

Select Committee Agenda



Communities Select Committee Tuesday, 16th January, 2018

You are invited to attend the next meeting of **Communities Select Committee**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping
on Tuesday, 16th January, 2018
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

A Hendry, Democratic Services
Tel: (01992) 564243 Email:
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Members:

Councillors Y Knight (Chairman), G Shiell (Vice-Chairman), R Baldwin, A Beales, R Butler, K Chana, R Gadsby, L Girling, S Heap, L Hughes, S Jones, A Mitchell, D Sunger, B Surtees and H Whitbread

SUBSTITUTION NOMINATION DEADLINE: 6.00pm

This agenda replaces the one sent out for the 11 December 2017 meeting that was cancelled due to adverse weather conditions. This agenda also contains an extra report at agenda item 12.
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1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (MINUTE ITEM 39 - 23.7.02)

(Director of Communities) To report the appointment of any substitute members for the meeting.

3. NOTES OF PREVIOUS MEETING (Pages 5 - 12)

(Director of Governance) To agree the notes of the meeting of the Select Committee held on 7th November 2017.

4. DECLARATIONS OF INTEREST

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. TERMS OF REFERENCE/WORK PROGRAMME (Pages 13 - 20)

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing work programme. Members are asked at each meeting to review both documents.

6. ANNUAL REVIEW OF PROTECTED CHARACTERISTICS - HOME SEEKERS AND LETTINGS (Pages 21 - 26)

(Director of Communities) to consider the attached report.

7. KEY PERFORMANCE INDICATORS 2017-18 QUARTER 2 PERFORMANCE (Pages 27 - 34)

(Chief Executive) to consider the attached report.

8. CORPORATE PLAN KEY ACTION PLAN 2017-18 QUARTER 2 PROGRESS (Pages 35 - 46)

(Chief Executive) to consider the attached report.

9. HOME OPTIONS CHOICE BASED LETTINGS SCHEME - PROGRESS REPORT (Pages 47 - 52)

(Director of Communities) to consider the attached report.

10. HRA FINANCIAL PLAN 2017/18 - SIX MONTH REVIEW (Pages 53 - 76)

(Director of Communities) to consider the attached report.

12. RATIONALISATION OF SHELTERED HOUSING ASSETS - INITIAL SCOPING REPORT (Pages 77 - 86)

(Director of Communities) to consider the attached report.

13. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

14. FUTURE MEETINGS

To note the future meeting dates for this Committee:

13th March 2018.

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF COMMUNITIES SELECT COMMITTEE
HELD ON TUESDAY, 7 NOVEMBER 2017
IN COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.00 - 8.30 PM**

Members Present: Y Knight (Chairman), R Baldwin, A Beales, K Chana, L Hughes, A Mitchell, D Sunger, H Whitbread, J H Whitehouse, W Marshall (Tenants and Leaseholders Federation) and A Yaman (Epping Forest Youth Councillor)

Other members present: R Brookes, H Kane, S Kane and J Lea

Apologies for Absence: G Shiell (Vice-Chairman), S Jones, B Surtees and S Stavrou (Deputy Leader and Housing Portfolio Holder)

Officers Present J Chandler (Assistant Director (Community Services)), C Wiggins (Safer Communities Manager), T Carne (Public Relations and Marketing Officer) and V Messenger (Democratic Services Officer)

By invitation: Chief Inspector L Basford (Essex Police District Commander)

27. WEBCASTING INTRODUCTION

The Chairman made a short address to remind all present that the meeting would be broadcast on the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

28. SUBSTITUTE MEMBERS (MINUTE ITEM 39 - 23.7.02)

It was noted that Councillor J H Whitehouse was substituting for Councillor B Surtees.

29. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the last meeting of the Select Committee held on 5 September 2017 be agreed.

30. DECLARATIONS OF INTEREST

There were no declarations of interest made pursuant to the Member's Code of Conduct.

31. PRESENTATION FROM ESSEX POLICE'S DISTRICT COMMANDER

Members received a presentation on current policing and crime issues in the District from Chief Inspector L Basford of Essex Police.

The District Commander for the Brentwood and Epping Forest area outlined the current level of policing. This comprised ten police constables and seven support constables for the whole district, who covered community issues and were split into two shifts – early and late. There was a local policing team at Loughton that operated

on a 24-hour basis, 7-day coverage and handled 999 emergency calls and 101 calls. This team investigated local investigations and lower graded crimes, such as common assaults. The CID criminal investigation team operated on a 24 / 7 basis. There were specialist teams that covered serious crimes, such as violent burglaries, trafficking and serious assaults; domestic violence; road / traffic police; armed response police (for the County); and an Operational Support Group (marked and unmarked). The Police fed intelligence to these teams and the Community Safety Group, but these were not under the direct control of the Police.

Domestic violence, which included violent crime, was responsible for 34 per cent of all crime, which was why there was a dedicated team that looked at this specific issue. Domestic violence had seen an increase of 20 – 25 per cent with 404 more crimes reported during April – September this year than for the same period in 2016. More people were coming forward to report crimes but violent crime was increasing. There were 206 more crimes where officers sustained injuries. Officers wore body cameras, which had resulted in better prosecution rates. Certain individuals seemed to give no forethought to the consequences of their actions and violent crime was increasing. He cited that last weekend, twelve police officers were assaulted, one quite seriously. However, there were 170 less reports of anti-social behaviour (ASB) recorded than for the previous year. The Chief Inspector questioned if members of the public were under-reporting on ASB or were their genuinely less incidents, if so this was good as most forces had seen an increase. The Government's Home Office had changed the crime recording standards in April this year for burglary, and split it to cover 'burglary residential' and 'burglary business / commercial'. Looking forward, he hoped to be able to give clearer figures next year.

On recent ASB incidences that had happened in the District, he explained that at Hillhouse, there had been an element of under-reporting, hence by the time the Police became involved later on, there was more of a problem that had to be dealt with. On Halloween night 40 to 50 youths had congregated in Epping, so extra officers were deployed, sixteen to the High Street and four to other areas – Buckhurst Hill / Chigwell, Theydon Bois and Waltham Abbey. In Epping a number of individuals were arrested for ASB when they targeted the public and police officers. Every one of these individuals had now been identified with the help of the community safety team CCTV footage. The Chigwell based road team from a traffic and crime viewpoint recently issued 400 penalty points in one 8-hour period for driving infractions, which included use of mobile phones, non-use of seatbelt and other road safety breaches.

In light of the current trend of national threats by terrorism, there were on-going training exercises to tackle this hazard. The Police had listened to the public's reports of ASB by individuals using motorcycles / mopeds and were researching tactics to combat this problem. The work of the Council's community safety team and their partnership with the Police had helped in the conviction of an individual for human trafficking offences, who was now serving six years in prison.

The Police were looking to raise public awareness of issues from crime prevention to hare coursing, and cited two public events attended, the Farmers' Market in Loughton and at the supermarket in Ongar. The Police had also visited thousands of residents over a weekend to encourage crime prevention by giving advice on how to secure their houses against burglary. The Police also co-ordinated the volunteer Police Cadets and there were also 500 special volunteers across Essex helping out on these events.

Chief Inspector Basford then took questions from members.

Councillor D Sunger said he had received complaints from residents who often had to wait 45 minutes to get through to an operator when they had dialled 101. Ch Insp Basford replied that over a 24-hour period the wait was around 4 – 5 minutes, but conceded that in the evenings and certain days, e.g. Halloween, then the 101 line would be very busy.

Councillor A Mitchell asked if the Police responded to burglaries to which he replied, all burglaries, but the response time depended on the circumstances, and if a burglary was in progress, then 15 minutes (the emergency national standard).

Councillor R Baldwin asked what the Police were doing to ensure that speed cameras were operational and were digital cameras used? He acknowledged that a third were not active and would probably be reviewed every year. He would do a separate reply on this.

Councillor J H Whitehouse asked how many officers were based at Loughton and that she had received a resident complaint about the Police's lack of interest when reporting a low-level ASB incident. He replied that there were seven constables and seven PCSOs, which were specifically for community policing, and that they should handle all ASB reports. The public could call into the community hub, staffed by two day officers, and which the Council also worked with, as it was a two-way process of sharing intelligence. Alternatively email:

EppingCommunityPolicingTeam@essex.pnn.police.uk

Councillor K Chana asked if it was worth reporting crimes. The Ch Insp replied that the Police were stretched but he worked with the resources that he had. He said that if crimes were not reported unless they knew then he could not factor in resources and move forward. Residents could email him with their concerns and he would try to address emails as honestly as possible.

Councillor A Beales asked if the Police did much work with schools and youth groups to encourage children that it was ok to report incidents to the Police. He replied that the Police and Fire collaboration was well set-up to deal with school issues. He said he thought there should be police officers working with schools, but he did not have the resources. The Police were taking small steps and using support groups, such as the volunteer police cadets and youth councillors. He was looking at what other forces did nationally and would take this on board for the Epping Forest District.

Councillor Knight asked if full size electric bikes were legal motors that needed to be taxed and have an MOT, to which he replied yes.

Councillor H Whitbread praised the Police for their performance on Halloween night which had experienced walking home from the station and their presence had given her reassurance. She asked about the work being done on residential patrols and what role did special constables (SCs) play. He replied that SCs were usually aged from 18 to early 20s. Residential patrols were a response based action and that they monitored how / where to deploy foot patrols.

Councillor R Brookes had been contacted by someone who parked near a station and the vehicle interfered with and left threatening notes on the windscreen. He said he would take details of this from her after the meeting. She also asked what was being done about intelligence on drug taking reports at the Roding Valley car park. He replied that they collated these reports and then assessed the action required through the Hub. There were actually more drug driving offences than drink driving.

Councillor J Lea commented on a recent fireworks incident in a local Waltham Abbey shop and queried if there was enough CCTV to enable catching the instigators. Community Safety Manager, C Wiggins, replied that Waltham Abbey Town Council managed the CCTV and to speak to the Town Clerk. If the shop was being targeted then she advised speaking to her afterwards.

Councillor S Kane asked what the Council could do to help the Police more in combating the increase in ASB with individuals who lacked a fear of being caught, and could the Council help on low level enforcement issues. He replied that better sharing of information between the Police and the Council could help tackle ASB. Also some police forces were receiving local authority help on enforcement matters.

Councillor H Kane asked for advice when youngsters on bikes swerved into the paths of oncoming vehicles and caused accidents. He replied the driver would not be at fault and that dash cameras were a vital source of information for self-protection and to show incidences of bad driving and ASB. There was also a dedicated website that footage of these incidences could be reported to.

The Chairman thanked Chief Inspector Basford for speaking to the members.

32. ANNUAL REPORT OF THE COMMUNITY SAFETY PARTNERSHIP

The Community Safety Partnerships (CSPs) were first introduced nationally in 1998 to provide a multi-agency solution in response to crime and the fear of crime within communities. Supporting the work of the Police and other statutory agencies, this was considered the most effective approach to finding joint solutions to local community safety issues. Epping Forest CSP consisted of a mix of statutory and voluntary sector bodies, including Essex Police, Epping Forest District Council, Essex Fire and Rescue, the Community Rehabilitation Company (CRC), the National Probation Trust, Trading Standards and Voluntary Action Epping Forest. Other agencies were also invited to attend, including local Town and Parish Councils, The Corporation of London (Epping Forest), Epping Forest College and representatives from Health.

Representatives from the Council's Community Safety Team (CST) participated in Essex Police District Tasking meetings on a fortnightly basis to assist with the response to any emerging issues within the district via a call conference facility. This was to be improved by the installation of a video conferencing facility within the CST offices. Hot desking facilities were also provided within the office for external partnership officers. Essex Police had also implemented a daily call briefing with the CST to review significant incidents over the previous 24 hours. In January 2017 police radio communications were installed in the CST office, which had increased the effectiveness of the councils' CCTV systems, to communicate directly with Essex Police Force Control Room. The combination of these actions had achieved a very positive effect in respect of coordinated working and highly effective intelligence sharing between Essex Police and the CST.

The Community Safety Manager, C Wiggins, introduced the work of the Community Safety Partnership (CSP) over the last year. The annual report outlined the highlights and gave a flavour of what the CST had accomplished during the year. It demonstrated the Council's commitment to the CSP and the work of Essex Police, whose area encompassed both Epping Forest District and Brentwood. The Crucial Crew annual scheme facilitated the participation of 1,500 primary school pupils in year 6 in interactive scenarios to raise their awareness of personal health and safety both at home and in the community. The J9 Domestic Abuse initiative, which had

been running in Essex for over five years, was expanded across the County and rolled out to all Job Centres during 2016 – 17. The CST also worked with other organisations, such as Essex Trading Standards when it monitored the sale of fireworks by retail outlets to underage customers.

Agreed:

That the Annual Report be noted.

Councillor J H Whitehouse congratulated C Wiggins for receiving a prestigious award from the Essex High Sheriff in March 2017 for her work in the development of this initiative.

33. THE AGEING POPULATION STUDY ACTION PLAN

The Assistant Director of Community Services and Safety, J Chandler, reported on the implementation of the impact of An Aging Population Action Plan. The Council had carried out a comprehensive study during 2015 / 16, which had generated over 40 recommendations for the Council and various statutory and voluntary sector partners to address. The resulting action plan was launched in October 2016 and this report provided an update on the progress of key areas of work. A consultation of over 300 local people aged 55 – 95 from a range of demographics and areas of the District focussed on three main themes which were:

- Health and Wellbeing;
- Living in the Epping Forest District (EFD); and
- Communication and Engagement.

Detailed progress was given on a 6-monthly basis on these recommendations under the three themes of which there were nine under Health and Wellbeing (H&W), twelve under Living in the EFD, and seven under Communication and Engagement.

Special mention was given on recommendation 1 under H&W on the Council's interaction with various support groups to improve support for older people through early intervention and (preventative) health improvement. On item 2, Dementia Action Alliance was now set up in the District, but more work was needed to look after the people with dementia in the community. On items 4 and 7, a new Active Living programme had been successfully set up in Waltham Abbey and Theydon Bois.

Under the Living in the EFD theme, for item 4 the Communities Director, A Hall, was looking into setting up a minimum 'Sheltered Housing Standard' for the Council's sheltered housing assets. Recommendation 7 to monitor when assisted bin collections had not been taken up was already recorded by the waste contractor for Neighbourhoods, so sharing of this information would be discussed.

The recommendations under the Communication and Engagement theme were to address the potential isolation of the ageing population and that it was important for such individuals to meet someone. Linking into community safety work, recommendation 5 dealt with the establishment of a network of older people to champion 'Resilience' across the District. Working through local parish and town

councils, the Council would link with them to help source champions for the 'Resilience Project'.

Councillor A Mitchell said that as the Careline and Telecare services was outsourced, where was the new provider's main office situated, to which J Chandler said she would let her know later.

Councillor J H Whitehouse said that there were various organisations for older people locally, like University of the Third Age (U3A), and what extent these were being mapped. She noted that J Chandler was talking about setting up new activities, but accessible transport was a big issue as not all older people were mobile and still drove. She commented on the decreasing bus service provision in the District on which she had received complaints from local residents about the unreliable service on some bus routes, and asked if some transport funding could be provided. She also asked if the Volunteers Essex website could be promoted. J Chandler replied that Community Services would be carrying out a mapping exercise on local organisations / activities. Essex County Council was currently reviewing community transport but the Council had not received any information back on this consultation yet. Voluntary Action Epping Forest (VAEF) did offer a community transport so she would see if they could be involved.

W Marshall asked if vulnerable people were identified and treated as a priority, to which C Wiggins replied, yes. CST did record any reports received. These were referred to the correct support services and VAEF to get an emergency report done. In respect to criminal activity e.g. from bogus officers, a great deal of support was offered to vulnerable people and support for victims.

Councillor R Brookes asked if they were involved in the referral of people to sports centres. J Chandler replied this was the case either via GP referral or for cardiac rehabilitation. Active Living activities was an alternative choice for those who did not want to go to leisure / sports centres.

Councillor J H Whitehouse asked if an update would be presented at future meetings and it was noted that this was planned to be on a 6-month basis.

Agreed:

That the progress report be noted.

34. GOVERNMENT'S PREVENT STRATEGY

C Wiggins outlined the Government's Counter-Terrorism Strategy developed in 2011 to combat terrorism and terrorist activity in the UK. This had consisted of four main elements of work under the 'Contest' heading, which included:

Pursue: the investigation and disruption of terrorist attacks;

Prevent: work to stop people becoming terrorists or supporting terrorism;

Protect: improving our protective security to stop a terrorist attack; and

Prepare: working to minimise the impact of an attack and to recover as quickly as possible.

'Contest' covered all forms of terrorism and aimed to reduce risk to the UK, and its interests overseas from terrorism, so that people could go about their lives freely and with confidence. The current threat to Essex was assessed as low, and that did not mean that the Council would neglect 'Prevent', but would need to keep this under

review as there was a balance that the CST and Essex Police had to monitor. The Council did on-going training for frontline staff and was about to launch an e-learning strategy and she was also a member of the Prevent Strategy Group.

Agreed:

That the report was noted.

35. TERMS OF REFERENCE/WORK PROGRAMME

The Terms of Reference were noted.

On the Work Programme it was noted that:

- Items (9), (10), (15), (16) and (17) would be dealt with at the extra meeting to be held on 11 December 2017;
- Items (11) Crucial Crew and (14) Summer holiday activity programme feedback would be deleted;
- Item (24) Ageing Population Study Plan would go forward with 6-monthly progress reports.
- Item (25) To receive a presentation from the Youth Council on the MiLife project its councillors had helped develop and trialled in schools. MiLife had a high profile nationally – J Chandler to co-ordinate.

36. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE

The reports on items (8) Ageing Population Study Action Plan and (9) would go forward to the next O & S Committee meeting on January 2018.

37. FUTURE MEETINGS

It was noted that there would be an extra meeting of the Communities SC on 11 December 2017. The remaining meetings in the cycle would be held on 16 January and 13 March in 2018.

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COMMUNITIES SELECT COMMITTEE

TERMS OF REFERENCE 2017/18

Title: Communities Select Committee

Status: Select Committee

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of the services and functions of the Communities Directorate;
2. To develop a programme of work each year, informed by relevant service aims and member priorities, to ensure that the services and functions of the Communities Directorate are appropriate and responsive to the needs of residents, service users and others;
3. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee, the Cabinet or a relevant Portfolio Holder, and to report and make recommendations directly to the Committee, the Cabinet or such Portfolio Holder as appropriate;
4. To consider the effect of Government actions or initiatives on the services and functions of the Communities Directorate and any implications for the Council's residents, service users and others, and to respond to consultation activities as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers, insofar as they relate to the services and functions of the Communities Directorate, to help develop appropriate policy;
7. To undertake performance monitoring in relation to the services and functions of the Communities Directorate, against adopted key performance indicators and identified areas of concern;
8. To identify any matters within the services and functions of the Communities Directorate that require in-depth scrutiny, for referral to the Overview and Scrutiny Committee; and
9. To recommend the establishment of task and finish panels to the Overview and Scrutiny Committee as necessary, in order to undertake any activity within these terms of reference.
10. Transformation Projects relevant to this Committee:
Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.

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| 11. Transformation Projects closure and benefits reports:
That any Directorate appropriate project closure and benefits realisation reports to be submitted to this SC for information. |
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Chairman: Councillor Knight

Communities Select Committee (Chairman – Cllr Y. Knight)

Work Programme 2017/18

Item	Report Deadline/Priority	Progress/Comments	Programme of Meetings
Standard (Periodic) Items			20th June 2017 5th September 2017 9th October 2017 7th November 2017 11th December 2017 (cancelled) 16 th January 2018 22 nd March 2018
(1) Performance against Housing Service Standards and Review <i>(Recommendations to Housing Portfolio Holder)</i>	June 2017 (Medium)	<i>(Housing Portfolio)</i> Completed – June 2017 meeting	
(2) Communities Key Performance Indicators (KPIs) – 2016/17 Out-Turn	June 2017 (Low)	<i>(Housing Portfolio)</i> Completed – June 2017 meeting	
(3) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – 2016/17 Out-Turn	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017 meeting	
(4) Presentation of Communities Business Plan – 2017/18	June 2017 (Low)	<i>(All Portfolios)</i> Completed – June 2017 meeting	
(5) Communities Key Performance Indicators (KPIs) – Quarter 1	September 2017 (Low)	<i>(Housing Portfolio)</i> Completed - September 2017 meeting	
(6) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 1	September 2017 (Low)	<i>(All Portfolios)</i> Completed - September 2017 meeting	

(7) Attendance by Essex Police District Commander at next meeting - Discussion on issues to raise	September 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed – September 2017 meeting
(8) 6-month Progress Report on implementation of the Ageing Population Study Action Plan	November 2017 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i> Completed - November 2017 meeting
(9) Presentation from Essex Police's District Commander on current policing and crime issues in the District	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017 meeting
(10) Annual Report of the Community Safety Partnership	November 2017 (Medium)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017 meeting
(11) Briefing on the proposed Council rent increase for 2018/19	January 2018 (Low)	<i>(Housing Portfolio)</i> Not Required – The Council has no discretion over the rent increase, since the Government has required all councils and housing associations to reduce their rents by 1% per annum until 2020.
(12) Annual Report on the HomeOptions Choice Based Lettings Scheme	November 2017 January 2018 (Low)	<i>(Housing Portfolio)</i> Scheduled - for this January 2018 meeting
(13) Annual Diversity Report of Housing Applicants and Lettings	November 2017 January 2018 (Low)	<i>(Housing Portfolio)</i> Scheduled - for this January 2018 meeting
(14) Six-Month Review of the HRA Financial Plan 2017/18	November 2017 January 2018 (High)	<i>(Housing Portfolio)</i> Scheduled - for this January 2018 meeting

(15) Communities Key Performance Indicators (KPIs) – Quarter 2	November 2017 January 2018 (Low)	<i>(Housing Portfolio)</i> Scheduled - for this January 2018 meeting
(16) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 2	November 2017 January 2018 (Low)	<i>(All Portfolios)</i> Scheduled - for this January 2018 meeting
(17) 6-Month Progress Report on Annual Housing Strategy Action Plan	January 2018 March 2018 (Medium)	<i>(Housing Portfolio)</i> Deferred – to March 2018, due to the Housing Strategy not being approved by the Cabinet until September 2017
(18) HRA Financial Plan 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i>
(19) Communities Key Performance Indicators (KPIs) – Quarter 3	March 2018 (Low)	<i>(Housing Portfolio)</i>
(20) Communities Key Performance Indicators (KPIs) – Targets for 2018/19	March 2018 (High)	<i>(Housing Portfolio)</i>
(21) Progress with Key Actions for the Corporate Plan led by the Communities Directorate – Quarter 3	March 2018 (Low)	<i>(All Portfolios)</i>
(22) 6-month Progress Report on implementation of the Ageing Population Study Action Plan	March 2018 (Low)	<i>(Leisure and Community Services, Safer Greener Transport and Housing Portfolios)</i>

(23) Annual Report from representatives of the Youth Council on completed and proposed activities	March 2018 (High)	(Leisure and Community Service Portfolio)	
Special (Planned) Items			
(24) HRA Financial Plan 2017/18	June 2017 (High)	(Housing Portfolio) Completed	
(25) Draft Housing Strategy 2017 – 2022 (Comments to the Cabinet)	June 2017 (High)	(Housing Portfolio) Completed	
(26) Safeguarding at EFDC – current position	June 2017 (Medium)	(Safer Greener Transport Portfolio) Completed	
(27) Review of Housing Allocations Scheme after 2 years operation (with any changes effective from July 2018) (Recommendations to the Cabinet)	September 2017 (High)	(Housing Portfolio) Completed September 2017 meeting	
(28) Review and funding of Garden Maintenance Scheme for Older and Disabled Council Tenants (Recommendations to Housing Portfolio Holder)	November 2017 (High)	(Housing Portfolio) Not required – Agreed that a report be submitted direct to the Housing Portfolio Holder due to the Committee's busy Work Programme and the need for budget provision to be made.	
(29) Review of annual funding to the CAB for two Debt Advisors (Recommendations to Cabinet)	November 2017 (High)	(Housing Portfolio) Not required - Agreed that a report be submitted direct to Cabinet due to the Committee's busy Work Programme and the need for budget provision to be made.	

(30) Review of the future use of sheltered/grouped housing scheme sites (Recommendations to Cabinet / Housing Portfolio Holder)	November 2017 January 2018 (High)	(Housing Portfolio) Scheduled - for this January 2018 meeting	
(31) Review of Housing Service Strategy on Home Ownership and Leaseholder Services	January 2018 June 2018 (Low)	(Housing Portfolio) Deferred – until June 2018, due to workload pressures	
(32) Review of Housing Assistance Policy (Recommendations to Cabinet)	January 2018 June 2018 (Medium)	(Housing Portfolio) Deferred – until June 2018, due to the amount of business for the January 2018 agenda	
(33) Restructure of Older People's Housing Team (Recommendations to Cabinet / Housing Portfolio Holder)	January 2018 (High)	(Housing Portfolio) Deferred – until June 2018, to enable the recent outsourcing of the Careline Service to bed down.	
(34) Presentation by Epping Forest CAB on its use of EFDC funding	March 2018 (High)	(Housing Portfolio)	
(35) Review of Housing Service Strategy on Anti-Social Behaviour and Harassment	March 2018 (High)	(Housing Portfolio)	
(36) Review of Homelessness Strategy (Recommendations to Housing Portfolio Holder)	March 2018 (High)	(Housing Portfolio)	

Items added to Work Programme during the year		
(37) The Council's PREVENT Strategy.	November 2017 (Low)	<i>(Safer Greener Transport Portfolio)</i> Completed - November 2017 meeting
(38) Fire Safety in Council - Owned Accommodation and Park Homes	October 2017 January 2018	<i>(Housing Portfolio)</i> Scheduled - for this January 2018 meeting
(39) MiLife (adolescent mental health & wellbeing project)	January 2018 March 2018	<i>(Leisure and Community Service Portfolio)</i> Deferred – to March 2018, due to the amount of business for the January 2018 agenda
Planned Items for Future Years		
12-Month Progress Report on Annual Housing Strategy Action Plan	July 2018 (Medium)	<i>(Housing Portfolio)</i>
Housing Strategy Key Action Plan 2018/19 <i>(Recommendations to Housing Portfolio Holder)</i>	July 2018 (Medium)	<i>(Housing Portfolio)</i>
Review and funding of Garden Maintenance Scheme for Older and Disabled Council Tenants <i>(Recommendations to Housing Portfolio Holder)</i>	November 2018 (High)	<i>(Housing Portfolio)</i>

Report to Communities Select Committee

Date of meeting: 11 December 2017

Portfolio: Housing – Councillor Syd Stavrou

**Subject: Annual Review of Protected Characteristics –
Home seekers and Lettings**

Officer contact for further information: Roger Wilson extension 4419

Committee Secretary: Adrian Hendry extension 4243



Recommendations/Decisions Required:

That no recommendations be made concerning amendments to the Council's Housing Allocations Scheme, due to the Review of the Protected Characteristics of home seekers on the Housing Register and lettings as current figures do not show a significant disparity between the Protected Characteristics of home seekers on the Housing Register, and those allocated accommodation through the Housing Register.

Report:

1. Following the introduction of the Equality Act 2010, and the Public Sector Equality Duty in 2011, public bodies have to consider all individuals when carrying out their day-to-day work, shaping policy, and delivering services. Under the Act there are nine "Protected Characteristics" which must be considered as follows:

Age
Disability
Gender reassignment
Marriage and Civil Partnership
Pregnancy and Maternity
Race
Religion and Belief
Sex
Sexual Orientation

2. Due to the requirements of the Act, the Communities Select Committee undertakes an annual review of the Protected Characteristics of homeseekers on the Housing Register compared to the Protected Characteristics of those allocated accommodation. This is to consider if there has been any disparity, and to identify whether or not there are any indications to suggest the Council may be discriminating against any one group and if as a result, any changes should be made to the Housing Allocations Scheme.

3. The statistical information set out in the tables below is for the period July 2016 to July 2017.

Ethnic origin of applicants on the Housing Register as at July 2017 compared to July

Ethnic Group	July16	July 2017
White British/Irish	1,214 (88.3%)	1,221 (88.6%)
Bangladeshi/Pakistani/Indian	19 (1.3%)	22 (1.6%)
African/Caribbean	45 (3.3%)	34 (2.54%)
Mixed Race	27 (2%)	27 (1.96%)
Other	11 (0.8%)	13 (0.9%)
Not Stated	58 (4.3%)	60 (4.4%)
Total	1,374 (100%)	1377 (100%)

Ethnic origin of Homeseekers housed in Council accommodation in 2016/2017 compared to 2015/2016 (July to July)

Ethnic Group	2015/16	2016/2017
White British/Irish	237 (91.8%)	236 (90.76%)
Bangladeshi/Pakistani/Indian	4 (1.5%)	1 (0.38%)
African/Caribbean	4 (1.5%)	6 (2.30%)
Mixed Race	6 (2.2%)	5 (1.92%)
Other	1 (0.4%)	2 (0.78%)
Not Stated	7 (2.6%)	10 (3.86%)
Total	259 (100%)	260 (100%)

4. The breakdown of the ethnicity of the population of the District is set out in the table

below for information (source EFDC Census 2011):

Ethnic Group	Number	Percentage (%)
White: British/Irish	107,836	86.5
White: Other e.g. European etc.	5,033	4.04
Asian: Bangladeshi/Pakistani/Indian/Chinese/Sri Lankan	5,922	4.76
African/Caribbean	2,404	1.93
Mixed: Multiple Ethnic Groups in one household	2,649	2.12
Other non-British	815	0.65
Total	124,659	100

Other Protected Characteristics

5. The following tables set out the monitoring of six of the remaining Protected Characteristics. It shows the statistics for those housed in 2015/16 and 2016/17 and for those on the Housing Register at a given date in July 2016 and July 2017. Statistics are not available for Marriage and Civil Partnership, and Pregnancy and Maternity.

Protected Characteristic - <u>Religion</u>	2015/16 (Housed)	July 2016 (Housing Register)	2016/17 (Housed)	July 2017 (Housing Register)
Buddhist	nil	10 (0.8%)	1 (0.38%)	10 (0.73%)
Christian	121 (47%)	651 (47%)	136 (52.3%)	612 (44.44%)
Hindu	Nil	3 (0.2%)	Nil	2 (0.15%)
Muslim	3 (1%)	20 (1.5%)	Nil	25 (1.82%)
No Religion	61 (24%)	339 (25%)	61 (23.47%)	356 (25.85)
Other	11 (4%)	132 (9.5%)	24 (9.23%)	132 (9.59%)
Not stated	63 (24%)	219 (16%)	38 ((14.62%)	240 (17.42%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

Protected Characteristic - <u>Gender Re- assignment</u>	2015/16 (Housed)	2015/2016 (Housing Register)	2016/17 (Housed)	2016/2017 (Housing Register)
Gender Re- assignment	Nil	2 (0.1%)	Nil	2
Non- Gender Re- assignment	208 (80.5%)	981 (71.4%)	209 (80.39%)	1,001 (72.80%)
Not stated	51 (19.5%)	391 (28.5%)	51 (19.61%)	374 (27.20%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

Protected Characteristic - <u>Sexual Orientation</u>	2015/16 (Housed)	2015/2016 (Housing Register)	2016/17 (Housed)	2016/2017 (Housing Register)
Bi Sexual	nil	12 (0.9%)	1 (0.38%)	12 (0.87%)
Gay/Lesbian	1 (0.4%)	8 (0.6%)	3 (1.15%)	11 (0.80%)
Heterosexual	167 (64.5%)	803 (58.4%)	164 (63.09%)	819 (59.47%)
Not stated	91 (35.1%)	551 (40.1%)	92 (35.38%)	535 (38.86%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

Protected Characteristic - <u>Disability</u>	2015/16 (Housed)	2015/2016 (Housing Register)	2016/17 (Housed)	2016/2017 (Housing Register)
Physical	47 (18.1%)	136 (9.9%)	50 (19.23%)	217 (15.76%)
Learning	22 (8.5%)	62 (4.5%)	15 (5.77%)	74 (5.38%)
Visual	6 (2.3%)	29 (2.1%)	3 (1.15%)	34 (2.47%)
Mental Health	59 (22.8%)	192 (14%)	34 (13.08%)	237 (17.21%)
Hearing	8 (3.1%)	23 (1.7%)	4 (1.54%)	25 (1.82%)
None or Not stated	117 (45.2%)	932 (67.8%)	154 (59.23%)	790 (57.36%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

Protected Characteristic - <u>Age (years)</u>	2015/16 (Housed)	2015/2016 (Housing Register)	2016/17 (Housed)	2016/2017 (Housing Register)
18-39	119 (46%)	828 (60.5%)	144 (55.38%)	825 (59.92%)
40-49	42 (16.2%)	199 (14.5%)	36 (13.85%)	211 (15.32%)
50-54	12 (4.6%)	79 (5.5%)	10 (3.85%)	83 (6.03%)
55-59	10 (3.9%)	68 (5%)	9 (3.46%)	74 (5.37%)
60 and over	76 (29.3%)	200 (14.5%)	61 (23.46%)	184 (13.36%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

Protected Characteristic - <u>Sex (Lead Applicant)</u>	2015/16 (Housed)	2015/16 (Housing Register)	2016/17 (Housed)	2016/17 (Housing Register)
Male	77 (30%)	425 (31%)	64 (24.62%)	413 (30%)
Female	182 (70%)	949 (69%)	196 (75.38%)	964 (70%)
Total	259 (100%)	1,374 (100%)	260 (100%)	1,377 (100%)

6. Generally, the statistics confirm that the Protected Characteristics of homeseekers housed in Council accommodation is similar to those on the Housing Register. It is therefore recommended that no amendments are made to the Council's Housing Allocations Scheme, due to the Review of the Protected Characteristics of housing applicants and lettings.

Reason for decision:

7. The reason for the report is to consider if there has been any disparity, and to identify whether or not there are any indications to suggest the Council may be discriminating against any one group and if as a result, any changes should be made to the Housing Allocations Scheme.

Consultation undertaken:

8. The Tenants and Leaseholders Panel will be consulted at their meeting on 21 November 2017 with any comments reported orally.



SCRUTINY



Epping Forest District Council

Report to: Communities Select Committee

Date of meeting: 11 December 2017

Portfolio: Housing (Councillor S. Stavrou)

Subject: Key Performance Indicators 2017/18 - Quarter 2 Performance

Officer contact for further information: Monika Chwiedz (01992 562076)

Democratic Services Officer: Adrian Hendry (01992 564607)

Recommendations/Decisions Required:

That the Select Committee reviews Q2 performance in relation to the key performance indicators within its areas of responsibility.

Executive Summary:

The Local Government Act 1999 requires that the Council make arrangements to secure continuous improvement in the way in which its functions and services are exercised, having regard to a combination of economy, efficiency and effectiveness.

As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPI) relevant to the Council's services and key objectives, are adopted each year by the Finance and Performance Management Cabinet Committee. Performance against the KPIs is monitored on a quarterly basis by Management Board and overview and scrutiny to drive improvement in performance and ensure corrective action is taken where necessary.

Reasons for Proposed Decision:

The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement will be addressed, and how opportunities will be exploited and better outcomes delivered. It is important that relevant performance management processes are in place to review and monitor performance against the key performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review KPI performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress, and might mean that opportunities for improvement are lost.

Report:

1. A range of thirty-two (32) Key Performance Indicators (KPIs) for 2017/18 was adopted by the Finance and Performance Management Cabinet Committee in March 2017. The KPIs are important to the improvement of the Council's services and the achievement of its key objectives, and comprise a combination of some former statutory indicators and locally

determined performance measures. The aim of the KPIs is to direct improvement effort towards services and the national priorities and local challenges arising from the social, economic and environmental context of the district, that are the focus of the key objectives.

2. Progress in respect of each of the KPIs is reviewed by the relevant Portfolio Holder, Management Board, and overview and scrutiny at the conclusion of each quarter. This report provides an overview of all KPIs and includes in detail those indicators which fall within the areas of responsibility of the Communities Select Committee

3. A headline end of Q2 performance summary in respect of the KPIs falling within the Communities Select Committee's areas of responsibility for 2017/18, together with a detailed performance report for each of these indicators, is attached at Appendix 1 to this report.

Key Performance Indicators 2017/18 - Q2 Performance

4. The overall position for all 32 KPIs at the end of the Q2, was as follows:

- (a) 25 (78%) indicators achieved target;
- (b) 3 (9%) indicators did not achieve target,
- (c) 4 (13%) indicators performed within the agreed tolerance for the indicator, and
- (d) 26 (82%) of indicators are currently anticipated to achieve year-end target, 3 (9%) are uncertain whether they will achieve year-end target and a further 3 (9%) are anticipated not to achieve year-end target.

5. **Communities Select Committee indicators** - 9 of the Key Performance Indicators fall within the Communities Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at Q2 for these 9 indicators, was as follows:

- (a) 9 (100%) indicators achieved target;
- (b) 0 (0%) indicators did not achieve target, and
- (c) 0 (0%) of these KPI's performed within the agreed tolerance for the indicator
- (d) 9 (100%) of indicators are currently anticipated to achieve year-end target.

6. The 'amber' performance status used in the KPI report identifies indicators that have missed the agreed target for the quarter, but where performance is within an agreed tolerance or range. The KPI tolerances were agreed by Management Board when targets for the KPIs were set in March 2017, or were subsequently determined by the appropriate service directors.

7. The Select Committee is requested to review outturn performance in relation to the KPIs for Quarter 2 for 2017/18 within its areas of responsibility. The full set of KPIs will also be considered by the Finance and Performance Management Cabinet Committee on 16 November 2017.

Resource Implications: none for this report

Legal and Governance Implications: none for this report; however performance management of key activities is important to the achievement of value for money.

Safer, Cleaner, Greener Implications: none for this report

Consultation Undertaken: Relevant Select Committees and the Finance and Performance Management Cabinet Committee.

Background Papers: KPI submissions held by the Performance Improvement Unit.

Impact Assessments:

Risk Management: none for this report

Equality: none for this report.

Key Performance Indicators 2017/18 – Quarter 2 Performance Report

Appendix 1

Communities Quarterly Indicators		Q1 2017/18			Q2 2017/18			Q3 2017/18			Q4 2017/18			Is year-end target likely to be achieved?
		Target	Value	Status	Target	Value	Status	Target	Value	Status	Target	Value	Status	
COM001	Rent collected from current and former tenants as a percentage of rent due (excluding rent arrears brought forward).	99%	100.77 %	✓	99%	100.38%	✓	99%			99%			Yes
COM002	On average, how many days did it take us to re-let a Council property?	37	32	✓	37	33	✓	37			37			Yes
COM003	How satisfied were our tenants with the standard of the repairs service they received?	98%	100%	✓	98%	99.56%	✓	98%			98%			Yes
COM004	How many households were housed in temporary accommodation?	130	97	✓	130	103	✓	130			130			Yes
COM005	What percentage of our council homes were not in a decent condition?	0%	0%	✓	0%	0%	✓	0%			0%			Yes
COM007	What percentage of all emergency repairs are attended to within 4 working hours?	99%	99.01%	✓	99%	99.8%	✓	99%			99%			Yes
COM008	What is the average overall time to complete responsive repairs?	7	4.87	✓	7	4.25	✓	7			7			Yes
COM009	What percentage of appointments for repairs are both made and kept?	98%	99.01%	✓	98%	99.01%	✓	98%			98%			Yes
COM010	What percentage of calls to the council's Careline Service are answered within 60 seconds?	97.5%	99.8%	✓	97.5%	99.8%	✓	97.5%			97.5%			Yes

Key Performance Indicators 2017/18 Quarter 2 Performance

Report Author: Monika Chwiedz (Performance Improvement Officer)

Reflecting on our performance:

There are 32 KPIs for this year

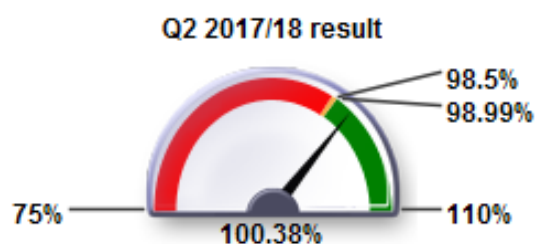
25 (78%) achieved target and 3 (9%) missed target and 4 (13%) performed within their amber tolerance.

Nine (9) of the Key Performance Indicators fall within the Communities Directorate.

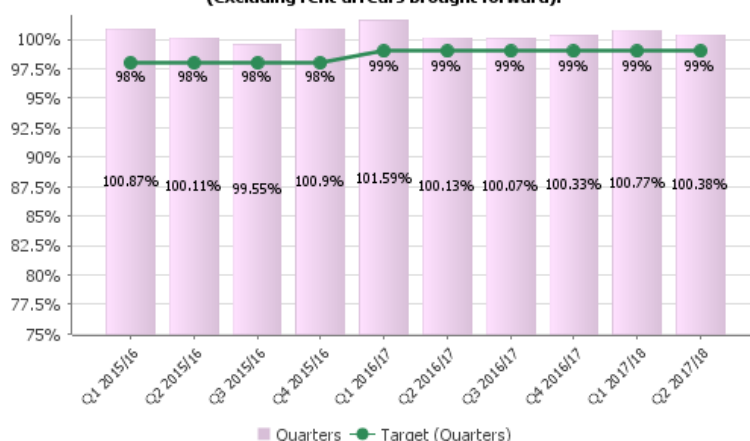
Rent collected from current and former tenants as a percentage of rent due

✓ **COM001** (excluding rent arrears brought forward).

This indicator is a key measure of the effectiveness and efficiency of our rent collection service. An efficient rent collection service is important to ensuring that as much of the rent due, and therefore potential income to the Council as landlord, is collected and received.



COM001 Rent collected from current and former tenants as a percentage of rent due (excluding rent arrears brought forward).



Comment on current performance: Target achieved

Calculation $(E / (A - B)) * 100$

E = RENT COLLECTED IN YEAR FROM CURRENT AND FORMER TENANTS

A = RENT AND SERVICE CHARGES DUE FOR THE PERIOD

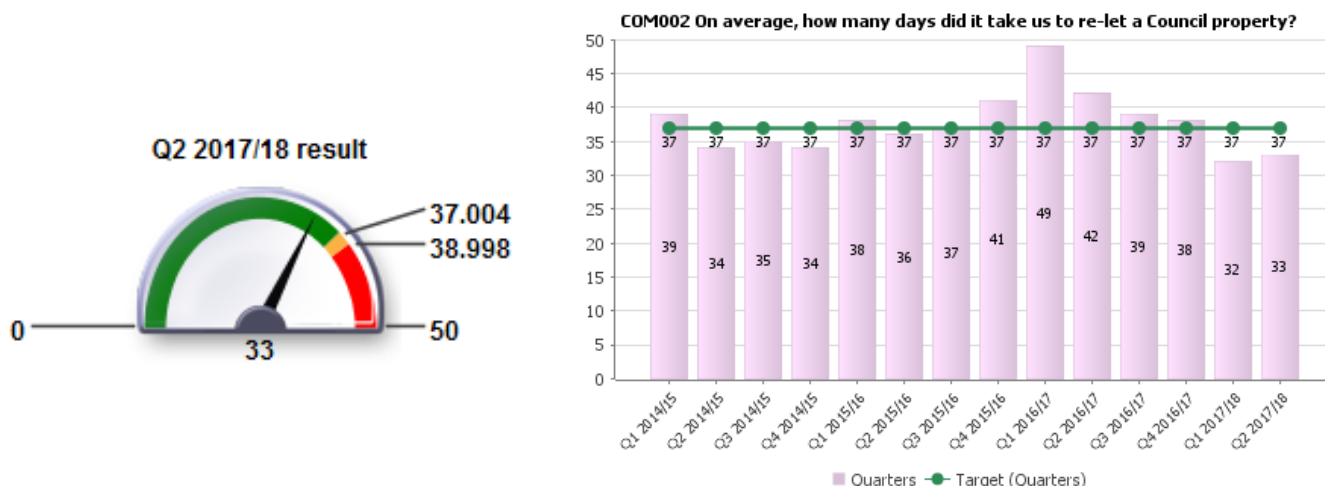
(WHETHER PROPERTY IS OCCUPIED OR NOT AND EXCLUDING ARREARS BROUGHT FORWARD)

B = RENT LOSS DUE TO EMPTY PROPERTIES

$(£16,340,441.43 / (£16,418,841.00 - £140,768.13)) = 100.38\%$

COM002 On average, how many days did it take us to re-let a Council property?

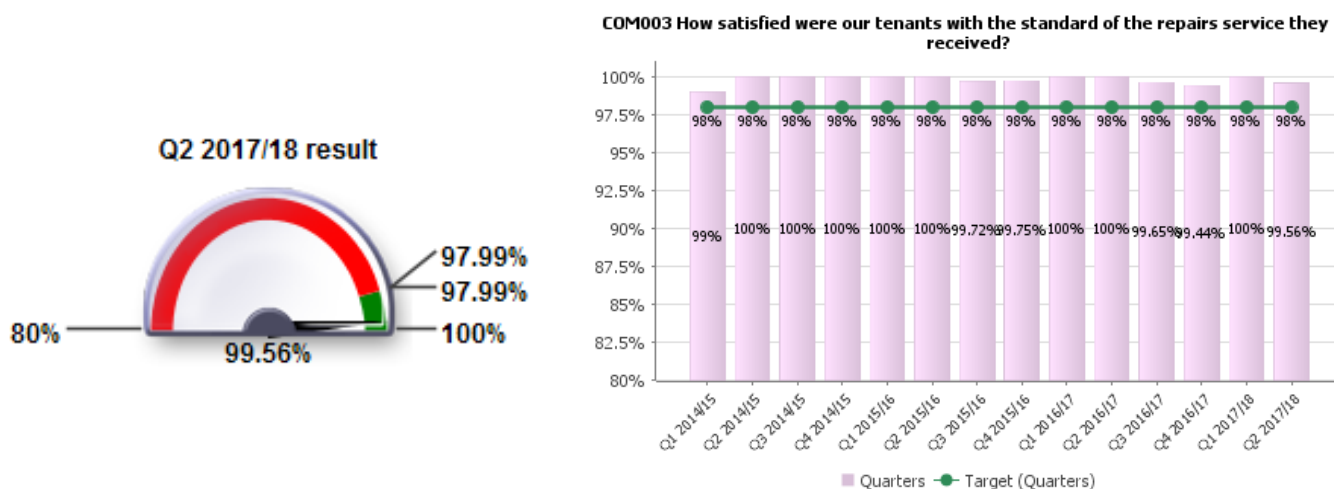
The calculation excludes those properties which are 'difficult to let' (offered to and refused by at least two applicants) or 'major works' (works over 6 weeks AND over £1500 in cost terms). In addition it also excludes 'properties let through mutual exchanges', 'very sheltered accommodation' and 'properties the council intends to sell or demolish'.



Comment on current performance : Within target set

COM003 How satisfied were our tenants with the standard of the repairs service they received?

This indicator is a measure of housing management performance, as it is incumbent upon the Council as landlord to ensure the upkeep of its dwellings and that repairs are completed on time and to the satisfaction of tenants



Comment on current performance : Total number of MCM surveys completed = 29. Total number of SMS

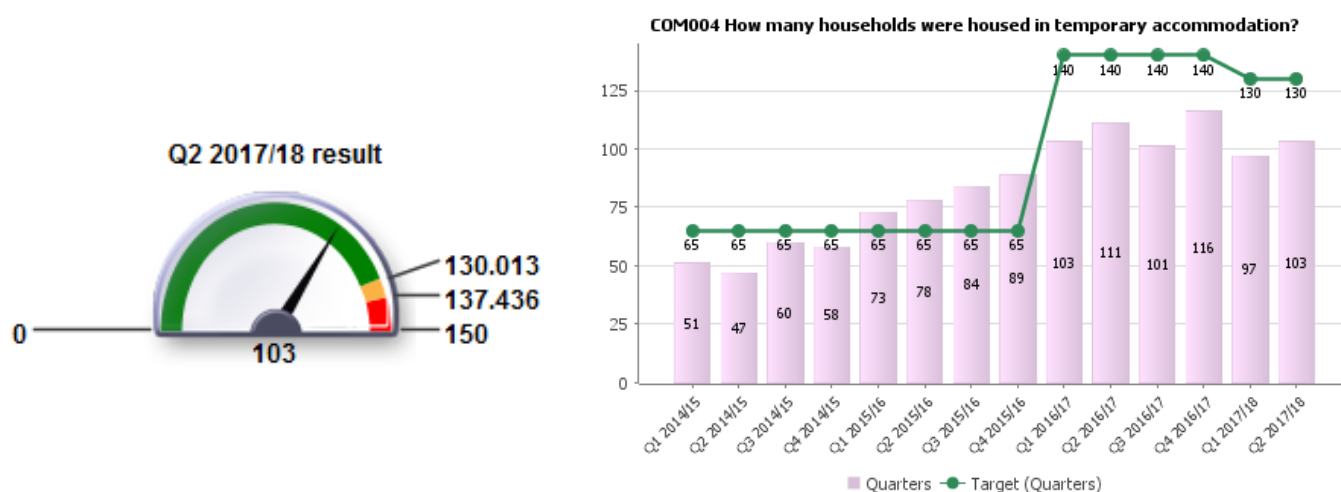
responses received = 425. Level of satisfaction provided to EFDC tenants remains high.

Calculation: 29 MCM replies received + 425 SMS replies = 454 in total. Number of satisfied tenants from MCM = 29 + number of satisfied tenants from SMS = 423 so total is 452.

Therefore the calculation is $452/454 * 100 = 99.56\%$

✓ COM004 How many households were housed in temporary accommodation?

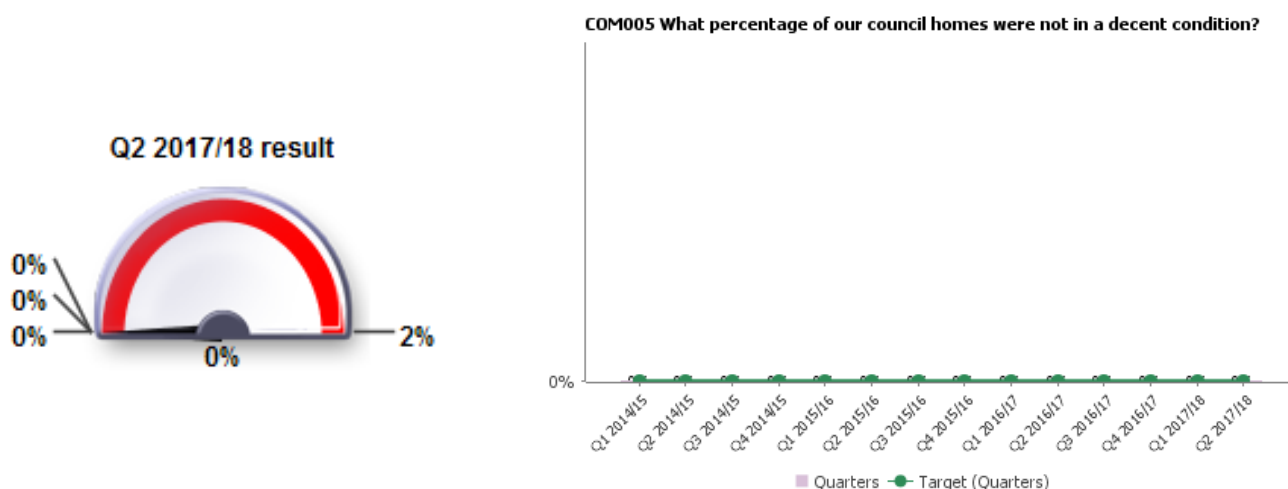
This indicator monitors progress towards reducing the number of households in temporary accommodation provided under homelessness legislation. Annual performance is judged on the average of all four quarters performances.



Comment on current performance : – target met

✓ COM005 What percentage of our council homes were not in a decent condition?

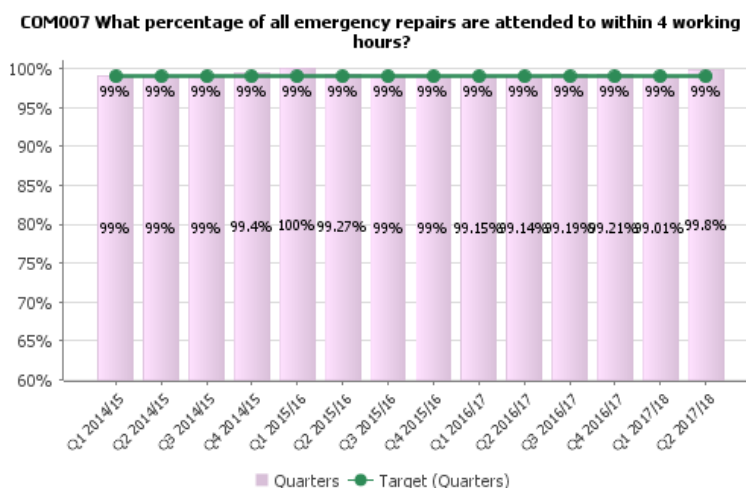
This indicator measures the number of non-decent council homes and the proportion this represents of the total council housing stock, in order to demonstrate progress towards making all council housing decent.



Comment on current performance : Target met

COM007 What percentage of all emergency repairs are attended to within 4 working hours?

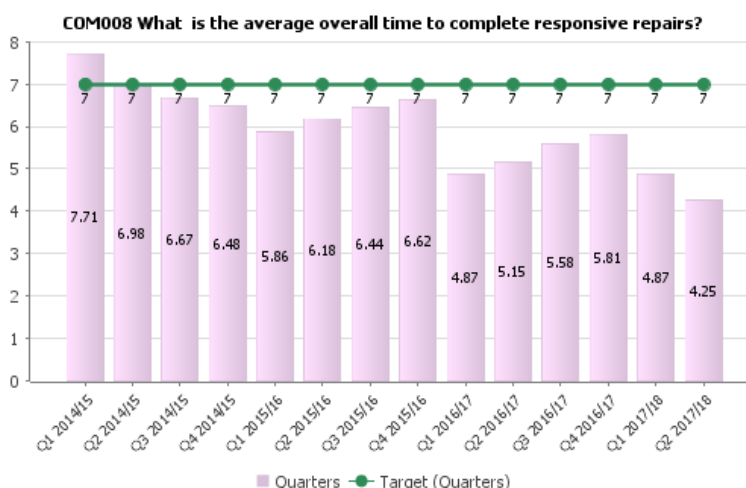
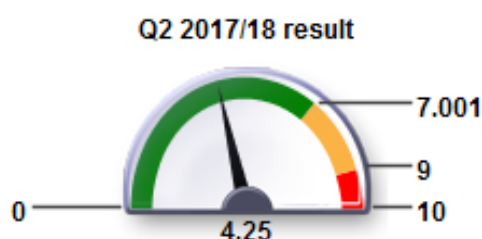
This indicator is a measure of housing management performance, as it is incumbent upon the Council as landlord to ensure the upkeep of its dwellings and that repairs are completed on time. The target time for the completion of emergency repairs is 4 hours.



Comment on current performance : Target met, total number of jobs 401, total attended within time 400
Total % is 99.8%

COM008 What is the average overall time to complete responsive repairs?

This indicator is a measure of housing management performance, as it is incumbent upon the Council as landlord to ensure the upkeep of its dwellings and that repairs are completed on time. The target time for the average overall completion of responsive repairs is 7 working days.



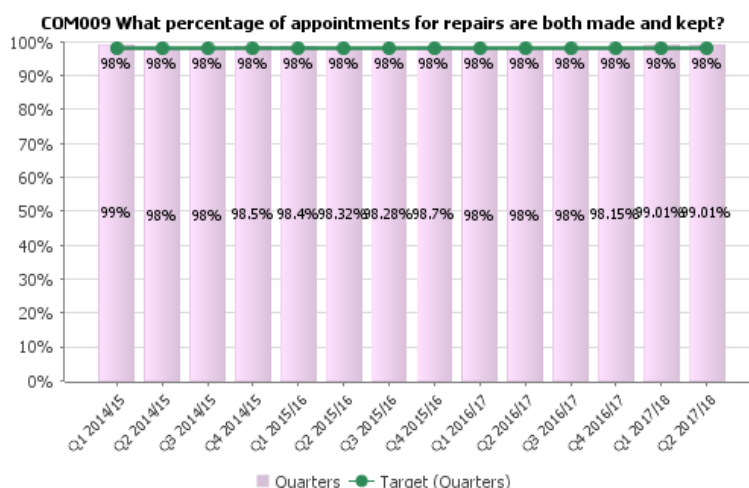
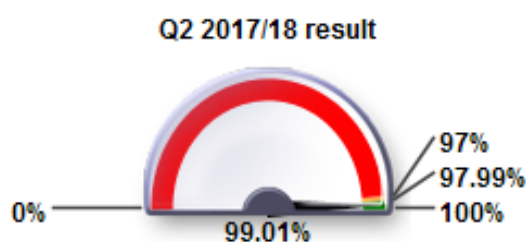
Comment on current performance: Target achieved – Total Jobs 4006

Total working Days 17021

Calculation – 17021 working days divided by jobs 4006 equals 4.2 average working days

COM009 What percentage of appointments for repairs are both made and kept?

This indicator is a measure of housing management performance, as it is incumbent upon the Council as landlord to ensure the upkeep of its dwellings and that repairs are completed on time. The target for the percentage of appointments both made and kept is 98%.



Comment on current performance: Target achieved. Total appointments 3933

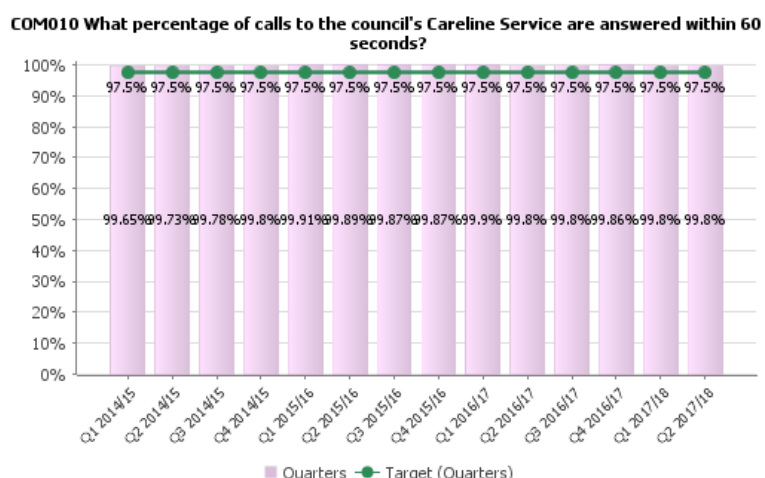
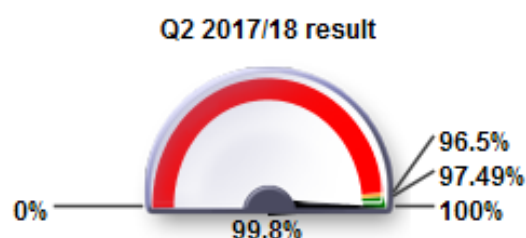
Appointments kept 3896

Late appointments 37

Total % is 99.01% on time appointments

COM010 What percentage of calls to the council's Careline Service are answered within 60 seconds?

Percentage of applicable calls received at the Careline Control Centre from users (i.e. excluding door entry, test calls and calls from Scheme Managers on/off duty) that are answered by a controller within 60 seconds of the call being received at the Control Centre. This is the required definition used by the Telecare Services Association (TSA) for accreditation to the TSA.



Comment on current performance: Target met.



SCRUTINY



Epping Forest District Council

Report to: Communities Select Committee

Date of meeting: 11 December 2017

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2017/18 – Quarter 2 progress

Officer contact for further information: Monika Chwiedz (01992 562076)

Democratic Services Officer: Adrian Hendry (01992 564607)

Recommendations/Decisions Required:

- (1) That the Committee review the second quarter (Q2) progress of the Corporate Plan Key Action Plan for 2017/18 in relation to its areas of responsibility; and
- (2) That the Committee identifies any actions arising from the Corporate Plan Key Action Plan for 2017/18 Q2 within its areas of responsibility, which require in-depth scrutiny or further report on current progress.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2017/18 was adopted by Council at its meeting on 27 September 2016. Progress in relation to all actions and deliverables is reviewed by the Cabinet, the Overview and Scrutiny Committee, and the appropriate Select Committee, on a quarterly basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance.

Some actions have cross directorate responsibility. Where this is the case the most appropriate Select Committee is requested to consider the action. This report presents

progress against the Key Action Plan for 2017/18 for actions most appropriately considered by the Communities Select Committee.

Other Options for Action:

Actions with cross directorate responsibility could be considered by an alternative Select Committees, or not considered by the Select Committees.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritize resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2017/18 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2017/18. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.
3. The annual action plans are working documents are subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. The Leader of Council, in consultation with the Chief Executive, is authorised to agree further changes to the Action plan, following agreement by the Council.
4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. Quarter 2 progress against the individual actions of the 2017/18 Key Action Plan, is as below: In reporting outturn progress, the following 'status' indicators have been applied to the to individual actions:

Achieved (Green) - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

On-Target (Green) - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

Under Control (Amber) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

Behind Schedule (Red) - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

Pending (Grey) - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

5. There are 50 actions in total for which progress updates for Q2 are as follows:
 - 41 (82%) of these actions have been 'Achieved' or are 'On Target'
 - 2 (4%) of these actions are 'Under Control'
 - 7 (14%) are 'Behind Schedule'
 - 0 (0%) are 'Pending'

20 actions fall within the areas of responsibility of the Communities Select Committee. At the end of Q2:

- 14 (70%) of these actions have been 'Achieved' or are 'On-Target'
- 0 (0%) of these actions are 'Under Control'
- 0 (0%) of these actions are 'Pending'
- 6 (30%) of these actions are 'Behind Schedule'

6. The Committee is requested to review the Q2 progress against Key Action Plan for 2017/18 as set out in Appendix 1 of this report, and identify any actions that require more in-depth scrutiny or further progress reports.

7. Q2 progress will also be considered by the Cabinet on 7 December 2017 and the Overview and Scrutiny Committee on 9th January 2018.

Resource Implications: None for this report.

Legal and Governance Implications: None for this report. Performance monitoring contributes to the delivery of value for money.

Safer, Cleaner, Greener Implications: None for this report.

Consultation Undertaken: The performance information set out in this report has been submitted by each responsible service director.

Background Papers: Relevant documentation is held by responsible service directors.

Impact Assessments:



Risk Management: None for this report.

Equality: None for this report.

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Aim 1. To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low




Objective 1.a. To ensure that the Council's Medium Term Financial Strategy (MTFS) plans to meet the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding




Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Implement the Council's future options review for the HRA Financial Plan, in light of Government requirements to reduce Council house rents by 1% p/a for 4 years and to sell 'higher value' empty Council properties.	Communities	31-Mar-2018		Achieved	Q1 – Completed. The Council Housebuilding Programme has re-commenced; Cabinet has agreed the purchase of completed affordable homes from the purchaser of the Pyrles Lane Nursery development; and the Housing Maintenance Programme has been re-configured to reduce the amount of improvements to the Council's housing stock in accordance with the decision to revert to the Decent Homes Standard from the Modern Home Standard
2. Prepare for the implementation of the sale of 'higher value' empty Council properties, to pay the Government's annual levy and meet the requirements of the Housing and Planning Act 2016	Communities	31-Mar-2018		On Target	<p>Q2 – Not yet required – Government decision on the proposal is likely to be made 'as soon as possible' but may be delayed but the publication of housing green paper.</p> <p>Q1 – Not yet required – Government decision on the future of this proposed policy is awaited</p>

Objective 1.b. To continue to review and develop the Council's own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- The Epping Forest Shopping Park, Loughton
- Council Housebuilding Programme
- St John's Redevelopment Scheme, Epping
- North Weald Airfield

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Deliver Phase 1 of the Council Housebuilding Programme, to provide 23 new affordable rented	Communities	06-Oct-2017		Behind Schedule	<p>Q2 - Good progress continues to be made, with all development sites making up Phase 1 due to be completed by the end of October 2017.</p> <p>Q2 – Following the CHBCC appointment of P A Finlay in September 2016, as</p>

homes					<p>the preferred developer to complete Phase 1 of the Council house-building programme, works have progressed well, with some of the homes now handed over and occupied, as follows:</p> <p>Site 4 - 2 x 3-bed houses handed over and occupied 04/04/17 Red Cross site - 4 x 3-bed houses handed over and occupied 06/06/17 Site 7 - 6 x 2-bed houses handed over and occupied 17/07/17 Harveyfields - 9 flats due to be handed over by early September 2017 Red Cross Duplex homes - 2 1-bed duplex homes due to be handed over by end of September 2017.</p> <p>Official opening ceremony being planned for 6th October 2017 by the Housing Portfolio Holder, Chairman of Council and John Scott, former Chief Officer.</p> <p>Q1 - Good progress being made. A number of homes have been handed over in phases. Completion due in September 2017. An Official Opening centred on John Scott Court is planned for October 2017</p>
Progress Phases 2 and 3 of the Council Housebuilding Programme, to provide 85 new affordable rented homes	Communities	31-Mar-2018		Behind Schedule	<p>Q2 - Good progress continues to be made across all Phase 2 and 3 sites with the exception of Queens Road, North Weald where delays have been experienced due to electrical mains and sub-station diversions. The Queens Road site has been delayed by around 9-months will start on site around December 2017 and completion 18-months later.</p> <p>Q1 – Good progress being made with Phase 2 (Burton Rd, Loughton).The sites under Phase 3 have commenced</p>
3. Procure Phases 4, 5 and 6 of the Council Housebuilding Programme, to provide new affordable rented homes	Communities	31-Mar-2018		Behind Schedule	<p>Q2 - With East Thames serving notice to end their Development Agent role with the Council, alternative procurement and delivery approach needs to be considered. There is a 6-month exit management plan in place with a subsequent 6-month OJEU procurement exercise needed to put in place alternative arrangements. The risks to 1-4-1 receipts is being evaluated as part of the HRA financial review.</p> <p>Q1 – Discussions are being held with the Council's Development Agent, East Thames, on the options for procuring consultants and appointing their consultants.</p>
4. Purchase 8 affordable rented properties from the private developer of the development at Barnfield, Roydon, as part of the	Communities	31-Mar-2018		On Target	<p>Q2 - These homes are progressing well, with hand-over due by December 2018.</p> <p>Q1 – Good progress being made. The homes are due to be handed over by the</p>

Council's Housebuilding Programme					private developer in Autumn 2017.
5. Establish a pilot for modular accommodation to meet the housing needs of six single homeless residents	Communities	31-Mar-2018		On Target	<p>Q2 - ECD Architects have been appointed and are making good progress. Pre-app discussions have taken place and a planning application is pending.</p> <p>Q1 – A Brief has been formulated for the appointment of Employers Agent – and tenders have been received. Once appointed, the successful EA will specify and procure the works, and the Council's nominated supplier will provide the units.</p>
6. Relocate the Housing Repairs Service from the Epping Depot to the Oakwood Hill Depot, Loughton	Communities	31-Mar-2018		Behind Schedule	<p>Q2 - The Cabinet decision to relocate the Repairs Service was the subject of a call-in over the delivery of off-site staff parking. This has resulted in a detailed options appraisal of all potential alternative parking. Surveys have been commissioned to support any potential future planning application.</p> <p>Q1 – The Project Team has identified 5 options for co-locating the Housing Repairs Service with Grounds Maintenance and Fleet Operations. A solution for the problem of staff parking is being formulated. A Consultant QS is currently costing the options. A report on the proposed approach will be submitted to Cabinet shortly. PwC, the Council's Accommodation Consultants, are liaising with the Project Team Chair over linkages with the Council's Accommodation Strategy</p>
8. Subject to the agreement of Cabinet, enter into a Development Agreement with the purchaser of the nursery site at Pyrles Lane, Loughton, for the Council to purchase the affordable rented homes provided on the site, as part of the Council's Housebuilding Programme	Communities	31-Dec-2017		On Target	<p>Q2 - as per Q1.</p> <p>Q1 – In July, Cabinet has agreed the purchase of completed affordable homes from the purchaser of the Pyrles Lane Nursery development. The detailed arrangements will be set out in the Marketing Brief to consultants at the appropriate time.</p> <p>Q1 - Council received the building after practical completion in mid-June 2017. Tenants now fitting out with opening scheduled for late September 2017. Highways Section 278 Works to be completed by end of August 2017.</p>

Objective 1.c. To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Enter into a further long-term shared service agreement to manage Lowewood Museum on behalf of Broxbourne Borough Council, to generate income	Communities	30-Jun-2017	●	On Target	<p>Q2 – A revised, 5 year SLA for Lowewood Museum has been produced and has now been signed by both Councils</p> <p>Q1 – The revised SLA has been produced and approved by EFDC's Leisure and Community Services Portfolio Holder. However, delays are being experienced with Broxbourne BC signing the agreement, which is being pursued</p> <p>Q1. SLA with Broxbourne BC currently being scrutinized by BBC O&S committee, as part of financial efficiency plan. Cabinet decision to be made on 11th July.</p>
2. Subject to the successful receipt of National Portfolio Organisation (NPO) status from Arts Council England, evaluate the potential for partnership working with Chelmsford Borough Council for museum and cultural services	Communities	31-Mar-2018	●	On Target	<p>Q2 – Work continues to take place with Chelmsford City Council following actions contained within the NPO plan and smaller funding bids are being developed to deliver on the work, where necessary.</p> <p>Q1 - Unfortunately the No Borders partnership application to Arts Council England was not successful, due to the number of applications that were received and the 'balance process' applied to assessing bids. Our bid was recommended by ACE Eastern Region, for national evaluation, which assesses each application on geographical spread of investment; diversity in the organisation and specialisation. As our services are in an area of already high ACE investment and the organisation is not 'diversity-led we were unsuccessful this time. However, we have been advised that our bid was very strong and that we can access alternative 'project' funding to deliver some of the proposed business plan. We have a firm commitment with Chelmsford Council to work together on this, going forward</p> <p>Q1 - The joint working on the payroll service and further development of additional modules continues to go well. Initial discussions have been held with one potential partner but this seems unlikely to proceed at the moment.</p>


Aim 2. To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery

Objective 2.a. To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Facilitate and ensure that accommodation provided to nursery workers is fit for purpose, through implementation of the Nursery Workers Accommodation Action Plan	Communities	31-Mar-2018	●	On Target	Q2 – Follow up inspections commenced Q3, Lea Valley growers have decided to drop application for special consideration under Local Plan, Action plan being reviewed. Q1 – The Council's Nursery Worker Task Force continues to meet to progress the Action Plan. The Lea Valley growers have agreed, in principle, to work with the Council to implement their trade body's recently published accommodation standards for nursery workers – which is a positive (but early) step forward in improving the housing conditions for workers.
Update the Council's Housing Strategy, following production of the Draft Local Plan 'Preferred Options Approach'	Communities	31-Dec-2017	●	Achieved	Q2 - The Housing Strategy has now been agreed by the Cabinet at its meeting in October 2017. Q1 - A Draft Housing Strategy has been produced, on which consultation with the Communities Select Committee has been undertaken. It was intended to submit the Housing Strategy to Cabinet in July 2017 for adoption. However, due to the good progress being made with the Local Plan, which is a dynamic process, the inter-relationship with the Local Plan process in the Housing Strategy is being reviewed. A revised Housing Strategy will be submitted to the Cabinet for consideration in Autumn 2017.


Objective 2.c. To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Subject to the receipt of funding from Arts Council England, establish a Museum Development Trust to increase income for museum services	Communities	31-Mar-2018	●	On Target	Q2 - Seven trustees have now been appointed to the Culture without Borders Development trust, including a Chair. Further promotion and recruitment for up to 4 more (max) trustees is planned for November '17. Q1 – Very good progress is being made with this exciting initiative. The Memorandum and Articles of Association for the new limited company and





					charity have been approved by the Leisure and Community Services Portfolio Holder, following a briefing held for senior EFDC and BBC officers and members. The first round of interviews was held for trustees in June and five have been appointed, in addition to the respective Portfolio Holders from each Council.
4. Establish 3 multi-agency groups to contribute to the health, well-being and safety priorities of our residents, to improve quality of life	Communities	31-Mar-2018		Achieved	<p>Q2 - The three thematic groups established to lead on improvement of Health & Wellbeing in the District are now meeting regularly. In addition, an Epping Forest District Health and Wellbeing Strategy has been drafted, to direct the implementation of initiatives to improve health through these groups.</p> <p>Q1 - All three Health and wellbeing focus groups have been established and initial meetings have been held. This includes Start Well (0-19's), Age Well (20's – 60's) and Stay Well (60+).</p>

Aim 3. To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose

Objective 3.b. To utilize modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access

Action	Lead Directorate	Target Date	.	Status	Progress notes
5. Deliver initiatives from the Environmental Charter, using modern technology to provide enhanced services to customers	Communities	31-Mar-2018		On Target	<p>Q2 Progress report from Corporate Green Working Party delivered on 19th September to Neighbourhoods Select Committee, a number of on-line forms for residents are in test mode, with the intention to use them as soon as the test phase is completed. This will not only reduce paper usage but also provide a better service to residents.</p> <p>Q1 – No progress has been able to be made on this initiative, pending the arrival of the new Assistant Director (Private Housing and Communities Support) in August 2017.</p>

Objective 3.c. To ensure that the Council understands the effects of an ageing population within the District and works with other agencies to make appropriate plans and arrangements to respond to these effects

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Implement the Action Plan for the future delivery of services to older people, following the Ageing Population Needs Assessment	Communities	31-Mar-2018		On Target	Q2 - Work to deliver the recommendations identified in the Impact of An Ageing Population Action Plan are ongoing and many of these are being delivered through the Health and Wellbeing 'Stay Well' thematic Group (see 2c. 4) Q1 – Good progress continues to be made with implementing the Action Plan, in partnership with other agencies And monthly meetings are being held with colleagues from ECC and West Essex CCG.
2. Review the approach to the delivery of housing support for residents at the Council's sheltered housing schemes	Communities	31-Mar-2018		Behind Schedule	Q2 – As Q1 Careline due for handover 20 November 2017 Q1 – As the outsourcing of the Council's Careline is close to reaching its conclusion, there is a need to bed down the new call monitoring arrangements and also to consider the longer term staffing arrangements for the Older People's Housing Services – both of which are linked to the proposed wider review of the future sheltered housing service. This is a major project that will therefore not be completed by March 2018. The revised completion date is Sept 2018
3. Review, modernise and rationalise the sheltered housing to better meet the needs of residents	Communities	31-Dec-2017		Behind Schedule	Q2 – In absence of Director of Communities no further progress has been possible on this action. Q1 - The officer project team has formulated some initial thoughts, which will be discussed with the Communities Select Committee in the first instance in Autumn 2017
4. Deliver the Council's Careline Monitoring Service through an outsourced arrangement with a third party provider, following a competitive procurement exercise	Communities	28-Feb-2018		On Target	Q2 - The Housing Portfolio Holder agreed the appointment of Tunstall Health (UK) limited as the provider of the alarm monitoring service. Contracts have been signed and the service will be transferred on 20 November 2017. Q1 – Following a competitive procurement process, based on price and quality, using an existing Framework Agreement, a recommendation on a preferred contractor has been made to the Housing Portfolio Holder. The programmed transfer of service date of November 2017 continues to be on target.

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Report to Communities Select Committee

Date of meeting: 11 December 2017

Portfolio: Housing – Councillor Syd Stavrou

Subject: HomeOption Choice Based Lettings Scheme – Progress Report



Officer contact for further information: Roger Wilson extension 4419

Committee Secretary: Adrian Hendry extension 4246

Recommendations/Decisions Required:

That the Communities Select Committee reviews the attached Information Bulletin setting out progress made on Housing Allocations and the HomeOption Choice Based Lettings Scheme for the period 27 July 2016 to 27 July 2017.

Report:

1. As part of its Work Programme, the Communities Select Committee considers an annual report on the “HomeOption” Choice Based Lettings Scheme.
2. The Choice Based Lettings Scheme was introduced in November 2007, which was necessary to meet the requirements of Government at that time that such a scheme be in place by 2010 at the latest. The scheme is administered by the external Choice Based Lettings agency Locata Housing Services (LHS). Under the scheme, all vacant social rented properties are advertised to applicants on the website and a weekly Property List giving details of location, type, rent, service charge, council tax band and landlord of the available accommodation. Applicants apply for a property by “expressing an interest” in up to a maximum of three properties for which they have an assessed need, either in person, by Internet, telephone, text, or email.
3. At the end of the weekly cycle, the Council analyses the “expressions of interests” received and allocates each property following a prioritisation and selection process in accordance with its own Housing Allocations Scheme. In general terms, the property is offered to the applicant in the highest band, who has been registered the longest, who had “expressed an interest” for the specific vacancy. The results of the “expressions of interest” on each property advertised is then published on the website and the next periodic Property List, setting out the number received on each property, as well as the Band and registration date of the successful applicant. This helps applicants to see how long the successful applicant has been waiting and gives greater transparency in the allocation of accommodation, as each applicant would be able to clearly understand how the scheme works.

4. The Council is a member of the Herts and Essex Housing Options Consortium (HEHOC) which jointly operates the Choice Based Lettings Scheme and consists of the following six authorities:

- Brentwood Borough Council
- Chelmsford City Council
- Broxbourne District Council
- Epping Forest District Council
- Uttlesford District Council
- East Herts District Council

HomeOption Choice Based Lettings Information Bulletin

5. The HomeOption Choice Based Lettings Information Bulletin for the period 27 July 2016 to 27 July 2017 is attached as an appendix to the report.

6. Around 88% of all applicants registered on the Housing Register have participated in the scheme during the last year. LHS confirm that, nationally, this is a high participation rate. Some applicants may not participate for a variety of reasons including:

- Joining the Register to accumulate time on the Register, should they want Council accommodation in the future.
- Applicants who wish to move to smaller accommodation and may be biding their time until a property becomes available that meets all of their aspirations.

7. As at 27 July 2017 there were 1,377 Home seekers on the Housing Register, the number of lets and number of Home seekers in each of the three priority Bands are shown in the table attached as an Appendix. Under the Scheme, there is a Supplementary Waiting List which enables applicants over 60 years of age who do not meet with the Residency Criteria, or have a housing need, to bid on properties in sheltered accommodation and to receive an offer (if no home seekers on the Register are interested) as such properties are often difficult-to-let. As at 27 July 2017, there were 123 applicants on the Supplementary Waiting List.

Support Currently Provided to Vulnerable Applicants

8. The Housing Allocations Team within the Housing Options Section offers a great deal of support to vulnerable applicants including:

- A list of all vulnerable applicants is maintained. The list is compiled by referrals made by Scheme Managers, other Council staff and external agencies
- The Council's Housing Relocation Support Officer provides assistance to vulnerable people to join the Housing Register, submit bids on properties and importantly assists with the practicalities of moving home
- All Scheme Managers are given lists of older tenants they visit who are on the Housing Register. When visiting, they ensure the residents fully understand how to participate in the Choice Based Lettings Scheme
- When any new applicant joins the Housing Register, they are given an Information Pack which gives details of the scheme and how assistance can be obtained

- Articles have been included in the tenants' magazine, "Housing News" in the past on how the scheme operates, explaining that applicants can seek assistance from staff
- A letter is sent to all those who are not participating in the scheme for more than 6 months asking them if they wish to remain on the Housing Register, but more importantly, asking if they require any assistance in participating in the Scheme
- Access to the Scheme is provided electronically by way of a "kiosk" and a computer terminal currently provided in receptions at the Area Housing Office (South) at The Broadway, Loughton and at the Limes Centre in Chigwell. The kiosks also give access to a range of other Council services
- Staff are able to refer applicants to Essex County Council's floating support provider, Family Mosaic, for assistance with a range of housing-related support matters, including participating in the HomeOption scheme
- All Housing Options staff are very experienced in providing support to all applicants

9. The Communities Select Committee is asked to review progress made on the HomeOption Choice Based Lettings Scheme.

Consultation undertaken:

The Tenants and Leaseholders Federation will consider the report at its next meeting in January 2018.

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APPENDIX

HomeOption – Information Bulletin

(27 July 2016 – 27 July 2017)

Number of properties allocated (including Housing Association allocations) to home seekers on the Housing Register	260
Number of home seekers on the Housing Register (27 July 2017)	1,377
Number of home seekers on the Housing Register who have not participated in the scheme	159 (11.5%)
Number of applicants on the Supplementary Waiting List (27 July 2017)	123
Number of applicants on the Supplementary Waiting List who have not participated in the scheme	48 (39%)
Method of expressing an interest	Internet 88% Telephone 0.2% Staff help 11.8%

Housing Register		
Band	Number of Lets	Number of Homeseekers (At 27 July 2017)
A	86	141
B	145	553
C	30	683
Homeless direct offers	71	N/A
Other direct offers including Supported Housing and Priority Transfers	44	N/A
Supplementary Waiting List	38	123
Total	414	1,500

Report to Communities Select Committee

Date of meeting: 11th December 2017

Portfolio: Housing – Cllr S. Stavrou

Subject: HRA Financial Plan 2017/18 – Six-Month Review



Officer contact for further information: Alan Hall – Director of Communities (01992 564004)

Committee Secretary: Adrian Hendry (01992 564246)

Recommendations Required:

- (1) That the Six-Month Review of the HRA Financial Plan 2017/18 from SD Smith Consultancy, the Council's HRA Business Planning Consultants, attached as an Appendix be considered; and**
- (2) That the Select Committee provides any comments or concerns to the Housing Portfolio Holder and Director of Communities accordingly.**

Report:

1. At its meeting in March 2017, the Communities Select Committee considered the draft HRA Financial Plan for 2017/18 and recommended its adoption to the Housing Portfolio Holder, which was subsequently approved. The HRA Financial Plan sets out the anticipated HRA income and expenditure over the next 30 years.
2. The Cabinet has asked the Communities Select Committee to review updates to the HRA Financial Plan twice each year, at its scheduled meetings in November and March. In addition, senior Housing and Finance officers also formally review the Financial Plan in July and January each year too.
3. Simon Smith from SD Smith Consultancy has acted as the Council's HRA Business Planning Consultants for many years. Simon Smith SDS has undertaken a Six-Month Review of the current HRA Financial Plan, to take account of the Council's current financial position and national and local policies. His Six-Month Review Report, setting out the changes and current financial position, is attached as an Appendix.
4. The Select Committee is asked to consider the Six-Month Review Report and to provide any comments or concerns to the Housing Portfolio Holder and Director of Communities accordingly.

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EPPING FOREST DISTRICT COUNCIL - HRA FINANCIAL PLAN REVIEW Q2 – NOVEMBER 2017

SD SMITH CONSULTANCY LTD

CONTENTS

1. Introduction
2. Base Budget Position
3. Assumptions for Future Forecasts on Revenue Income and Expenditure
4. Assumptions for Future Forecasts on Capital Expenditure
5. Funding the Forecast Capital Expenditure and Its Implications
6. Forecast HRA Balances and Future Resources Available
7. Summary and Other Considerations
8. Appendix 1 - Key Financial Assumptions
9. Appendix 2 – Financial Projections

1. Introduction

- 1.1 SD Smith Consultancy Ltd has been appointed to provide quarterly reviews of the Council's HRA Financial Plan and advise of potential impacts of legislative and policy changes.
- 1.2 This review takes account of changes to the key assumptions and investment requirements since the March 2017 review and the formulation of the new annual Financial Plan. The Plan showed that the Council's full housebuilding programme could be sustained, but would require the future investment in current housing stock to be reduced to the Decent Homes Standard. In addition, the £31.8million loan due for repayment in March 2022 would require refinancing of £14.810million, repayable some 3 years later. For the avoidance of any doubt, therefore, this review takes no account of any potential effects of the Housing and Planning Act's proposals relating to the required sale of higher value voids, since the Government's intentions are still not yet known.
- 1.3 This review does take into account the latest approved budgets for 2017.18 inclusive of the HRA, Capital and New Build Programme; in addition it shows the 2016.17 out-turn and the slippage on both the Capital and New Build Programme.

2. Base Budget Position

- 2.1 The table below shows the budgets to which our modelling is launched:

£'000	Note	Original 2016.17 Budget	Out-turn 2016.17	Original 2017.18 Budget
Rental Income	2.4	31,788	31,925	31,613
Service Charges	2.5	1,610	1,543	1,752
Non-Dwelling Income		877	846	892
Other Income		370	360	380
General Management		5,303	5,310	5,550
Special Management		3,770	3,717	3,898
Other Management		378	374	477
Bad Debt Provision	2.6	100	74	100
Revenue Repairs		5,800	5,800	6,000
Interest Paid		5,562	5,538	5,562
Finance Administration		64	67	62
Interest Received	2.7	246	244	162
Depreciation		8,029	8,011	8,220
Self-Financing Reserve		-	-	-
FRS 17 Adjustments		24	(9)	24
Capital Contributions	2.8	5,636	5,367	6,580
Surplus (Deficit)		494	651	(1,674)

- 2.2 The above table shows that the 2016.17 out-turn position for the HRA has a beneficial variance of £0.157million, which is for a variety of reasons, with the largest variances being additional rent being collected than budgeted for and reductions to capital contributions.
- 2.3 The accompanying text for the budgets explains the variances between the 2016.17 out-turn and forecast budget.
- 2.4 The final out-turn provides the actual rental income against the forecast, which is always difficult to accurately estimate given the number and type of properties sold, the number of properties re-let onto formula rent and void performance.
- 2.5 The level of service charges recovered from leaseholders for works has contributed to the decrease in revenue.
- 2.6 Following a review of the rent arrears profile and delays in the Government's welfare reforms (predominantly the roll-out of Universal Credit), the contribution to the bad debts reserve is lower than anticipated.
- 2.7 The interest received accurately reflects the interest receivable on all reserves including the 'over-financed' position of the Council's HRA Capital Financing Requirement (CFR).
- 2.8 The direct revenue contribution to capital was reduced on account of the cost of works for gas pipe works being charged to the Repairs Fund due to reclassification and covered by balances
- 2.9 This table demonstrates the latest position for HRA capital expenditure.

£'000	2016.17 Budget	2016.17 Out-turn	2017.18 Budget	2017.18 Revised
New House Build Programme	9,331	7,892	13,224	12,856
North Weald Hub	70	11	3,130	0
Planned Works	6,207	4,905	5,880	5,267
Replacements, Improvements	4,955	4,555	5,830	4,991
TOTAL	20,563	17,363	28,064	23,114

- 2.10 The core reason for under-spend on new-build in 2016.17 is due to the delays with completing Phase 1. The re-phasing of expenditure for Phases 2 & 3 has also affected the revised position for 2017.18.
- 2.11 The latest modelling actually increases the new build expenditure to £46.478million between 2017.18 and 2020.21 based on the latest projections as at late November 2017.

3. Assumptions for Future Forecasts on Revenue Income and Expenditure

- 3.1 In order to project the future income and expenditure streams we need to make some basic and detailed assumptions that will influence these based on existing knowledge, but also some assumed factors.
- 3.2 As a base principle, all income and expenditure will increase by the assumed RPI (Retail Price Index), which is assumed at 2.5% throughout, except where detailed below. The model is launched matching both years 1 and 2 to 2016.17 out-turn and 2017.18 budgets respectively, therefore inflationary factors are applied from year 3, 2018.19, onwards.

Rental Income

- 3.3 We have previously referred to the Government's latest social rent policy which came into force in April 2016. The key outputs from this are that existing tenants have started to see their rent reduce by 1% each year over a four-year period, which commenced in April 2016. The only deviation from this is that new tenants will be charged the formula rent for the property rather than the outgoing rent. The formula rent for each property was originally calculated in 2002 with annual inflationary increases of RPI plus 0.5% applied since then, with the exception of 2015.16 which was CPI (Consumer Price Index) plus 1%. In accordance with Government policy at the time, the Council had been converging their current rents to formula rent since 2002, with a capped increase, with the aim of achieving this by 2017.18. However, the latest national rent policy has in effect put an end to this, which has resulted in a loss of key revenue for the HRA.
- 3.4 Other than existing properties being re-let at formula rents (which will also reduce by 1% over the four year period due to the Government requirement), new build properties will be let at affordable levels with rents increasing by CPI plus 1% after the four year period.
- 3.5 From April 2020 rents are forecast to increase by CPI plus 1% per year, for 5 years, following the public statement by the Prime Minister at this year's Conservative Party conference. This assumption is therefore used throughout the Plan.
- 3.6 In 2016.17 there were 46 right to buy sales, which is slightly below the 53 witnessed in 2013.14, the year after the re-invigorated policy was introduced. At mid-point 2017.18, 19 properties were sold, which means the 30 budgeted for could well be exceeded. We have previously assumed that 30 properties will be sold in 2018.19 and then reducing to 25 for the following two years and then gradually reducing on account of increases to house prices and interest rate rises.
- 3.7 The provision for long-term void loss is set at 0.9% as per previous levels modelled.
- 3.8 Due to the changes to the Government's welfare reforms in respect of universal credit we have been cautious in our approach to the provision of bad debts. Using

the Government's target of implementing direct payments of benefits relating to housing in 2017 we have gradually increased the provision for bad debts to double the level estimated for 2016.17 and then reduced it over a period of 5 years. This is based on the experiences of pilot authorities and the expectation that tenants with rent arrears in excess of 8 weeks will have their housing benefit diverted back directly to their landlord.

Housing Repairs Fund

- 3.9 The Council operates a Housing Repairs Fund to account for the day to day, cyclical and planned revenue repairs expenditure. An annual contribution is made to the Fund from the HRA to cover actual expenditure.
- 3.10 In 2016.17 expenditure levels for repairs were £5.574million against the budgeted contribution of £5.8million to the Fund, resulting in a revised closing balance of £1.71million.
- 3.11 The budgeted contribution to the Fund for 2017.18 is £5.8million against forecast expenditure of £6.063million, resulting in a revised closing balance forecast of £1.945million in the Fund.
- 3.12 The model has annual expenditure of £6.461million per annum (inflated), following discussions with officers, as the basis of actual expenditure moving forward and assumes that the Housing Repairs Fund balance will be fully utilised by 2020.21.

Interest Paid

- 3.13 Following the self-financing settlement in March 2012 the following loan facilities with the Public Works Loans Board (PWLB) were taken out by the Council to finance the transaction:

Loan £m	Interest Basis	Interest Rate	Maturity
31.800	Variable	0.62%	Mar 2022
30.000	Fixed	3.46%	Mar 2038
30.000	Fixed	3.47%	Mar 2039
30.000	Fixed	3.48%	Mar 2040
30.000	Fixed	3.49%	Mar 2041
33.656	Fixed	3.50%	Mar 2042

- 3.14 Given that the vast majority of the loan value is fixed we are certain of most of the interest that will be charged to the HRA.

- 3.15 For the variable loan we have estimated that the current interest rate of 0.62% will increase by:

- 1.0% in 2018.19 (to 1.62%);
- 0.5% in 2019.20 (to 2.12%)

This forecast will need to be continually reviewed given the current economic state which threatens a rise in inflation and a subsequent increase in the interest base rate.

- 3.16 The Council's HRA CFR (accounting debt level) was in fact in a negative position of £31.882million prior to self-financing, due to the capital receipts from right to buy receipts. This means the actual HRACFR is currently £153.575million against the loan total of £181.456million, which results in the HRA being 'over-borrowed'. This arrangement was required to ensure that the General Fund was not adversely affected by the self-financing settlement at the time, which is a need that continues.

Depreciation

- 3.17 The Council has a depreciation policy based on proper accounting practice and HRA depreciation charges which have increased steeply in recent years due to the adoption of a componentisation method of depreciation combined with increasing house prices. Transitional measures within the self-financing settlement have been in place since 2012.13, which have allowed for these to be reversed. However, the transitional arrangements came to an end in 2016.17 and depreciation will represent a real charge to the Housing Revenue Account from 2017.18 onwards.
- 3.18 CIPFA are due to release further guidance on how councils should depreciate their assets based on componentisation techniques, which the Council already does. It is thought unlikely that any new proposals will affect the overall funding available for the HRA although the details will have to be scrutinised to ensure funding for the new build programme is not adversely affected.

Service Enhancements

- 3.19 Originally, when self-financing was introduced in March 2012, it was estimated that the Council could afford to provide an annual provision of £0.770million for service enhancements throughout the life of the Financial Plan.
- 3.20 Since 2012 approximately £0.2million of improvements and service enhancements have been subsumed into the management budgets of the HRA for ongoing services. Following the identification that, for the next few years, available resources for the HRA are lower than anticipated against the backdrop of higher capital expenditure and reduced rental income, the residual £0.570million has not been provided for within the latest modelling. However, members have previously approved that, from 2017.18 onwards, £50,000 per annum will continue to fund small improvements above those allowed for in existing budgets.

- 3.21 We have discussed further in this report the reintroduction of service enhancements when the Plan can afford to do so.

4. Assumptions for Future Forecasts on Capital Expenditure

- 4.1 The projections for capital expenditure have been split into four distinct areas and are detailed in the sections below:

Short to Medium Term Investment in Existing Stock

- 4.2 The budgeted forecast has been updated and the next four years' forecast expenditure (and 2016.17 out-turn) is as follows and included within the model (excluding New Build and Acquisitions):

Existing Stock Capital Expenditure £'000	Out-turn 2016.17	Revised 2017.18	2018.19	2019.20	2020.21	2021.22
North Weald / Oak Hill Depot	11	5	1,090	0	0	0
Heating/Rewiring/Water Tanks	2,866	2,887	2,305	2,455	2,455	2,455
Windows/Doors	838	1,054	1,041	1,141	1,129	1,129
Roofing	1,103	1,140	1,282	1,209	1,245	1,245
Other Planned Maintenance	98	186	251	251	250	250
Structural Schemes	528	1,573	1,775	1,100	1,100	1,100
Kitchen & Bathroom Replacements	2,840	2,380	2,300	2,300	2,300	2,300
Garages & Environmental Improvements	345	336	563	515	265	265
Disabled Adaptations	543	450	450	450	450	450
Other Repairs & Maintenance	228	235	220	220	220	220
Capital Service Enhancements	71	136	350	0	0	0
Housing DLO Vehicles	0	158	60	60	60	60
Less Work on Leaseholder Properties	0	(300)	(300)	(300)	(300)	(300)
TOTAL	9,471	10,240	11,387	9,401	9,174	9,174

Long-Term Investment in Existing Stock

- 4.3 The Council has a database which estimates the required level of investment in the Housing Stock.

4.4 This database was updated in February 2017 to reflect the review undertaken by officers from EFDC Housing to reduce the level of investment in the stock in response to the Decent Homes Standard being implemented in place of the out-going modern standard.

4.5 In summary the current forecast expenditure is as follows:

HOUSING (HRA) PORTFOLIO						
30 YEAR CAPITAL PROGRAMME AVERAGE LIFECYCLES						
		Years 6-10 £000	Years 11-15 £000	Years 16-20 £000	Years 21-25 £000	Years 26-30 £000
1	Total Planned Maintenance	19,321	18,840	25,309	24,485	18,589
	Roofing	2,113	3,808	4,723	4,431	5,693
	Rewiring	7,374	5,670	5,499	6,617	3,794
	Front entrance door replacement	256	290	63	1,914	245
	PVCu Window replacement	165	136	2,962	3,034	215
	Heating and boiler replacement	5,994	4,831	7,594	5,659	5,949
	Asbestos removal	500	500	500	500	500
	Energy efficiency	1,500	750	750	500	500
	Norway House improvements	250	250	250	250	250
	Balcony Resurfacing	500	500	500	500	500
	Door Entry Security	249	122	242	328	276
	Ventilation	200	200	200	200	200
	Communal water tank replacement	131	410	867	431	469
	Lift Improvements	90	1,375	1,160	120	-
2	Structural Schemes	3,500	3,750	3,750	3,750	3,750
3	Cyclical Maintenance					
3	Small Capital Works	3,760	3,762	3,750	3,762	3,762
4	Cost reflective improvements	8,642	10,774	8,015	11,315	8,227
	Kitchen & Bathroom renewals	8,642	10,774	8,015	11,315	8,227
5	Non-cost-reflective repairs	1,500	1,500	1,500	1,500	1,500
6	Disabled Adaptations	2,100	2,205	2,315	2,431	2,553
7	Contingency	500	500	500	500	500
8	Other Repairs and Maintenance	175	175	175	175	175
9	Housing DLO Vehicles	250	250	250	250	250
	TOTAL EXPENDITURE	39,749	41,757	45,565	48,168	39,307

4.6 These costs have been modelled into the Financial Plan with inflationary increases and an assumed 2.5% recovery for leaseholders.

4.7 In previous iterations and reviews of the HRA Financial Plan, additional service enhancements over and above the £0.57million detailed in Section 3.20 have been factored in to demonstrate the additional resources available to improve both services and the stock. The base iteration of this model excludes any of these provisions and only includes those contained within the existing capital budgets in the tables in Sections 2.9 and 4.2.

New Build Programme

4.9 The latest estimates for the new build programme are detailed below:

Schemes	£'000	2016.17	2017.18	2018.19	2019.20	2020.21
Marden/Faversham		24	74			
Phase 1		2,124	1,724	0	0	0
Phase 2		2,099	5,358	3,577	0	0
s106 Purchases		799	707	0	0	0
Phase 3		515	4,530	2,185	445	0
Phase 4		45	71	3,990	4,843	181
Phase 5		16	3	1,483	7,061	1,048
Phase 6		166	40	164	3,890	4,754
Acquisitions		2,104				
Pyrles Lane						
Norway Hse Pods			345	0	0	0
TOTAL		7,892	12,852	11,399	16,240	5,983

4.10 In direct comparison with the Quarter 1 Plan Review and the Financial Plan itself, new build and acquisition expenditure has increased from £47.866million (excluding Pyrles Lane) to £54.366million for all developments from 2016.17 onwards, offset by the £1.439million underspend in 2016.17.

4.11 The variances, and their reasons, are:

Marden/Faversham: £0.100million increase due to final costs
Phase 1: £1.014million –re-profiling expenditure/retender
Phase 2: £0.871million – reprofiling expenditure/ increased prices
Phase 3: £0.750million – allowance for increased prices
Phase 4: £1.264million – revision of schemes (15% uplift)
Phase 5: £1.311million – revision of schemes (15% uplift)
Phase 6: £1.224million – revision of schemes (15% uplift)
Norway Pods: £0.345million – not previously modelled
‘Other Costs’ -£0.379million – these are staffing costs that have been reallocated into the fees included within the above development costs and account for some of the increases

4.12 At the time of writing East Thames have given notice to cease their Development Agency Contract with the Council and the Council is undertaking a recourse of action that involves the direct contract with architectural support and directly employed staff. It is envisaged that these costs on-costs will come within those already included as fees above and may materialise with some savings, but cannot be estimated at this time.

5. Funding the Forecast Capital Expenditure and Its Implications

- 5.1 The rental income from the HRA covers the key operating expenditure for management, day to day repairs and financing costs. In addition, a depreciation charge is made, as discussed in Section 3.17, which credits the Major Repairs Reserve, which in turn funds the Capital Programme.
- 5.2 The HRA also makes a revenue contribution to capital expenditure, which in effect is a balancing charge to fund the annual capital expenditure after other resources have been accounted for.
- 5.3 For the projections moving forward, the revenue contribution continues to be a balancing charge, however, it is restrained by ensuring that the HRA balances do not go below the agreed £2million minimum balance. Given that the modelling is long-term, the minimum balance is increased by inflation from year 6 in the Plan.
- 5.4 The Council also holds a Self-Financing Reserve, with the intention of building up balances within it that would be sufficient to repay the loans identified in Section 3.13. Due to increased levels of capital expenditure for the next few years against the backdrop of reduced revenue, we have modelled the maximum contribution possible up to year 6 (2021.22) to provide for balances to repay the £31.8million maturing that year. In fact, balances are projected to reach £15.572million, which is less than the £31.8million required; therefore refinancing of £16.228million will be required, which modelling demonstrates can be repaid within 3 years.
- 5.5 The Council has received certain grants and receipts from section 106 agreements which are being used to fund its capital programme. These have been fully accounted for in the first two years of the Plan totalling £2.990million. In addition, there are still significant agreed levels of S106 financial contributions due to the Council, amounting to around £3.1million, to be used for the Housebuilding Programme in the future, once specific “trigger points” are reached for the various private developments. As and when these S106 contributions are received, it will reduce the amount of funding required from the existing Capital Programme by an equivalent amount. However, it should be noted that if a development does not go ahead, or if the level of S106 financial contribution is subsequently re-negotiated, this total amount would reduce accordingly.

Right to Buy Sales

- 5.6 Since the reinvigoration of the Government’s Right to Buy policy, the Council has sold in excess of 197 properties against Government assumptions (based on the self-financing settlement) of 60, due to the increase of discounts available.
- 5.7 The gross receipts are then separated into different categories for their treatment, guided by the policy and discussed below:

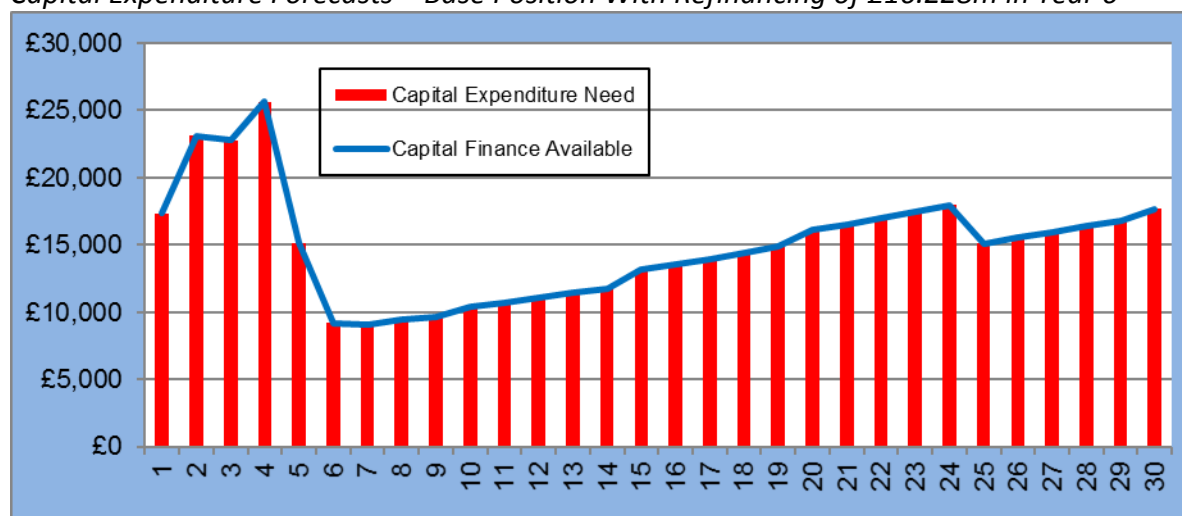
- 5.8 The first call on the receipts is the allowable (or attributable) debt which the authority keeps, derived from the level ascertained from the self-financing settlement for the expected number of sales. The receipts can either be distributed to the HRA or the General Fund. The Council's Cabinet has agreed that an equivalent value to 30% of 'assumed debt' within the self-financing settlement can be used for funding new build within the HRA with the balance going to the General Fund to protect against any future measures that may affect the Council, which are discussed in Section 5.10. For 2016.17, £0.469million will be attributed to the HRA and we estimate that £0.104million, each year, will be available for the following four years.
- 5.9 The Council is also allowed to retain £1,300 per property sold to cover administration costs and this is assumed to be accounted for within existing HRA budgets, offsetting expenditure incurred in delivery of the service.
- 5.10 Before self-financing, local authorities were able to retain 25% of net Right to Buy receipts, with the remaining balance returned to Government. This is still accounted for within the treatment of the receipts but based on a pre-determined value by the Government. For Epping Forest, this 25% factor is equal to £0.340million and is used for General Fund purposes. If the actual number of Right to Buy sales in future years falls below the pre-determined level within the self-financing settlement then this level of receipt is at risk to the Council's General Fund, hence the arrangement set out in Section 5.8 above.
- 5.11 The next call on the receipt is the amount that the Council can retain to help fund Right to Buy 'buy-backs' that were originally purchased within 10 years of the RTB sale. The formula allows, with quarterly restrictions, 50% of the amount that was spent by authorities on these 'buy-backs'.
- 5.12 Finally, if a balance remains within the quarter, this is transferred to a '1-4-1' reserve. The Government stipulates, as part of the signed agreement with EFDC, that receipts have to be used within 3 years of accruing and have to be spent on funding a maximum of 30% on providing new homes.
- 5.13 We have maximised the use of Right to Buy receipts throughout the modelling to ensure that 30% of new build expenditure levels has been fully utilised. Due to the re-profiling of new build expenditure (Phases 1 & 2 being a major reason), it means that £0.181million of '1-4-1' receipts have been returned to the Government, as insufficient eligible expenditure was achieved by £0.603million.
- 5.14 Furthermore, previous versions of the Financial Plan assumed that the new build programme would not extend past Phase 3. This resulted in a total of £1.676million of receipts being paid to Government as it was forecast that expenditure on new build over the next three years would result in this value of receipts being paid in three years' time along with a significant interest charge. Due to the decision to extend the Council Housebuilding Programme, officers are seeking to recover the £1.676million from the DCLG but the modelling at this stage assumes that this is not returned.

- 5.15 Right to Buy levels have been assumed to remain at 30 per year until year 3 (2018.19) and then gradually further reduce, albeit slowing over the next 3 years. We will carefully monitor separate forecasts in terms of Right to Buy numbers, though other factors may well see a decrease in sales as detailed further in this Quarter 2 Review. Whilst this will increase the level of '1-4-1' receipts and attributable debt allocations, the longer-term position will see a negative impact in terms of future revenue through loss of rents.
- 5.16 Depending on future right to buy numbers it could well be possible that receipts will have to be paid to Government to avoid interest penalties if the Council Housebuilding Programme does not extend past Phase 6. This could be as early Quarter 4 in year 4 (2019.20) of the Plan.

The Capital Funding Forecast

- 5.17 The graph below demonstrates the capital forecast expenditure for both the existing Capital Programme, new build programme, revised expenditure as identified in Sections 4.2 to 4.5 and the future investments needs, with inflation applied, from Section 4.5.

Capital Expenditure Forecasts – Base Position With Refinancing of £16.228m in Year 6



- 5.18 The £31.8million loan is part repaid in year 6 with a net-refinancing needed of £16.228million, which can be repaid within a 3-year period.

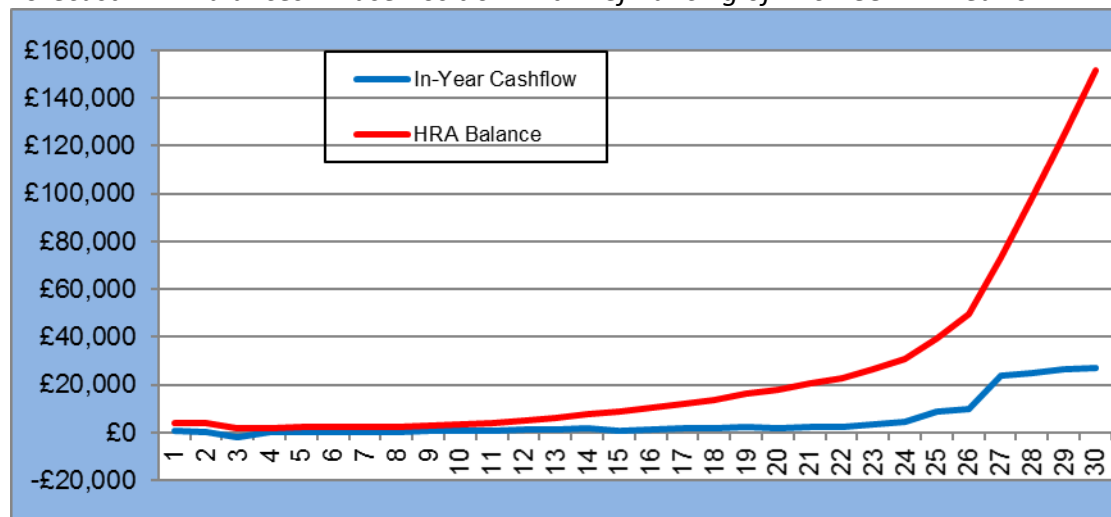
6. Forecast HRA Balances and Future Resources Available

- 6.1 This section seeks to ensure that the HRA maintains its minimum balance of £2million, allowing for inflation moving forward.
- 6.2 To ensure that the HRA has sufficient resources available to repay the loans as they fall due, the Self-Financing Reserve is utilised to make annual contributions from

year 7 onwards, with a required annual increase applied to the initial contribution to ensure a balance is available to repay the final loan in year 26.

- 6.3 The graph below shows the balances that will begin to accrue within the HRA once the refinancing loan of £15.544million is repaid and sufficient resources have been placed in the Self-Financing Reserve to repay all the other HRA loans from the PWLB.

Forecast HRA Balances – Base Position With Refinancing of £16.288m in Year 6



- 6.4 From year 26, after repayment of the existing debt profile, the HRA's balances substantially increase to over £151million as there is no longer a contribution required to the Self-Financing Reserve, nor interest payments.
- 6.5 We have assessed, as a way of identifying available resources, the value of service enhancements that could be introduced in the latter stages of the Plan. This includes a comparison against the March 2017 review.

	March 2017 Review Total Expenditure In Period (Non-Inflated)	November 2017 Review Total Expenditure In Period (Non-Inflated)
Years 6-10	£1.175million	£0.570million
Years 11-15	£5.725million	£3.680million
Years 16-20	£9.000million	£5.295million
Years 21-25	£16.325million	£10.800million
Years 26-30	£57.5million	£52.660million
TOTAL	£89.725million	£73.005million

- 6.6 As can be seen, due to the impact of the reduction in rental income through additional short to long term right to buys and increased costs for the House-building Programme, the value of service enhancements from previous iterations of the Financial Plan have reduced.

- 6.7 The potential for incorporating provision within the Plan for service enhancements towards the latter stages, or re-implementing the Council's Modern Homes Standard can be considered in future reviews of the Financial Plan

7. Summary and Other Considerations

- 7.1 The HRA projections based on the assumptions within the report demonstrate that, in the long term, the HRA is viable in that:
- The HRA remains above the minimum £2million (inflated) balance throughout the period of the Plan;
 - The HRA will be debt free and return to its prior position of a negative balance on the HRA CFR of £31.888million; and
 - There are no unfunded capital works.
- 7.2 The HRA in the latter years can also afford to make provision for service enhancements and improvements, in addition to the required levels of investment in the stock and new build, of £73million at today's prices.
- 7.3 There are, however, policy changes which are in the recent Housing and Planning Act 2016 that will have implications to the HRA, not least the expectation that vacant Council homes are sold to fund the required annual levy payment to the Government (see below).

DCLG Housing White Paper – Fixing our Broken Market

- 7.4 The Government has recently published its white paper on the future supply of housing. In the main the paper focuses on the thrust to quickly deliver homes where there is land and need which focuses on Council's planning departments and local plans.
- 7.5 There are no new or additional methods announced for local authorities to do the actual build, nor registered providers, other than through the HCA funding programme. However, a 'delivery' test will be put in place to ensure local authorities will build within expectations with the treat of intervention. Therefore, any additional homes built will count within this test.
- 7.6 The only reference to the Government's policy to require local authorities to sell their higher value void properties, in order to fund a levy paid to Government, is that further consideration of this policy will wait until after the latest Government pilot schemes for giving housing association tenants the Right to Buy has been completed.

Additional Housing Development Schemes

- 7.7 Previous iterations of the HRA Financial Plan have included the potential for purchasing properties for affordable housing on the Pyrles Lane site. At present

decisions on this issue are due to be made by the Council's Cabinet in January 2018 and therefore we have included this as an option to extend the Council Housebuilding Programme and lessen the chances of needing to pay the Government unspent '1-4-1' receipts.

- 7.8 The following modelling assumes a purchase cost of £2.450million for 14 properties at Pyrles Lane. The table below demonstrates the impact to the Plan.

	Base Position	With Pyrles Lane
Loan Refinancing Needed in Year 6	£16.228million	£17.828million
HRA Balances Projected in Year 30	£151.7million	£152.6million
Estimated Period '1-4-1' receipts need to be paid to Government	January 2020	June 2020

- 7.9 This table demonstrates that there is a positive impact to the HRA Financial Plan to purchase the Pyrles Lanes properties, should they become available.

Simon Smith

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November 2017

Appendix 1

Key Assumptions

1. All rents decreasing by 1% for 3 years commencing 2017.18
2. Rents increasing by CPI plus 1% after this period
3. 6% of tenancies (on a reducing balance) moving to formula rent
4. Void levels 0.9% throughout
5. Bad Debts Provision to match budgets then increase to 1% then reduce to 0.5% (current budget 0.32%)
6. Right to Buy levels at 30 per year for the next two years, then 25 for 2 years then 20 reducing to 5 per year in the last 5 years of the plan
7. Un-pooled Right to Buy Receipt (up to Government cap) utilised by General Fund
8. 30% of the Assumed Debt element of receipt used to fund new homes
9. New Build of 221 properties years 1 to 5 (inclusive of s106 properties)
10. Service Charge income increasing by RPI only
11. Non Dwelling Rents (Garages) increasing by RPI only
12. Norway House Rents increasing by RPI only
13. Contributions from the General Fund (for service) increasing by RPI only
14. Management Costs increasing by RPI only
15. Repair Costs increasing by RPI only (after Repairs Fund adjustments)
16. Capital Improvement Costs increasing by RPI plus 0.25% from year 6
17. Base rate for variable interest calculations increasing from 0.5% to 2.0% by year 5

Appendix 2 – HRA Forecasts

HOUSING REVENUE ACCOUNT PROJECTIONS

Epping Forest DC

Year £'000	2016.17 1	2017.18 2	2018.19 3	2019.20 4	2020.21 5	2021.22 6	2022.23 7	2023.24 8	2024.25 9	2025.26 10	2026.27 11	2027.28 12	2028.29 13	2029.30 14	2030.31 15
INCOME:															
Gross Rental Income	32,042	31,730	32,408	32,440	33,418	34,378	35,387	36,434	37,506	38,606	39,733	40,888	42,072	43,287	44,532
Void Losses	-117	-129	-216	-217	-302	-310	-319	-329	-339	-348	-359	-369	-380	-391	-402
Charges for Services & Facilities	1,543	1,752	1,796	1,841	1,887	1,934	1,982	2,032	2,083	2,135	2,188	2,243	2,299	2,356	2,415
Non-Dwelling Rent	846	892	914	937	961	985	1,009	1,034	1,060	1,087	1,114	1,142	1,170	1,200	1,230
Contribution From General Fund	360	380	390	399	409	419	430	441	452	463	475	486	499	511	524
Total Income	34,674	34,625	35,292	35,400	36,373	37,406	38,489	39,612	40,763	41,942	43,150	44,390	45,660	46,963	48,299
EXPENDITURE:															
Supervision & Management - General	-5,310	-5,550	-5,689	-5,831	-5,977	-6,126	-6,279	-6,436	-6,597	-6,762	-6,931	-7,104	-7,282	-7,464	-7,651
Supervision & Management - Special	-3,717	-3,898	-3,995	-4,095	-4,198	-4,303	-4,410	-4,520	-4,633	-4,749	-4,868	-4,990	-5,115	-5,242	-5,373
Other Management Expenditure	-374	-477	-489	-501	-514	-527	-540	-553	-567	-581	-596	-611	-626	-642	-658
Provision for Bad/Doubtful Debts	-74	-100	-104	-162	-246	-334	-260	-268	-276	-192	-198	-204	-210	-216	-222
Contribution to Repairs Fund	-5,800	-5,803	-6,003	-6,203	-5,243	-6,625	-6,811	-7,133	-7,337	-7,520	-7,708	-7,901	-8,098	-8,301	-8,508
Total Revenue Expenditure	-15,275	-15,828	-16,280	-16,792	-16,177	-17,915	-18,300	-18,911	-19,410	-19,805	-20,301	-20,810	-21,331	-21,865	-22,412
Interest Payable on Loans	-5,538	-5,562	-5,863	-6,022	-6,022	-6,178	-5,835	-5,835	-5,591	-5,348	-5,348	-5,348	-5,348	-5,348	-5,348
Treasury Management Expenses	-67	-62	-64	-65	-67	-68	-70	-72	-74	-76	-77	-79	-81	-83	-85
Interest on Receipts & Balances	244	197	306	400	566	656	681	815	785	751	874	1,013	1,161	1,318	1,477
Net Depreciation	-8,011	-8,220	-8,220	-8,220	-8,426	-8,636	-8,852	-9,073	-9,300	-9,533	-9,771	-10,015	-10,266	-10,522	-10,785
Net Operating Income	6,027	5,151	5,171	4,700	6,248	5,264	6,112	6,536	7,172	7,931	8,527	9,150	9,795	10,463	11,145
APPROPRIATIONS:															
FRS 17 /Other HRA Reserve Adj	-9	-9	-9	-9	-10	-10	-10	-10	-11	-11	-11	-12	-12	-12	-12
Self Financing Reserve	0	0	-1,780	-2,686	-2,800	-4,837	-5,703	-6,123	-6,348	-6,582	-6,824	-7,074	-7,335	-7,604	-7,884
Revenue Provision (HRACFR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Expenditure Charged to Revenue	-5,367	-5,180	-5,180	-1,991	-3,362	-463	-224	-332	-376	-905	-953	-1,016	-1,159	-1,230	-2,370
Total Appropriations	-5,376	-5,189	-6,969	-4,687	-6,171	-5,310	-5,938	-6,466	-6,735	-7,498	-7,787	-8,102	-8,505	-8,846	-10,266
ANNUAL CASHFLOW	651	-38	-1,798	13	77	-46	175	70	437	433	740	1,048	1,290	1,616	879
Opening Balance	3,202	3,853	3,815	2,017	2,030	2,107	2,061	2,236	2,306	2,743	3,176	3,916	4,964	6,254	7,870
Closing Balance	3,853	3,815	2,017	2,030	2,107	2,061	2,236	2,306	2,743	3,176	3,916	4,964	6,254	7,870	8,749
Other HRA Reserve Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Financing Reserve	12,720	10,487	9,572	8,505	10,735	0	5,703	11,826	1,946	8,528	15,351	22,426	29,760	37,365	45,249
HRA New Build Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EPPING FOREST DISTRICT COUNCIL - HRA FINANCIAL PLAN REVIEW Q2 – NOVEMBER 2017

HOUSING REVENUE ACCOUNT PROJECTIONS

Epping Forest DC

Year £'000	2031.32 16	2032.33 17	2033.34 18	2034.35 19	2035.36 20	2036.37 21	2037.38 22	2038.39 23	2039.40 24	2040.41 25	2041.42 26	2042.43 27	2043.44 28	2044.45 29	2045.46 30
INCOME:															
Gross Rental Income	45,824	47,163	48,539	49,951	51,401	52,911	54,482	56,098	57,759	59,467	61,228	63,044	64,911	66,832	68,808
Void Losses	-414	-426	-438	-451	-464	-478	-492	-506	-521	-537	-553	-569	-586	-603	-621
Charges for Services & Facilities	2,476	2,537	2,601	2,666	2,733	2,801	2,871	2,943	3,016	3,092	3,169	3,248	3,329	3,413	3,498
Non-Dwelling Rent	1,260	1,292	1,324	1,357	1,391	1,426	1,462	1,498	1,536	1,574	1,613	1,654	1,695	1,737	1,781
Contribution From General Fund	537	550	564	578	593	607	623	638	654	671	687	704	722	740	759
Total Income	49,683	51,117	52,590	54,102	55,654	57,268	58,946	60,671	62,444	64,267	66,145	68,081	70,072	72,119	74,224
EXPENDITURE:															
Supervision & Management - General	-7,842	-8,038	-8,239	-8,445	-8,656	-8,873	-9,094	-9,322	-9,555	-9,794	-10,038	-10,289	-10,547	-10,810	-11,081
Supervision & Management - Special	-5,508	-5,645	-5,787	-5,931	-6,080	-6,232	-6,387	-6,547	-6,711	-6,878	-7,050	-7,227	-7,407	-7,593	-7,782
Other Management Expenditure	-674	-691	-708	-726	-744	-763	-782	-801	-821	-842	-863	-884	-906	-929	-952
Provision for Bad/Doubtful Debts	-228	-235	-242	-249	-256	-264	-272	-280	-288	-296	-305	-314	-324	-333	-343
Contribution to Repairs Fund	-8,721	-8,939	-9,163	-9,392	-9,626	-9,867	-10,114	-10,367	-10,626	-10,891	-11,164	-11,443	-11,729	-12,022	-12,323
Total Revenue Expenditure	-22,973	-23,549	-24,138	-24,743	-25,362	-25,997	-26,649	-27,316	-28,000	-28,702	-29,421	-30,157	-30,913	-31,687	-32,481
Interest Payable on Loans	-5,348	-5,348	-5,348	-5,348	-5,348	-5,348	-5,339	-4,301	-3,260	-2,216	-1,168	0	0	0	0
Treasury Management Expenses	-88	-90	-92	-94	-97	-99	-102	-104	-107	-109	-112	-115	-118	-121	-124
Interest on Receipts & Balances	1,791	1,990	2,192	2,398	2,608	2,913	2,864	2,530	2,214	1,958	1,733	1,849	2,331	2,838	3,369
Net Depreciation	-11,055	-11,331	-11,615	-11,905	-12,203	-12,508	-12,820	-13,141	-13,469	-13,806	-14,151	-14,505	-14,868	-15,239	-15,620
Net Operating Income	12,010	12,790	13,589	14,409	15,252	16,228	16,900	18,338	19,821	21,391	23,027	25,153	26,504	27,910	29,368
APPROPRIATIONS:															
FRS 17 /Other HRA Reserve Adj	-13	-13	-13	-14	-14	-14	-15	-15	-15	-16	-16	-17	-17	-18	-18
Self Financing Reserve	-8,174	-8,474	-8,786	-9,109	-9,444	-9,791	-10,151	-10,525	-10,912	-11,313	-11,729	0	0	0	0
Revenue Provision (HRACFR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Expenditure Charged to Revenue	-2,459	-2,576	-2,828	-2,958	-3,911	-4,046	-4,185	-4,329	-4,478	-1,311	-1,377	-1,447	-1,519	-1,594	-2,073
Total Appropriations	-10,646	-11,063	-11,627	-12,081	-13,369	-13,852	-14,351	-14,869	-15,405	-12,639	-13,122	-1,464	-1,536	-1,612	-2,091
ANNUAL CASHFLOW	1,365	1,727	1,962	2,328	1,883	2,377	2,549	3,470	4,417	8,752	9,904	23,689	24,968	26,298	27,277
Opening Balance	8,749	10,114	11,840	13,802	16,131	18,014	20,391	22,940	26,410	30,826	39,578	49,482	73,171	98,139	124,438
Closing Balance	10,114	11,840	13,802	16,131	18,014	20,391	22,940	26,410	30,826	39,578	49,482	73,171	98,139	124,438	151,714
Other HRA Reserve Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Financing Reserve	53,422	61,897	70,683	79,792	89,236	99,027	79,178	59,703	40,614	21,927	0	0	0	0	0
HRA New Build Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

HOUSING CAPITAL PROJECTIONS
Epping Forest DC

Year £'000	2016.17 1	2017.18 2	2018.19 3	2019.20 4	2020.21 5	2021.22 6	2022.23 7	2023.24 8	2024.25 9	2025.26 10	2026.27 11	2027.28 12	2028.29 13	2029.30 14	2030.31 15
EXPENDITURE:															
New Build Lifecycle & Planned	0	0	0	0	0	0	-13	-94	-110	-113	-116	-133	-228	-249	-255
Existing Stock Lifecycle & Planned	-8,928	-9,632	-10,877	-8,891	-8,664	-8,664	-8,582	-8,818	-9,060	-9,783	-10,052	-10,329	-10,613	-10,905	-12,259
Disabled Adaptations	-543	-450	-450	-450	-450	-450	-431	-441	-452	-487	-499	-511	-524	-537	-578
Other Capital Expenditure	0	-158	-60	-60	-60	-60	-51	-53	-54	-55	-57	-58	-59	-61	-62
Acquisitions Expenditure	-2,104	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Build Development	-5,789	-12,852	-11,399	-16,240	-5,983	0	0	0	0	0	0	0	0	0	0
Service Enhancements/Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year's B/F Shortfall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital Expenditure	-17,363	-23,092	-22,786	-25,641	-15,157	-9,174	-9,077	-9,406	-9,677	-10,438	-10,724	-11,031	-11,424	-11,752	-13,155
FUNDING:															
Major Repairs Reserve	7,597	10,235	11,313	15,817	8,426	-7,592	8,852	9,073	9,300	9,533	9,771	10,015	10,266	10,522	10,785
Right to Buy Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA CFR Borrowing	0	0	0	0	0	16,228	0	0	0	0	0	0	0	0	0
Other Receipts/Grants	1,954	1,609	179	179	179	75	0	0	0	0	0	0	0	0	0
Right to Buy 1-4-1 Reserves	2,445	3,835	3,420	3,900	2,621	0	0	0	0	0	0	0	0	0	0
Self Financing Reserve	0	2,233	2,695	3,753	570	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	5,367	5,180	5,180	1,991	3,362	463	224	332	376	905	953	1,016	1,159	1,230	2,370
Total Capital Funding	17,363	23,092	22,786	25,641	15,157	9,174	9,077	9,406	9,677	10,438	10,724	11,031	11,424	11,752	13,155
In-Year Net Cashflow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MRR Account:															
Opening Balance	12,291	12,705	10,690	7,597	0	0	0	0	0	0	0	0	0	0	0
Net Contribution from Depreciation	8,011	8,220	8,220	8,220	8,426	8,636	8,852	9,073	9,300	9,533	9,771	10,015	10,266	10,522	10,785
Use of Reserve to Capital	-7,597	-10,235	-11,313	-15,817	-8,426	7,592	-8,852	-9,073	-9,300	-9,533	-9,771	-10,015	-10,266	-10,522	-10,785
Closing Balance	£12,705	£10,690	£7,597	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

HOUSING CAPITAL PROJECTIONS
Epping Forest DC

Year £'000	2031.32 16	2032.33 17	2033.34 18	2034.35 19	2035.36 20	2036.37 21	2037.38 22	2038.39 23	2039.40 24	2040.41 25	2041.42 26	2042.43 27	2043.44 28	2044.45 29	2045.46 30
EXPENDITURE:															
New Build Lifecycle & Planned	-262	-292	-454	-492	-504	-517	-530	-543	-557	-570	-585	-599	-614	-630	-645
Existing Stock Lifecycle & Planned	-12,596	-12,942	-13,298	-13,664	-14,852	-15,260	-15,680	-16,111	-16,554	-13,650	-14,026	-14,411	-14,808	-15,215	-16,034
Disabled Adaptations	-593	-608	-623	-638	-687	-704	-722	-740	-758	-816	-837	-857	-879	-901	-923
Other Capital Expenditure	-64	-66	-67	-69	-71	-72	-74	-76	-78	-80	-82	-84	-86	-88	-90
Acquisitions Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Build Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Enhancements/Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year's B/F Shortfall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital Expenditure	-13,514	-13,907	-14,442	-14,863	-16,114	-16,554	-17,006	-17,470	-17,947	-15,117	-15,529	-15,952	-16,387	-16,834	-17,693
FUNDING:															
Major Repairs Reserve	11,055	11,331	11,615	11,905	12,203	12,508	12,820	13,141	13,469	13,806	14,151	14,505	14,868	15,239	15,620
Right to Buy Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA CFR Borrowing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Receipts/Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Right to Buy 1-4-1 Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Financing Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	2,459	2,576	2,828	2,958	3,911	4,046	4,185	4,329	4,478	1,311	1,377	1,447	1,519	1,594	2,073
Total Capital Funding	13,514	13,907	14,442	14,863	16,114	16,554	17,006	17,470	17,947	15,117	15,529	15,952	16,387	16,834	17,693
In-Year Net Cashflow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MRR Account:															
Opening Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Contribution from Depreciation	11,055	11,331	11,615	11,905	12,203	12,508	12,820	13,141	13,469	13,806	14,151	14,505	14,868	15,239	15,620
Use of Reserve to Capital	-11,055	-11,331	-11,615	-11,905	-12,203	-12,508	-12,820	-13,141	-13,469	-13,806	-14,151	-14,505	-14,868	-15,239	-15,620
Closing Balance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

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Report to Communities Select Committee

Date of meeting: 16th January 2018

Portfolio: Housing – Cllr S. Stavrou

**Subject: Rationalisation of Sheltered Housing Assets
- Initial Scoping Report**



Officer contact for further information: Alan Hall – Director of Communities (01992 564004)

Committee Secretary: Adrian Hendry ext.4246

Recommendations:

That the Select Committee makes recommendations to the Cabinet on:

- 1) Whether or not further consideration should be given to reducing the amount of low-demand sheltered housing in the Council's ownership and developing the resultant vacant land or buildings to provide either general needs housing, temporary homelessness accommodation and/or more appropriate accommodation for older people in order to help meet the housing needs of local people registered on the Housing Register in the future;**
- 2) That the "Sheltered Housing Standard", attached as Appendix 1, be adopted - with an objective of all sheltered housing schemes retained in the long term meeting the Standard over a reasonable period of time;**
- 3) That a further report be brought to a future meeting of the Communities Select Committee with:**
 - (a) Recommendations about which sheltered housing schemes should be decommissioned over a period of time and their site(s) redeveloped;**
 - (b) An initial proposed approach to decanting the existing residents;**
 - (c) A Communication Strategy for the Project;**
 - (d) Initial redevelopment proposals for each of the identified sites;**
 - (e) Indicative budget costs; and**
 - (f) An Equalities Analysis; and**
- 4) That the assessment of sheltered housing schemes considered most suitable for redevelopment has regard to the following criteria:**
 - (a) The number of bedsits;**
 - (b) The lettability, demand and location of the scheme;**
 - (c) The long term costs of improvements/repairs;**
 - (d) The amount of sheltered housing within the locality;**

- (e) The number of lettings to local residents compared to applicants on the Supplementary Waiting List; and**
- (f) The demand for general needs housing in the locality.**

Introduction:

1. The Council has a number of sheltered and grouped housing schemes to accommodate older people. "Sheltered housing schemes" tend to refer to one or more large buildings comprising self-contained flats and usually a communal lounge; "grouped housing schemes" tend to refer to self-contained flats or bungalows with front doors opening onto the street, perhaps with a communal hall nearby. However, for the purposes of this report, both sheltered and grouped housing schemes are treated the same and referred to, generically, as "sheltered housing schemes".

2. In both cases, residents currently receive a daily well-being check from their Scheme Manager, usually through a home visit, and are also monitored by the Council's Careline Service 24 hours a day (by the Scheme Manager, when on duty, and by the Council's Call Monitoring Partner, Tunstall Telecom, when the Scheme Manager is off duty). In most cases, communal social activities are arranged or co-ordinated by the Scheme Manager.

3. Over many years, sheltered housing has provided a safe and enjoyable environment for older people to live independently together, until their care and support needs are such that they need to move into more intense extra-care accommodation (now often referred to as independent living) or residential/nursing accommodation.

4. However, in recent years, there has been a sharp decline in the popularity of sheltered housing (which is reflected across the country), with older people tending to prefer to remain in their own homes for much longer, until they need to move directly into independent living, residential or nursing accommodation. This has resulted in many vacancies in sheltered housing becoming difficult-to-let, particularly bedsits and some first floor flats, resulting in allocations being made to applicants registered on the Council's Supplementary Housing Waiting List (comprising applicants who are ineligible for the main Housing Register), particularly older people currently living outside the District, usually wanting to live nearer their son or daughter.

5. At the same time, the Council has increasing numbers of local people registered on its Housing Register in need of general needs housing (i.e. accommodation that is not reserved for any particular client group) who are having to wait long periods of time to be accommodated, usually years, and in the meantime living in deficient existing accommodation. Furthermore, demand for temporary accommodation for homeless households has increased too.

6. Separate from sheltered housing, the Council has for many years designated specific accommodation on its housing estates as being particularly suitable for older people, such as bungalows and ground floor flats, which have the Careline system hard-wired into the property and a Scheme Manager visiting 1-4 times a fortnight, depending on the assessed level of risk. However, due to this accommodation also becoming difficult-to-let, the Council has undertaken a programme of de-designation over a number of years, whereby vacant designated properties for older people have been re-let to general needs housing applicants (usually comprising households of single people or couples). Since 2008, 829 such properties have been de-designated.

7. The purpose of this report is to therefore start a conversation on whether or not consideration should be given to the Council reducing the amount of low-demand sheltered housing, through decanting the existing residents at some sheltered housing schemes to other suitable accommodation and then developing the resultant vacant land or buildings to provide accommodation to help meet the housing needs of local people registered on the Housing Register, or homeless households, through the Council's Housebuilding Programme.

8. At the same time, the report considers the standard of accommodation that the remaining sheltered housing schemes should meet, to provide decent accommodation that is fit for future purposes.

Location of sheltered and grouped schemes

9. The Council has the following sheltered housing schemes:

Table 1 – Location of Sheltered and Grouped Housing Schemes				
Town/Village	Name	Nos. of properties		
		Flats	Bedsits	Total
Sheltered Accommodation				
Buckhurst Hill	Buckhurst Court	51	0	51
Epping	Chapel Road (*)	26	(*)	26
Loughton	Parsonage Court	47	0	47
Nazeing	Hyde Mead House	40	0	40
North Weald	Leonard Davis House	46	1	47
Ongar	Frank Bretton House	33	0	33
Waltham Abbey	Jessopp Court	39	0	39
“	Jubilee Court	24	24	48
Totals		306	25	331
Grouped Accommodation				
Epping	Chapel Road (*)	(*)	26	26
Epping	Pelly Court	16	28	44
Loughton	Hedgers Close	21	0	21
Waltham Abbey	Grove Court	13	6	19
“	Brookways / Rochford Ave	25	0	25
Totals		75	60	135
Grand Totals		381	85	466

(*) = Chapel Road, Epping comprises a mix of sheltered and grouped accommodation

Demand for sheltered housing vs demand for general needs housing

10. As explained earlier, there has been a sharp decline in the popularity of sheltered housing, resulting in many properties becoming difficult-to-let, whilst increasing numbers of local people are registered on its Housing Register in need of general needs housing. This can be illustrated in two main ways, as shown in the tables on the next page.

Table 2 - Nos. on Housing Register Seeking General Needs & Sheltered Accommodation (1.1.18)

Band	General Needs				Sheltered	
	1 Bed	2 Bed	3 Bed	Total	1 Bed	SWL
A	75	47	7	129	43	131
B	50	362	114	526	49	
C	531	145	28	704	62	
Totals	656	554	179	1,359	154	131

11. As can be seen from the table above, there are only 154 applicants on the Housing Register seeking sheltered accommodation, compared to 1,359 applicants seeking general needs accommodation (including 656 applicants seeking 1 bedroomed properties).

Table 3 - Bids received for Vacant General Needs & Sheltered Accommodation (1st Sept 2017 – 31st Dec 2017)

Location	Bids for General Needs Accom. from HR			Bids for Sheltered Accom. from HR	
	1 Bed	2 Bed	3 Bed	1 Bed	Offered to SWL?
Fairways, Waltham Abbey			25		
Tillingham Court, Waltham Abbey	157				
Torrington Drive, Loughton	139				
Pelly Court, Epping				1	Yes
The Spinney, Loughton				3	No
Englands Lane, Loughton			52		
Limes Avenue, Chigwell		41			
Harveyfields, Waltham Abbey		78			
Buckhurst Court, Buckhurst Hill				2	No
Parkfields, Roydon		114			
Jessopp Court, Waltham Abbey				2	No
St John's Road, Epping		126			
Parsonage Court, Loughton				6	No
Edward Court, Waltham Abbey	139				
Jubilee Court, Waltham Abbey				1	Yes
Robert Daniels Court, Theydon Bois				1	Yes

12. As can be seen from the table above, there was a high number of bids from Housing Register applicants for each of the general needs accommodation that became available (an average of 98 bids per property), compared to the low number of bids received from Housing Register applicants for each sheltered property that became available (an average of just 2 bids per property).

13. It also shows that the demand for 3 of the sheltered properties that became available during the period was so low that it was necessary to offer them to applicants on the Supplementary

Waiting List (i.e. to households not eligible for the Housing Register due to them either not having any assessed housing need, not living in the District for more than 5 years or, more likely, not currently living in the District). This demonstrates that the demand for general needs housing from eligible Housing Register applicants is far greater than the demand for sheltered accommodation.

14. In view of the ongoing low level of demand for sheltered housing, compared to the high demand for general needs housing, officers are of the view that the point has now been reached where the amount of sheltered accommodation provided by the Council across the District should be reduced and that some of the sheltered housing buildings or land should be redeveloped to provide either general needs housing, temporary homelessness accommodation and/or more appropriate accommodation for older people in the future.

15. However, it should be understood that such a proposal would need time and careful, sensitive planning to execute, since it would be necessary both to cease lettings to sheltered schemes identified as appropriate for redevelopment (to create vacancies) and to decant all the existing tenants of the sheltered housing schemes identified for redevelopment, all of whom are older people (and many with vulnerabilities), into alternative accommodation (either through developing the site as a whole or on a phased basis).

Future demand for sheltered housing

16. Although sheltered housing is not as popular as it once was, it is considered that there is still a need for this form of accommodation within the foreseeable future, even if the Council's supply of sheltered accommodation is reduced. However, against the potential backdrop of a reduced supply and an ageing population, it may be appropriate to consider whether the minimum age for eligibility of sheltered accommodation should be increased from its current 60 years of age. This is an issue that will be considered as part of the separate review of the Older People's Housing Service, to be undertaken during 2018/19.

17. One of the barriers to older tenants moving from family houses into sheltered accommodation is often that many older people still like to have a garden and some want the opportunity to occasionally accommodate children, and particularly grandchildren, on sleepovers. Therefore, one option within any redevelopment proposals could be to incorporate some one or two-bedroomed bungalows - with access restricted to older Council tenants vacating 3 bedroom family houses.

18. Another alternative could be to redevelop one or more existing sheltered housing sites into independent living schemes for older people, in partnership with Essex County Council, that offers the availability of care, 24 hours each day, for older tenants in need of at least 5 hours care each week. There is currently only one independent living scheme in the District (Honeytree Court, Loughton), with a further one planned (at Hillhouse, Waltham Abbey), yet the County Council has identified a need for further independent living accommodation in the District.

Proposed Sheltered Housing Standard

19. For the sheltered accommodation that is retained, which is expected to be the majority of the existing schemes, it is proposed that the Council should adopt a "Sheltered Housing Standard" which the Council should aim and plan to meet over a reasonable period of time. This should reflect the current and anticipated needs of older residents within the foreseeable future.

20. A suggested Sheltered Housing Standard is attached as Appendix 1. It should be noted that the cost of bringing all the Council's remaining sheltered housing schemes up to the Sheltered Housing Standard will depend on the number and which (if any) sheltered housing schemes are identified for redevelopment. This is particularly the case for ensuring that, in accordance with the Draft Standard, all accommodation provided is self-contained since, as can be seen from Table 1

above, a number of sheltered housing schemes still have some bedsits which, if the sheltered scheme is retained, would need, over time, to be converted into self-contained flats (usually 3 bedsits into 2 flats), which is expensive.

The next steps and criteria for assessment

21. If it is accepted that there is a need to rationalise the amount of sheltered housing provided by the Council in the District, a criteria would need to be adopted to help identify which sheltered schemes should be reviewed, with a view to potential redevelopment. It is therefore suggested that an appropriate number of schemes should be identified by officers for potential redevelopment in the medium to long term, having regard to the following criteria (many of which are inter-linked):

- The number of bedsits – with those with the most bedsits being most appropriate
- Lettability, demand and location – with those with difficult-to-let and a surplus of accommodation being most appropriate
- Long term cost of improvements/repairs - with those with the greatest financial costs being most appropriate
- Amount of sheltered housing within locality - with those in areas of greatest supply being most appropriate
- Number of lettings to local residents compared to Supp. Waiting List applicants - with those with the greatest no. of Supp. Waiting List lettings being most appropriate
- The demand for general needs housing in the locality - with those in areas of greatest need for general needs housing being the most appropriate

22. The initial thoughts of officers are that it may be appropriate to identify around 3 schemes in the first instance.

The next steps

23. This report is intended to only be an initial scoping report, for the Select Committee to discuss the issues, consider the proposed assessment criteria and make initial recommendations to the Cabinet.

24. It is proposed that officers then assess each of the Council's existing sheltered housing schemes, using the agreed assessment criteria, and report to a further meeting of the Select Committee during 2018/19 with:

- Recommendations about which sheltered housing schemes should be decommissioned over a period of time and their site(s) redeveloped;
- An initial proposed approach to decanting the existing residents;
- A Communication Strategy;
- Initial redevelopment proposals;
- Indicative budget costs; and

- An Equalities Impact Assessment.

25. Since the Select Committee does not have any executive decision-making powers, and that any subsequent decisions will be made by the Cabinet, it is suggested that the Chairman presents a report from the Select Committee to the next Cabinet meeting on the issues considered at this meeting, the Select Committee's deliberations and the proposed way forward.

Resource Implications:

None at present – but any redevelopment proposals will have significant resource implications which will be covered in the further report.

Legal and Governance Implications:

Housing Act 1985.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None at present – but consultation with existing residents will be an integral part of the proposed project.

Background Papers:

None.

Risk Management:

No material risks have been identified for the proposed recommendations at present – but, if taken forward, the proposed project will have a number of risks that will be included in the further report to the Select Committee.

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. Therefore, the required equality information will be provided as part of the further report to the Select Committee and Cabinet.

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Sheltered Housing Accommodation Standard

	Essential	Desirable
Tenants Flats	<p>One bedroom self-contained</p> <p>Fitted kitchen</p> <p>Wet room (bathroom) with grab rails</p> <p>Door entry phone</p> <p>24 hour emergency speech alarm system</p> <p>UPVC lockable windows with retainers</p> <p>Key safe</p> <p>Smoke/heat detectors</p> <p>Electric sockets a minimum height of 3ft (waist height)</p> <p>Phone/TV point</p> <p>Fire door (Tenants' front doors)</p>	<p>Door entry phone with remote access</p> <p>Telecare Overlay</p>
Communal Areas	<p>Power assisted main entrance door</p> <p>Door entry system</p> <p>CCTV covering all entrances</p> <p>Fire alarm system linked to Careline</p> <p>Gerda box – Essential information for Fire Service</p> <p>All communal areas maintained to a good standard</p> <p>Adequate lighting</p> <p>Emergency lighting</p> <p>Accessible lift serving all floors</p> <p>Accessible communal lounge</p> <p>Accessible communal kitchen with fitted units</p>	<p>CCTV covering all fire exits</p> <p>Audible alarms on all fire exits</p>

	<p>Accessible communal wc</p> <p>Accessible communal laundry room</p> <p>Guest room with en-suite</p> <p>Office</p> <p>Adequate refuse facilities</p> <p>Storage area</p>	
External Areas	<p>Drop kerbs</p> <p>Adequate lighting, including sensor lights around the building</p> <p>Landscaped communal gardens with seating area</p>	<p>Allotment area</p> <p>Patio leading off communal lounge where possible</p> <p>Bicycle racks</p> <p>Scooter Storage x 1 for every 10 residents</p> <p>1 parking bay for every 6 residents to include a minimum of 2 disabled parking bays</p>