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# NOTICE OF MEETING

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## CABINET MEMBER FOR HOUSING

TUESDAY, 11 MARCH 2014 AT 4.00 PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Joanne Wildsmith Tel: 9283 4057

Email: [joanne.wildsmith@portsmouthcc.gov.uk](mailto:joanne.wildsmith@portsmouthcc.gov.uk)

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## CABINET MEMBER FOR HOUSING

Councillor Darren Sanders (Liberal Democrat)

### Group Spokespersons

Councillor David Horne, Labour

Councillor Luke Stubbs, Conservative

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 **Apologies for Absence**
- 2 **Declaration of Interests**
- 3 **Seymour Close Area Window Replacements (Pages 1 - 8)**

The report by the Head of Housing & Property Services seeks permission to

go out to tender and appoint a contractor to undertake window and door works to 21 blocks of flats and 25 houses in the Seymour Close area. The works are required to ensure the integrity of the buildings, reduce their on-going maintenance and improve the living environment for residents. If approved, it is anticipated that the works could commence by August 2014.

**RECOMMENDED:**

- (1) That approval be given to tender the works based on a budget estimate of £1.4 million, inclusive of fees.
- (2) That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.

**4 Council Housing Maintenance and Improvements and Housing IT Business Software 2014/15 (Pages 9 - 74)**

The purpose of the attached report by the Head of Housing & Property Services is to inform members of the spending proposed for the next financial year for revenue and capital funded maintenance and improvement programmes together with Housing IT Business Software and to seek approval to incur expenditure in respect of the capital schemes and rolling programmes. Also to show how the budgets have been allocated on an area office basis.

**RECOMMENDED**

- (1) That the area programmes and allocation of finance for the funding of the Revenue Budgets for repairs and maintenance of dwellings be noted.
- (2) That the capital budgets listed in Appendix B and Appendix C commencing in 2014/15 be approved and the Head of Housing and Property Services be authorised under Financial Rules, Section B14 to proceed with schemes with the sums approved.
- (3) That the Head of Financial Services and Section 151 Officer's financial appraisal be approved for the capital programme - global provision.

**5 Exchanges and Succession Policy for Local Authority Housing (Pages 75 - 102)**

The purpose of the report by the Head of Housing and Property Service is for the Cabinet Member for Housing to note and endorse the process for dealing with Exchange requests and Tenancy changes due to Succession that have been amended to reflect the removal of the Spare Room Subsidy and the Localism Act 2012.

**RECOMMENDED:** that the Cabinet Member for Housing notes and endorses the actions taken with the management of exchange requests and tenancy changes resulting from succession. That the Head of Housing and Property Services continues to exercise delegated authority to manage exchanges and decide when to grant tenancies where no statutory right of succession applies.

# Agenda Item 3



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Cabinet Member for Housing

**Date of meeting:** 11<sup>th</sup> March 2014

**Subject:** SEYMOUR CLOSE AREA WINDOW REPLACEMENT

**Report by:** OWEN BUCKWELL – HEAD OF HOUSING & PROPERTY SERVICES

**Wards affected:** Charles Dickens and Nelson Ward

**Key decision:** Yes – Over £250,000

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 To seek permission to go out to tender and appoint a contractor to undertake window and door replacement works to 21no blocks of flats and 25no of houses in the Seymour Close Area.
- 1.2 The works are required to ensure the integrity of the buildings, reduce their on-going maintenance and improve the living environment for residents.
- 1.3 If approved, it is anticipated that the works could commence by September 2014.

## 2. Recommendations

- i That approval be given to tender the works based on a budget estimate of £1.4million, inclusive of fees.
- ii That following a full tender evaluation authority to enter into contract with the preferred bidder is delegated to the Head of Housing and Property Services.

## 3. Background

- 3.1 All the properties are located within the Charles Dickens and Nelson Ward and were constructed between 1970 and 1973. A full property list is contained at the rear of this document.
- 3.2 The site contains a mixture of 2, 3 and 4 bed flats, maisonettes and houses.

- 3.3 Within the 21no blocks of flats there are 123no PCC owned properties and 41no leasehold properties.
- 3.4 All the properties currently have timber frame double glazed windows. These windows have reached the end of their serviceable life and now require replacement.
- 3.5 It is proposed to install new PVCu double glazed windows to each property and where existing timber front doors are present install new composite doors.

#### **4. Reasons for recommendations**

- 4.1 The works will maintain the integrity of the building fabric, help protect against future deterioration, ensuring a lettable asset for PCC.
- 4.2 The new windows will help improve the thermal efficiency of the properties and reduce heat loss which may contribute to a reduced heating demand. The energy efficiency rating will improve from Band D to Band C, potentially saving residents up to £25 per year depending on their current energy use.
- 4.3 The new property doors will improve the security to the properties.
- 4.4 The works should reduce current levels of PCC repair expenditure to maintain the existing windows. It will also improve the longer term life cycle costs of the properties as PVCu windows will have a lower initial expenditure compared to timber windows and the cyclical costs of maintaining them are substantially lower.
- 4.5 It is considered that once the proposed works are undertaken the blocks will continue to provide a good living environment for the residents.

#### **5. Options considered and rejected**

- 5.1 An option considered and rejected was to replace the existing windows with new timber double glazed units. This was rejected as the initial expenditure and the on-going maintenance cost would be higher when compared to that of PVCu units.
- 5.2 The option to not replace the windows was considered; however this was rejected as the on-going maintenance costs to maintain the windows or replace individual units as necessary would become higher.

#### **6. Duty to involve**

- 6.1 Thorough consultation will be undertaken with both residents and leaseholders of the properties.

- 6.2 All leaseholders will receive a Notice of Intent letter that will notify them of our intention to undertake works to their property and offer them the opportunity to nominate a suitable contractor to the tender list if they wish. Once leaseholders have received the Notice of Intent all leaseholders will be telephoned by PCC Leasehold and Commercial staff to further discuss the works, notify them of approximate costs and talk through payment options available to them.
- 6.4 All leaseholders will be offered the opportunity of meeting in person with the Leasehold and Commercial Officer and the Project Surveyor to discuss any issues further.
- 6.5 After the issuing of the Notice of Intent a Planning Application will be submitted at which point all residents will be notified and have the opportunity to comment on the proposals.
- 6.6 Once tenders have been returned and a preferred bidder identified, all leaseholders will be issued a Section 20 Notice that will outline the preferred bidder, inform them of the overall block cost and their required contribution towards the completed work. Leaseholders are not likely to receive a bill for any aspect of the work until September 2015.
- 6.7 Flexible repayment plans with appropriate timescales will be discussed and agreed individually with each leaseholder. These include options to encourage leaseholders to increase their reserve fund contributions where appropriate to meet anticipated estimated costs of the work and ensure that they have sufficient reserve fund balances when bills are issued in September 2015.
- Access to Council loans is also available. If any leaseholder is identified who may not have sufficient reserve funds to pay the costs, they will be specifically and closely supported throughout by the Leasehold & Commercial team, to ensure appropriate repayment plans are agreed that are proportionate, lawful, accountable and necessary (PLAN).
- 6.8 All residents and leaseholders will be informed of the works prior to their commencement via letter and in-person visits and will have the opportunity to discuss any issues with PCC staff.
- 6.9 All residents and leaseholders will also be offered colour and style choices for any new property entrance doors due to be installed.
- 6.10 PCC staff will remain in contact with residents during the works onsite to address any issues that may arise and following completion customer satisfaction surveys will be undertaken by a PCC Resident Liaison Officer in order to gain feedback as to how the service could be improved.

## **7. Implications**

- 7.1 It is considered that the works will have a positive impact by helping to maintain the properties whilst improving the visual appearance of both the blocks and the surrounding area.
- 7.2 The positive implications of the work are that it will ensure that PCC maintains good quality housing that is secure and safe.
- 7.3 There is a potential disruption to residents whilst living in occupation during the installation of the windows and doors; however the physical installation of the windows should be limited to 1-2 days per property and the contractors will be assessed during the tender process to ensure that they have robust management systems to minimise disruption to residents to a minimum. PCC will also liaise with Housing management team to ensure that any additional individual resident requirements are addressed.
- 7.4 There is potential for negative reaction from leaseholders due to the costs they will be required to pay for the works; however there are mechanisms in place to help spread the cost of any works and ensure that a satisfactory repayment plan is agreed.
- 7.5 The work is subject to the normal legal risk relating to building work, the financial and technical competence of the chosen contractor and the disruption that the work will cause to the occupiers generally. These should all be subject to existing risk control assessment and mechanisms for such work and as such minimised before work commences.

## **8. Corporate Priorities**

- 8.1 The report and the planned maintenance works will contribute to the following Corporate Priorities:
- Increase availability, affordability and quality of housing
  - Improve efficiency and encourage involvement
  - Regenerate the city
  - Cleaner and greener city

## **9. Equality impact assessment (EIA)**

- 9.1 An EIA is not needed for this project. The project will not affect any equality group unequally and this no adverse impact on people who belong to any of the equality groups. Residents who live in the blocks affected by the project will be consulted on the work and specific needs will be address so that tenants with protected characteristics can be fully involved in the consultation. The project is expected to have positive outcomes for all current and future tenants.

**10. Legal comments**

- 10.1 Section 20 of the Landlord and Tenant Act 1985 (as amended) together with associated regulations prescribes the Council's statutory duties, as landlord, in respect of consultation with leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred in the carrying out of works to a building, where the contribution of any one tenant will exceed a prescribed amount (currently £250).
- 10.2 The legal risks referred to in paragraph 7.5 above will be addressed through a detailed procurement process in compliance with the Council's Contracts Procedure Rules and managed under the terms of the resulting construction works contract.
- 10.3 Under Part 2, Section 3 of the City Council's Constitution (responsibilities of the Cabinet) and further in accordance with the Scheme of Delegations at Appendix A to the Executive Procedure Rules in Part 3 of the Constitution, the Cabinet Member for Housing has the authority to approve the recommendations set out in this report.

**11. Head of Finance's comments**

- 11.1 This scheme will deliver a number of benefits to the blocks and houses on Seymour Close, Arnaud Close, Buckland Path and Washington Road. The proposed works will help protect against future deterioration, reducing the need for on-going repairs and maintenance, as well as help improve the thermal efficiency of the properties. The replacement property doors will also improve property security and improve the visual appearance, ensuring the blocks remain lettable in the future.
- 11.2 This scheme forms part of the Housing Investment Programme (HRA) Item 11 Total Major Repairs - Dwellings, which was approved by Council on 12th November 2013, and is wholly funded from HRA and Leaseholder contributions

.....  
Signed by:

**Owen Buckwell – Head of Housing and Property Services**

**Appendices:**

Appendix A - Block List

**Background list of documents: Section 100D of the Local Government Act 1972**

NIL

The recommendation(s) set out above were approved/ approved as amended/ deferred/  
rejected by the Cabinet Member for Housing on 11<sup>th</sup> March 2014.

.....  
Signed by:

**Councillor Darren Sanders**



## **APPENDIX A**

### **Block List**

ARNAUD CLOSE (10-16 & 22-24 EVENS)  
ARNAUD CLOSE (26-32 & 42-44 EVENS)  
ARNAUD CLOSE (27-43 ODDS)  
ARNAUD CLOSE (2-8 & 18-20 EVENS)  
ARNAUD CLOSE (34-40 & 46-48 EVENS)  
ARNAUD CLOSE (5-21 ODDS)  
BUCKLAND PATH (1-24)  
SEYMOUR CLOSE (16-22 & 28-34 EVENS)  
SEYMOUR CLOSE (1-7 & 23-25 ODDS)  
SEYMOUR CLOSE (62-68 & 78-80 EVENS)  
SEYMOUR CLOSE (63-69 & 79-81 ODDS)  
SEYMOUR CLOSE (70-76 & 82-84 EVENS)  
SEYMOUR CLOSE (71-77 & 83-85 ODDS)  
SEYMOUR CLOSE (8-14 & 24-26 EVENS)  
SEYMOUR CLOSE (86-92 & 102-108 EVENS)  
SEYMOUR CLOSE (87-93 & 103-109 ODDS)  
SEYMOUR CLOSE (9-15 & 27-29 ODDS)  
SEYMOUR CLOSE (94-100 & 110-116 EVENS)  
SEYMOUR CLOSE (95-101 & 111-117 ODDS)  
WASHINGTON ROAD (101-111 ODDS)  
WASHINGTON ROAD (113-121 & 123-131 ODDS)

### **PCC Houses on the following roads**

ARNAUD CLOSE  
SEYMOUR CLOSE

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Agenda item: 4

**Decision maker:** CABINET MEMBER FOR HOUSING DECISION  
MEETING 11 MARCH 2014

**Subject:** COUNCIL HOUSING MAINTENANCE AND IMPROVEMENTS  
AND HOUSING IT BUSINESS SOFTWARE 2014/2015

**Report by:** OWEN BUCKWELL HEAD OF LOCAL AUTHORITY  
HOUSING MANAGEMENT

**Wards affected:** ALL

**Key decision (over £250k):** YES

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## 1. Purpose of report

The revised 2013/14 and 2014/15 Housing Investment Programme budgets together with the proposed programmes for 2015/16 to 2019/20 were approved by the City Council on 12 November 2013.

The Council Housing Repairs & Maintenance Budgets for 2013/14 and 2014/15 were approved at the Housing Executive meeting on 28 January 2014.

The purpose of this report is to inform members of the spending proposed for the next financial year for revenue and capital funded maintenance and improvement programmes together with Housing IT Business Software and to seek approval to incur expenditure in respect of the capital schemes and rolling programmes and to show how the budgets have been allocated on an area office basis.

## 2. Recommendations

- I. That the area programmes and allocation of finance for the funding of the Revenue Budgets for repairs and maintenance of dwellings be noted.
- II. That the capital budgets listed in Appendix B and Appendix C commencing in 2014/2015 be approved and the Local Authority Housing Manager be authorised under Financial Rules, Section B14 to proceed with schemes within the sums approved.
- III. That the Head of Financial Services and Section 151 Officer financial appraisal be approved for the capital programme - global provision.

## 3. Background

Area office Budget Programmes have been prepared, which outline all programmed capital and revenue, maintenance and Improvement expenditure to the housing stock.

**4. Revenue Budgets - Repair and Maintenance of Dwellings Budget**

The main summary for all areas showing the headings for the allocation of the £23,727,000 budget is attached to this report as Appendix A along with the analyses of each individual Area Office Budget programme (detailed area office budget breakdown to follow

**Capital Budgets - Various Schemes**

A summary of this \*£30,776,522 budget is shown in Appendix B. There are several areas within this programme for 2014 / 2015 where the budget shown represents a global provision from which a number of smaller schemes are financed.

(\*total including professional fees)

**5. Equality impact assessment (EIA)**

Not relevant in this instant

**6. Head of legal services' comments**

The City Solicitor is satisfied that there are no immediate legal implications arising from this report.

**7. Head of finance's comments**

Financial Rules Section B14 states that expenditure cannot be incurred unless a full report and financial appraisal has been prepared and approved. The financial appraisal is included on Appendix B.

**8. Access to Information**

Background list of documents - Section 100D of the Local Government Act 1972

The Information used in preparing this report has been made available from within the Repairs and Maintenance team (Chaucer House) of Housing and Property Services.

.....  
Signed by:

The recommendation(s) set out above were approved/ approved as amended/ deferred/  
rejected by ..... on .....

.....  
Signed by:

# COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS

APPENDIX ' A '

## REVENUE BUDGET TOTAL - 2014 / 2015

REPAIRS AND MAINTENANCE		HELD BY	SUMMARY
COST CODE	HEADING		2014/15
	<b>Response Repairs</b>		£
HR3221	General (Day to Day) Response (Including: Leaking Water Services Renewal of DPC'S, Water Penetration Repairs)	AO	£12,000,000
HR3226	Out of Hours Repairs Service	AO	Inc
HR3225	Community Centres: Response Repair	LC	£100,000
			<b>£12,100,000</b>
HR3231	Void Cost	AO	£2,850,000
	<b>TOTAL FOR RESPONSE REPAIRS</b>		<b>£14,950,000</b>
	<b>Planned &amp; Cyclical Work</b>		
HR3211	Contingency Sum	RM	Inc
HR3222	Contractors Fee	AO	Inc
HR3271	Decoration Allowance to Tenants	AO	Inc
HR3281	Redec for Elderly / Disabled	AO	Inc
HR3311	Fittings Sheltered Accommodation	RM	£45,000
HR3362	Area Office re-configuration	RM	£75,000
HR3321	Asbestos Surveys	RM	£100,000
HR3331	Repair to fire damaged properties	RM	Inc
HR3341	Structural Repairs	RM	Inc
HR2062	Pest Control	AO	£95,000
HR3421	External Painting & Repairs Including Fencing Renewal	RM	£4,640,000
HR3431	Annual Gas Servicing/Repair	RM	£2,650,000
HR3471	Replacement of Refuse Bins	RM	Nil
HR3481	Central Communication System	RM	£70,000
HR3491	Mechanical Plant & Lifts	RM	£675,000
HR3501	Maintenance of Fire Alarms	RM	£70,000
HR3511	Residents Initiative Bids	RM	£70,000
HR3521	Improvements to office access	RM	£0
HR3541	Maintenance of CCTV equipment/	RM	£195,000
HR3551	Replacement of CCTV equipment	RM	£92,000
	<b>TOTAL FOR PLANNED &amp; CYCLICAL</b>		<b>£8,777,000</b>
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>£23,727,000</b>

RM - Repairs Manager

AO - Area Office

PM - Planned Maintenance

LC - Leasehold & Commercial



## COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS CAPITAL PROGRAMME - 2014/2015

ITEM No	COST CODE EBS	HEADING	HELD BY	2014/2015 £
<b>Planned &amp; Cyclical Work</b>				
50	ZH4053	Birmingham Blocks Refurbishment	PM	570,000
51	ZH4054	Waterloo Street Cladding & Roof Repairs	PM	300,000
53	ZH4056	Hawthorn Crescent Roof and Concrete Repairs	PM	150,000
54	ZH4057	Wimpey Blocks Lift Towers	PM	780,000
55	ZH4059	Grosvenor House Refurbishment	PM	780,000
59	ZH4045	Wilmcote House Energy Improvement Works	PM	7,000,000
60	ZH4058	Wilmcote House Refurbishment Fees	PM	110,000
73	ZH4096	Tipton House & Edgbaston House Fees	PM	100,000
81	ZH4076	Digital TV Aerial Upgrade	RM	200,000
82	ZH4099	Wingfield Street & Westminster Place Improvements	PM	1,100,000
83	ZH4101	Louis Flagg & Frank Miles House Refurbishment	PM	900,000
84	ZH4012	Mill Gate, Copperfield and Pickwick Houses - Structural Repairs AMS Fees	RM	50,000 5,000
85	ZH4103	Multi Storey Blocks - Measured Surveys	RM	5,000
88	ZH4106	Sarah Robinson House - Car Park Structural Repairs	RM	25,000
89	ZH4PRM	Capital Planned Works *(see below for breakdown)	AO	4,500,000
90	ZH4088	The Lakes Blocks Fire Doors	PM	20,000
96	ZH4083	Highfield Road Site Screens	PM	5,000
99	ZH4086	St James's Road Screens	PM	50,000
101	ZH4039	Eastern Road Improvements Fire Doors and Screens	PM	500,000
102	ZH4036	Asbestos Removals	AO	1,000,000
103	ZH4048	Electrical Improvements - Emergency Lighting	RM	400,000
<b>Total carried over to next page</b>				<b>18,550,000</b>





		<b>Carried over from Previous Page</b>		<b><u>18,550,000</u></b>
104	ZH4107	Major Asset Improvements AMS Fees	PM	778,261 35,000
105	ZH400G	Medium Blocks Capital Planned Works	PM	778,261
106	ZH320Z	Connors Keep Flats Reconfiguration	LC	1,160,000
107	ZH4108	St Clares Court Flats Reconfiguration	LC	1,250,000
108	ZH4123	Tweed Court Flat Reconfiguration	LC	930,000
109	ZH400N	Lifts AMS Fees	RM	600,000 100,000
110	ZH3208	Disabled Facilities Grants	AO	1,250,000
111	ZH400L	New Heating Installations	RM	2,300,000
113	ZH2003	Improvements to Energy Efficiency / Sustainability	RM	225,000
114	ZH4034	Energy Surveys	RM	10,000
115	ZH4049	Housing Health & Safety Rating System	RM	10,000
116	ZH4109	Communal Heating Installations	RM	250,000
118	ZH4111	Environmental Improvements	PM	100,000
119	ZH4112	Downton House Improvements	PM	60,000
120	ZH4113	Southampton Road Improvements	PM	200,000
121	ZH4114	Gerard & Loring House Cladding	PM	50,000
122	ZH4115	Angmering and Dale Park Improvements	PM	15,000
123	ZH4116	Soberton Road Fire Doors	PM	10,000
124	ZH4117	Kings Road Fire Doors	PM	560,000
126	ZH4119	M&E Services Improvements	RM	200,000
127	ZH4121	Fire Upgrade Works	RM	50,000
128	ZH4124	Marshfield House Refurbishment	PM	270,000
129	ZH4125	Hawthorn Crescent Doors	PM	5,000
130	ZH4127	Almondsbury Road Doors	PM	5,000
131	ZH4128	181 Twyford Avenue	PM	5,000
		<b>Total carried over to next page</b>		<b><u>29,756,522</u></b>



		<b>Carried over from Previous Page</b>		<b><u>29,756,522</u></b>
132	ZH4129	Nicholson Gardens Screens	PM	5,000
133	ZH4133	Norrish Court Screens	PM	5,000
134	ZH4134	Lake Road Screens	PM	5,000
135	ZH4132	Seymour Close Windows	PM	1,000,000
136	ZH4135	St Johns Court Roof	PM	5,000
		<b>Total Capital</b>		<b><u>30,776,522</u></b>

**\*Capital Planned Works**

89	Mangement & Security of Housing Estates
89	TV Aerials/Estate Communications
89	Electrical Rewiring
89	Video Security & Door Entry
89	Improvements/Major Repairs-Single Units
89	Underpinning - Foundation Improvements
89	Roof Renewals
89	Window Replacements
89	Internal Refurbishments
89	Replacement of Water Services/Drainage Modernisation



**APPENDIX B**

**COUNCIL HOUSING MAINTENANCE AND IMPROVEMENTS - 2014/15  
CAPITAL BUDGETS - VARIOUS**

ITEM NO	COSTS CENTRE	DESCRIPTION	TOTAL SCHEME COST IN 2014/2015
			£
81	ZH4076	Digital TV Aerial Upgrade	£200,000
85	ZH4103	Multi Storey Blocks - Measured Surveys	£5,000
89	ZH4PRM	Capital Planned Works	£4,500,000
102	ZH4036	Asbestos Removal	£1,000,000
103	ZH4048	Electrical Improvements - Emergency Lighting	£400,000
109	ZH400N	Lifts AMS Fees	£600,000 £100,000
110	ZH3208	Disabled Facilities Grants	£1,250,000
111	ZH400L	New Heating Installations	£2,300,000
113	ZH2003	Improvements to Energy Efficiency/Sustainability	£225,000
114	ZH4034	Energy Surveys	£10,000
115	ZH4049	Housing Health & Safety Rating System	£10,000
116	ZH4109	Communal Heating Installations	£250,000
118	ZH4111	Environmental Improvements	£100,000
126	ZH4119	M&E Services Improvements	£200,000
127	ZH4121	Fire Upgrade Works	£50,000
		Professional charges relating to the above schemes	
		- Asset Management Service	£223,900
		- Housing Service fee	£2,897,477
			<b>£3,121,377</b>
	ZH2006	<b>Review of Business software</b>	£530,000
			<b>£14,851,377</b>

A number of the above schemes such as the replacement of heating systems are likely to achieve savings through reduced maintenance costs, although these savings cannot be quantified



Professional fees in the order of £3,121,377 will be incurred on the schemes detailed above. Of these £2,897,477 are Housing Service fees and £223,900 are AMS fees.  
If approval is given for the individual schemes, approval will also be deemed to have been given to the incurring of fees on those schemes.

Capital expenditure can be financed from capital receipts and any borrowing allowed for the financial year. For the purposes of this financial appraisal it is assumed that these sources of funding will be used for schemes in progress and that new schemes will be financed by Revenue Contributions. The revenue effects on the HRA which will result from implementation of the above schemes are detailed below:

	<b>2014-15</b>
	<b>£</b>
Revenue contributions	£14,851,377
	<hr/> <b>£14,851,377</b> <hr/>







## IT Capital Schemes – 2014/15 HIP Expenditure Plan

Total provision - £530,000

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### 1. Infrastructure

These funds are used to provide the resources and ICT equipment needed to support improvements to the services provided by Housing and Property Services. This may be to replace outdated equipment, to implement new and innovative ways of working or to offer new services for tenants. Some examples might be:

- The replacement of slow and unreliable network links to remote sites
- Implementation of a public wi-fi provision for residents at key Housing sites
- Cabling and connection of new Housing and Property Services buildings.

Hardware: £100,000

Software: £35,000

### 2. Flexible and mobile working

This is allocated to contribute towards flexible and mobile initiatives to improve service delivery e.g. cut out waste caused by double entering of data in some areas (by hand and then computer). For example:

- Tablet and laptop computers
- Mobile access dongles

Hardware: £10,000

Software: £10,000

### 3. Small enhancements

This allocation is used to enhance and develop systems to support new and changed business processes, such as:

- Income handling services and web payments
- Anti-Social Behaviour management
- Business Objects (management) reporting
- System interfaces

Hardware: £25,000

Software: £50,000

### 4. Development Projects inc. SLA

This allocation is used to fund both system development work within Housing and Property Services, and to contribute towards corporate initiatives and projects. The forward work plan this year includes:

- Northgate Housing functionality to assist with effective rental management
- Housing Options Lettings Database
- Stock, Repairs and Maintenance system
- Green and Clean System
- Housing car parking space allocation system
- Replacement of core PCC systems and infrastructure

Hardware: £0

Software: £300,000





**Portsmouth**  
CITY COUNCIL

## Housing & Property Services

Maintain & Improve Our Properties  
2014/2015



Portsmouth  
CITY COUNCIL

## **MAINTENANCE & IMPROVEMENTS**

# **MAIN SUMMARY ALL AREAS 2014/2015**

# COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS

## REVENUE BUDGET TOTAL - 2014 / 2015

REPAIRS AND MAINTENANCE		HELD BY	SUMMARY	
COST CODE	HEADING		2014/15	
	<b>Response Repairs</b>		£	
HR3221	General (Day to Day) Response (Including: Leaking Water Services Renewal of DPC'S, Water Penetration Repairs)	AO	£12,000,000	
HR3226	Out of Hours Repairs Service	AO		Inc
HR3225	Community Centres: Response Repair	LC	£100,000	
			<b>£12,100,000</b>	
HR3231	Void Cost	AO	£2,850,000	
	<b>TOTAL FOR RESPONSE REPAIRS</b>		<b>£14,950,000</b>	
	<b>Planned &amp; Cyclical Work</b>			
HR3211	Contingency Sum	RM		Inc
HR3222	Contractors Fee	AO		Inc
HR3271	Decoration Allowance to Tenants	AO		Inc
HR3281	Redec for Elderly / Disabled	AO		Inc
HR3311	Fittings Sheltered Accommodation	RM	£45,000	
HR3362	Area Office re-configuration	RM	£75,000	
HR3321	Asbestos Surveys	RM	£100,000	
HR3331	Repair to fire damaged properties	RM		Inc
HR3341	Structural Repairs	RM		Inc
HR2062	Pest Control	AO	£95,000	
HR3421	External Painting & Repairs Including Fencing Renewal	RM	£4,640,000	
HR3431	Annual Gas Servicing/Repair	RM	£2,650,000	
HR3471	Replacement of Refuse Bins	RM		Nil
HR3481	Central Communication System	RM	£70,000	
HR3491	Mechanical Plant & Lifts	RM	£675,000	
HR3501	Maintenance of Fire Alarms	RM	£70,000	
HR3511	Residents Initiative Bids	RM	£70,000	
HR3521	Improvements to office access	RM	£0	
HR3541	Maintenance of CCTV equipment/	RM	£195,000	
HR3551	Replacement of CCTV equipment	RM	£92,000	
	<b>TOTAL FOR PLANNED &amp; CYCLICAL</b>		<b>£8,777,000</b>	
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>£23,727,000</b>	

RM - Repairs Manager  
 AO - Area Office  
 PM - Planned Maintenance  
 LC - Leasehold & Commercial

## COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS CAPITAL PROGRAMME - 2014/2015

ITEM No	COST CODE EBS	HEADING	HELD BY	2014/2015 £
<b>Planned &amp; Cyclical Work</b>				
50	ZH4053	Birmingham Blocks Refurbishment	PM	570,000
51	ZH4054	Waterloo Street Cladding & Roof Repairs	PM	300,000
53	ZH4056	Hawthorn Crescent Roof and Concrete Repairs	PM	150,000
54	ZH4057	Wimpey Blocks Lift Towers	PM	780,000
55	ZH4059	Grosvenor House Refurbishment	PM	780,000
59	ZH4045	Wilmcote House Energy Improvement Works	PM	7,000,000
60	ZH4058	Wilmcote House Refurbishment Fees	PM	110,000
73	ZH4096	Tipton House & Edgbaston House Fees	PM	100,000
81	ZH4076	Digital TV Aerial Upgrade	RM	200,000
82	ZH4099	Wingfield Street & Westminster Place Improvements	PM	1,100,000
83	ZH4101	Louis Flagg & Frank Miles House Refurbishment	PM	900,000
84	ZH4012	Mill Gate, Copperfield and Pickwick Houses - Structural Repairs AMS Fees	RM	50,000 5,000
85	ZH4103	Multi Storey Blocks - Measured Surveys	RM	5,000
88	ZH4106	Sarah Robinson House - Car Park Structural Repairs	RM	25,000
89	ZH4PRM	Capital Planned Works *(see below for breakdown)	AO	4,500,000
90	ZH4088	The Lakes Blocks Fire Doors	PM	20,000
96	ZH4083	Highfield Road Site Screens	PM	5,000
99	ZH4086	St James's Road Screens	PM	50,000
101	ZH4039	Eastern Road Improvements Fire Doors and Screens	PM	500,000
102	ZH4036	Asbestos Removals	AO	1,000,000
103	ZH4048	Electrical Improvements - Emergency Lighting	RM	400,000
<b>Total carried over to next page</b>				<b>18,550,000</b>

AO - Area Office  
LC - Leasehold and Commercial  
PM - Planned Maintenance  
RM - Repairs Manager

		<b>Carried over from Previous Page</b>		<b><u>18,550,000</u></b>
104	ZH4107	Major Asset Improvements AMS Fees	PM	778,261 35,000
105	ZH400G	Medium Blocks Capital Planned Works	PM	778,261
106	ZH320Z	Connors Keep Flats Reconfiguration	LC	1,160,000
107	ZH4108	St Clares Court Flats Reconfiguration	LC	1,250,000
108	ZH4123	Tweed Court Flat Reconfiguration	LC	930,000
109	ZH400N	Lifts AMS Fees	RM	600,000 100,000
110	ZH3208	Disabled Facilities Grants	AO	1,250,000
111	ZH400L	New Heating Installations	RM	2,300,000
113	ZH2003	Improvements to Energy Efficiency / Sustainability	RM	225,000
114	ZH4034	Energy Surveys	RM	10,000
115	ZH4049	Housing Health & Safety Rating System	RM	10,000
116	ZH4109	Communal Heating Installations	RM	250,000
118	ZH4111	Environmental Improvements	PM	100,000
119	ZH4112	Downton House Improvements	PM	60,000
120	ZH4113	Southampton Road Improvements	PM	200,000
121	ZH4114	Gerard & Loring House Cladding	PM	50,000
122	ZH4115	Angmering and Dale Park Improvements	PM	15,000
123	ZH4116	Soberton Road Fire Doors	PM	10,000
124	ZH4117	Kings Road Fire Doors	PM	560,000
126	ZH4119	M&E Services Improvements	RM	200,000
127	ZH4121	Fire Upgrade Works	RM	50,000
128	ZH4124	Marshfield House Refurbishment	PM	270,000
129	ZH4125	Hawthorn Crescent Doors	PM	5,000
130	ZH4127	Almondsbury Road Doors	PM	5,000
131	ZH4128	181 Twyford Avenue	PM	5,000
		<b>Total carried over to next page</b>		<b><u>29,756,522</u></b>

		<b>Carried over from Previous Page</b>		<b><u>29,756,522</u></b>
132	ZH4129	Nicholson Gardens Screens	PM	5,000
133	ZH4133	Norrish Court Screens	PM	5,000
134	ZH4134	Lake Road Screens	PM	5,000
135	ZH4132	Seymour Close Windows	PM	1,000,000
136	ZH4135	St Johns Court Roof	PM	5,000
		<b>Total Capital</b>		<b><u>30,776,522</u></b>

**\*Capital Planned Works**

89	Mangement & Security of Housing Estates
89	TV Aerials/Estate Communications
89	Electrical Rewiring
89	Video Security & Door Entry
89	Improvements/Major Repairs-Single Units
89	Underpinning - Foundation Improvements
89	Roof Renewals
89	Window Replacements
89	Internal Refurbishments
89	Replacement of Water Services/Drainage Modernisation





Portsmouth  
CITY COUNCIL

**MAINTENANCE & IMPROVEMENTS**

**SOMERSTOWN**  
**PORTSEA**  
**LEIGH PARK**

**PROGRAMME**  
**2014/2015**



**Planned Maintenance 2014/15**

**GROVE ROAD NORTH**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting	
Communal Entrance Doors	

<b>Type of Assets</b>	
Block of Flats	1
Flats	16
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>16</b>

<b>Addresses Included</b>	
GROVE ROAD NORTH (11-30)	

**LOCKSWAY & FURZE LANE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	2
Bedsit	1
Flats	17
Maisonettes	18
Leaseholders	11
<b>Total Dwellings included in Site</b>	<b>36</b>

<b>Addresses Included</b>	
FURZE LANE (2-16 & 18-32 EVENS)	
LOCKSWAY ROAD (251-289 ODDS)	

**Planned Maintenance 2014/15****GROSVENOR HOUSE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	
Structural Repairs	
Construction of an additional Lift Tower	

<b>Type of Assets</b>	
Block of Flats	3
Flats	74
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>74</b>

<b>Addresses Included</b>	
GROSVENOR HOUSE (1-54)	
WARWICK CRESCENT (2-20 EVENS)	
WARWICK CRESCENT (22-40 EVENS)	

**7 LOWER FORBURY ROAD**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Scheme evaluation will include</b>	
Internal Property Refurbishment	

<b>Type of Assets</b>	
Flats	1
<b>Total Dwellings included in Site</b>	<b>1</b>

<b>Addresses Included</b>	
7 LOWER FORBURY ROAD (1-10)	

**WILMCOTE HOUSE**

Planned Maintenance scheme evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
New roof	
New windows	
External insulation	

<b>Type of Assets</b>	
Block of Flats	1
Flats	7
Maisonettes	100
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>107</b>

<b>Addresses Included</b>	
WILMCOTE HOUSE (1-113)	



**Planned Maintenance 2014/15**

**KINGS ROAD AREA PHASE ONE SITE**

Planned Maintenance evaluated, work planned to commence in 2014/15

<b>Type of Work</b>	
External Decorations, Repair or Improvement	
Emergency Lighting (Blocks)	
Communal Digital TV Aerial Upgrade	

<b>Type of Assets</b>	
Block of Flats	15
Flats	141
Leaseholders	97
<b>Total Dwellings included in Site</b>	<b>141</b>

<b>Addresses Included</b>
KINGS ROAD (15-25 ODDS)
KINGS ROAD (27-37 ODDS)
ASTLEY STREET (78-100 EVENS)
ELDON STREET (25-35)
ELM GROVE (1-17 ODDS)
NORFOLK STREET (4-26 EVENS)
NORFOLK STREET (28-38 EVENS)
NORFOLK STREET (27-43 ODDS)
NORFOLK STREET (45-61 ODDS)
SOUTH STREET (1-23 ODDS)
SOUTH STREET (25-35 ODDS)
SOUTH STREET (37-48)
SOUTH STREET (2-24 EVENS)
SOUTH STREET (26-36 EVENS)
ST PAULS ROAD (2-12 EVENS)
ST PAULS ROAD (14-30 EVENS)



**Planned Maintenance 2014/15**

**KINGS ROAD AREA PHASE TWO SITE**

Planned Maintenance evaluated, work planned to commence in 2014/15

<b>Type of Work</b>	
External Decorations, Repair or Improvement	
Emergency Lighting (Blocks)	
Communal Digital TV Aerial Upgrade	

<b>Type of Assets</b>	
Block of Flats	25
Flats	184
Leaseholders	118
<b>Total Dwellings included in Site</b>	<b>184</b>

<b>Addresses Included</b>
KINGS ROAD (10-26 EVENS)
KINGS ROAD 28-38 EVENS)
KINGS ROAD (40-62 EVENS)
KINGS ROAD (64-74 EVENS)
KINGS ROAD (76-86 EVENS)
KINGS ROAD (88-98 EVENS)
KINGS ROAD (100-110 EVENS)
KINGS ROAD (112-122 EVENS)
KINGS ROAD (124-134 EVENS)
COPPER STREET (1-6) & (7-18)
FLINT STREET (4-20 EVENS)
HAMBROOK STREET (22-44 EVENS) & 46-56 EVENS)
LITTLE SOUTHSEA STREET (1-4)
LITTLE SOUTHSEA STREET (5-8)
LITTLE SOUTSEA STREET (9-12)
LITTLE SOUTSEA STREET (13-16)
SILVER STREET (2-12 EVENS)
SILVER STREET (14-24 EVENS)
SILVER STREET (26-36 EVENS)
STONE STREET (1-12)
STONE STREET (13-24)
STONE STREET (25-36)
SUSSEX PLACE (2-11)



**Planned Maintenance 2014/15**

**KINGS ROAD AREA DOOR SITE**

Planned Maintenance evaluated, work planned to commence in 2014/15

<b>Type of Work</b>	
Fire Door Installation	

<b>Type of Assets</b>	
Block of Flats	40
Flats	325
Leaseholders	215
<b>Total Dwellings included in Site</b>	<b>325</b>

<b>Addresses Included</b>	
ASTLEY STREET (78-100 EVENS)	
COPPER STREET (1-6) & (7-18)	
ELDON STREET (25-35)	
ELM GROVE (1-17 ODDS)	
FLINT STREET (4-20 EVENS)	
HAMBROOK STREET (22-44 EVENS) & 46-56 EVENS)	
KINGS ROAD (10-26 EVENS)	
KINGS ROAD (15-25 ODDS)	
KINGS ROAD (27-37 ODDS)	
KINGS ROAD 28-38 EVENS)	
KINGS ROAD (40-62 EVENS)	
KINGS ROAD (64-74 EVENS)	
KINGS ROAD (76-86 EVENS)	
KINGS ROAD (88-98 EVENS)	
KINGS ROAD (100-110 EVENS)	
KINGS ROAD (112-122 EVENS)	
KINGS ROAD (124-134 EVENS)	
LITTLE SOUTHSEA STREET (1-4)	
LITTLE SOUTHSEA STREET (5-8)	
LITTLE SOUTSEA STREET (9-12)	
LITTLE SOUTSEA STREET (13-16)	
NORFOLK STREET (4-26 EVENS)	
NORFOLK STREET (28-38 EVENS)	
NORFOLK STREET (27-43 ODDS)	
NORFOLK STREET (45-61 ODDS)	
SILVER STREET (2-12 EVENS)	
SILVER STREET (14-24 EVENS)	
SILVER STREET (26-36 EVENS)	
SOUTH STREET (1-23 ODDS)	
SOUTH STREET (25-35 ODDS)	
SOUTH STREET (37-48)	
SOUTH STREET (2-24 EVENS)	
SOUTH STREET (26-36 EVENS)	
STONE STREET (1-12)	
STONE STREET (13-24)	
STONE STREET (25-36)	
ST PAULS ROAD (2-12 EVENS)	
ST PAULS ROAD (14-30 EVENS)	
SUSSEX PLACE (2-11)	

**Planned Maintenance 2014/15****WATERLOO STREET**

Planned Maintenance being evaluated, work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
New roof	
Emergency Lighting (Blocks)	
Structural works	

<b>Type of Assets</b>	
Block of Flats	1
Flats	5
Maisonette	24
Leaseholders	2
<b>Total Dwellings included in Site</b>	<b>29</b>

<b>Addresses Included</b>	
WATERLOO STREET (20-76 EVENS)	

**LOUIS FLAGG HOUSE SITE**

Planned Maintenance scheme to be evaluated with work planned to commence in 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
New Windows	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	3
Flats	12
Maisonette	58
Leaseholders	21
<b>Total Dwellings included in Site</b>	<b>70</b>

<b>Addresses Included</b>	
MILVERTON HOUSE (1-22)	
FRANK MILES HOUSE (1-24)	
LOUIS FLAGG HOUSE (1-24)	

**Somerstown Area Housing Office**
**Portsmouth**  
 CITY COUNCIL
**Planned Maintenance 2014/15****EASTERN ROAD FIRE DOORS**

Planned Maintenance evaluated, work planned to commence in 2014/15

<b>Type of Work</b>	
Fire Door Installation	

<b>Type of Assets</b>	
Block of Flats	34
Flats	258
Leaseholders	89
<b>Total Dwellings included in Site</b>	<b>258</b>

<b>Addresses Included</b>	
CHESLYN ROAD (2-12 EVENS)	
CHESLYN ROAD (54-64)	
EASTERN ROAD (121-137 ODDS)	
EASTERN ROAD (169-179 ODDS)	
EASTERN ROAD (13-29 ODDS)	
EASTERN ROAD (64-80 EVENS)	
EASTERN ROAD (247-263 ODDS)	
EASTERN ROAD (199-215 ODDS)	
EASTERN ROAD (4-14 EVENS)	
EASTERN ROAD (73-89 ODDS)	
EASTERN ROAD (355-365 ODDS)	
EASTERN ROAD (397-413 ODDS)	
EASTERN ROAD (43-59 ODDS)	
EASTERN ROAD (91-107 ODDS)	
EASTERN ROAD (367-383 ODDS)	
EASTERN ROAD (82-92 EVENS)	
EASTERN ROAD (139-149 ODDS)	
EASTERN ROAD (181-197 ODDS)	
EASTERN ROAD (61-71 ODDS)	
EASTERN ROAD (28-44 EVENS)	
EASTERN ROAD (385-395 ODDS)	
EASTERN ROAD (295-311 ODDS)	
EASTERN ROAD (343-353 ODDS)	
EASTERN ROAD (313-323 ODDS)	
EASTERN ROAD (217-227 ODDS)	
EASTERN ROAD (265-275 ODDS)	
EASTERN ROAD (31-41 ODDS)	
EASTERN ROAD (109A-109F)	
EASTERN ROAD (46-62 EVENS)	
EASTERN ROAD (151-167 ODDS)	
EASTERN ROAD (229-245 ODDS)	
EASTERN ROAD (277-293 ODDS)	
EASTERN ROAD (325-341 ODDS)	
EASTERN ROAD (16-26 EVENS)	





## Planned Maintenance 2014/15

**BIRMINGHAM BLOCKS SITE**

Planned Maintenance scheme tendered, works to be on site during 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Replacement railings to communal and private balconies	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	5
Maisonette	110
Leaseholders	30
<b>Total Dwellings included in Site</b>	<b>110</b>

<b>Addresses Included</b>	
ASTLEY STREET (62-76 EVENS)	
HALESOWEN HOUSE (1-8)	
LONGBRIDGE HOUSE (1-22)	
OLDBURY HOUSE (1-24)	
STRATFORD HOUSE (1-48)	

**ST. JAMES ROAD**

Planned Maintenance tendered, works to be on site during 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Screen Replacement	
Emergency Lighting (Blocks)	
Structural repair	
Fire Door Installation	

<b>Type of Assets</b>	
Block of Flats	2
Flats	6
Maisonette	18
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>24</b>

<b>Addresses Included</b>	
ST JAMES'S ROAD (29-51 ODDS)	
ST JAMES'S ROAD (53-75 ODDS)	



**Planned Maintenance 2014/2015**

**KEMPENFELT HOUSE**

Planned Maintenance scheme to be evaluated and planned to commence work in 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	6
Maisonettes	6
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>12</b>

<b>Addresses Included</b>	
KEMPENFELT HOUSE (1-12)	

## Leigh Park Area Housing Office



Portsmouth  
CITY COUNCIL

### Planned Maintenance 2014/2015

#### WINCHESTER & BOURNEMOUTH HOUSE

Planned Maintenance scheme evaluated planned to commence works in 2014/15

Type of Work	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

Type of Assets	
Block of Flats	2
Flats	79
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>79</b>

Addresses Included	
BOURNEMOUTH HOUSE (1-30)	
WINCHESTER HOUSE (1-47)	

#### BARNCROFT WAY

Planned Maintenance scheme in progress and planned to complete work in 2014/15

Type of Work	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	
Property Entrance Doors	
Fencing	

Type of Assets	
Block of Flats	1
Maisonettes	6
Leaseholders	1
Retail Units	6
<b>Total Dwellings included in Site</b>	<b>6</b>

Addresses Included	
BARNCROFT WAY (78-100 EVENS)	



**Planned Maintenance 2014/2015**

**THE WARREN PHASE FOUR SITE**

Planned Maintenance scheme evaluated and planned to commence work in 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Blocks of Flats	9
Flats	99
Leasholders	17
<b>Total Dwellings included in Site</b>	<b>99</b>

<b>Addresses Included</b>	
BADDESLEY GARDENS (14-34 EVENS)	
BADDESLEY GARDENS (36-56 EVENS)	
CALSHOT ROAD (1-21 ODDS)	
GORLEY COURT (34-54)	
HEYWOOD GARDENS (15-25)	
LARKWHISTLE WALK (34-54 EVENS)	
SOUTHFIELD WALK (2-22 EVENS)	
SWANMORE ROAD (85-105 ODDS)	
WOOLSTON ROAD (54-74 EVENS)	

**Leigh Park Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****HIGH LAWN WAY**

Planned Maintenance scheme to be evaluated and planned to commence work in 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Blocks of Flats	1
Flats	12
Leaseholders	2
<b>Total Dwellings included in Site</b>	<b>12</b>

<b>Addresses Included</b>	
HIGH LAWN WAY (165-187 ODDS)	

**RINGWOOD HOUSE**

Planned Maintenance scheme to be evaluated and planned to commence work in 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	26
Leaseholder	1
<b>Total Garages included in Site</b>	<b>26</b>

<b>Addresses Included</b>	
RINGWOOD HOUSE (1-26)	



**Planned Maintenance 2014/2015**

**PURBROOK WAY SITE**

Planned Maintenance scheme to be evaluated and planned to commence work in 2015/2016

<b>Type of Work</b>	
External Decorations, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	7
Flats	96
Leaseholders	18
<b>Total Dwellings included in Site</b>	<b>96</b>

<b>Addresses Included</b>	
PURBROOK WAY (1-27 ODDS)	
PURBROOK WAY (29-55 ODDS)	
PURBROOK WAY (57-83 ODDS)	
PURBROOK WAY (85-111 ODDS)	
PURBROOK WAY (113-139 ODDS)	
PURBROOK WAY (141-167 ODDS)	
PURBROOK WAY (169-191 ODDS)	



Portsmouth  
CITY COUNCIL

**MAINTENANCE & IMPROVEMENTS**

**PAULS GROVE**  
**WECOCK FARM**  
**CITY NORTH**

**PROGRAMME**

**2014/2015**

**Paulsgrove Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****74 CHEDWORTH CRESCENT**

Planned Maintenance scheme evaluated and planned to commence work in 2014/2015

<b>Type of Work</b>	
Structural Repair	
Internal Property Refurbishment	

<b>Type of Assets</b>	
House	1
<b>Total Dwellings included in Site</b>	<b>1</b>

<b>Addresses Included</b>	
74 CHEDWORTH CRESCENT	

**ASHURST ROAD**

Planned Maintenance scheme evaluated and planned to commence work in 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	9
Flats	98
Leaseholders	24
Garages	7
<b>Total Dwellings included in Site</b>	<b>98</b>

<b>Addresses Included</b>	
ASHURST ROAD (70-80)	
ASHURST ROAD (12-17)	
ASHURST ROAD (47-63)	
ASHURST ROAD (18-23)	
ASHURST ROAD (24-40)	
ASHURST ROAD (64-69)	
ASHURST ROAD (1-11)	
ASHURST ROAD (41-46)	
CHIPSTEAD HOUSE (1-18)	
CHIPSTEAD HOUSE (GARAGES 1-7)	



**Paulsgrove Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****HALSTEAD ROAD**

Planned Maintenance scheme being evaluated and planned to commence work in 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	14
Flats	129
Leaseholders	30
<b>Total Dwellings included in Site</b>	<b>129</b>

<b>Addresses Included</b>	
HALSTEAD ROAD (2-12 EVENS)	
HALSTEAD ROAD (86-108 EVENS)	
HALSTEAD ROAD (146-156 EVENS)	
HALSTEAD ROAD (14-36 EVENS)	
HALSTEAD ROAD (62-72 EVENS)	
HALSTEAD ROAD (74-84 EVENS)	
HALSTEAD ROAD (38-48 EVENS)	
HALSTEAD ROAD (110-120 EVENS)	
HALSTEAD ROAD (50-60 EVENS)	
HALSTEAD ROAD (122-144 EVENS)	
HALSTEAD ROAD (1-21 ODDS)	
HERNE ROAD (1-17)	
HERNE ROAD (18-29)	
OLD WYMERING LANE (62-84 EVENS)	

**GERARD & LORING HOUSE SITE**

Planned Maintenance scheme on site, due to complete 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	
Cladding to walkways	

<b>Type of Assets</b>	
Block of Flats	2
Flats	40
Leaseholders	19
<b>Total Dwellings included in Site</b>	<b>40</b>

<b>Addresses Included</b>	
GERARD HOUSE (1-20)	
LORING HOUSE (1-20)	

**Paulsgrove Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****MARSHFIELD HOUSE**

Planned Maintenance scheme on site and planned to complete work in 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Cladding	
New Windows (Communal)	
Emergency Lighting (Blocks)	
<b>Type of Assets</b>	
Block of Flats	1
Flats	24
Leaseholders	8
Garages	17
<b>Total Dwellings included in Site</b>	<b>24</b>
<b>Addresses Included</b>	
MARSHFIELD HOUSE (1-24)	

**ALMONDSBURY ROAD - FIRE DOORS**

Planned Maintenance scheme evaluated to commence work 2014/2015

<b>Type of Work</b>	
Fire Doors	
<b>Type of Assets</b>	
Block of Flats	7
Flats	72
Leaseholders	7
<b>Total Dwellings included in Site</b>	<b>72</b>
<b>Addresses Included</b>	
MILBURY HOUSE (1-6)	
OAKLANDS HOUSE (1-12)	
ALMONDSBURY HOUSE (1-6)	
PARKFIELD HOUSE (1-12)	
THORNBURY HOUSE (1-12)	
FOXCOTE HOUSE (1-12)	
KINGSCOTE HOUSE (1-12)	

## Paulsgrove Area Housing Office

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### ROCHFORD ROAD

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

Type of Work	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

Type of Assets	
Block of Flats	10
Flats	75
Leaseholders	12
<b>Total Dwellings included in Site</b>	<b>75</b>

Addresses Included	
ROCHFORD ROAD (110-126 EVENS)	
ROCHFORD ROAD (86-96)	
ROCHFORD ROAD (50-60 EVENS)	
ROCHFORD ROAD (128-138)	
ROCHFORD ROAD (98-108 EVENS)	
ROCHFORD ROAD (2-24 EVENS)	
ROCHFORD ROAD (62-72 EVENS)	
ROCHFORD ROAD (26-48 EVENS)	
ROCHFORD ROAD (74-84 EVENS)	
ROCHFORD ROAD (140-150 EVENS)	

#### LEOMINSTER HOUSE

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

Type of Work	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

Type of Assets	
Block of Flats	1
Flats	12
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>12</b>

Addresses Included	
LEOMINSTER HOUSE (1-12)	

## Paulsgrove Area Housing Office

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### DOWNTON HOUSE

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

Type of Work	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

Type of Assets	
Block of Flats	2
Flats	12
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>12</b>

Addresses Included	
DOWNTON HOUSE (1-6)	
DOWNTON HOUSE (7-12)	

#### HILSEA CENTRAL SITE

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

Type of Work	
External Decoration, Repair or Improvement	
Communal Digital TV Aerial Upgrade	

Type of Assets	
Block of Flats	4
Flats	27
Maisonettes	6
Bedsit	6
Leaseholders	13
Houses	1
Bungalows	9
Garages	11
<b>Total Dwellings included in Site</b>	<b>49</b>

Addresses Included	
LONDON ROAD (521-543 ODDS)	
LONDON ROAD (565-575 ODDS)	
LONDON ROAD (577-587 ODDS)	
NORTHERN PARADE (411-439 ODDS)	
BEECHWOOD ROAD (GARAGES 1-3)	
ELMWOOD ROAD (GARAGES 1-4)	
OAKWOOD ROAD (GARAGES 5-8)	
DOYLE CLOSE	
WESTWOOD ROAD	

**Paulsgrove Area Housing Office**



**Portsmouth  
CITY COUNCIL**

**Planned Maintenance 2014/2015**

**ALLAWAY AVENUE (FLATS ABOVE SHOPS)**

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	4
Flats	16
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>16</b>

<b>Addresses Included</b>	
ALLAWAY AVENUE (153 & 155)	
ALLAWAY AVENUE (157-169 ODDS)	
ALLAWAY AVENUE (183-193 ODDS)	
ALLAWAY AVENUE (203-213 ODDS)	

## Wecock Farm Area Housing Office



Portsmouth  
CITY COUNCIL

### Planned Maintenance 2014/2015

#### FULMER WALK SITE

Planned Maintenance scheme to be surveyed and planned to commence work in 2015/2016

Type of Work	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

Type of Assets	
Blocks of Flats	4
Flats	18
Maisonettes	36
Leaseholders	3
<b>Total Dwellings included in Site</b>	<b>54</b>

Addresses Included	
FULMER WALK (19-33)	
FULMER WALK (34-45)	
FULMER WALK (46-57)	
FULMER WALK (58-72)	

**Buckland Area Housing Office**
**Portsmouth**  
 CITY COUNCIL
**Planned Maintenance 2014/2015****SEYMOUR CLOSE**

Planned Maintenance scheme being evaluated and planned to commence work 2014/2015

<b>Type of Work</b>	
Window Replacement (Dwelling)	

<b>Type of Assets</b>	
Block of Flats	21
Flats	47
Maisonettes	117
Houses	24
Leaseholders	41
<b>Total Dwellings included in Site</b>	<b>188</b>

<b>Addresses Included</b>	
ARNAUD CLOSE (10-16 & 22-24 EVENS)	
ARNAUD CLOSE (26-32 & 42-44 EVENS)	
ARNAUD CLOSE (27-43 ODDS)	
ARNAUD CLOSE (2-8 & 18-20 EVENS)	
ARNAUD CLOSE (34-40 & 46-48 EVENS)	
ARNAUD CLOSE (5-21 ODDS)	
BUCKLAND PATH (1-24)	
SEYMOUR CLOSE (16-22 & 28-34 EVENS)	
SEYMOUR CLOSE (1-7 & 23-25 ODDS)	
SEYMOUR CLOSE (62-68 & 78-80 EVENS)	
SEYMOUR CLOSE (63-69 & 79-81 ODDS)	
SEYMOUR CLOSE (70-76 & 82-84 EVENS)	
SEYMOUR CLOSE (71-77 & 83-85 ODDS)	
SEYMOUR CLOSE (8-14 & 24-26 EVENS)	
SEYMOUR CLOSE (86-92 & 102-108 EVENS)	
SEYMOUR CLOSE (87-93 & 103-109 ODDS)	
SEYMOUR CLOSE (9-15 & 27-29 ODDS)	
SEYMOUR CLOSE (94-100 & 110-116 EVENS)	
SEYMOUR CLOSE (95-101 & 111-117 ODDS)	
WASHINGTON ROAD (101-111 ODDS)	
WASHINGTON ROAD (113-121 & 123-131 ODDS)	

**Buckland Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****NEWCOMEN & BILL STILLWELL**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	
Communal Digital TV Upgrade	

<b>Type of Assets</b>	
Block of Flats	2
Flats	10
Maisonettes	27
Leaseholders	10
Garages	5
<b>Total Dwellings included in Site</b>	<b>37</b>

<b>Addresses Included</b>	
BILL STILLWELL COURT (1-29)	
NEWCOMEN ROAD (65-81 ODDS)	
SMEATON STREET (GARAGES 1-5)	

**SHACKLETON HOUSE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	12
Leaseholders	3
<b>Total Dwellings included in Site</b>	<b>12</b>

<b>Addresses Included</b>	
SHACKLETON HOUSE (1-12)	

**PICKWICK HOUSE**

Planned Maintenance scheme evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
New scooter store	

<b>Type of Assets</b>	
Block of Flats	1
<b>Total Dwellings included in Site</b>	<b>88</b>

<b>Addresses Included</b>	
PICKWICK HOUSE (1-88)	



**Buckland Area Housing Office**
**Portsmouth**  
 CITY COUNCIL
**Planned Maintenance 2014/2015****KINGSTON ROAD**

Planned Maintenance scheme evaluated and planned to commence work 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	
Structural repairs	

<b>Type of Assets</b>	
Block of Flats	1
Flats	3
Bedsit	5
Leaseholders	1
<b>Total Dwellings included in Site</b>	<b>8</b>

<b>Addresses Included</b>	
KINGSTON ROAD (163 & 165 & 167A-F)	

**WATTS ROAD SITE**

Planned Maintenance scheme to be surveyed and planned to commence work 2015/2016

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	39
Maisonettes	94
Leaseholders	18
<b>Total Dwellings included in Site</b>	<b>133</b>

<b>Addresses Included</b>	
WATTS ROAD (1-35 ODD)	
WATTS ROAD (37-59 ODD)	
WATTS ROAD (61-95 ODD)	
WATTS ROAD (202-232 EVENS)	
MICAWEBER HOUSE (1-27)	
PEGGOTTY HOUSE (1-20)	
TUPMAN HOUSE (1-22)	

**Buckland Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****REGENCY & WELLER SITE**

Planned Maintenance scheme being evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	6
Flats	51
Bedsits	11
Maisonette	6
Leaseholders	5
Garages	16
<b>Total Dwellings included in Site</b>	<b>68</b>

<b>Addresses Included</b>	
NELSON COURT (1-12)	
PRINCES COURT (1-12)	
REGENT COURT (1-9)	
TROUBRIDGE COURT (1-9)	
VICTORIA COURT (1-9)	
WELLER HOUSE (1-17)	
WELLER HOUSE (GARAGES 1-16)	

**NORRISH COURT**

Planned Maintenance scheme evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
Screen Replacement	

<b>Type of Assets</b>	
Block of Flats	1
Flats	14
<b>Total Dwellings included in Site</b>	<b>14</b>

<b>Addresses Included</b>	
NORRISH COURT (1-14)	

**Buckland Area Housing Office****Portsmouth**  
CITY COUNCIL**Planned Maintenance 2014/2015****ALL SAINTS & CRESSY ROAD HOUSES**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	

<b>Type of Assets</b>	
Houses	21
<b>Total Dwellings included in Site</b>	<b>21</b>

<b>Addresses Included</b>	
ALL SAINTS ROAD	
CRESSY ROAD	

**WINGFIELD STREET SITE**

Planned Maintenance scheme currently on site, planned to complete in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	

<b>Type of Assets</b>	
<b>Blocks of Flats</b>	2
Flats	113
Leaseholders	3
<b>Total Dwellings included in Site</b>	<b>113</b>

<b>Addresses Included</b>	
WESTMINSTER PLACE (1-78)	
WINGFIELD STREET (1-71 ODDS)	

**BERRY HOUSE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	9
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>9</b>

<b>Addresses Included</b>	
BERRY HOUSE (1-9)	

**Buckland Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****STAMSHAW HOUSES**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	

<b>Type of Assets</b>	
Block of Flats	7
Flats	16
Leaseholders	3
Houses	25
<b>Total Dwellings included in Site</b>	<b>41</b>

<b>Addresses Included</b>	
GRUNEISEN ROAD	
JERVIS ROAD	
KNOX ROAD	
LOWER DERBY ROAD	
MILLS ROAD	
NORTH END AVENUE	
NORTH END GROVE	
STAMSHAW ROAD	
STRODE ROAD	
TWYFORD AVENUE	
WILSON ROAD	
WINSTANLEY ROAD	
TWYFORD AVENUE (91A-93B ODDS)	
TWYFORD AVENUE (202-202A)	
TWYFORD AVENUE (305-305A)	
TWYFORD AVENUE (183-183A)	
TWYFORD AVENUE (170-170A)	
TWYFORD AVENUE (248-248A)	
TWYFORD AVENUE (307-307A)	

**Buckland Area Housing Office****Portsmouth  
CITY COUNCIL****Planned Maintenance 2014/2015****ST JOHNS COURT**

Planned Maintenance scheme to be evaluated and work planned to commence in 2015/16

<b>Type of Work</b>	
Re-Roofing	
Photo Voltaic Installations	

<b>Type of Assets</b>	
Block of Flats	1
Flats	43
Leaseholders	3
<b>Total Dwellings included in Site</b>	<b>41</b>

<b>Addresses Included</b>	
ST JOHN'S COURT (1-44)	

**BLACKWOOD & BRISBANE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2015/16

<b>Type of Work</b>	
Re-Roofing	

<b>Type of Assets</b>	
Block of Flats	2
Flats	56
Leaseholders	4
<b>Total Dwellings included in Site</b>	<b>56</b>

<b>Addresses Included</b>	
BLACKWOOD HOUSE (1-26)	
BRISBANE HOUSE (1-30)	

**HALE COURT**

Planned Maintenance scheme to be evaluated and work planned to commence in 2015/16

<b>Type of Work</b>	
Re-Roofing	

<b>Type of Assets</b>	
Block of Flats	1
Flats	80
Leaseholders	0
<b>Total Dwellings included in Site</b>	<b>80</b>

<b>Addresses Included</b>	
HALE COURT (1-80)	

**Buckland Area Housing Office**



**Portsmouth**  
CITY COUNCIL

**Planned Maintenance 2014/2015**

**BUCKLAND AREA HOUSING OFFICE**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
Re-Roofing	

<b>Type of Assets</b>	
Offices	1

<b>Addresses Included</b>	
BUCKLAND AREA HOUSING OFFICE	

## Landport Area Housing Office



Portsmouth  
CITY COUNCIL

### Planned Maintenance 2014/2015

#### ST. MARYS ROAD SITE

Planned Maintenance scheme evaluated and planned to commence work in 2014/2015

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Blocks)	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	5
Flats	29
Maisonettes	6
Bedsits	14
Leaseholders	8
<b>Total Dwellings included in Site</b>	<b>49</b>

<b>Addresses Included</b>	
BOURNE HOUSE (1-12)	
PENN HOUSE (1-6)	
ST MARYS ROAD (75A-79C ODDS)	
ST MARYS ROAD (102A-106C EVENS)	
ST MARYS ROAD (130-154 EVENS)	

#### WIGMORE HOUSE

Planned Maintenance scheme evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Emergency Lighting (Blocks)	

<b>Type of Assets</b>	
Block of Flats	1
Flats	24
Leaseholders	3
<b>Total Dwellings included in Site</b>	<b>24</b>

<b>Addresses Included</b>	
WIGMORE HOUSE (1-24)	



**Planned Maintenance 2014/2015**

**WIMPEY COURTS LIFT TOWERS**

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
External Decoration, Repair or Improvement	
Internal Stairwell Decoration, Repairs or Improvement (Stairwells)	
Emergency Lighting (Stairwells)	

<b>Type of Assets</b>	
Block of Flats	16
Flats	56
Maisonettes	225
Leaseholders	30
<b>Total Dwellings included in Site</b>	<b>281</b>

<b>Addresses Included</b>	
CROWN COURT (25-40)	
CROWN COURT (59-74)	
CROWN COURT (86-101)	
CROWN COURT (1-24)	
CROWN COURT (75-85)	
CROWN COURT (41-58)	
KING ALBERT COURT (31-44)	
KING ALBERT COURT (1-30)	
LORDS COURT (19-32)	
LORDS COURT (1-18)	
LORDS COURT (49-66)	
LORDS COURT (67-78)	
LORDS COURT (33-48)	
WIMPOLE COURT (25-42)	
WIMPOLE COURT (1-24)	
WIMPOLE COURT (43-58)	

**LAKE ROAD SCREENS**

Planned Maintenance scheme evaluated and work planned to commence in 2014/15

<b>Type of Work</b>	
Screen Replacement	

<b>Type of Assets</b>	
Block of Flats	1
Flats	12
Leaseholders	2
<b>Total Dwellings included in Site</b>	<b>12</b>

<b>Addresses Included</b>	
LAKE ROAD (60-82 EVENS)	



## Landport Area Housing Office

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### MONSON & KNOLLYS

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

Type of Work	
Replacement fencing	

Type of Assets	
Block of Flats	2
Flats	18
Leaseholders	5
<b>Total Dwellings included in Site</b>	<b>18</b>

Addresses Included	
MONSON HOUSE (1-9)	
KNOLLYS HOUSE (1-9)	

#### INVERNESS & GEORGE STREET

Planned Maintenance scheme to be evaluated and work planned to commence in 2014/15

Type of Work	
External Decoration, Repair or Improvement	
Structural works to communal walkway	
Emergency Lighting (Blocks)	

Type of Assets	
Block of Flats	2
Flats	12
Leaseholders	1
<b>Total Dwellings included in Site</b>	<b>12</b>

Addresses Included	
GEORGE STREET (24-34 EVENS)	
INVERNESS ROAD (15-25 ODDS)	

#### CANBERA HOUSE

Planned Maintenance scheme evaluated and work planned to commence in 2015/16

Type of Work	
Re-Roofing	

Type of Assets	
Block of Flats	1
Flats	26
Leaseholders	2
<b>Total Dwellings included in Site</b>	<b>26</b>

Addresses Included	
CANBERA HOUSE (1-26)	



Portsmouth  
CITY COUNCIL

**MAINTENANCE & IMPROVEMENTS**

**REPAIRS &**  
**MAINTENANCE**  
**CHAUCER HOUSE**  
**BUDGET &**  
**PROGRAMME**  
**2014/2015**

# COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS

## REVENUE BUDGET TOTAL - 2014/2015

REPAIRS AND MAINTENANCE		*HELD BY	SUMMARY	
COST CODE	HEADING		2014/2015	
	<b>Response Repairs</b>		£	
HR3221	General (Day to Day) Response (Including: Leaking Water Services Renewal of DPC'S, Water Penetration Repairs)	AO		Nil
HR3226	Out of Hours Repairs Service	RM		Nil
HR3225	Community Centres: Response Repairs	RM		
				£0
HR3231	Void Cost	AO		Nil
	<b>TOTAL FOR RESPONSE REPAIRS</b>			£0
	<b>Planned &amp; Cyclical Work</b>			
HR3211	Contingency Sum	RM		Inc
HR3222	Contractors Fee	AO		Inc
HR3271	Decoration Allowance to Tenants	AO		Inc
HR3281	Redec for Elderly / Disabled	AO		Inc
HR3311	Fittings Sheltered Accommodation	RM		£45,000
HR3362	Area Office re-configuration			£75,000
HR3321	Asbestos Surveys	RM		£100,000
HR3331	Repair to fire damaged properties	RM		Inc
HR3341	Structural Repairs	RM		Inc
HR2062	Pest Control	AO		£95,000
HR3421	External Painting & Repairs Including Fencing Renewal	RM		£4,640,000
HR3431	Annual Gas Servicing/Repair	RM		£2,650,000
HR3471	Replacement of Refuse Bins	RM		Nil
HR3481	Central Communication System	RM		£70,000
HR3491	Mechanical Plant & Lifts	RM		£675,000
HR3501	Maintenance of Fire Alarms	RM		£70,000
HR3511	Residents Initiative Bids	RM		£70,000
HR3521	Improvements to office access	RM		£0
HR3541	Maintenance of CCTV equipment/	RM		£195,000
HR3551	Replacement of CCTV equipment	RM		£92,000
	<b>TOTAL FOR PLANNED &amp; CYCLICAL</b>			<b>£8,777,000</b>
	<b>TOTAL REPAIRS &amp; MAINTENANCE</b>			<b>£8,777,000</b>

\* RM - Repairs Manager  
AO - Area Office

**COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS  
CAPITAL PROGRAMME - 2014/2015 -REPAIRS & MAINTENANCE**

ITEM No	COST CODE EBS	HEADING	HELD BY	2014/2015 £
<b>Planned &amp; Cyclical Work</b>				
50	ZH4053	Birmingham Blocks Refurbishment	PM	570,000
51	ZH4054	Waterloo Street Cladding & Roof Repairs	PM	300,000
53	ZH4056	Hawthorn Crescent Roof and Concrete Repairs	PM	150,000
54	ZH4057	Wimpey Blocks Lift Towers	PM	780,000
55	ZH4059	Grosvenor House Refurbishment	PM	780,000
59	ZH4045	Wilmcote House Energy Improvement Works	PM	7,000,000
60	ZH4058	Wilmcote House Refurbishment Fees	PM	110,000
73	ZH4096	Tipton House & Edgbaston House Fees	PM	100,000
81	ZH4076	Digital TV Aerial Upgrade	RM	200,000
82	ZH4099	Wingfield Street & Westminster Place Improvements	PM	1,100,000
83	ZH4101	Louis Flagg & Frank Miles House Refurbishment	PM	900,000
84	ZH4012	Mill Gate, Copperfield and Pickwick Houses - Structural Repairs AMS Fees	RM	50,000 5,000
85	ZH4103	Multi Storey Blocks - Measured Surveys	RM	5,000
88	ZH4106	Sarah Robinson House - Car Park Structural Repairs	RM	25,000
90	ZH4088	The Lakes Blocks Fire Doors	PM	20,000
96	ZH4083	Highfield Road Site Screens	PM	5,000
99	ZH4086	St James's Road Screens	PM	50,000
101	ZH4039	Eastern Road Improvements Fire Doors and Screens	PM	500,000
103	ZH4048	Electrical Improvements - Emergency Lighting	RM	400,000
104	ZH4107	Major Asset Improvements AMS Fees	PM	778,261 35,000
105	ZH400G	Medium Blocks Capital Planned Works	PM	778,261
<b>Carried forward to next page</b>				<b>14,641,522</b>

<b>Carried over from Previous Page</b>				<b><u>14,641,522</u></b>
106	ZH320Z	Conners Keep Flats Reconfiguration	LC	1,160,000
107	ZH4108	St Clares Court Flats Reconfiguration	LC	1,250,000
108	ZH4123	Tweed Court Flat Reconfiguration	LC	930,000
109	ZH400N	Lifts AMS Fees	RM	600,000 100,000
111	ZH400L	New Heating Installations	RM	2,300,000
113	ZH2003	Improvements to Energy Efficiency / Sustainability	RM	225,000
114	ZH4034	Energy Surveys	RM	10,000
115	ZH4049	Housing Health & Safety Rating System	RM	10,000
116	ZH4109	Communal Heating Installations	RM	250,000
118	ZH4111	Environmental Improvements	PM	100,000
119	ZH4112	Downton House Improvements	PM	60,000
120	ZH4113	Southampton Road Improvements	PM	200,000
121	ZH4114	Gerard & Loring House Cladding	PM	50,000
122	ZH4115	Angmering and Dale Park Improvements	PM	15,000
123	ZH4116	Soberton Road Fire Doors	PM	10,000
124	ZH4117	Kings Road Fire Doors	PM	560,000
126	ZH4119	M&E Services Improvements	RM	200,000
127	ZH4121	Fire Upgrade Works	RM	50,000
128	ZH4124	Marshfield House Refurbishment	PM	270,000
129	ZH4125	Hawthorn Crescent Doors	PM	5,000
130	ZH4127	Almondsbury Road Doors	PM	5,000
131	ZH4128	181 Twyford Avenue	PM	5,000
132	ZH4129	Nicholson Gardens Screens	PM	5,000
133	ZH4133	Norrish Court Screens	PM	5,000
134	ZH4134	Lake Road Screens	PM	5,000
135	ZH4132	Seymour Close Windows	PM	1,000,000
136	ZH4135	St Johns Court Roof	PM	5,000
<b>Total Capital</b>				<b><u>24,026,522</u></b>

## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### COMMUNAL LIGHTING

Planned Maintenance to improve communal lighting including LED lights in 2014/2015

Addresses Included
BARKIS HOUSE (1-136)
BRESLER HOUSE (1-56)
COPPERFIELD HOUSE (1-88)
EDGBASTON HOUSE (1-136)
HORATIA HOUSE (1-136)
LADYWOOD HOUSE (1-136)
LEAMINGTON HOUSE (1-136)
LYNDHURST HOUSE (15-38)
LYNDHURST HOUSE (39-42)
NICKLEBY HOUSE (1-77)
NORRISH COURT (1-14)
PICKWICK HOUSE (1-88)
SARAH ROBINSON HOUSE (1-120)
THORROWGOOD HOUSE (1-25)
WYN SUTCLIFFE COURT (1-21)

#### COMMUNAL ELECTRIC EICR REPORTS

Planned Maintenance to undertake communal EICR reports in 2014/2015

Landport Addresses Included
BEATTY HOUSE (1-14)
BEDHAMPTON HOUSE (1-8)
BLENDWORTH HOUSE (1-16)
BOXGROVE HOUSE (1-24)
BURITON HOUSE (1-15)
CANBERRA HOUSE (1-26)
CATISFIELD HOUSE (1-16)
CHATFIELD HOUSE (1-12)
CORNWALL ROAD (33-39)
DALE PARK HOUSE (1-20)
DURBAN HOMES (9-12)
FIFTH STREET (2-32B EVENS)
GEORGE STREET (24-34 EVENS)
KING ALBERT COURT (1-30)
MELBOURNE HOUSE (1-22)
MIDHURST HOUSE (1-21)
NICHOLSON GARDENS (1-41)
PERTH HOUSE (1-34)
SYDNEY HOUSE (1-18)

## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### COMMUNAL ELECTRIC EICR REPORTS

Planned Maintenance to undertake communal EICR reports in 2014/2015

<b>Buckland Addresses Included</b>
BARRINGTON HOUSE (1-25)
BRISBANE HOUSE (1-30)
CHEERYBLE HOUSE (1-17)
CONSORT HOUSE (1-9)
DOMBEY COURT (1-12)
DUKE CRESCENT (40-46 EVENS)
DUKE CRESCENT (8-30 EVENS)
ESTELLA ROAD (BLOCK E 1-35)
ESTELLA ROAD (BLOCK F 36-63)
ESTELLA ROAD (BLOCK G 64-105)
ESTELLA ROAD (BLOCK H 106-133)
ESTELLA ROAD (BLOCK I 134-161)
ESTELLA ROAD (BLOCK J 162-189)
GRAFTON STREET (BLOCK A 2-70 EVENS)
GRAFTON STREET (BLOCK B 72-126 EVENS)
GRAFTON STREET (BLOCK C 128-182 EVENS)
GRAFTON STREET (BLOCK D 184-238 EVENS)
HALE COURT (1-80)
KILMISTON CLOSE (1-5 & 22-26)
KILMISTON CLOSE (16-21 & 33-38)
KILMISTON CLOSE (6-11 & 27-32)
KINGSTON ROAD (169A-175C ODDS)
KINGSTON ROAD (75-79 ODDS)
LAKE ROAD (199-209 ODDS)
MAYO CLOSE (14-48 EVENS)
ST JOHN'S COURT (1-44)
SULTAN ROAD (120-128 & 142-150 EVENS)
SULTAN ROAD (130-140 & 152-162 EVENS)
SULTAN ROAD (164-174 & 184-194 EVENS)
SULTAN ROAD (176-182 & 196-202 EVENS)
THORROWGOOD HOUSE (1-25)

<b>Somerstown Addresses Included</b>
EASTERN ROAD (355-365 ODDS)
IAN GIBSON COURT (1-45)

<b>Portsea Addresses Included</b>
BUTCHER STREET (2-16 EVENS)
CLEVERLEY HOUSE (1-12)
MILL GATE HOUSE (1-76)
MONTAGUE WALLIS COURT (2-7)
PRIVETT HOUSE (1-64)
THREE TUN CLOSE (2-18 EVENS) & KENT STREET (55-83)
WILLIAM BOOTH HOUSE (1-31)
YORK PLACE (13-18)

## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### COMMUNAL ELECTRIC EICR REPORTS

Planned Maintenance to undertake communal EICR reports in 2014/2015

<b>Paulsgrove Addresses Included</b>
ALLAWAY AVENUE (26-30A)
ALLAWAY AVENUE (32-36A EVENS)
ALLAWAY AVENUE (64-70A EVENS)
ALLAWAY AVENUE (72-72A & 74-74A)
ALLAWAY AVENUE (76-76A & 78-78A)
ARTHUR DANN COURT (1-50)
ARTILLERY CLOSE (7-14)
ESCUR CLOSE (1-47 ODDS)
FOXCOTE HOUSE (1-12)
HAVANT ROAD (373-397 ODDS)
HEMPSTED ROAD (4-18 EVENS)
KINGSCOTE HOUSE (1-12)
MEDINA ROAD (117-131 ODDS)
OAKLANDS HOUSE (1-12)
OLD WYMERING LANE (19-29)
OLD WYMERING LANE (62-84 EVENS)
PARKFIELD HOUSE (1-12)
THE RIDINGS (109-155 ODDS)
THORNBURY HOUSE (1-12)

<b>Wecock Farm Addresses Included</b>
BUNTING GARDENS (36-53)
CHAFFINCH GREEN (108-125)
CHAFFINCH GREEN (23-34)
CHAFFINCH GREEN (35-52)
CHAFFINCH GREEN (77-107)
GREBE CLOSE (1-31)
KITE CLOSE (8-25)
MAGPIE WALK (11-32)
MAGPIE WALK (54-65)
MAGPIE WALK (66-77)
MAGPIE WALK (78-89)
PARTRIDGE GARDENS (15-45)
PARTRIDGE GARDENS (66-83)
PUFFIN WALK (1-12)
PUFFIN WALK (13-24)
PUFFIN WALK (25-36)
PUFFIN WALK (37-58)
ROBIN GARDENS (49-75)
SPARROW CLOSE (1-9)
SPARROW CLOSE (41-52)



## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### COMMUNAL ELECTRIC EICR REPORTS

Planned Maintenance to undertake communal EICR reports in 2014/2015

Leigh Park Addresses Included
ALDERSHOT HOUSE (1-18)
ANDOVER HOUSE (1-32)
ATHENA AVENUE (42-50)
DELPHI WAY (44-52)
GOSPORT HOUSE (1-12)
MILLBROOK DRIVE (33-47 ODDS)
WOODHAY WALK (9-23 ODDS)

#### PHOTO VOLTAIC INSTALLATIONS

Planned Maintenance to install Photo Voltaic panels in 2014/2015

Addresses Included
NICHOLSON GARDENS
BRESLAR HOUSE
JOHN MARSHALL COURT
WAKEFIELD COURT
ELSIE FUDGE HOUSE
ST JOHNS COURT
LYNDHURST HOUSE

#### PRIVATE WIRE NETWORK PHASE ONE

Planned Maintenance project to implement self generating electrical network in 2014/2015

Addresses Included
NICKLEBY HOUSE
BARKIS HOUSE
BLACKWOOD HOUSE
BRISBANE HOUSE
COPPERFIELD HOUSE
WINGFIELD STREET (1-71)

#### LIFT REFURBISHMENTS

Planned Maintenance to refurbish existing communal passenger lifts in 2014/2015

Addresses Included
BRESLAR HOUSE
CHERRY BLOSSOM COURT
ELSIE FUDGE HOUSE
HALE COURT (LIFT 1 & 2)
ST JOHNS COURT

## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### ENERGY EFFICIENCY

Planned Maintenance to upgrade heating controls and insulation in 2014/2015

Addresses Included
ARTHUR DANN COURT
BRESLAR HOUSE
CONNORS KEEP
ELSIE FUDGE HOUSE
HALE COURT
HORATIO HOUSE
IAN GIBSON COURT
JOHN MARSHALL COURT
LEAMINGTON HOUSE
NICHOLSON GARDENS
ST CLAIRS COURT
TWEED COURT
WAKEFIELD COURT

#### COMMUNAL HEATING

Planned Maintenance to refurbish communal heating and distribution pipework in 2014/2015

Addresses Included
CONNORS KEEP
HALE COURT
LEAMINGTON HOUSE
ST CLARES COURT
TWEED COURT

#### MECHANICAL & ELECTRICAL

Planned Maintenance to replace fans and/ or lightening conductors in 2014/2015

Addresses Included
CHALTON HOUSE
OMEGA HOUSE
ROSLYN HOUSE

#### DISABLED BATHS

Planned Maintenance to replace disabled communal baths in 2014/2015

Addresses Included
ARTHUR DANN COURT
BRESLAR HOUSE
NICHOLSON GARDENS
ST JOHNS COURT

## Building Services & Support

### Planned Maintenance 2014/2015



Portsmouth  
CITY COUNCIL

#### COMMUNAL DIGITAL TV SYSTEMS

Planned Maintenance to upgrade upgrade communal digital TV systems in 2014/2015

<b>Buckland Addresses Included</b>
BARKIS HOUSE
BAYTHORN CLOSE
CHERRY BLOSSOM COURT
FLYING BULL CLOSE
HASTINGS HOUSE
HASLEGRAVE HOUSE
MERYCK HOUSE
NICKLEBY HOUSE
SCOTT HOUSE
STONECROSS HOUSE
SULTAN ROAD (164-194 & 176-202)

<b>Landport Addresses Included</b>
ANMERING HOUSE
FIFTH STREET (2-32B)
FOURTH STREET (1-53)

<b>Portsea Properties Included</b>
BISHOP STREET (1-5)
SARAH ROBINSON HOUSE
WILLIAM BOOTH HOUSE
YORK PLACE (13-30)

<b>Paulsgrove Properties Included</b>
GERARD HOUSE
LORING HOUSE
NORTHERN PARADE (192-270 & 411-571)
PARADE COURT

<b>Somerstown Properties Included</b>
BAYSWATER HOUSE
CHANCTONBURY HOUSE
GREEN ROAD (45-95)
KING STREET (77-127)
KING STREET (88A-90B)
OAKLEY HOUSE
PERCIVAL ROAD (15-25)
ST PAULS ROAD (32-64 EVENS)
ST PAULS ROAD (70A-Z)
ST PAULS SQUARE
YORKE STREET (1-88)

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# Agenda Item 5



**Title of meeting:** Housing Cabinet

**Date of meeting:** 11<sup>th</sup> March 2014

**Subject:** Exchange and Succession policy  
Local Authority Housing Management

**Report by:** Nigel Selley.

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

The purpose of this report is for the Cabinet member to note and endorse the process for dealing with Exchange requests and Tenancy changes due to Succession that have been amended to reflect the removal of the Spare Room Subsidy and the Localism Act 2012.

## 2. Recommendations

That the Cabinet member notes and endorses the actions taken with the management of exchange requests and tenancy changes resulting from succession. That the Head of Housing and Property Services Manager continues to exercise delegated authority to manage exchanges and decide when to grant tenancies where no statutory right of succession applies.

## 3. Background

The Housing Committee on 8<sup>th</sup> October 1996 gave guidance on the way the Housing Act 1985 was to be applied and is attached as Appendix A.

An exchange is where 2 or more tenants 'swap' their homes and tenancies with each other. Secure tenants have a right to exchange but the City Council would have the power to refuse the exchange if certain conditions (such as rent arrears or under occupation) exist.

Prior to April 2013 it was usual for exchanges to be refused if there were rent arrears. Exchanges would also be refused if one person would under occupy the accommodation by 2 or more bedrooms, but approved if one bedroom only was under occupied.

The removal of the spare room subsidy has caused a change in the way we manage exchange requests.

Exchange requests from tenants who are in arrears and wish to 'trade down' are now considered and approved where there is a sustainable financial plan in place that shows the new rent and payment of any arrears are affordable.

Where exchange requests are received from tenants who wish to under occupy, Housing Officers will exercise their discretion and only approve requests where there is financial affordability and the future use of the property will be appropriate ( e.g. the family might have young children under 10 who will need an extra bedroom in time.)

Succession is the way tenancies are transferred to another family member in the event of the tenants death. The Housing Act 1985 provided for a wide definition of 'family member' but the Localism Act has limited succession for all tenancies created after April 2012. Under the Localism Act only the tenant's spouse or partner will be entitled to succeed (regardless of the property being under occupied or not).

The City Council could widen the group of family members who could succeed to Tenancies after April 2012, (e.g.to sons/daughters, brother sisters, father mother) but this may result in possible under occupation or inappropriate housing being used at the expense of families on the Housing Waiting list.

Where other family members (not spouse or partner) who have been resident in the property for more than 1 year are left in a property following the death of a sole tenant, the Housing Options team are consulted to either offer a new tenancy at the current address or a transfer to more suitable property.

In making this decision the facts surrounding the family members length of stay and contribution to the home are taken into account. The financial situation of the household are also reviewed with the Housing Benefit regulations regarding spare room subsidy being taken into account, to ensure the future tenancies are sustainable.

Generally, where family members are left in a property following the tenant's death, they will be offered a tenancy but it may not be a tenancy to the property they are currently living in. The allocations policy will be used to offer a suitable sized home (the property sizes mirror those used by Housing Benefit for the 'spare room subsidy')

#### **4. Current situation and reasons for recommendation**

Guidance documents for staff are attached as Appendix B (succession) and Appendix C (exchanges) and these have been updated to reflect the changes in legislation. Both documents outline the preferred course of action in managing the City Councils Housing stock and have ensured that discretion is available in certain circumstances to take the appropriate action.

The Cabinet are asked to note and endorse the general principles around Exchanges and Succession.

**5. Equality impact assessment (EIA)**

The report has no recommendations that require an EIA

**6. Legal Implications**

There are no legal comments applicable to this report as the current policies reflect the amendments to the 1985 Housing Act. In addition the policies provide appropriate guidance and information to tenants and prospective tenants with particular reference to succession and mutual exchange within the Act ( as amended)

**7. Finance Comments**

The costs of dealing with exchange requests and tenancy changes due to succession are contained within the HRA business plan as approved by the Housing Cabinet on 28<sup>th</sup> January 2014.

.....  
Signed by:

**Appendices:**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
Decision of 1996 committee	City Council Minutes
Process guidance Exchanges	Local Authority Housing Management records
Process guidance Succession	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

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## **1. APPENDIX 1 - COMMITTEE AUTHORITY**

Housing Committee on 8 October 1996 accepted the following recommendations:-

- 1.1. "That, subject to the provisions of the Housing Act 1985, the existing practice of not seeking possession of a property following a succession or assignment of the tenancy be confirmed :-
  - where there is under-occupation of the property by one bedroom;
  - when there is insufficient demand for specially adapted or provided accommodation.
  
- 13.2 That, subject to the provisions of the Housing Act 1985, the existing practice of not approving assignment of tenancies by way of an exchange be confirmed:-
  - where there would be under-occupation by more than one bedroom;
  - where under-occupation of any property subject to the exchange would be worsened by the exchange; or
  - where statutory overcrowding would result from the exchange;
  - where the tenant or a member of his / her family who propose to exchange into a sheltered or specially adapted property does not need the special facilities provided by the property;
  
- 13.3 That applications for joint tenancies be approved where:-
  - the housing or former tenant account of either party is not in arrears, and
  - the tenancy is not subject to a Court Order for Possession; and
  - the proposed joint tenant is not the tenant or owner of another home;
  - if the request is to include a partner, that partner must have lived in the property for at least the preceding 12 months, unless they are the husband or wife or civil partner of the tenant;
  - the proposed joint tenant has given up another City Council tenancy to move in with the existing sole tenant.
  
- 13.4 That requests to create a joint tenancy are not approved where:-
  - the sole tenant wishes another member of their family (other than their spouse/ civil partner) to become a joint tenant;
  - the sole tenant wishes a live-in carer or similar to become a joint tenant;
  
- 13.5 That the City Council recognise the rights of partners in same-sex relationships to be the same as those of common-law partners:-
  - to succeed to tenancies;
  - to be assigned a tenancy;
  - to become a joint tenant.
  
- 13.6 That the Housing Manager continues to exercise delegated authority to decide when to grant tenancies where no statutory right of succession applies."

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## PROCESS GUIDANCE

LOCAL AUTHORITY HOUSING MANAGEMENT

March 2014

# Succession

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

For queries about this guidance please contact Kate English  
(business officer)

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## 1. INTRODUCTION

1.1 The intention and scope of this document is to explain the minimum legal rights of secure tenants in respect to Succession, give guidance to staff in deciding how succession rules should be applied, and where discretion can be considered when no legal right exists.

1.2 In brief **Succession** is when a tenant dies and someone else takes over the tenancy

1.3 The basis of this policy is the Housing Act 1985, the Civil Partnership Act 2004 and the Localism Act 2011. Extracts from all three are set out as appendices.

1.4 Generally, there can be only one succession to a tenancy, with the succession rules for periodic secure tenancies depending on when the tenancy commenced:

## 2. LIST OF KEY WORDS

2.1 For clarity the following key words which are used in this document are defined:

- **Secure tenancy**
  - Was granted by the local authority to the named tenant
  - Is occupied by those tenant(s) at their principal home
- **Previous tenant** - tenant who is passing on the tenancy by succession
- **Potential successor** - person who may qualify to succeed to a tenancy
- **Successor** - someone who succeeds to a tenancy by succession
- **Principal Home** - Main home in which someone is living
- **Under-occupation** - too many bedrooms for the number of occupants
- **Spouse** - the wife or husband of the tenant
- **Civil partner** - same sex couple who have undertaken a civil partnership ceremony
- **Family Member (Pre-April 2012 tenancies)** - someone who has lived with the previous tenant for at least 12 months prior to the death of the previous tenant, where their relationship to their previous tenant was as their:
  - Son /Daughter or step-son/daughter
  - Father/Mother
  - Brother/Sister
  - Grandchild
  - Aunt/Uncle or Niece/Nephew
- **PLAN** - Acronym, a decision making process that ensures decisions are Proportionate, Legal, Accountable and Necessary.

- **Special Accommodation** - sheltered housing, a disabled persons unit, or properties where significant adaptations have been undertaken

### 3. SUCCESSION

3.1 A succession occurs when a tenant dies and someone carries on the tenancy in their place. After one succession has taken place, no subsequent successions can occur

3.2 When succession occurs a new tenancy is not started as the person who takes over the tenancy simply continues the existing tenancy in a new name

3.3 The successor takes on the "benefits and burdens" of the existing tenancy. This means they are, for example, responsible for any outstanding housing account charges.

3.4 The successor has the same rights as a secure tenant, except for the right to pass on the tenancy by further succession

3.5 Only one individual can take over from the previous tenant; it is not possible to have 'joint tenancy' succession and no subsequent joint tenancies can be granted where succession has taken place as this could create the possibility of further succession or survivorship.

3.6 A legal right to succession only exists if:

- There is a secure tenancy; and
- No succession has already occurred on that tenancy; and
- **Pre-April 2012 Tenancies** - the potential successor is the tenant's spouse, civil partner or family member (defined by 1985 Housing Act), and they have been using the property as their only or principal home and in the case of a family member resided in the property for the previous 12 months. (1985 Housing Act); or
- **Post- April 2012 Tenancies** - The potential successor is the spouse or civil partner or those living with tenants as if they held these titles and occupying the property as their only or principal home.(2011 Localism Act)

3.7 A succession is to a tenancy and not necessarily to the particular property occupied by the previous tenant. (see appropriate sections on under-occupation and special accommodation)

- A legal right to the property exists only to spouse and civil partner
- No automatic right to the property exists if it is deemed special accommodation (sheltered or disabled persons units) and these facilities are no longer required by the potential successor

- No automatic right to the property exists for potential successors who are family members

#### 4. CLAIMS FOR SUCCESSION

4.1 A claim for succession can be emotive and will need to be handled with tact and sensitivity. It may involve speaking to people feeling grief at the loss of a close relative and worried about losing their home. Reassurance can be given to long term family members that it may be prudent to wait until after the funeral has taken place before starting detailed discussions with family members about their long term housing situation. However, it may also be necessary to assist individuals to apply for Housing Benefit to cover interim use and occupation charges to avoid unnecessary debt accruing.

4.2 When an occupier is in a succession situation, the most important thing to establish is whether a legal right to succeed exists. If there is no legal right, then the offer of the property in question or alternate accommodation is done so purely on a discretionary basis and the Housing Service will be able to seek a court order to remove any person with no legal right to a tenancy. As highlighted above the things to consider are:

##### **Has a succession to this tenancy already occurred?**

Yes - No legal right exists to succession regardless of who the claim is from and when the tenancy commenced

No - A legal right may exist dependent on who the claim is from and when the tenancy commenced

**Claim is from spouse, Civil partner or joint tenant** - This is straightforward as they have an automatic legal right to succession

##### **Claim is from a family member -**

Tenancy commenced after 1<sup>st</sup> April 2012 - No legal right to succession exists regardless of status.

Tenancy commenced prior to 1<sup>st</sup> April 2012 - These need to be verified to ensure that they are from a 'family member' within the meaning of the Housing Act 1985.

#### 5. SUCCESSION AND UNDER OCCUPATION

5.1 Succession is to a tenancy and not always to the home of the former tenant.

5.2 The introduction of the size criteria restrictions to Housing Benefit regulations brought about by the Welfare Reform act 2011 and introduced in April 2013,

reducing the amount of Housing Benefit dependent on the number of bedrooms required by a household has made under-occupation a more pertinent issue.

The City Councils Allocation policy was amended in April 2013 to reflect the same accommodation standards and Housing Benefit.

5.3 However, if a spouse or civil partner succeeds to a tenancy they are entitled to succeed to the property regardless of the size. If under-occupation will occur, then a discussion should still be held with the potential successor regarding the suitability and affordability of remaining in the property.

- If the potential successor in this circumstance wishes to remain, then the Housing Service will have no legal recourse and succession will occur. (A full financial assessment should be made to establish the tenancy will be financially sustainable)

- If the potential successor wishes to move to a more suitable property then this should be agreed and arranged through the allocations process. (An application for a Discretionary Housing Payment may be appropriate to help with rental liability in the interim)

5.4 If the claim for succession is from a family member (pre-April 2012 tenancies) no automatic right to the property exists and the issue of under-occupation should be fully investigated.

The right of a potential successor to remain will depend on the extent of under-occupation. However, the definition of under-occupation in the Housing Act 1985 is not precise: - "**The accommodation is more extensive than reasonably required**". As brief guide, if under-occupation is by more than one bedroom then this should be considered as more extensive than reasonably required. If the under-occupation will only be by one bedroom then further factors should be considered.

The factors that will be taken into account by the courts should possession of the property be sought and should therefore be considered by the Housing Service aside from the extent of under-occupation are:

- The age of the tenant
- The period during which the tenant has occupied the dwelling housing as his only or principal home, and
- Any financial or other support given by the tenant to the previous tenant.

Thus it is not possible to give exact guidance on how to deal with under-occupation as every case will be different. Offices should use PLAN in making decisions on how to proceed and should also consider supplementary factors such as:

- Demand for property type - Is the property in high demand with those on the waiting list and therefore in allowing under-occupation is this best use of our stock?
- Affordability - Will the potential successor be subjected to an under-occupation deduction from any Housing Benefit award which they may not be able to afford? Is the potential successor in sustainable long-term employment? Is the tenancy financially sustainable?
- Length of under-occupation - Will the potential successor only be deemed to be under-occupying for a short-period of time?

If a potential (family member) successor refuses to consider moving to more suitable accommodation, how to proceed should be discussed with an Estate/Area Manager.

5.5 Where under-occupation is created or worsened by succession from a Housing Benefit perspective, then a 52 week protection from the under-occupation deductions will be awarded.

5.6 Where no legal right to succession exists, the offer of a tenancy is done so on a discretionary basis or via the normal allocations process and therefore under-occupation by 1 bedroom should only be allowed in exceptional circumstances and under occupation by 2 or more bedrooms should not be considered.

## 6. SUCCESSION AND SPECIAL ACCOMMODATION

6.1 Special accommodation is treated differently to general needs housing.

6.2 If, on the death of the former tenant, the need for special accommodation has ended, the successor might not be granted the tenancy of that particular property. The decision will depend on the degree of demand for that type of property - for example, a disabled persons unit.

6.3 Where the same legal rights to succession apply, the ability to seek possession of these property types if suitable alternative accommodation is available is strengthened by additional grounds contained within the Housing Act 1985.

6.4 Cases of this nature should be discussed with Housing Options and Estate/Area Managers to decide the most appropriate course of action.

## 7. APPLYING DISCRETION TO SUCCESSION CASES

7.1 The policy of the Housing Service on succession is more flexible than the minimum legal requirements. In practice this means someone may still be offered a tenancy even when they are legally not entitled to succeed.

7.2 The Housing Service will take the full circumstances of any resident left in occupation into account with the Allocation Policy and property demand when applying discretion.



7.3 Having established that no legal right to succession exists there will be a need to establish the circumstances of any person '**attempting**' to claim succession

- Did they contrive the situation in order to obtain a council tenancy? (E.g. leave undesirable accommodation to move into a parent's house shortly prior to death)
- Would they have been rehoused anyway had they applied before the death of the previous tenant?
- Does the decision not to award a tenancy give the individual priority need through the allocations process?
  - o If the person would be unlikely to be housed should they approach housing options then it is unlikely we would apply discretion.

7.4 Officers should then use PLAN, in conjunction with their local managers and advice from Housing Options in determining whether to apply discretion and award a tenancy. However, if this would result in under-occupation, then the offer should normally be for more suitable accommodation.

7.5 If a failed successor refuses to leave a property or to move to more suitable accommodation, then possession of the property can easily be sought through the courts.

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## PROCESS GUIDANCE

LOCAL AUTHORITY HOUSING MANAGEMENT

March 2014

# Mutual Exchanges

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

For queries about this guidance please contact Kate English  
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## 1. INTRODUCTION

1.1 This document sets out the Local Authority Housing Management (LAHM<sup>1</sup>) procedural guidance on mutual exchanges and explains the legal rights of secure tenants to assign their tenancy by way of mutual exchange of tenancies.

1.2 In brief a mutual exchange is where 2 or more tenants 'swap' their tenancies with each other.

1.3 The basis of this document is the Housing Act 1985, extracts of which are contained in the appendices

## 2. LIST OF KEY WORDS

2.1 For clarity the following key words which are used in this document are defined:-

- **Secure tenancy** i.e.-
  - Was granted by the local authority to the named tenant(s)
  - Is occupied by those tenants(s) as their principle home
  - The tenant is not in breach of a court possession order
- **Assignor** – person assigning a tenancy to someone else
- **Assignee** – person to whom a tenancy is assigned
- **Principal Home** – main home in which someone is living
- **Under-Occupation** – too many bedrooms for the number of occupants as per allocations policy
- **Housing Benefit size-criteria restrictions** – reduction in Housing Benefit payments for working age tenants based on under-occupation
- **Successor** – someone who succeeds to a tenancy (see 'Succession and Assignment' document for further details)
- **Homeswapper** – Web-based national exchange website free for Portsmouth City Council tenants
- **PLAN** – Acronym to be used in decision making to ensure decisions are Proportionate, Legal, Accountable and Necessary

## 3. ASSIGNMENT

3.1 The basis of an assignment is that it passes over goods, property or legal status with the 'benefits and burdens' to be accepted by the person to whom it is passed over or 'assigned'.

3.2 A tenancy is a legal right to property which can therefore be assigned – but there are certain conditions to this assignment.

3.3 As far as tenancies are concerned, these benefits and burdens basically mean that the person accepts the tenancy as it is without further claim on the person who assigns it to them.

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<sup>1</sup> The term 'housing service' will be used in place of LAH and LAHM for the purposes of this document

3.4 As far as the Housing Service is concerned, an assignment means that the tenants take over each other's tenancies, with the same rights and obligations as the previous tenant had. In practice this means that things such as damage caused by the previous tenant will become the responsibility of the new.

3.5 Where the property is in disrepair the exchange can be conditional on the existing tenant improving the property and/or having repairs completed before the assignment takes place. Tenants can make an agreement for the incoming tenant to pick up some of the work but the property should be safe before agreement is given. Any costs falling on the tenants to do work should be factored in to assessments of affordability.

#### 4. ELIGIBILITY TO AFFECT A MUTUAL EXCHANGE

4.1 Only secure tenants (and assured tenants in Housing Association stock) have the right in law to assign their tenancy by way of mutual exchange. If tenants have lost their security of tenure, for example through not occupying their property as their sole or principal home, they no longer have the right to exchange.

- Where non-secure tenancies exist, through for instance failed succession, or Family Intervention Project Tenancies, by virtue of 4.1 above they do not have the right to exchange.

4.2 The right to assign tenancies by mutual exchange is qualified by the following conditions:

- The landlord has to give written consent
- The landlord's consent can only be withheld in certain circumstances (see appendix 1)
- The landlord must specify any decision to refuse assignment within 42 days of the tenant's application

4.3 The Housing Service can give consent to an exchange subject to certain conditions such as paying off any outstanding rent arrears, remedying a breach of tenancy such as reinstating any unsafe alterations, or performing another obligation of the tenancy such as paying for an outstanding repair charge or removal costs.

4.4 No premium should be paid by tenants to encourage/secure exchanges and possession action can be taken against cases where this is found to have occurred.

#### 5. FINDING A MUTUAL EXCHANGE

5.1 Whilst tenants may use a variety of methods to find an exchange, the Housing Service promotes the use of 'Homeswapper' a web-based forum aimed at helping social housing tenants to find potential exchanges. The service is free to use for all PCC tenants and provides the opportunity to find an exchange on a national scale.

5.2 Housing staff should offer assistance to those tenants that require help with registering for this service

5.2.1 Thought should be given to how tenants may continue to access this service once registered and this should be discussed with the tenant at the point of registration. The minimum requirement is that tenants have a mobile telephone number so that details of potential matches can be sent via text message.

5.2.2 Area Housing staff can log-in to 'homeswapper' as administrators to provide assistance with registration (remotely) and to assist in finding an exchange for tenants where necessary.

5.3 In cases where tenants are looking to exchange to alleviate an under/over occupying situation, Housing Options may be able to provide additional information to Housing Officers of those registered on the Housing Waiting list and meeting their needs. However, these details should not be passed directly to tenants without the express consent of the individuals involved.

## 6. SERVING NOTICE OF INTENTION TO AFFECT A MUTUAL EXCHANGE - (Receive Application)

- 6.1 The process starts when the tenant serves notice on the city council that s/he wishes to assign their tenancy by way of exchange.
- 6.2 The current mutual exchange application form is this notice and as such must specify the tenant(s) with whom the person wishes to exchange. An exchange form filled in by one tenant(s) only and not specifying the tenant(s) with whom they wish to exchange is not a valid notice
- 6.3 Mutual exchange forms handed in over the counter or direct to an Officer must be date stamped when received. This will count as the date from which notice was served by the tenant – and the Housing Service then has 42 calendar days in which to give its decision to allow the mutual exchange or not.
- Inspection appointments should be made at this point if the situation allows and an understanding sought of when the tenant wishes to move.
  - If forms are received via the post these should be date stamped on arrival and this date will form the start of the 42 day period.

## 7. AFFECTING A MUTUAL EXCHANGE - (Understanding and assessing individual situations)

- 7.1 On receipt of the tenant's notice the Housing Officer should first check the tenancy type (secure/non-secure) to ensure eligibility to exchange.

7.2 The Housing Officer should then check the tenancy to ascertain whether any aspects of the conduct of the tenancy or details of the proposed exchange fall outside of Schedule 3 of the 1985 Housing Act (Appendix 1). For example

- Is the tenant in arrears and unlikely to be able to clear these? This would include any sundry debts attached to the tenancy (removals, repairs etc.)
- Is the accommodation larger/smaller than required by the proposed assignee?
- Is the accommodation reasonably suited to the needs of the proposed assignee?
- Is the accommodation designed specifically for a physically disabled person (and the proposed assignee is not physically disabled)?
- Is there an active Notice of Seeking Possession (NOSP) for a breach of tenancy that has not been resolved?
- Is action being taken against one of the tenancies because of Anti-social Behaviour?
- Are there any pets to be housed? What are they?
- What are the property and family sizes and what would the allocations policy permit? (consideration should be given to actual bedroom sizes if necessary)

7.3 Housing Officers should use PLAN in conjunction with Section 92 and schedule 3 of the 1985 Housing Act to aid their decision making process as to whether an exchange should be refused or allowed to proceed, and each case should be judged on its individual merits. Area Housing Managers should have the final decision in approving exchanges where there is any doubt, and Housing Officers should raise potential issues to their line manager. Decisions to refuse exchanges or allow them outside of the normal restrictions should be clearly recorded and kept on file.

#### Arrears and other charges

The general rule is ; Rent arrears, other charges that form conditions of tenancy (Former Tenancy Debts, Removal Charges) or charges that form obligations of tenancy (Repair) should be cleared prior to exchange. Although exchange applications can be agreed on condition that this occurs.

However, in light of the Housing benefit size-criteria restrictions, for those affected and wishing to downsize this may not be achievable and failure to move could increase arrears and cause homelessness. Where both under-occupation and arrears are present, these cases can be agreed if the move is within PCC stock, but should be discussed with estate and area managers prior to a decision being reached.

Where there are rent arrears, the exchange will only be agreed if (a) there is a sustainable repayment plan, evidenced and agreed and (b) that it is a condition of the new tenancy that the arrears be paid.

Please see (appendix 3) for further information and guidance.

#### Under-Occupation

Housing Officers should carefully consider the housing need of exchange applicants (as per allocations policy) and whether larger properties would subject tenants to Housing Benefit size-restriction rules. Normally, under-occupation based on these two factors should not be created. However, factors which may influence decision to allow under-occupation include:

- Are the tenant's currently under-occupying and proposing to maintain this under-occupation or lessen it? How are they managing their current tenancy?

- Are there any medical conditions or other factors that necessitate a larger property? What evidence do we have and is further information required? - In certain cases children with disabilities override the under-occupancy Housing Benefit regulations.
- Length of time tenants would be under-occupying, are children close to cut-off points (2 years)?
- Affordability - Tenancies must be financially viable, are tenants for example in long-term sustainable employment?

Again these cases should be discussed with management prior to a decision being made.

#### Anti-social behaviour

Whilst consent to exchange can be withheld in certain ASB cases depending on the actions undertaken, Housing Officers should liaise with the Anti-Social Behaviour Unit, and local managers regarding whether an exchange can proceed. External exchanges to other local authorities/housing associations may not be viable options in these cases, and the need to share information should be discussed with the tenant.

#### Disabled Adaptations

This will be a question of degree. Some properties have minor adaptations or adaptations that are no longer in use. This would need to be balanced against those properties that have had extensive adaptations or were specifically designed from new.

- 7.4 If the decision to refuse an exchange is reached, both parties should be notified in writing within the 42 day period. Particulars should only be provided to the tenant who is affected by them. E.g. do not advise both parties that the exchange is being cancelled because of rent arrears – only make this explicit to the person in arrears. The specific ground for refusal should be quoted (appendix 1)

## 8. VISTS TO TENANTS

- 8.1 Once the initial checks have been made and Officers are provisionally happy the exchange can proceed, properties should be visited to undertake a thorough inspection. The purpose of the visit is to:

- Check and record the decorative condition of the property
- Check and record any alterations made to the property
- Check and record any damage to the property
- Verify the household details supplied on the application form
- Discuss and record any items the tenant may be leaving
- Further understand the tenants situation and discuss any tenancy matters (such as rent arrears/repair charges etc.) that might prevent our agreement to the exchange.
- Advise the tenant that they are entering into a legal commitment to assign their tenancy and they should be signposted to independant legal advice if needed.

Thought should be given as to:

- Who is the best resource to undertake the inspection



- The benefit and practicality of having all exchange parties present at inspection for openness and speed.

**8.2 Provided no issues arise as a result of the inspection/s** incoming tenants to properties should be provided with a written records to sign and accept conditions of property, decorative state and any damage.

**8.3 If the inspection/s reveals properties where there are major** (unauthorised) alterations or significant damage, or other breaches of tenancy are evident, two obvious courses of action present:

- The exchange can no longer proceed and should therefore be refused as per 7.4 above. Further tenancy action may be proportionate and necessary as well as immediate intervention by the Housing Service in cases where Health and Safety is compromised.
- The exchange can only be approved on condition that the alteration/damage/breach is remedied to the satisfaction of the Housing Service.

In the latter example, further inspection is likely to be required prior to the completion of the exchange. Again, as per 8.2, incoming tenants to properties should sign records to accept conditions of property, decorative state and any damage.

**8.4** Where tenants are exchanging with another local authority or registered provider a reference should be provided for the Portsmouth City Council tenant and in return a reference received for the incoming tenant. This should be cross referenced against section 7 and appendix 1 of this document to ensure eligibility to exchange.

## 9. COMPLETING THE EXCHANGE - Make a decision

**9.1** Once the conditions in sections 7 and 8 have been fulfilled and the application has management approval, the exchange can be finalised. Where conditions in section 7 and 8 have not been fulfilled the exchange should be refused (in writing) or given conditional agreement - for example you can exchange if rent account is clear on day of assignment. Again when refusing exchanges the specific ground in appendix 1 should be quoted.

**9.2** The Housing Officer should contact the tenants and agree a suitable time and area office to conclude the exchange.

- Tenants should have reached agreement as to an appropriate time to swap tenancies
- In certain cases (E.g. ASB incidents) thought should be given to who needs to be present – ASB officer, both incoming/outgoing Housing Officer, Estate Manager etc.

**9.3** The following should occur at the exchange appointment:

- Conditions of exchange should be checked to ensure completion (particularly clearance of any outstanding balances up to date of exchange)

- Deeds of assignment should be completed for both parties relinquishing and accepting new and old tenancies
- Gas and electric safety inspection appointments should be agreed
- Rental income value work should be undertaken which should include:
  - Where applicable HB change of address/new claim forms including council tax (note exchanges to Leigh Park from other PCC areas require the completion of a Havant application form for Council Tax)
  - Issuing of new pay reference numbers and rent cards. Do Direct Debit/Standing Order details need to be changed?
  - Do we have the necessary income and expenditure details?
  - Is the tenant aware of what, when and how to pay?
  - Is more in-depth support required?
  - Does the incoming person understand their responsibilities as a tenant?
  - Detailed notes should be recorded on Northgate
- Tenants should be made aware that it is their responsibility to ensure all keys are exchanged between parties.

9.4 Tenants paper files should be sorted and changed accordingly:

- Where the exchange is happening solely within PCC stock the paper file should be filed accordingly and it is a good opportunity to remove any unnecessary paperwork. This should be forwarded to the appropriate area office where necessary.
- Where the tenant is leaving PCC stock their file should be treated as a former tenancy file.

**In both cases the original tenancy agreement for the property should be kept with the address it relates to and not forwarded with the tenant.**

## 10. Customer challenges a decision

10.1 If a customer is unhappy with a decision that has been made, they can ask for this to be reviewed, by putting their reasons in writing. Initially this will be reviewed by an area manager that has not been involved in the original decision.

10.2 The reviewing Area Manager will make their decision known to both parties within one month of the customers review request.

10.3 The customer will have the right of appeal to the Housing Manager or Head of Housing and Property Services or their nominated deputy. The appeal should be made within 10 days of the review decision. The appeal will be dealt with within one month. There would be no further right of appeal after this decision is made.

## **Appendix 1**

### **Housing Act 1985 Part IV Section 92 - Assignments by way of exchange**

- (1) It is a term of every secure tenancy that the tenant may, with the written consent of the landlord, assign the tenancy to another secure tenant who satisfies the condition in subsection (2).
- (2) The condition is that the other secure tenant has the written consent of his landlord to an assignment of his tenancy either to the first-mentioned tenant or to another secure tenant who satisfies the condition in this subsection.
- (3) The consent required by virtue of this section shall not be withheld except on one or more of the grounds set out in Schedule 3 (1985 Act), and if withheld otherwise than on one of those grounds shall be treated as given.
- (4) The landlord may not rely on any of the grounds set out in Schedule 3 unless he has, within 42 days of the tenant's application for the consent, served on the tenant a notice specifying the ground and giving particulars of it.
- (5) Where rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed, the consent required by virtue of this section may be given subject to a condition requiring the tenant to pay the outstanding rent, remedy the breach or perform the obligation.
- (6) Except as provided by subsection (5), a consent required by virtue of this section cannot be given subject to a condition, and a condition imposed otherwise than as so provided shall be disregarded.

### **Schedule 3 Grounds for withholding consent to assignment by way of exchange**

#### Ground 1

The tenant or the proposed assignee is obliged to give up possession of the dwelling-house of which he is the secure tenant in pursuance of an order of the court, or will be so obliged at a date specified in such an order

#### Ground 2

Proceedings have been begun for possession of the dwelling-house of which the tenant or the proposed assignee is the secure tenant on one or more of grounds 1 to 6 in part I of Schedule 2 (grounds on which possession may be ordered despite absence of suitable alternative accommodation), or there has been served on the tenant or the proposed assignee a notice under section 83 (notice of proceedings for possession) which specifies one or more of those grounds and is still in force.

#### Ground 2A (*Added by Section 191 of the Housing Act 2004*)

A suspended possession order is in force on the grounds of anti-social behaviour, or where an application has been made for an ASB injunction, anti-social behaviour order (ASBO) or demotion order in respect of the tenant or the proposed assignee, or

a person residing with a party to the exchange; or an ASB injunction or ASBO is in force against such persons.

#### Ground 3

The accommodation afforded by the dwelling-house is substantially more extensive than is reasonably required by the proposed assignee.

#### Ground 4

The extent of the accommodation afforded by the dwelling-house is not reasonably suitable to the needs of the proposed assignee and his family

#### Ground 5

The dwelling house:

- (a) forms part of or is within the curtilage of a building which, or so much of it as is held by the landlord, is held mainly for purposes other than housing purposes and consists mainly of accommodation other than housing accommodation, or is situated in a cemetery, and
- (b) was let to the tenant or a predecessor in title of his in consequence of the tenant or predecessor being in the employment of:
  - the landlord,
  - a local authority,
  - a new town corporation,
  - the Development Board for Rural Wales,
  - an urban development corporation, or
  - the governors of an aided school.

#### Ground 6

The landlord is a charity and the proposed assignee's occupation of the dwelling-house would conflict with the objects of the charity.

#### Ground 7

The dwelling-house has features which are substantially different from those of ordinary dwelling-houses and which are designed to make it suitable for occupation by a physically disabled person who requires accommodation of the kind provided by the dwelling-house and if the assignment were made there would no longer be such a person residing in the dwelling house.

#### Ground 8

The landlord is a housing association or housing trust which lets dwelling-houses only for occupation (alone or with others) by persons whose circumstances (other than merely financial circumstances) make it especially difficult for them to satisfy their need for housing and if the assignment were made there would no longer be such a person residing in the dwelling-house.

#### Ground 9

The dwelling-house is one of a group of dwelling-houses which it is the practice of the landlord to let for occupation by persons with special needs and a social service or special facility is provided in close proximity to the group of dwelling-houses in order to assist persons with those special needs and if the assignment were made there would no longer be a person with those special needs residing in the dwelling-house.

## **Appendix 2**

### **Mutual Exchange Application Form**

This form should only be completed if you are a Portsmouth City Council tenant and have found another tenant with which to exchange.



#### **About your household**

Name \_\_\_\_\_

Joint tenant's name \_\_\_\_\_

Address \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Who will be leaving with you? Please give details of your household:

<b>Full Name</b>	<b>Date of Birth</b>	<b>Relationship to you (e.g. Son/daughter/partner)</b>
		Tenant

If any of the above are expecting a baby please give due date: \_\_\_\_\_

Do you have any pets? (type and number) \_\_\_\_\_

Your current property type? (Flat/House) \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

#### **Why do you wish to move?**

Please tell us why you wish to move, for example is your current property too large or small, are you moving closer to a place of work, or are you having problems with your neighbours?

#### **Who do you wish to exchange with?**

Name \_\_\_\_\_

Address \_\_\_\_\_

Landlords name and address \_\_\_\_\_

Who will be living in their household?

Full Name	Date of Birth	Relationship to you (e.g. Son/daughter/partner)

What kind of home do they have?

Property type (Flat/House etc.) \_\_\_\_\_ No of bedrooms \_\_\_\_\_

Do they have any pets? (type and number) \_\_\_\_\_

If agreed when would you like to move? \_\_\_\_\_

**Please sign below and return this form to your Area Housing Office**

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

<b>Office use only</b>	
Date forms received _____	42 Day deadline _____
Property inspection date/time _____	Inspection undertaken (✓) _____
Dilap forms sent to customer _____	Received back from customer _____
Reference sent _____	Reference Received _____
Application Refused (✓) _____	Reason/Ground _____
Conditional Consent Given (✓) _____	Subject to _____
Management Approval _____	Approved By _____
Date of Exchange _____	
Comments:	

## **Appendix 3**

### **Under-occupation - “Exchanges” and Arrears**

**Issue:** The Welfare Reform Act introduced deductions to Housing Benefit claimants based on household size and number of bedrooms from April 2013. PCC Housing has a large number of households that are affected by these deductions of which a large number have an arrears balance of varying degrees. A number of the affected households have expressed a desire to move to smaller properties and whilst the new allocations policy awards additional priority to under-occupying households, the exchange route should also be utilised. Previous practice and implementation of the 1985 Housing Act prevented those in arrears moving without first clearing any outstanding debt. Also introduced in April 2013, were reductions in council tax benefits, which will also affect those under-occupying, further compounding financial issues of tenants and reducing their disposable income.

**Solution:** Applying discretion to those tenants who are under-occupying, in arrears and not in a position to remedy their situation, to swap properties using the normal process to find a suitable swap (Homeswapper)

**Rationale:**

- Meeting purpose of several systems - ‘Pay rent and receive help when needed’ and ‘Provide suitable homes when needed’
- Preventing homelessness and debt by forcing tenants to remain in properties where they will not be able to cover rental costs, arrears repayments and the wider issue of council tax.
- Preventing the use of high-interest money lenders and other borrowing to clear any outstanding debt to enable moves to take place by clearing arrears
- Maximising the chances of recovering arrears and therefore protecting the interests of the Housing Service, whilst attempting to reduce the need for costly and timely court action.

**Practice:**

Whilst the final decision to allow a move to take place will rest with Area Housing Managers, Housing Officers should be able to demonstrate and record the use of PLAN (Proportionate, Lawful, Accountable and Necessary) in informing that decision. For example:

- Can the tenant realistically be expected to clear any outstanding debt prior to a move being agreed? (£100 versus £1000)
- Is the tenant maintaining their tenancy in a satisfactory manner? (Is a sustainable arrangement already in place and being maintained for example?)
- Would a move significantly alter the tenant’s situation? (Would they still be under-occupying but at the lower rate of deduction?)
- Will the swap still create an under-occupying situation for one of the tenants?
- Is the move within PCC stock? (Ongoing management of debt and unable to undertake if not)

Where the decision to allow a move to occur is made, the process will differ from the normal exchange route. Deeds of Assignment do not allow for conditions of tenancy to be attached and therefore minimise the ability to recover any outstanding debt. In situations where we allow moves because of under-occupation despite arrears, ending tenancy forms should be used and the respective tenants should sign new tenancy agreements, with the appropriate condition of tenancy attached relating to the recovery of the arrears. (below)

Arrangements for recovery of any outstanding debt should be made at the time of the paperwork being completed using the value steps of the rent process and ensuring that the tenant is aware of the consequences of non-payment. It will be important that any former tenancy accounts created as part of this process are managed effectively so that timely action can be taken if necessary. It will be important to include as reasonableness in witness statements for any subsequent court action, the discretion applied in allowing a move to increase affordability.

If it is decided that applying discretion is not the correct decision, again demonstrated and recorded using PLAN, if an exchange application has been submitted, a written decision can be supplied to the tenant using schedule 3 of the 1985 Housing Act. This may take the form of outright cancellation or conditional agreement.

**Copy of additional condition of tenancy**

ADDITIONAL CONDITON OF TENANCY – TO BE USED FOR TRANSFERS TO PROPERTIES WITH FEWER BEDROOMS WHERE THERE ARE EXISTING ARREARS

FORMER TENANCY DEBT FROM PREVIOUS TENANCY

**Former tenancy property:.....bedroom property at.....**

**New tenancy property:.....bedroom property at.....**

**In consideration of Portsmouth City Council, the owners of the new tenancy property, agreeing to allow me to transfer to a ..... bedroom property at that address whilst there are former tenancy arrears due, I agree to the following as an additional condition of my tenancy of the said new tenancy property :-**

**The former tenancy debt owed in respect of my former tenancy property (detailed above) at the date of granting this new tenancy property (detailed above) to me, namely £....., will form part of the future rent / charges of the new tenancy property and will be paid by me at the rate of £..... per ..... in addition to such sums as are payable as rent / charges of the new tenancy property. In the event of my failing to pay the additional former tenancy debt or part thereof each ..... I agree that the whole sum of £..... still outstanding will be treated as being due and that the Council will be entitled to serve on me a Notice of Seeking Possession of the whole amount owing together with any other sums that have fallen due as rent and that the council will be entitled to proceed for possession of the new tenancy property once the Notice has become effective.**

Signed:.....

Signed:.....

Date:.....

Breakdown of Debt:

Arrears of rent	£
Other.....	£
.....	
Total:	£