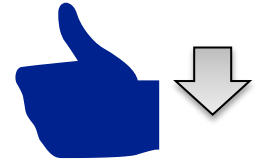
July to September 2017



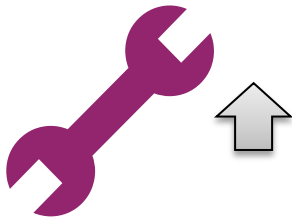
98.97%
Rent collected



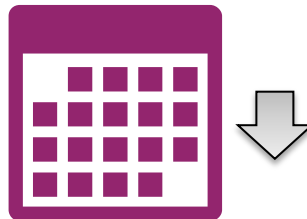
95%
Calls answered



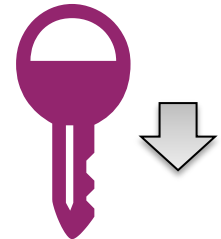
82%
Satisfaction
with ASB cases



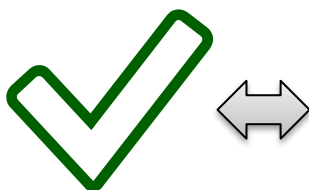
13 days
Routine repairs
completion time



96%
Repairs
appointments
kept



23 days
Empty home
re-let time



100%
Cleaning
inspections
pass rate



99.8%
Bulk waste
removed within
target time



95%
Five-year
tenancy visits
completed

Performance since previous quarter is:



Better



Same









Worse



Brighton & Hove
City Council

DRAFT Housing Management Performance Report **Quarter 2 2017/18**

This Housing Management performance report covers Quarter 2 of the financial year 2017/18. It uses the 'RAG' rating system of red, amber and green traffic light symbols to provide an indication of performance, and also trend arrows to provide an indication of movement from the previous quarter.

Status		Trend	
	Performance is below target (red)		Poorer than previous reporting period
	Performance is close to achieving target, but in need of improvement (amber)		Same as previous reporting period
	Performance is on or above target (green)		Improvement on previous reporting period

A total of 45 performance indicators are measured against a quarterly target:


- 26 are on target
- 5 are near target
- 4 are below target
- 10 are to be confirmed

Explanations of performance have been provided for indicators which are near or below target.

New areas of monitoring included in the report in response to tenant feedback are Estate Development Budget (EDB) works and estate inspections.

The icons used throughout the report are sourced from www.flaticon.com and were designed by 'Freepik.'


1. Rent collection and current arrears

 Rent collection and current arrears indicators		Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
1.1	Rent collected as proportion of rent due for the year	98.40%	98.99% (£50.0m of £50.5m)	98.97% (£50.0m of £50.5m)	Ⓞ	↓
1.2	Total current tenant arrears	No target	£507k	£527k	-	-
1.3	Tenants served a Notice of Seeking Possession	No target	140	132	-	-
1.4	Tenants evicted because of rent arrears*	20	0	1	-	-
1.5	Rent loss due to empty dwellings	Under 1%	0.83% (£417k of £50.3m)	0.75% (£378k of £50.3m)	Ⓞ	↑
1.6	Former tenant arrears collected during the year*	25%	7.27% (£40k of £554k)	TBC	-	-
1.7	Rechargeable debt collected during the year*	20%	3.01% (£4k of £131k)	TBC	-	-


*These Indicators are accumulative throughout the year and their targets are set for the year end. Therefore, the status and trend symbols will be applied in the Quarter 4 report, once performance for the year is known.

DWP Welfare reform information		Q1 2017/18	Q2 2017/18
1.10	Universal Credit – affected tenants	79 (0.7% of all tenants)	82 (0.7% of all tenants)
1.11	Universal Credit – arrears of affected tenants	£25k (6% of total arrears)	£30k (6% of total arrears)
1.12	Removal of the Spare Room Subsidy – affected tenants (under occupiers)	647 (6%)	631 (6%)
1.13	Under occupiers – arrears of affected tenants	£51k (10%)	£49k (9%)
1.14	Benefit Cap – affected tenants	46 (0.4%)	47 (0.4%)
1.15	Benefit Cap – arrears of affected tenants	£6.4k (1%)	£7.4k (1%)












1.16 Area breakdown of rent collected

 Rent collection area	Q1 2017/18	Q2 2017/18	Trend since last quarter
North (includes Seniors housing)	99.21% (£14.2m of £14.3m)	99.19% (£14.2m of £14.3m)	↓
West	98.99% (£10.3m of £10.4m)	98.93% (£10.3m of £10.4m)	↓
Central	98.78% (£9.0m of £9.1m)	98.76% (£9.0m of £9.1m)	↓
East	98.96% (£16.5m of £16.7m)	98.93% (£16.5m of £16.7m)	↓
All areas	99.01% (£50.0m of £50.5m)	98.97% (£50.0m of £50.5m)	↓

1.17 Tenants in arrears by amount










 Amount of arrears	Q1 2017/18	Q2 2017/18
No arrears	76% (8,628)	81% (9,253)
Any arrears	24% (2,742)	19% (2,113)
... £0.01 to £99.99	13% (1,489)	8% (952)
... £100 to £499.99	9% (992)	7% (901)
... £500 and above	2% (261)	2% (260)
Total tenants	11,370	11,366

2. Customer services and complaints

	Customer services and complaints indicators	Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
2.1	Calls answered by Housing Customer Services Team (HCST)	90%	91% (8,160 of 8,971)	95% (8,661 of 9,146)		
2.2	Customer satisfaction with HCST (very or fairly satisfied)	87%	Next survey due Q2	TBC	TBC	TBC
2.3	Ease of effort to contact HCST (very or fairly easy to contact)	89%	Next survey due Q2	TBC	TBC	TBC
2.4	Stage one complaints responded to within 10 working days	80%	83% (71 of 86)	85% (83 of 98)		
2.5	Stage one complaints upheld	No target	40% (34 of 86)	43% (42 of 98)	-	-
2.6	Stage one complaints escalated to stage two	9.5%	15% (13 of 86)	10% (10 of 98)		
2.7	Stage two complaints upheld	17% or under	15% (2 of 13)	0% (0 of 10)		
2.8	Housing Ombudsman Complaints upheld	18% or under	0% (0 of 4)	0% (0 of 1)		

NB The targets for the complaints indicators have been amended to match those set by the corporate Customer Feedback Team.

3. Empty home turnaround time and mutual exchanges

	Empty home turnaround time and mutual exchange indicators	Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
3.1	Average re-let time, excluding time spent in major works (calendar days)	21	21 (151 lets)	23 (140 lets)		
3.2	... as above for general needs properties	21	18 (126 lets)	17 (116 lets)		
3.3	... as above for Seniors Housing properties	30	33 (25 lets)	52 (24 lets)		
3.4	Average re-let time, including time spent in major works (calendar days)	No target	53 (151 lets, 98 major)	54 (140 lets, 78 major)	-	-
3.5	Decisions on mutual exchange applications made within 42 calendar days (statutory timescale)	100%	100% (18 of 18)	100% (37 of 37)		

Empty home turnaround time and mutual exchanges commentary

Three indicators are below or near target:

Average re-let time, excluding time spent in major works (calendar days) – target 21 days

The average time to re-let an empty home was 23 days during Quarter 2, missing the target of 21 days or less. This was due to a sharp increase in the Seniors housing re-let time, which increased from 33 to 52 days since the previous quarter, whilst the general needs re-let time decreased from 18 to 17 days.
















Average re-let time for Seniors housing properties, excluding time spent in major works – target 30 calendar days












Performance was 52 days during Quarter 2 and missed the target, with the average re-let time sharply increasing compared to the previous quarter's performance of 33 days. Many of the 24 Seniors housing homes were 'hard to let' with only 10 accepted on the first offer – this equates to 42% of Seniors lets compared to 77% of general needs homes. This is generally because there are fewer people on the waiting list who are eligible for Seniors housing (eg because they've not been assessed for it or don't have the assessed mobility need for the property) and because many such properties are unpopular because they are small in size – works have been taking place at several schemes to convert these into larger properties.








3.6. Long term empty dwellings by ward (empty six weeks or more as of 1 October 2017)

Ward name (excludes those with no long term empty properties)	No. dwellings	Average days empty	Range of days empty	Comment
East Brighton	3	101	50-204	1 Seniors studio flat ready to let, 1 house ready to let and 1 house undergoing an extension.
Hangleton and Knoll	2	253	239-267	2 houses due to undergo extensions.
Hanover and Elm Grove	11	473	148-813	1 house undergoing major works, 1 house undergoing an extension, and 9 studio flats within Stonehurst Court (a decommissioned Seniors housing scheme).
Hollingdean and Stanmer	1	127	127-127	1 Seniors studio flat to be converted.
Moulsecoomb and Bevendean	3	479	43-708	1 house ready to let, 1 house undergoing an extension and 1 due to undergo an extension.
Patcham	2	134	43-225	1 Seniors studio flat to be converted and 1 house due to undergo an extension.
Queens Park	2	50	43-57	1 flat ready to let and 1 flat undergoing major works.
South Portslade	2	393	71-715	1 flat ready to let and 1 house due to undergo an extension.
Wish	1	57	57-57	1 flat undergoing major works.
Woodingdean	1	43	43	1 house ready to let.
Total	28	315	43-813	Of the 28 properties, 6 were ready to let (21%), 8 were extensions (29%), 2 were conversions (7%) 3 were in major works (11%) and 9 were due to be decommissioned (32%).

4. Repairs and maintenance

 Repairs and maintenance indicators		Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
4.1	Emergency repairs completed in time	99%	99.5% (2,527 of 2,539)	98.9% (2,676 of 2,705)		
4.2	Routine repairs completed in time	99%	99.4% (5,746 of 5,778)	99.6% (5,955 of 5,980)		
4.3	Complex repairs completed in time	No target	91.5% (86 of 94)	100% (82 of 82)	-	-
4.4	Average time to complete routine repairs (calendar days)	15 days	15 days	13 days		
4.5	Appointments kept by contractor as proportion of appointments made	97%	96.9% (9,835 of 10,146)	96.1% (11,429 of 11,889)		
4.6	Tenant satisfaction with repairs ('very satisfied' or 'fairly satisfied')	96%	98.4% (1,445 of 1,469)	98.5% (965 of 980)		
4.7	Responsive repairs passing post-inspection	97%	94.5% (911 of 964)	94.7% (570 of 602)		
4.8	Repairs completed at first visit	92%	86.1% (7,163 of 8,317)	87.5% (7,600 of 8,685)		

 Repairs and maintenance indicators		Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
4.9	Dwellings meeting Decent Homes Standard	100%	100% (11,485 of 11,485)	100% (11,475 of 11,475)		
4.10	Energy efficiency rating of homes (SAP 2009)	65.6	66.0	66.3		
4.11	Planned works passing post-inspection	97%	100% (314 of 314)	99.7% (298 of 299)		
4.12	Stock with a gas supply with up-to-date gas certificates	100%	100% (10,038 of 10,038)	100% (10,032 of 10,032)		
4.13	Empty properties passing post-inspection	98%	100% (60 of 60)	99.0% (102 of 103)		
4.14	Lifts – average time taken (hours) to respond	2 hours	3h 35m	TBC	TBC	TBC
4.15	Lifts restored to service within 24 hours	95%	97.9% (145 of 148)	TBC	TBC	TBC
4.16	Lifts – average time to restore service when not within 24 hours	7 days	6 days (24 days, 4 lifts)	TBC	TBC	TBC

 Repairs and maintenance indicators		Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
4.17	Repairs Helpdesk – calls answered	90%	98% (19,320 of 19,759)	97% (18,602 of 19,149)		
4.18	Repairs Helpdesk – calls answered within 20 seconds	75%	86% (16,560 of 19,320)	79% (14,643 of 18,602)		
4.19	Repairs Helpdesk – longest wait time	5 mins	5m 57s	8m 56s		
4.20	Estate Development Budget – Delivery Schedule: Completions	TBC	40% (34 of 86)	TBC	-	-
4.21	Estate Development Budget – Quality Checks	TBC	95% (40 of 42)	TBC	-	-
4.22	Estate Development Budget – Duration of Work	TBC	13 days	TBC	-	-

Repairs and maintenance commentary

Five indicators are below or near target:

Emergency repairs completed in time – target 99%

Quarter 2 performance was only 0.1% below target at 98.9%.

Appointments kept by contractor as proportion of appointments made – target 97%

Performance here was 96.1% during Quarter 2 and has decreased by 0.8% since the previous quarter. Further information will follow in this report breaking down the appointments that were late.

Responsive repairs passing post-inspection – target 97%

Performance for Quarter 2 was 94.7%, which even though it remains below target, it has increased by 0.2% from the previous quarter. The reasons for jobs failing post-inspection are 20 due to poor quality work, 2 required extra work to finish the job and 10 needed corrections to the Schedule Of Rates codes used (which detail the type of job carried out and how much they cost).












Repairs completed at first visit – target 92%

Quarter 2 performance was 87.5% and has improved compared to the previous two quarters results of 83.1% and 86.1%. This improvement in performance has been expected following from the introduction of the new 'Complex responsive repair' category and process in April 2017. Mears are now reviewing their van stock requirements and usage to establish if this can be improved.








Repairs Helpdesk – longest wait time – target 5 minutes

The longest time that any caller has waited for their call to be answered during Quarter 2 was 8 minutes and 56 seconds. The average time that a caller waited was 21 seconds.

5. Estates Service

	Estates Service indicators	Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
5.1	Cleaning quality inspection pass rate	99%	100% (125 of 125)	100% (169 of 169)		
5.2	Estates Response Team quality inspection pass rate	99%	100% (77 of 77)	100% (173 of 173)		
5.3	Cleaning tasks completed	99%	99% (13,176 of 13,356)	TBC	TBC	TBC
5.4	Bulk waste removed within 7 working days	92%	98% (898 of 912)	99.8% (1,190 of 1,192)		
5.5	Light replacements/ repairs completed within 3 working days	99%	99% (251 of 253)	100% (269 of 269)		
5.6	Mobile warden jobs completed within 3 working days	96%	97% (1,425 of 1,464)	99% (1,183 of 1,196)		
5.7	Incidents of drug paraphernalia collected	No target	23	38	-	-

6. Anti-social behaviour (ASB) and tenancy management

 ASB and tenancy management indicators	Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
6.1 Victim satisfaction with the way their ASB complaint was dealt with during the year to date ('very satisfied' and 'fairly satisfied')	92%	100% (8 of 8)	82% (14 of 17)		
6.2 Tenants evicted due to ASB	No target	1	2	-	-
6.3 Closure orders obtained	No target	2	2	-	-
6.4 ASB cases closed without the need for legal action	No target	89% (47 of 53)	89% (49 of 55)	-	-
6.5 Properties taken back due to tenancy fraud	No target	5	5	-	-
6.6 Closed Tenancy Sustainment Officer cases where the tenancy was sustained	98%	100% (35 of 35)	100% (35 of 35)		
6.7 Secure general needs tenants who have had a tenancy visit within the last 5 years	90%	92% (9,404 of 10,197)	95% (9,618 of 10,171)		
6.8 Public estate inspections completed	95%	97% (75 of 77)	TBC	TBC	TBC

NB In future we would also like to report on completion of actions arising from estate inspections, and have looked into this, but don't yet have a system in place to capture this data.


Anti-social behaviour (ASB) and tenancy management commentary

One indicator is below:


Victim satisfaction with the way their ASB complaint was dealt with during the year to date ('very satisfied' and 'fairly satisfied') – target 92%

Performance at 82% is below target, with 14 people satisfied out of a total of 17 who were surveyed over the phone after their ASB case was closed. Dissatisfaction was primarily due to a perceived lack of action by the council. This issue has also been picked up through formal complaints and as a result officers have been recommended to maintain a minimum level of telephone contact as a set agreement with the customers so they feel they are kept informed and are made to feel safe and re-assured.




6.8 ASB incidents by type

 Type of ASB incident	Q1 2017/18	Q2 2017/18	Change between quarters
Harassment / threats incidents	47% 103	47% 95	-8
Noise incidents	12% 26	11% 23	-3
Drugs incidents	8% 18	11% 23	+5
Other criminal behaviour incidents	11% 25	7% 15	-10
Domestic violence / abuse incidents	5% 12	6% 12	0
Other violence incidents	5% 10	4% 9	-1
Pets / animals incidents	8% 18	6% 13	-5
Vandalism incidents	0% 0	0% 0	0
Hate-related incidents	2% 4	2% 5	+1
Alcohol related incidents	1% 3	4% 9	6
Prostitution / Sex incidents	0% 1	0% 0	-1
Total ASB incidents	100% 220	100% 204	-16

6.9 ASB incidents by ward

 Ward name	Q1 2017/18	Q2 2017/18	Change between quarters
Brunswick and Adelaide	0	0	0
Central Hove	2	3	1
East Brighton	32	35	3
Goldsmid	8	11	3
Hangleton and Knoll	27	24	-3
Hanover and Elm Grove	6	8	2
Hollingdean and Stanmer	25	26	1
Hove Park	0	0	0
Moulsecoomb and Bevendean	29	25	-4
North Portslade	13	9	-4
Patcham	9	5	-4
Preston Park	2	0	-2
Queen's Park	39	33	-6
Regency	0	0	0
Rottingdean Coastal	0	0	0
South Portslade	3	6	3
St. Peter's and North Laine	12	8	-4
Westbourne	1	1	0
Wish	3	4	1
Withdean	1	0	-1
Woodingdean	8	6	-2
Total	220	204	-16

7. Seniors Housing

 Seniors Housing indicators		Target 2017/18	Q1 2017/18	Q2 2017/18	Status against target	Trend since last quarter
7.1	Residents who have had a tenancy visit within the last 12 months	98%	97% (836 of 861)	96% (836 of 869)		
7.2	Residents living in schemes offering regular social activities	95%	100% (861 of 861)	TBC	TBC	TBC
7.3	Residents living in schemes offering regular health and wellbeing activities	65%	85% (735 of 861)	TBC	TBC	TBC
7.4	Schemes hosting events in collaboration with external organisations	90%	100% (22 of 22)	TBC	TBC	TBC

The indicator near target is:

Seniors Housing residents who have had a tenancy visit within the last 12 months – target 98%

Performance was 96% at the end of Quarter 2 and has decreased by 1% since the previous quarter. Of 869 Seniors housing residents, 33 have not had a tenancy visit within the past year – 13 residents declined, two were unavailable and 18 require a visit because they are new tenants or a year has recently passed since their last visit. Most of the latter group are likely to be available and therefore will have been visited soon.

Meeting action minutes

Meeting	Senior Housing Action Group		
Attendees	Residents Roy Crowhurst (Chair of SHAG, Woods House) Tony Brown, (Evelyn Court) Walter Sargison (Broadfields), Allen Davies (Rosehill Court) Jean Davis (Leach Court), Bob Spacie, Elizabeth Tinkler, John McCabe, Lawrence Fitzgerald (Laburnum Grove) Ernie Tidy (Churchill House) Anthony McCoy (Sloane Court) Patrick Kite (Hazelholt) Staff: Hannah Barker (Resident Involvement Officer), Peter Huntbach (Senior Housing Manager) Partners: Peter Lloyd (Healthwatch)		
Apologies	Terry Weller (Evelyn Court) Ray Goble (Elwyn Jones), Mike Bojczuk (Older Peoples Council)		
Venue	Leach Court	Produced by	Hannah Barker
Date Time	Weds 12th July 2017 10am	Mins completed	16th July 2017

Minutes & Matters arising - Update on actions from previous meeting

	Description
1	Minutes agreed
2	Re Repairs Handbook and change in wording describing standard of repairs, from 'good' to 'reasonable' – Is this a reduction in standards? Why is it necessary to change it? Action 0.1
3	Re Lettings policy How many applicants for Seniors Housing were on the waiting list prior to the change ? Members have been given the figures for the year, but not what they wanted as want to view the scale and significance of the change. ACTION 0.2
4	Re Lettings Policy 'promise' to move discussion re 'contractual' offer for residents to be able to move, members at Laburnum Grove very unhappy having been unduly affected. <ul style="list-style-type: none"> • However, Roy had not found anything in the literature stating tenants ever had a 'right' to move. • Practice had in the past moved away from policy, but it was not the old policy. • Another member was offered a studio flat; because of sight problems needed a 1 bed and asked if he might move after, was told no, he should wait out for what he needed. • Peter clarified: James Crane came and listened to SHAG view re issue of impact of the new Allocations Policy on individuals at Laburnum Grove. He raised it with Senior Managers who have asked him to write a report on the unintended

	<p>consequences of the local lettings plan changes.</p> <ul style="list-style-type: none"> • Advice for residents to wait to see that report and what senior managers decide after this, and/ or utilize complaints process if not satisfied. • People CAN still move within scheme and from scheme to scheme within the Allocations Policy. What's different: <ul style="list-style-type: none"> ○ 1) Scrapped band D and band C low medical so some people are not able to move as a transfer. ○ 2) The Local lettings plan prioritized band C people living within a scheme over higher applicants from outside the scheme, but this isn't live because of the Allocations Policy. People can still ask us, to be assessed, but not given any special priority now. ○ 3) have to have a 'housing need'. ○
<p>5</p>	<p>Re Conversion of studio flats to 1 bed project – is paused due to problems with letting the properties. When advertised some people who are downsizing view the new conversion but it's not what they understand to be a 1 bed flat. Also Simon Pickles has left the council. Scott Lunn is overseeing the project currently.</p> <p>Q: Are the funds held over? A: ACTION 0.3</p>
<p>6</p>	<p>Re Homelessness Q: how many homeless people go into Senior Housing? Discussion: it is important to tackle stigma about homelessness, which can affect all different types of people. Also many different types of homelessness, much of which is unseen, e.g. people staying on friends sofas. Individuals cannot turn up in the city and get social housing; they have to have been living here for 5 years to go onto the council housing list. A: ACTION 0.4</p> <p>Re Some senior's schemes listed in Home Move as "Social services nominees" on advert. Discussion: some people are on the housing register but receive social services help to make bids for properties. Roy believes social services have their own list. This can be checked with the (public?) Housing list. Peter agreed that the council need to give SHAG an explicit answer, not give you an impression of social engineering which is morally wrong. ACTION 0.5</p> <p>Peter voiced his concern again about stigma towards people experiencing homelessness. We understand fears and anxieties of people coming in with unsuitable behaviors – including people with a whole range of backgrounds, not just homelessness.</p> <p>Q: If a homeless person is considered for Seniors Housing do the same age restrictions apply? A: Yes, always 55+.</p> <p>Support for people with different levels of need: in terms of the transition, we could do better; we are talking to hostels, but we could do more.</p> <p>Example of need: a member described how a new tenant was sleeping on the floor without any furniture. Eventually a charity helped furnish the flat. However the scheme managers are not support workers, they offer low level support. The tenancy Sustainment Officers in Housing offer more support. Scheme managers can help tenants with information about charitable assistance – 'Turn To Us' website has info</p>

	<p>about national and local charities.</p> <p>Q: Is scheme manager informed of a new tenant's background? A: Yes, all documents are scanned and held. Residents need to be very careful not to spread what might be malicious rumors about a tenant. We do have a policy that excludes people with a criminal record from Seniors Housing. The council has a different policy for housing and rehabilitation people with an offender's profile.</p>
7	<p>Homemove labelling, '55+': Housing Associations label equivalent sheltered housing schemes with this label, however the council does not. This can waste time for both residents on waiting list and staff time. ACTION 0.5</p>
8	<p>Complaint regarding removal of neighbor's furniture: Furniture from a flat being cleared was thrown from a window and destroyed that could have been passed on. This is a waste and shows an upsetting lack of respect for the deceased. A: Peter apologized that this happened. The issue has been raised for an official response with complaints.</p> <p>Discussion: We used to have a warehouse with unwanted furniture from cleared flats.</p>
9	<p>Re noise in flats Q: Do Tenants have to have carpet flooring? A: Yes, if they are on anything above the ground floor.</p>
10	<p>Consultation about new tenancy agreement is finished. Discussion: Difference in amount of notice for going away between Seniors Housing schemes and benefits office. The service for Seniors residents includes a daily call, so we ask to be informed if you are going away to prevent any concern for your well-being or escalating action to look for you.</p>
11	<p>Concerns about unauthorized persons entering schemes with swipe cards or tailgating and scams: younger people holding cans seen swiping in at a scheme. Shouldn't be easy. Might be visitors or might be more suspicious. We have used security at times, who would do a sweep/ inspection of the building. If residents are concerned please raise it with Scheme manager or Carelink.</p> <p>Q: do we keep record of swipe cards/ know how many are out there? Fobs are programmable.</p> <p>This shows the value of neighbourhood watch schemes. You can also ask Mears to speed up the automatic door closers. Tailgating (someone following you in when you open a door) is a big problem. Challenging people can feel intimidating, so confidence is helpful. Carers visiting residents perhaps need reminding to be vigilant against tailgating and residents should not buzz strangers into the building. The community can help with getting information out – through Association or scheme managers' meetings. Telephone scams can be terrible for residents with hundreds of calls. There is equipment available to help prevent calls getting through. Talk to your scheme manager for help.</p>

ACTION 0.6	
0.1	Hannah and Roy to ask Perrin and for her to feedback to John and Bob.
0.2	Peter is meeting James Crane end July and will ask, How many applicants for Seniors Housing were on the waiting list prior to the change?
0.3	Hannah to find out if funds to Studio conversion project is being held over.
0.4	Peter to supply figures for the city about how many people who were homeless at the point of moving into Seniors Housing
0.5	Peter to find out how decisions are made about listing certain schemes as 'social services nominees' and not using '55+' label.
0.6	Peter will look at security scams information

Items discussed, agreements and future action

1) Peter Huntbach update			
<p>Fire Safety following tragedy at Grenfell, London: speculation in press as to causes. No report yet. Our approach:</p> <ul style="list-style-type: none"> • Meet regularly with East Sussex Fire & Rescue with housing Leadership on fire safety. • Inspections taken place on all high rise & letters gone to all residents with information, including 2 seniors schemes, Somerset Point & Leach Court • We utilize 'delayed evacuation plan' not 'stay put policy' • We hold list of people who would find it difficult to evacuate – the fire service always receive these in the event of a fire. • Annual reminder for residents to have a home fire safety visit • Fire Safety awareness sessions took place in January, including info on equipment storage. E.g. mobile scooters can be a hazard blocking escape if stored badly. • We are reviewing all procedures • National Chief of Fire officer issued new guidance in May which we were already working with and looking at what improvements we need to make. • Improved signage in all blocks clarifying fire safety information <p>Issue 1: Signage for those with disability may need to be improved to be seen. Peter will feed that back.</p> <p>Issue 2: One member is unable to close internal fire doors (as is recommended) and be heard by Carelink properly. ACTION 1.1</p> <ul style="list-style-type: none"> • Trialing Stove guard • Our cladding not yet been tested – likelihood it won't fail as it is the more expensive type. • At some blocks we have sprinklers. • New program of sprinkler systems installation over next two years • New sprinkler systems create a mist and so cause less damage to property. • Sterile corridors are par to fire safety, as is scooter storage • Smoke alarms are placed in hallways (fire service recommendation) • 			
1.1	Peter will visit to understand further and will raise with fire safety if necessary.	Who	Due

2) Annual Review

Discussion about the Annual review and internal form document which has space to collect bank details and direct debit information if the resident wishes it to be kept by the housing service. Normally a resident wouldn't see the form, one member requisitioned under a freedom of information request. Not all questions would be asked, the form is intended to be used by staff to have a conversation with eh resident on how they are doing. We follow a person centered approach now and want to also collect resident's interests and lifestyle, to help us cater for their particular interests and needs.

Q: How does the member of staff interpret what to ask?

Staff training issue. The basis of the questioning is well being.

Proposal to get SHAG involved with a review of the Annual Review – agreed.

3) Any other business

- **Churchill House EDB** discussion – this bid was to replace flooring. Tiles were discovered to contain asbestos. Long delay waiting for availability of inspectors. Once deemed safe to proceed the work was completed quickly.
- **Proposal for a SHAG newsletter** request for articles or ideas from members.
- **Visit to Brookmead – 9 August**

Meeting action minutes

Meeting	Tenant Disability Network (TDN)		
Attendees	<p>Present: Alison Gray, Muriel Briault, Barry Kent, Chris El-Shabba, Lynn Bennett, Martin Cunningham, Jason Williams, Ann Packham,</p> <p>Officers: Glyn Huelin (Business & Performance Manager), Sue Andrew (Adaptations), Kirsty Smeaton-Brown (Senior Housing Needs Officer)</p>		
Apologies	Joe MacCrae, Sarah Potter (Adaptations)		
Meeting location	Hampshire Lodge	Produced by	Keely McDonald
Date Time	10 July 2017 2.00pm	Minutes completed on	11/07/17

Section 1 – Update on actions from previous meeting

	Description
1	BM to drop newsletters to AP and AG, RIT to distribute where possible.
2	BM to discuss TDN membership with Sharon Terry
3	Glyn and Mears to discuss information sharing
4	Adaptations to put together list of specialist equipment installed in properties
5	GH to review repair and maintenance of specialist equipment
6	Update on wash dry toilet servicing if out of warranty

Section 2 – Agenda items, agreements and future action

Agenda item 1 Introductions			
Agreement / Decision	Keely McDonald taking minutes in place of BM Kirsty Smeaton-Brown to discuss allocations policies GH to respond to actions from previous minutes SA to update on Adaptations		
Action(s)		By Who	Deadline

Agenda item 2 Previous Minutes			
Agreement / Decision	<p>Item 7: Mears do not have list of what specialised equipment is installed in properties. Are now recording what equipment is in place when repairs are raised. Council is now procuring new IT system which will make it easier for repairs contractors to know immediately if specialist equipment is in place in a property.</p> <p>Alex Dickie is looking into negotiating with providers to retroactively apply lifetime warranties to equipment, repairs will be raised through warranty process ensuring the contractor has the correct tools/knowledge. This will be the process until new IT system is in place.</p> <p>Mears trained four plumbers but were denied access to specialist parts by manufacturers.</p> <p>SA providing Mears with reports from current IT system OHMS, as Mears do not have access.</p> <p>Similar issues with hoists and stair lifts. Hoists will be attended by lift contractor operatives.</p>		
Action(s)	Confirm Mears are receiving OHMS reports	By Who SA	Deadline 30/08/17
Agenda item 3 Allocations Policy			
Agreement / Decision	<p>Key changes in the council's allocations policy:</p> <p>From 'open' to 'closed' Housing Register.</p> <p>Applications from those not from Brighton and Hove are not considered, unless specific exceptions.</p> <p>Local connection must now be five years.</p> <p>There are built in protections for those with additional needs on a case by case basis.</p> <p>Assessments will be made if there are ASB convictions.</p> <p>Most who buy their property through Right To Buy will not be considered for the Housing Register unless they meet specific circumstances, such as the property cannot be adapted to their needs.</p> <p>The council works closely with the East Sussex Fire Service to provide opportunity for residents to raise concerns as well as receive a free visit and personal evacuation plan. This is for all residents, not just those in high rise.</p> <p>Residents can also register appliances for Product Safety Recalls, this will alert you if a product you own has ever been recalled.</p> <p>The Allocation Team has a medical officer, a mobility officer and an under-occupation officer to work with Occupational Health to assess need.</p> <p>Residents of Hampshire Court on top floors who have experienced reduced mobility over the years have recently been told that they can't move to ground floor flats through the Housing Register. The housing stock is too low to guarantee a move, however this may be possible through Homemove.</p> <p>Local Lettings Plans are to be reviewed and will go to Housing Committee. A report of this review will be made public.</p> <p>Brighton Lions provides medical alert stickers for emergency personnel.</p>		
Action(s)	Product Safety Recall info to go to newsletter Raise Local Lettings Plans at Area Panel	By Who LB MC	Deadline 01/08/17 07/09/17

	Raise Local Lettings Plans with Housing Committee before decision is made.	BM	
Agenda item 4 Adaptations			
Agreement / Decision	<p>Thank you to AG for her help with the Adaptations Framework. The tender deadline for this is now closed. There are now 7 returns being processed. Housing Adaptations Equality Impact Assessment review has identified that it needs to a) collect some missing data, b) carry out more analysis e.g. around BME households, what customers tell us and access to service. Sarah Potter is working with the Autistic Spectrum Condition Equality Group on this. The council's annual Adaptations budget remains at £1.15m for 2017/18. Carrying out specialist Occupational Therapy assessments plus: Simon Pickles has left Brighton Council and Scott Lunn will be taking over his role. Working with Scott on the Improving Communal Access Project. Working on new builds to include accessible/wheelchair user homes. Working with Property & Investment on door replacement programme. Carrying out service and maintenance of equipment and collating a list of all clos-o-mats, also obtaining a quote for service contract and/or extended warranties. Dedicating Occupational Therapist to accompanied viewings with disabled people offered council homes, as well as working with Homemove to help shortlisting for mobility rated properties.</p>		
Action(s)		By Who	Deadline
Agenda item 5 Newsletter			
Agreement / Decision	<p>CareLink Plus interviewing AG for their new leaflets about the TDN newsletter. Please send any articles to AP and JW. TDN requested that Resident Involvement Team distribute newsletter to resident associations across the city regularly, and to libraries. Also inform people that A£ size is available for people with vision impairments. Suggest an offer of 20 per association with the opportunity to request more. Agreed newsletter to be published every three months. Possibility People have a newsletter available with contact information.</p>		
Action(s)	Provide information on Possibility People for next Newsletter publication Send copy to SA	By Who BK AG	Deadline
Agenda item 6 Next Agenda			
Agreement / Decision	<p>Adaptations Adaptations Tender Feedback Newsletters Invite Lilly Storey from Possibility People</p>		
Action(s)	Invite Lilly Storey	By Who BM	Deadline 15/09/17
Agenda item 7 AOB			
Agreement / Decision	<p>Illegal parking has been reported at Robert lodge, blocking dropped kerb and preventing Cityclean from emptying bins. Police to be contacted if on public</p>		

Decision	<p>land. Handrail needed at Stonery Close. To reduce fire risk, council will now remove and hold any items in communal hallways. Hold for 28 days and dispose of if not collected, this includes mobility scooters. Residents must inform the council if they plan to buy one, as well as provide info on size and storage details. If you see scooters stored in common ways, please inform Housing Customer Services. Scooter storage has been changed to include a variety of motorised personal vehicles, this reduces space for necessary items.</p>		
Action(s)	<p>Assist with Cityclean in resolving collection issues at Robert Lodge</p> <p>Contact Access Point re. handrail</p> <p>Clarify use of previous 'scooter storage'</p>	<p>By Who</p> <p>GH</p> <p>MB</p> <p>BM</p>	<p>Deadline</p>

Section 3 – Agenda for next meeting

1	Welcome/Introductions
2	Minutes of last meeting
3	Housing Adaptations
4	Adaptations Tender Feedback
5	Invitation to Lilly Storey 'Possibility People'
6	TDN newsletter
7	Agenda Planning
8	AOB
9	Date of next meeting

Update on the Service Improvement Groups**Home Service Improvement Group****Latest meeting actions - 18 September 2017**

- Updates from Partnership Core Group (PCG) and Estates Development Budget (EDB) Panel
- Resident Inspectors reported on K&T Heating + empty property inspections process
- Reviewed sprinkler installation program across high rise blocks
- Reviewed fire health and safety actions since Grenfell
- Reviewed communications about fire safety since Grenfell
- Bi-annual elections to EDB panel, PCG, chair and vice chair roles.

Involvement & Empowerment Service Improvement Group**Latest meeting actions - 14 September 2017**

- Resident Involvement Budget update
- Review of training for residents
- Producing Tenant & Resident Association (TRA) Handbook
- Planning TRA How to make the most out of your group? Event

Business & Value For Money**Last meeting actions – 10 October 2017**

- Elected new Chair and Vice Chair
- Discussed development of Housing I.T. System Interface
- Looked at Sustainable Houses in Inclusive Neighbourhoods Project (SHINE)

