



---

# NOTICE OF MEETING

---

## **CABINET MEMBER FOR HOUSING**

**TUESDAY, 29 JANUARY 2019 AT 3.00 PM**

## **EXECUTIVE MEETING ROOM - THE GUILDHALL - FLOOR 3**

Telephone enquiries to Joanne Wildsmith, Democratic Services, Tel: 9283 4057  
Email: [joanne.wildsmith@portsmouthcc.gov.uk](mailto:joanne.wildsmith@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

---

## **CABINET MEMBER FOR HOUSING**

Councillor Darren Sanders (Liberal Democrat)

### **Group Spokespersons**

Councillor Tom Coles, Labour  
Councillor Luke Stubbs, Conservative

---

(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.**

## **A G E N D A**

- 1 Apologies for Absence**
- 2 Declaration of Interests**
- 3 Southsea Community Centre Site Development (Pages 5 - 14)**

The report by the Director of Housing, Neighbourhood and Building Services seeks approval from the Cabinet Member for Housing to engage the

Regeneration team to deliver a new development of 23 flats on the site of the former Southsea community centre site.

**RECOMMENDED that the Cabinet Member for Housing:**

- (1) approves the following Capital Expenditure amounting to £4m, delivering a new build of fourteen, 2 bed flats; five, 1 bed flats; three, 1 bed mobility flat and one, 2 bed mobility flat, totalling 23 flats to be retained within the HRA.**
- (2) delegates authority to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance & S151 Officer to amend the spending profile and funding model of the proposed scheme whilst ensuring that the schemes remain financially viable following any necessary changes.**
- (3) delegates the Director of Housing, Neighbourhood and Building to approve any application for any grant funding to support the scheme.**

**4 Housing allocations scheme (Pages 15 - 46)**

The report by the Director of Housing, Neighbourhood and Building Services presents a refresh of the council's policy for allocation social housing in Portsmouth.

**RECOMMENDED that the Cabinet Member for Housing agrees:**

- (1) To accept the new Housing Allocation Scheme.**
- (2) To delegate authority to the Director for Housing, Neighbourhood and Building Services to agree any future minor amendments to the scheme. This will be reported to councillors through the Members' Information Service and added to the published scheme documents.**

**5 Draft Homelessness Strategy (Pages 47 - 74)**

The report by the Director of Housing, Neighbourhood and Building Services presents the updated draft homelessness strategy which outlines Portsmouth's preventative approach to understanding and responding to customers and residents who face homelessness.

**RECOMMENDED that the Cabinet Member for Housing agrees:**

- (1) To endorse the council's draft Homelessness Strategy 2018-2023.**
- (2) To instruct officers to undertake formal consultation on the strategy with relevant partners and stakeholders.**

**(3) That following consultation, officers should return to councillors with a final strategy, and action plan, for agreement.**

**6 Council Housing Budget 2019/20 (Pages 75 - 102)**

The purpose of the report by the Director of Housing, Neighbourhood and Building Services and the Director of Finance and Information Services is to seek the Cabinet Member's decisions on Council Housing budgets, rents and other charges and to give authority for managers to incur expenditure in 2019/20.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

This page is intentionally left blank



**Title of meeting:** Housing Cabinet

**Date of meeting:** 29<sup>th</sup> January 2019

**Subject:** Southsea Community Centre Site Development

**Report by:** James Hill, Director of Housing, Neighbourhood and Building Services

**Wards affected:** St Thomas

**Key decision:** Yes/~~No~~

**Full Council decision:** ~~Yes~~/No

---

**1. Purpose of report**

- 1.1 To seek approval from the Cabinet Member for Housing to engage the Regeneration team to deliver a new development of 23 flats on the site of the former Southsea community centre site.
- 1.2 To seek approval of the financial appraisal delivering 23 flats to be retained within the HRA.

**2. Recommendations**

- 2.1 **That the Cabinet Member for Housing approves the following Capital Expenditure amounting to £4m, delivering a new build of fourteen, 2 bed flats; five, 1 bed flats; three, 1 bed mobility flat and one, 2 bed mobility flat, totalling 23 flats to be retained within the HRA.**
- 2.2 **That the Cabinet Member for Housing delegates authority to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance & S151 Officer to amend the spending profile and funding model of the proposed scheme whilst ensuring that the schemes remain financially viable following any necessary changes.**
- 2.3 **That the Cabinet Member for Housing delegates the Director of Housing, Neighbourhood and Building to approve any application for any grant funding to support the scheme.**

### **3. Background**

- 3.1 The original community centre was demolished in late 2014 and planning consent for fourteen, 2 bed flats, five, 1 bed flats, three, 1 bed mobility flat and one, 2 bed mobility flat, totalling 23 flats was approved in July 2015.
- 3.2 The financial appraisal for the site looks at 4 options of use within the scheme,
- General Needs Housing - Demand for homes in Portsmouth is high and our social housing stock needs to be replenished following years of sales under the Right to Buy legislation.
- Supported Housing - there is a continual high demand for homes within this portfolio, this option would also allow for the closure of other private schemes where the housing is substandard.
- Temporary Homeless - The use of temporary accommodation is increasing.
- Mixed use - delivery of this option would cover all of the above and could create a mixed community and peer support within the building.
- 3.3 The scheme will be funded by an appropriate mix of prudential HRA borrowing and where applicable retained capital receipts from right to buy purchases and Homes England grant funding. Properties for temporary homeless, mobility and supported housing are exempt from the right to buy.
- 3.4 Regardless of tenure provided by the site, no-one will move into any of the properties who cannot afford it.

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

- 4.1 These homes will provide much needed homes for residents and support Portsmouth City Councils corporate priority 1 " Make Portsmouth a city that works together, enabling communities to thrive and people to live healthy, safe and independent lives".
- 4.2 The schemes will increase the overall number of homes in the HRA. There is also a preference based on current demand to use the properties for temporary accommodation moving people out of existing B & B accommodation. It is understood that the demand may have changed by completion of the build.

### **5. Equality impact assessment**

- 5.1 A Preliminary Equality Impact Assessment has been completed and no adverse equality implications were identified. Appendix A.

## **6. Legal implications**

- 6.1 The recommendations are within the power of the Cabinet Member for Housing to adopt, and for the City Council to approve, and raise no immediate notable legal implications.

## **7. Director of Finance's comments**

- 7.1 As stated in the main body of the report a number of different scenarios have been considered when looking at the development of the former Southsea community centre site.

- 7.2 An outline financial appraisal has been carried out on all the options and all are feasible when appraised over a 30 years.

- 7.3 Each appraisal has been carried out looking at the financial impact on both the Housing Revenue account (HRA) and the General Fund (GF).

### **7.4 General Needs Housing**

- 7.4.1 The Council have considered the use of the Southsea Community Centre for Social Housing, and have modelled both Affordable and Social Rents. In this option the build will be funded with a mix of Additional HRA borrowing £2.8m and 141 receipts £1.2m.

- 7.4.2 After taking account the cost of servicing the additional borrowing and the maintenance of the site the likely Net Present values over a 30 year period are between £257,000 at Social Rent and £1.6m for affordable rent. Although the development is feasible as a 100% socially rented development this is very marginal and once sensitivities are brought into account such as occupancy, and the ability to increase rents in line with inflation year on year this becomes very challenging from a financial point of view to prove viability. A mixed tenure of some affordable and some social maybe a better alternative.

- 7.4.3 In this option the properties will be eligible for Right to buy.

### **7.5 Supported Housing**

- 7.5.1 If the Site was to be used for supported housing the Council could apply for £1.9m from Care & Support Specialist Housing Grant funding but 141 receipts could not be used.

- 7.5.2 Supported Housing units are charged to an equivalent of affordable rent, one the cost of borrowing and maintenance is taken into account the Net Present Value is £2.1m.

- 7.5.3 In this instance the properties are not eligible for right to buy.

## 7.6 Temporary Homeless Housing

7.6.1 This option assumes that the site is used to house those clients who are currently being housed in temporary accommodation such as a bed and breakfast accommodation.

7.6.2 This option assumes that rent is charged at LHA rates it is assumed that residents will be eligible for Housing benefit which would cover this. The build will be funded entirely from Additional borrowing and 141 receipts. In this instance there is an impact of a positive Net present value to the HRA of £370,000 after taking account of the cost of borrowing and maintenance of the site. The effect on the general fund is much more acute with a positive net present value of £3.8m over 30 years as a result of a saving on the cost of bed and breakfast accommodation to the General Fund. The Council now have the ability to apply for the Governments new Move On fund that would be used instead of 141 receipts.

7.6.3 In this option the properties are not subject to Right to buy because tenancies are offered as a non-secure tenancy on a temporary basis.

.....  
Signed by:

### **Appendices:**

Preliminary Equality Impact Assessment (Appendix)

### **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>
EIA	Appendix A

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

.....  
Signed by:



# Equality Impact Assessment

Preliminary assessment form 2018

[www.portsmouthccg.nhs.uk](http://www.portsmouthccg.nhs.uk)

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

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - How are going to mitigate or remove any potential negative impacts
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Housing, neighbourhood & building services

**Service, function:**

Business Relationships

**Title of policy, service, function, project or strategy (new or old) :**

Development of 23 flats on the former Southsea Community Centre site

**Type of policy, service, function, project or strategy:**

- ☐ Existing
- ☒ New / proposed
- ☐ Changed

**Q1 - What is the aim of your policy, service, function, project or strategy?**

To increase housing assets within the HRA

**Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?**

Increase in provision of housing, currently there are 4 options being considered;

General Needs Housing - Demand for homes in Portsmouth is high and our social housing stock needs to be replenished following years of sales under the Right to Buy legislation.

Supported Housing - there is a continual high demand for homes within this portfolio, this option would also allow for the closure of other private schemes where the housing is substandard.

Temporary Homeless - The use of temporary accommodation is increasing.

Mixed use - delivery of this option would cover all of the above and could create a mixed community and peer support within the building.

These homes will provide much needed homes for residents and support Portsmouth City Councils corporate priority 1 " Make Portsmouth a city that works together, enabling communities to thrive and people to live healthy, safe and independent lives".

**Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?**

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other excluded groups

☐☒☐

**Note:**Other excluded groups examples includes,Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

**If the answer is "negative" or "unclear" consider doing a full EIA**

**If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?**

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.**

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If the answer is "no" or "unclear" consider doing a full EIA**

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	We have not collected any specific data from this group as consultation is not required at this point.
Disability	We have not collected any specific data from this group as consultation is not required at this point.
Race	We have not collected any specific data from this group as consultation is not required at this point.
Sex	We have not collected any specific data from this group as consultation is not required at this point.
Gender reassignment	We have not collected any specific data from this group as consultation is not required at this point.
Sexual orientation	We have not collected any specific data from this group as consultation is not required at this point.
Religion or belief	We have not collected any specific data from this group as consultation is not required at this point.
Pregnancy and maternity	We have not collected any specific data from this group as consultation is not required at this point.
Marriage & civil partnership	We have not collected any specific data from this group as consultation is not required at this point.
Other excluded groups	We have not collected any specific data from this group as consultation is not required at this point.

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

☐ yes ☒ No

**PCC staff**-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

**CCG staff**-If you have to complete a full EIA please email: [sehccg.equalityanddiveristy@nhs.net](mailto:sehccg.equalityanddiveristy@nhs.net) if you require help

**Q7 - How have you come to this decision? Summarise your findings and conclusion below**

This EIA covers the build element of this project, not the those people moving in. The development generates 23 new flats held within the HRA.

Once a formal decision has been made as to the end user, additional EIA's maybe required to ensure the housing fits the individual needs although there will be no negative impact on any equality groups.

At the present time a full EIA is not required as we need to seek permission for the flats to be built to increase local authority housing as we know there is a deficit in these types of homes but we are not definite in what type of housing. We would need to investigate where the shortages are and what groups would benefit most from the housing once a decision is made.

Until authority is given for the housing to be build it is unclear what specific groups would benefit from this project.

**Q8 - Who was involved in the EIA?**

Alison Cloutman

**This EIA has been approved by:** Jo Bennett

**Contact number:** 1039

**Date:** 15/01/2019

**PCC staff**-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789, Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

**CCG staff**-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: [sehccg.equalityanddiversity@nhs.net](mailto:sehccg.equalityanddiversity@nhs.net)

This page is intentionally left blank

# Agenda Item 4

Agenda item:

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

**Date of meeting:** 29<sup>th</sup> January 2019

**Subject:** Housing Allocations Scheme

**Report by:** James Hill, Director of Housing, Neighbourhood and Building Services

Wards affected: All

Key decision: No

Full Council decision: No

---

## 1. Purpose of report

- 1.1.To present the refresh of the council's policy for allocating social housing in Portsmouth.

## 2. Recommendations

- 2.1.To accept the new Housing Allocation Scheme.
- 2.2.To delegate authority to the Director for Housing, Neighbourhood and Building Services to agree any future minor amendments to the scheme. This will be reported to councillors through the Member Information Service and added to the published scheme documents.

## 3. Background

- 3.1.The 1996 Housing Act, Part 6, requires all housing authorities to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating social housing and they must allocate in accordance with that scheme.
- 3.2.In framing their allocation scheme, housing authorities must ensure that priority for social housing goes to those in the greatest need. This includes people who are homeless or threatened with homelessness and a prevention duty, relief duty or main duty is owed; those who need to move on welfare, hardship or medical grounds; or people living in unsatisfactory housing.
- 3.3.The allocation scheme must also give additional preference to serving or former members of the Armed Forces who have an urgent housing need in line with legislation.
- 3.4.There is also a requirement to ensure that any qualification criteria does not disadvantage members of the Armed Forces, or social housing tenants from out of area who meet the Right to Move regulations.

3.5.The allocation scheme affects all residents of Portsmouth, PCC tenants in the Havant area, and those who meet the local connection criteria, who are not living in adequate accommodation and have a housing need.

3.6.The allocation scheme requires amendments in light of the implementation of the Homeless Reduction Act in April 2018, and new guidance on the reasonable preference categories.

#### **4. Updated policy**

4.1.The main changes to the policy from the current policy are;

4.1.1. Update to the protected characteristics as described in the Equality Act (section 1.7.4)

4.1.2. Acknowledgement of the Human Rights Act 1998 (section 1.7.5)

4.1.3. Acknowledgement of the Local Armed Forces Covenant (section 2.3)

4.1.4. Acknowledgement of the Right to Move regulations (section 2.6)

4.1.5. The section on 'applications from people who are homeless' has been updated to reflect the additional duties on the local authority within the Homelessness Reduction Act 2017 (section 8)

4.1.6. Acknowledgement of compliance with the general data protection regulations (section 11.2)

4.1.7. Introduces an exclusion clause for anyone found to have deliberately given false information to obtain priority for social housing (section 12.2)

4.1.8. Updates to include the new guidance on reasonable preference categories (Appendix 1 of the policy, sections 2.4.14 and 5.5.4)

#### **5. Reasons for recommendations**

5.1.To ensure that the council's allocations scheme is up to date with current legislation, and relevant to meet the needs of the customers and residents of Portsmouth.

#### **6. Equality Impact Assessment (EIA)**

6.1.A preliminary equality impact assessment has been completed and the recommendations do not have a negative impact on any of the protected characteristics as described in the Equality Act 2010 for the following reasons:

6.1.1. The data from the most recent Joint Strategic Needs Assessment (2016) shows, from 2015, a reduction in the numbers of households in areas of deprivation within the city which are not in employment. However there has been an increase in the number of homeless single people approaching homeless services.

6.1.2. The changes to this policy reflect the implementation of the Homelessness Reduction Act 2017 which places an enhanced duty on local authorities to prevent and relieve homelessness for all homeless people, not just those in priority need. This will have a positive impact on the homeless.

#### **7. City Solicitor's comments**

7.1.Part VI of the Housing Act 1996, in particular, section 166A of the Housing Act 1996 requires local housing authorities to have an allocations scheme covering all aspects of the allocation process and to allocate accommodation in



accordance with that scheme. When modifying their scheme, authorities must have regard to their current tenancy and homelessness strategies. The requirement to consult with registered providers with which they have nomination arrangements only arises when alterations are made to the scheme reflecting a major change of policy. The modifications in this revised allocation scheme do not contain any policy changes.

7.2. When exercising functions under Part VI of the Housing Act 1996, local housing authorities shall have regard to such guidance as may from time to time be given by the Secretary of State. The current guidance is contained in the "Allocation of accommodation: guidance for local housing authorities in England 2012" and "Providing social housing for local people 2013" DCLG.

7.3. The allocation scheme provided with this report meets the statutory requirements and is in accordance with the guidance issued. Under the terms of the City Council's Constitution, the Cabinet Member has responsibility for approving the recommendation.

## **8. Director of Finance comments**

8.1 There are no financial implications as a result of approving this recommendation.

Signed by:

.....  
James Hill, Director of Housing, Neighbourhood and Building Services

**Appendices:**

Appendix 1 - Housing Allocations Scheme 2019  
Appendix 1a - Housing Allocation Scheme banding scheme  
Appendix 1b - Pre-agreed quota of nominations for vulnerable client groups  
Appendix 2 - Preliminary Equalities Impact Assessment

**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>
Housing Act 1996	<a href="https://www.legislation.gov.uk/ukpga/1996/52/contents">https://www.legislation.gov.uk/ukpga/1996/52/contents</a>
Human Rights Act 1998	<a href="https://www.legislation.gov.uk/ukpga/1998/42/contents">https://www.legislation.gov.uk/ukpga/1998/42/contents</a>
Homelessness Reduction Act 2017	<a href="http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted">http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted</a>

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

.....  
Signed by:  
Councillor Sanders  
Cabinet Member for Housing

## **The Portsmouth Allocation Scheme – Affordable Homes for local People**

For more information about the allocation scheme please  
contact Housing Options:

**Tel**            023 9283 4989

**Email**        [housing.options@portsmouthcc.gov.uk](mailto:housing.options@portsmouthcc.gov.uk)

# **THE PORTSMOUTH ALLOCATION SCHEME - AFFORDABLE HOMES FOR LOCAL PEOPLE**

## **Content**

1. Introduction
2. Legal Requirements
3. Eligibility & Qualification
4. Making an application
5. How applications are assessed
6. The Banding Scheme
7. Applications from people with care & support needs
8. Applications from people who are homeless
9. Applications with exceptional circumstance
10. Choice & preference
11. Confidentiality & access to information
12. Offences related to information given or withheld by applicants
13. Allocation of vacant properties
14. Types of Tenancies
15. Properties designated for specific categories of applicants
16. New Developments and Special letting arrangements
17. The offer process
18. Refusing an offer
19. Circumstances in which allocations may be deferred or withheld
20. Review of decisions
21. Review of the Allocation Scheme
22. How to contact Housing Options

## **1. Introduction**

- 1.1. Portsmouth City Council aims to provide affordable housing for rent for local residents in housing need, and to create sustainable, balanced communities.
- 1.2. There is a huge demand for affordable rented homes in Portsmouth. The purpose of the allocation scheme is to define a consistent framework, which can be used to allocate the limited number of vacancies that are available.
- 1.3. The guiding principle is to make sure that homes are allocated fairly and efficiently; taking into account applicants' individual needs and expressed preferences.
- 1.4. In reality, the scheme is a waiting list and not an immediate housing solution, and as a general rule the council aims to avoid registering applications from households who stand very little or no chance of being rehoused.
- 1.5. Acceptance onto the waiting list is not a guarantee that an offer of accommodation will be made.
- 1.6. The scheme applies to lettings of Portsmouth City Council housing and to lettings of homes owned by housing associations, now known as private registered providers<sup>1</sup> (PRPs), in Portsmouth for which the council has nomination rights. In practice, this means most PRP homes. It does not include exchanges arranged between existing council and PRP tenants.
- 1.7. The scheme is based on five key principles. These are:
  - 1.7.1. To give priority to local residents with the greatest housing need
  - 1.7.2. To make the best use of all the available social housing stock
  - 1.7.3. To enable applicants to make informed choices about their options
  - 1.7.4. To process applications fairly and confidentially, taking appropriate steps to avoid discriminating on grounds of age; being or becoming a transsexual person; being married or in a civil relationship; being pregnant or on maternity leave; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; or sexual orientation
  - 1.7.5. To ensure that we adhere to the Equality Act 2010 and the Human Rights Act 1998.

## **2. Legal Requirements**

- 2.1. The 1996 Housing Act, Part 6, as amended by the Localism Act 2011 requires all housing authorities to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating social housing and they must allocate in accordance with that scheme.
- 2.2. In framing their allocation scheme, housing authorities must ensure that priority for social housing goes to those in the greatest need. This includes homeless people, those who need to move on welfare, hardship or medical grounds, or people living in unsatisfactory housing.

---

<sup>1</sup> Private Registered Providers were formerly known as housing associations

- 2.3 The scheme must also give additional preference to serving or former members of the Armed Forces who have an urgent housing need in line with legislation and the Local Armed Forces Covenant
- 2.4 Amendments within The Localism Act 2011 enable housing authorities to determine which applicants do or do not qualify for social housing, to reflect local circumstances.
- 2.5 Any qualification criteria must include members of the Armed Forces or former personnel within five years of discharge.
- 2.6 The Right to Move regulations requires that local connection criteria does not prevent social housing tenants from moving into an area to take up work or apprenticeship opportunities.
- 2.7 This Allocation Scheme complies with the requirements of the Act and Statutory Instrument 2015/967, and takes into account the Allocation of accommodation: guidance for local housing authorities in England, issued by the Communities and Local Government Department in June 2012 and March 2015, the Portsmouth Preventing Homelessness Strategy, the Portsmouth Rough Sleeping Strategy and the Portsmouth Tenancy Strategy.

### **3. Eligibility & Qualification**

- 3.1. Anyone wishing to join the allocation scheme must be eligible for social housing and meet the qualification criteria.

#### **3.2. Ineligible applicants**

- 3.2.1. Certain categories of people are legally excluded from being offered social housing. These relate to persons who have restricted rights to reside in the United Kingdom or have no access to public funding.
- 3.2.2. It is not practical to define precisely all the circumstances in which the restrictions apply. Anyone unsure of their status should seek detailed advice from Housing Options.

#### **3.3. Qualification criteria**

- 3.3.1. To qualify to join the scheme applicants must:
- 3.3.2. Have an identified housing need **AND**, be over 18 years old
- 3.3.3. **AND** have a local connection to Portsmouth (see definition below)  
**OR**
- 3.3.4. Be a current Council tenant or a PRP tenant living in the city, **OR**.
- 3.3.5. Be a person whom the council has accepted a duty under section 189B, 193 or 195 of the Housing Act 1996 (as amended), **OR**.
- 3.3.6. Be a member of the Armed Forces or former Service personnel within 5 years of discharge, **OR**.
- 3.3.7. Be a bereaved spouse or civil partner of a member of the Armed Forces leaving Services family accommodation following the death of their spouse or partner, **OR**.

- 3.3.8. Be a serving or former member of the Reserve Forces needing to move because of a serious injury or disability sustained as a result of their service, **OR**.
- 3.3.9. Be a household in exceptional circumstances agreed by the Priority  
Rehousing Panel OR
- 3.3.10. Be a current Council or PRP tenant needing to move to be nearer work<sup>2</sup>, or in order to take up an offer of work, and failure to move would cause hardship<sup>3</sup>, and a move cannot be achieved by an exchange.
- 3.4. The definition of a local connection is:**
  - 3.4.1. Anyone resident within the boundaries of Portsmouth.<sup>4</sup>
  - 3.4.2. Ex-Portsmouth residents, who have previously lived in the city for five continuous years or more of their adult life.
  - 3.4.3. Close family members<sup>5</sup> of either Portsmouth residents who have lived in the city for five years or more, or a member of the armed forces resident in the city, who wish to move to the area to give or receive support.
  - 3.4.4. Anyone with permanent full time employment in Portsmouth.
  - 3.4.5. Anyone resident in the Havant Borough Council areas (PO7 - PO9 postcodes). Havant residents will only be eligible to be considered for council owned properties in the Havant area i.e. the Leigh Park, Crookhorn, or Wecock Farm estates.
  - 3.4.6. Anyone fleeing violence who does not meet the local connection criteria will be considered under the homeless legislation.
- 3.5. Some categories of qualifying applicants will be excluded from being allocated social housing for the following reasons:
  - 3.5.1. Anyone who is living in adequate accommodation and does not have a housing need.
  - 3.5.2. Anyone who owns their own home, except in exceptional circumstances. For example, elderly owner occupiers, who cannot stay in their own home and need to move to sheltered accommodation.
  - 3.5.3. Anyone who has a legal or financial interest in a property that can be sold to resolve their housing need.
  - 3.5.4. Anyone who has sufficient income or savings,<sup>6</sup> that would be reasonable for them to use to meet their housing need.

---

<sup>2</sup> Work cannot be short-term or marginal in nature.

<sup>3</sup> Each case will be considered on an individual basis as to the degree of hardship that would result from failure to move.

<sup>4</sup> PO1 - PO6 postcodes & a few roads in PO7.

<sup>5</sup> A close family member is defined as mother, father, son, daughter, brother or sister (or equivalent close step relatives).

<sup>6</sup> Each case would be considered on an individual basis but the guidelines would be an income of £30,000 or more for a single person/couple, £40,000 for a household with 1 child, £50,000 for a household with 2/3 children or £60,000 for a household with 4 or more children, or savings sufficient to fund a sustainable housing solution.

- 3.5.5. Anyone who is guilty of unacceptable behaviour<sup>7</sup> in previous accommodation or of having given false information in order to obtain social housing..
- 3.5.6. Anyone who does not have the skills to manage and sustain a tenancy without a high level of support<sup>8</sup>. (see 7, Applications from people with care and support needs )
- 3.5.7. Anyone who is a tenant of a property of which the condition is not kept to a satisfactory standard, and they are in breach of their tenancy agreement, which would constitute sufficient grounds for eviction, and there are no extenuating circumstances.
- 3.6. Anyone who has previously been deemed not to qualify may make a fresh application if they consider they should now be treated as qualifying, but it will be for the person to show that his or her circumstances have changed.

## **4. Making an application**

- 4.1. Requests to be considered for social housing should be made to Housing Options in the Civic Offices. Requests may be made in person, by telephone, in writing or by email.
- 4.2. There is no application form to complete.
- 4.3. Anyone who is identified or who identifies themselves as having a special need will be assisted appropriately. Types of help may include:
  - 4.3.1. Interpretation
  - 4.3.2. Translation
  - 4.3.3. Lip speaking assistance
  - 4.3.4. Loop system
  - 4.3.5. Advocacy service
- 4.4. A housing options approach is used as a means to managing the housing waiting list, and all applicants are offered a full housing options interview.
- 4.5. All discussions will be confidential and the purpose will be to fully understand the applicant's housing need, including their financial circumstances, to explore and offer support in accessing the housing solution which best meets their needs, and to manage expectations about accessing social housing.
- 4.6. All applicants will be advised on the likelihood of being offered social housing and the waiting times where possible. (See 10.3 Choice and Preference)
- 4.7. All applicants will be expected to provide proof of identification and their financial situation, including income and savings. A refusal to provide

---

<sup>7</sup> Unacceptable behaviour is defined as behaviour that, if the person were a secure tenant, would constitute sufficient grounds for eviction. Any exclusion will be reconsidered if the person's behaviour or circumstances change substantially.

<sup>8</sup> Each case would be considered based on the identified support need, how it impacts on the individual's ability to manage and sustain a tenancy, and the individual's willingness to engage with the appropriate support.



relevant proofs will result in the application being declined. Support will be provided for applicants having difficulties in providing this information.

## **5. How applications are assessed**

- 5.1. All applications will be assessed using the criteria for the banding scheme (see appendix 1)
- 5.2. All assessments are completed by a Housing Options Officer, including those where there is a need to move on medical grounds.
- 5.3. The assessment will be based on the suitability of the applicant's current accommodation and their specific needs. It will reflect additional information provided by or on the applicant's behalf.
- 5.4. To fully understand a person's circumstances it may be necessary to carry out a home visit or to make further enquiries or gather information from a third party or professional to clarify the situation.
- 5.5. It is expected that permission is given by applicants to share or obtain information, relevant to their housing assessment. If permission is refused it will not be possible to fully complete the assessment and will impact on any priority awarded within the banding scheme.
- 5.6. Part of the housing assessment will be to identify any care and support needs that may impact on managing a future tenancy, and to consider the most appropriate housing solutions to meet these needs. (See section 7 applications from applicants with care and support needs)
- 5.7. Anyone who has deliberately worsened their housing circumstances in order to increase their priority within the Allocation Scheme will only be given a low priority with no additional priority based on residency. For example, this may apply where an applicant gives up settled accommodation to move into a less settled or overcrowded accommodation. In these circumstances applicants can reapply after 12 months.
- 5.8. All applications will be reassessed if there is a change of address or substantial change in circumstances. An application may be cancelled where an applicant does not inform Portsmouth City Council of such changes.

## **6. The Banding Scheme**

- 6.1. Once an applicant's or household's housing need has been fully assessed they will be placed in one of the four bands, within the Banding Scheme, in date order. (See appendix 1)
- 6.2. Additional priority within each band is given to current Portsmouth residents, who have been living in the city for five successive years or more, and Portsmouth City Council tenants and PRP tenants within the city.
- 6.3. Additional priority is also given, to former or serving members of the armed forces, applicants owed a duty under section 189B, 193 or 195 of the Housing Act 1996 (as amended), and vulnerable applicants who are ready to

move on to independent living having been given priority by a supported housing panel.

- 6.4. Most housing situations are reflected within the definitions stated in each band but in some circumstances a decision is needed as to the degree of priority given i.e. high, medium or low.

- 6.5. These circumstances are assessed as follows:

**6.6. Needing to move for medical reasons**

- 6.6.1 The degree of priority given is based on how current accommodation is impacting on any health or care & support issues.

- 6.6.2 Any information available from health or social care professionals is taken into consideration, and there is access to health professionals, to give advice on complicated assessments.

- 6.6.3 Exceptional priority is given where current housing is causing a life-threatening situation

- 6.6.4 High priority is given where current housing seriously impacts on a severe or progressive illness and a move is essential to prevent a serious risk to health.

- 6.6.5 Medium priority is given where the current housing has a significant impact on health, seriously affecting functional abilities and activities of daily living.

- 6.6.6 Low priority is given where current housing has some moderate or variable impact on health.

**6.7. Wheelchair users needing to move into an accessible property**

These assessments involve an occupational therapist, who will initially explore the possibility of whether the current property could be adapted to meet the individual's needs. If this is not possible a recommendation for housing is made.

- 6.7.1. Exceptional priority is given where a wheelchair user is living in a property which is not adapted to meet their needs and is causing a life-threatening situation.

- 6.7.2. High priority is given when the current property is unsuitable for a wheelchair user and the individual cannot access basic facilities independently, or where there are high care needs that could be better met in a more suitable property.

- 6.7.3. Medium priority is given when there is an identified need to move but the current property is not unsuitable for a wheelchair user.

- 6.7.4. Low priority is given to applicants who are currently adequately housed but living with their parents, who have been assessed by the Council's occupational therapist (OT) as having a need to move to an accessible property and no suitable properties are available in the private sector which meet their needs.

**6.8. Needing to move because of overcrowding**

The following criteria are used to assess overcrowding:

- 6.8.1. Any adult sharing a bedroom or bedsit with someone who is not included in their application.
  - 6.8.2. Two adults of opposite sex not living together as partners sharing a bedroom
  - 6.8.3. Three or more people of any age sharing a bedroom
  - 6.8.4. Two children of the opposite sex, where at least one child is 10 or over, sharing a bedroom
  - 6.8.5. Anyone sleeping in a room that is not a bedroom, or could not reasonably be used as a bedroom.
  - 6.8.6. Two persons of different generations (at least 15 years age difference is taken as a generation) and at least one person is 16 or over.
  - 6.8.7. Two persons of any age sharing a bedroom under 10.2 square metres
- Please Note: Two children under the age of 10 sharing a bedroom, regardless of sex, are not considered to be overcrowded.**

## **7. Applications from people with care & support needs**

- 7.1. Applications for social housing will only be considered from individuals, who have the skills to manage a tenancy, and can either live independently or with low level tenancy support, and are prepared to engage with this support.
- 7.2. Anyone unable to manage a tenancy or identified as having a higher level housing related support need<sup>9</sup> can be considered for a supported housing pathway.<sup>10</sup>
- 7.3. Several specialist supported housing pathways have been established to provide a more co-ordinated approach to housing for people with care and support needs.
- 7.4. Access to supported housing is by referral to the appropriate pathway via housing options, social care or probation.
- 7.5. The pathways cover:
  - 7.5.1. Vulnerable families (access via housing options)
  - 7.5.2. People with mental health issues (access via social care)
  - 7.5.3. Single homeless people, including those with substance misuse issues (access via housing options)
  - 7.5.4. People with learning disabilities (access via social care)
  - 7.5.5. Young people i.e. 16 - 25 year olds (access via housing options)
  - 7.5.6. Community safety (access via probation services)
- 7.6. Each pathway sets the criteria and agrees acceptance onto their individual waiting lists.

---

<sup>9</sup> Housing related support can assist with budgeting; managing debts; finding somewhere to live and setting up home; gaining access to other support and community services; health and wellbeing; domestic, life or social skills; and accessing employment and training.

<sup>10</sup> Supported housing is not allocated via the normal housing waiting list.

- 7.7. Supported housing providers will assist individuals, when ready to live independently, to access various appropriate move-on solutions i.e. private renting, lodgings, social housing, move-on schemes, or returning to the family home.
- 7.8. A quota of social housing tenancies<sup>11</sup> are made available each year to support providers in accessing move-on accommodation. (See appendix 2)
- 7.9. Separate arrangements have been agreed with Children Services to prioritise the needs of looked after children (including reunification) and young people leaving care, subject to a pre-agreed quota of nominations, referred by the Head of Looked After Children Services.

## **8. Applications from people who are homeless**

- 8.1 The Homelessness Reduction Act 2017 places a duty on local authorities to intervene at earlier stages to prevent homelessness in their area. It also requires housing authorities to provide services to all those affected, not just those who have a priority need under the primary legislation - that is, Part 7 of the Housing Act 1996.
  - 8.1.1 There is an enhanced prevention duty, meaning the council is required to work with people to prevent homelessness at an earlier stage, AND
  - 8.1.2 There is a duty for those who are already homeless for the council to support households, for 56 days, to relieve their homelessness by helping them to secure accommodation.
  - 8.1.3 If homelessness is not prevented or relieved, a main housing duty is owed to households who are eligible, have a priority need, and are not homeless intentionally.
- 8.2 The Housing Act 1996, Part 7, as amended by the Homeless Act 2002 provides the statutory guidelines for assessing whether a housing authority has a main housing duty to homeless households.
  - 8.2.1 Where a main housing duty is owed, this authority will discharge its duty by either:
    - 8.2.2 An offer of a private sector tenancy, or
    - 8.2.3 An offer of a tenancy via the allocation scheme, or
    - 8.2.4 An offer of temporary accommodation until a settled home is available
  - 8.2.5 There will be no choice as to tenure type offered; it will be purely subject to availability, suitability and affordability.
- 8.3 Preference for specific areas will be taken into consideration, where possible, but cannot be guaranteed. (see 10, Choice & Preference)
- 8.4 Homeless people whom the housing authority has no statutory duties to house are provided for within the banding scheme.

---

<sup>11</sup> The number of social housing tenancies made available is based on: previous demand for move-on accommodation, the demand generally for social housing, and the availability of alternative housing solutions in the area.

- 8.5 Rough sleepers within the city are initially supported to access emergency hostel bed spaces, where their needs are assessed and support is available. For full details of the offer for rough sleepers see the Portsmouth Rough Sleeping Strategy.

## **9. Applications with exceptional circumstances**

- 9.1. It is not possible for the banding scheme to adequately reflect every possible combination of housing needs.
- 9.2. Applications with exceptional circumstances, which are not met within the banding scheme, are considered by a Priority Housing Panel.
- 9.3. The panel will be drawn from senior managers from within the Housing Service.
- 9.4. The panel will decide the appropriate degree of priority to be given to cases referred to it.

## **10. Choice and Preference**

- 10.1. During the initial housing options interview applicants will be assisted in making an informed choice of which housing option would best meet their housing needs.
- 10.2. An informed choice is made when the consequences of any preferences is fully understood.
- 10.3. Applicants who qualify to join the waiting list will be advised on the likelihood of being offered social housing, and approximate waiting times<sup>12</sup>, where possible, for their preferred type of property and areas, to help them make the best choices in achieving the right housing outcome.
- 10.4. Applicants can be registered for their preferred property type and any local area where social housing is available.
- 10.5. In some circumstances, a person's choice of area and property type will impact on the priority awarded. If the priority is based on an urgent need to move and there is clearly going to be a lengthy wait for their preferred choice, exceptional or high priority will not be awarded unless a more realistic outcome is considered.
- 10.6. Choice will be restricted for applicants where there is a homeless duty because of the limited time available to find a suitable home.

## **11. Confidentiality and access to information**

- 11.1. The council will take reasonable steps to verify information provided by applicants in support of their application.
- 11.2. The council will retain information provided by applicants securely and confidentially in compliance with the General Data Protection Regulations.

---

<sup>12</sup> Waiting times vary for different property types and areas, and will only be a guide, based on the banding, time on list, and the number of properties offered within each band in the previous 12 months.

More information on how personal data is used is available on Portsmouth City Council's website [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk).

- 11.3. Applicants may request a copy of information held by the council on their application. This may not include information provided by a third party.
- 11.4. The council will share relevant information with its housing partners prior to an offer of a tenancy. This will include financial information and details of any tenancy related support needs.

## **12. Offences related to information given or withheld by applicants**

- 12.1. It is an offence for anyone to give false information, or withhold information the housing authority has reasonably requested, in connection with the allocation of social housing.
- 12.2. Anyone found to have given false information to obtain priority for social housing will be excluded from the waiting list (see 3.3.5 Eligibility and Qualification)
- 12.3. S.146 of the 1996 Housing Act gives a housing authority the power to seek possession of a tenancy granted as a result of a false statement by the tenant, or a person acting at the tenant's instigation.

## **13. Allocation of vacant properties**

- 13.1. The definition of an allocation is when a person is selected to be:
  - 13.1.1. offered a Portsmouth city council tenancy;
  - 13.1.2. or nominated to be a tenant of a property held by a Private Registered Provider
  - 13.1.3. It does not include leasehold properties held by the council or a Private Registered Provider, used to house the homeless or any other privately owned accommodation that tenants might be referred to.
- 13.2. Properties available for letting within the scheme will be offered to the applicant with the highest priority for each specific property. This means looking first at applicants in the Exceptional Band, then the High Band, and so on. Priority between applicants in the same band will be determined firstly by the additional residency/priority criterion, in date order, and secondly by the length of time applicants have been within that band.
- 13.3. The only exceptions to this are:
  - 13.3.1. where a property has level access and is suitable for adaptations to meet the needs of someone waiting for accessible housing;
  - 13.3.2. or where a property is in a block or area where there has been a management problem and certain consideration needs to be given to the suitability of the next tenant. Any decision not to offer a property in this circumstance is rare and must be reasonable and accountable and in the best interest of all persons it impacts on.

- 13.3.3. or where a property is designated for a specific category of applicant. (see 15. Properties designated for specific categories of applicants).
- 13.4. Applicants can only be selected for property types that they have included in their application and if they meet any specific criteria. Applicants will be asked to indicate their preference for the type of property they wish to be considered for in terms of location, property types, floor levels and type of landlord. (Council or PRP)
- 13.5. The number of bedrooms a household can be considered for will be determined according to the following criteria:
- One bedroom for every adult couple
  - One bedroom for any other adult aged 16 or over
  - One bedroom for any two children of the same sex under 16
  - One bedroom for any 2 children regardless of sex under 10
  - One bedroom for any other child
- 13.6. There may be circumstances where an additional bedroom is required i.e. for a carer or when downsizing; these situations will be considered based on evidenced need and affordability.

## **14. Types of Tenancies**

- 14.1. There is a duty on every local housing authority to publish a tenancy strategy which reflects the demand on social housing within the local area, and which all registered providers of social housing should have regard to in framing their tenancy policies.
- 14.2. The current Portsmouth Tenancy Strategy promotes a 'tenancy for life' but not necessarily a 'property for life'. This means that tenants under occupying a property may be expected to give up family sized accommodation, but with the guarantee of being offered another property more suitable for their needs.
- 14.3. The tenancy strategy<sup>13</sup> gives details of the kinds of tenancies that are used by social housing providers in Portsmouth.
- 14.4. All social housing providers should have their own tenancy policy which details the type of tenancies being used.
- 14.5. Applicants will be advised during the offer process, the type of tenancy being offered.

## **15. Properties designated for specific categories of applicants**

- 15.1. Some types of properties are designated for specific categories of applicants. These are:
- 15.1.1. Sheltered housing schemes, for the elderly with specific support needs.

---

<sup>13</sup> A copy of the Tenancy Strategy is available on the Portsmouth city council website.

- 15.1.2. Extra care schemes for the elderly who have been assessed by Portsmouth Adult Social Care as needing a minimum of 4 hours personal care per week
- 15.1.3. Homes that have been purpose built, adapted or are considered accessible by people with mobility needs. These properties will be let in consultation with a specialist occupational therapist.
- 15.1.4. Houses, which will normally only be allocated to families with a child under the age of 16.
- 15.1.5. PRP over 50's blocks<sup>14</sup>, over 55's blocks and over 60's blocks which are reserved for mature or elderly tenants only.
- 15.1.6. Some Registered Provider's properties which are designated for working people only
- 15.1.7. Ground floor flats, where priority is given to applicants in the high or medium bands, who have been assessed as having a need to move to ground floor accommodation only on medical grounds.
- 15.2. Households with Pets - Many flats and maisonettes have restrictions on the ownership of dogs, cats and other pets. This will affect the rehousing for applicants who have pets they wish to keep<sup>15</sup>

## **16. New Developments and Special letting arrangements**

- 16.1. Special lettings arrangements may be applied for new developments or where a large number of homes are being let in one location, for example, following a major refurbishment.
- 16.2. Any special lettings arrangements will follow the general principles of the allocations scheme, but may incorporate variations in order to create a more balanced community.
- 16.3. Details of any special lettings arrangements will be published on the council website prior to the properties being allocated.
- 16.4. Special lettings arrangements will only apply to first lettings. Any subsequent vacancies will be let subject to the normal allocation scheme conditions.

## **17. The offer process**

- 17.1. Applicants who have been selected for an offer of Portsmouth City Council accommodation will be contacted and invited to view the property, at which they will have the opportunity to discuss any specific repairs that they feel are required.
- 17.2. If the property is accepted an appointment is arranged to sign the tenancy agreement and to discuss any support and assistance that the applicant may require in managing their new tenancy
- 17.3. When applicants are selected for an offer of a Private Registered Provider's property, their details will be sent to the PRP, who will contact them direct, to

---

<sup>14</sup> Subject to demand, consideration will be given to increase the number of designated blocks for the over 50s, to replace previously designated 'quiet blocks'.

<sup>15</sup> Please see the Pets policy for more information



confirm acceptance of the nomination and make arrangements to view the property and sign the tenancy agreement.

- 17.4. Where an offer of a tenancy is made to joint applicants, at least one of the persons must be a qualifying person and all of them must be eligible.
- 17.5. The council will share financial information and details of any tenancy related support needs with its housing partners prior to an offer of a tenancy, in compliance with the General Data Protection Regulations..

## **18. Refusing an offer**

- 18.1. The intention is to make the right offer of accommodation, the first time, so applicants are encouraged to only register for property types and areas that they wish to live in.
- 18.2. Anyone wishing to refuse an offer will be expected to give details explaining their reasons.
- 18.3. If, as a result of more than one successive refusal, it is considered that all offers met their recorded preference, were suitable for their needs, there has been no change of circumstances, and there are no extenuating circumstances, their application may be cancelled.
- 18.4. Applicants will be advised in writing if a further refusal will result in their application being cancelled.
- 18.5. Anyone removed from the waiting list for refusing properties will not be able to reapply for 12 months, unless there has been a substantial change in circumstances.
- 18.6. Homeless applicants, where a duty is owed under section 189B, 193 or 195 of the Housing Act 1996 (as amended), will be advised that a refusal of suitable housing will result in the council ending its duty. This will result in the termination of temporary accommodation where this is being provided.

## **19. Circumstances in which allocations may be deferred or withheld**

- 19.1. There are some circumstances in which offers of housing may be deferred or withheld, irrespective of an applicant's priority under the scheme. They are:
  - 19.1.1. Applicants who have rent arrears owing to a current or previous landlord, and do not have a suitable arrangement in place which they are adhering to in order to address the arrears.<sup>16</sup>
  - 19.1.2. Applicants who are in significant breach of their tenancy conditions or have failed to maintain their existing home to a satisfactory standard, unless there are extenuating circumstances.

---

<sup>16</sup> Each case will be considered on an individual basis in liaison with the relevant landlord, and will depend on the level of arrears, the reasons for the arrears, the steps being taken to clear the arrears, the housing need, and any personal related circumstances. Any social housing tenant on a suspended possession order will not be offered a property without their current landlord's agreement.

- 19.1.3. Applicants, or members of their household, who are known to the council's Anti-Social Behaviour Unit as perpetrators of anti-social behaviour may be restricted from receiving offers of accommodation through the scheme. Such restrictions may apply to specific accommodation or in general. Applicants will be notified as and when restrictions are being applied.
- 19.1.4. Rehousing of some applicants with an offending background may be subject to Multi Agency Public Protection Agreements (MAPPA). In such circumstances the allocation of housing will be based on appropriate risk assessment with the relevant agencies concerned.

## **20. Review of decisions**

- 20.1. All applicants have the right to ask for a review of decision made regarding their application. This includes decisions in relation to:
- 20.1.1. Ineligibility, or exclusions from the scheme
  - 20.1.2. Qualification for the scheme
  - 20.1.3. The housing needs assessment
  - 20.1.4. The council's statutory duty to the homeless
  - 20.1.5. Removal from the waiting list
  - 20.1.6. When an allocation is deferred or withheld
  - 20.1.7. The priority housing panel
- 20.2. A request for a review of a decision must be made within 21 days. Late requests will only be considered in extenuating circumstances.
- 20.3. Reviews will be conducted by the Review Officer, based in housing options, or a senior officer who was not involved in the original decision. The applicant will be notified of the decision in writing. This will also outline an applicant's legal rights and the time scale for any further action.

## **21. Review of the Allocation Scheme**

- 21.1. The allocation scheme will be reviewed annually. Where appropriate, recommendations will be made to the Cabinet Member for Housing to authorise changes to the scheme.

## **22. How to contact Housing Options**

Email [housing.options@portsmouthcc.gov.uk](mailto:housing.options@portsmouthcc.gov.uk)

Telephone 023 9283 4989

In writing Housing Options, Civic Offices, Guildhall Square, PO1 2AX

### Appendices

(1) The Banding Scheme in full

(2) Quota of properties for vulnerable applicants suitable for independent living

## THE BANDING SCHEME

### **1 Exceptional Circumstances Band**

1.1 This band is for applicants where exceptional circumstances have been identified, this would involve life-threatening situations, where there is an over-riding priority on medical or social grounds and in circumstances where it is necessary to enable someone to move to release a very desirable property.

#### **1.2 Definitions of Exceptional Circumstances**

1.2.1 Applicants awaiting accessible or sheltered housing before they can be discharged from hospital.

1.2.2 Applicants whose household includes someone who has been assessed by the Council's occupational therapist as having an exceptional need to move into an accessible property.

1.2.3 Applicants whose household includes someone with a life-threatening medical condition or care need, which is directly linked to unsuitable housing conditions.

1.2.4 Social Housing tenants who wish to move from disabled persons or mobility units which they no longer require.

1.2.5 Any case agreed by the Priority Housing Panel to have an exceptional need to move on welfare or hardship grounds. For example a major decant of a property where tenants are at risk.

### **2 High Bands 1 & 2**

2.1 The High Band is for those applicants with an urgent need to move, and have been assessed as high priority.

2.2 Additional priority within this band is given to current Portsmouth residents, who have been living in the city for five successive years or more, Portsmouth City Council tenants and PRP tenants within the city, former or serving members of the armed forces in urgent housing need, applicants owed a duty under section 189B, 193 or 195 of the Housing Act 1996 (as amended) , and vulnerable applicants who are ready to move on to independent living having been given priority by a supported housing panel.

2.3 Applicants with additional priority will be placed in High Band 1 all other applicants meeting the definitions for this band will be placed in High Band 2.

## **2.4 Definitions of an urgent need to move**

- 2.4.1 Social Housing Tenants who need to move because their home is about to be demolished, redeveloped or subject to major works.
- 2.4.2 Private Sector Tenants living in unsatisfactory housing conditions, that the council's private sector housing team has identified as a serious risk to health and enforcement action is unable to resolve
- 2.4.3 Portsmouth City Council tenants and tenants of Private Registered Providers within the city for whom management transfers have been approved. Such cases will be reviewed on a regular basis and priority will be time limited and may be restricted to certain property types and floor levels.
- 2.4.4 Vulnerable applicants who are ready to move on to independent living and who have been given priority by a Supported Housing Panel. This is subject to an agreed quota per year.
- 2.4.5 Applicants who have been assessed by the Council's occupational therapist (OT) as having an urgent need to move to an accessible property.
- 2.4.6 Social Housing tenants who are under occupying a property and wish to move to a smaller property.
- 2.4.7 Applicants living in Portsmouth City Council properties and Private Registered Provider's properties in Portsmouth who are entitled to succeed to a tenancy under the relevant landlord's succession policy.
- 2.4.8 Applicants who are accepted as homeless under the homelessness legislation where no other housing option is available.
- 2.4.9 Applicants recommended by the Head of Looked After Children's Services who wish to foster or adopt children and whose current accommodation is not large enough. Subject to an agreed quota per year
- 2.4.10 Applicants who are care leavers and have been recommended for housing by the Head of Safeguarding. Subject to an agreed quota per year
- 2.4.11 Applicants living in seriously overcrowded accommodation where they lack three or more bedrooms.
- 2.4.12 Applicants, whose household includes someone with a medical condition or a care need, which is directly linked to unsuitable housing conditions, and has been assessed as a high priority.
- 2.4.13 Tenants of Private Registered Providers and Council Tenants either living within or outside the Portsmouth City Council local authority boundary, that need to move to be nearer their work, or to take up an offer of work, and

where failure to move would cause hardship, and there are no suitable exchanges available.

- 2.4.14 Households with dependent children, or vulnerable adults, who are homeless or threatened with homelessness and the homelessness cannot be prevented. All households must have a personal housing plan in place and be actively engaging with the plan.

### **3 Medium Bands 1 & 2**

- 3.1 This Medium Band is for applicants who have a significant housing need, and have been assessed as medium priority.
- 3.2 Additional priority within this band is given to current Portsmouth residents, who have been living in the city for five successive years or more, Portsmouth City Council tenants and PRP tenants within the city, and former or serving members of the armed forces in significant housing need.
- 3.3 Applicants with additional priority will be placed in Medium Band 1 all other applicants meeting the definitions for this band will be placed in Medium Band 2.
- 3.4 Definitions of a significant housing need.**
- 3.4.1 Applicants whose household includes someone who has been assessed by the Council's occupational therapist as needing to move to an accessible property.
- 3.4.2 Applicants living in overcrowded accommodation where they lack two bedrooms.
- 3.4.3 Applicants whose household includes someone with a medical condition or a care need, which is directly linked to unsuitable housing conditions, and has been assessed as a medium priority.

### **4 Low Bands 1 & 2**

- 4.1 This band is for applicants who have an identified housing need and have been assessed as having a low priority.
- 4.2 Additional priority within this band is given to current Portsmouth residents, who have been living in the city for five successive years or more, Portsmouth City Council tenants and PRP tenants within the city, and former or serving members of the armed forces who have an identified housing need..
- 4.3 Applicants with additional priority will be placed in Low Band 1 all other applicants meeting the definitions for this band will be placed in Low Band 2.

- 4.4 Applicants who have deliberately worsened their housing situation or who have been found intentionally homeless will be placed in Low Band 2 with no additional priority based on residency or status as a former or serving member of the armed forces

#### **4.5 Definitions of an identified housing need**

- 4.5.1 Applicants living in overcrowded accommodation where they lack one bedroom.
- 4.5.2 Applicants whose household includes anyone with a medical condition or a care need, which is directly linked to unsuitable housing conditions, and has been assessed as a low priority.
- 4.5.3 Homeless applicants who have been found intentionally homeless and no main housing duty is owed.
- 4.5.4 Applicants who do not meet the definition set out in 2.4.13 but are homeless or threatened with homelessness and the homelessness cannot be prevented. All applicants must have a personal housing plan in place and be actively engaging with the plan.
- 4.5.5 Single applicants or couples of No Fixed Abode i.e. 'sofa surfing.'
- 4.5.6 Applicants who have deliberately worsened their housing situation in order to increase their priority within the allocation scheme.
- 4.5.7 Applicants who are currently adequately housed but living with their parents, who have been assessed by the Council's occupational therapist (OT) as having a need to move to an accessible property and no suitable properties to meet their needs are available in the private sector.

# **PRE-AGREED QUOTA OF NOMINATIONS FOR VULNERABLE CLIENT GROUPS**

Category of client	Referral route	No. of tenancies available per year
Vulnerable families	Supported Housing Panel	35
People with mental health issues	Supported Housing Panel	15
Single Homeless	Supported Housing Panel	20
People with learning disabilities	Supported Housing Panel	6
Young people	Supported Housing Panel	6
Ex-offenders	Safer Communities Panel	6
Care leavers	Social Services	10

This page is intentionally left blank



# Equality Impact Assessment

Preliminary assessment form 2018

[www.portsmouthccg.nhs.uk](http://www.portsmouthccg.nhs.uk)

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

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - How are going to mitigate or remove any potential negative impacts
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Housing, neighbourhood & building services

**Service, function:**

Housing Options

**Title of policy, service, function, project or strategy (new or old) :**

The Portsmouth Allocation Scheme

**Type of policy, service, function, project or strategy:**

- ☐ Existing
- ☐ New / proposed
- ☒ Changed

**Q1 - What is the aim of your policy, service, function, project or strategy?**

All housing authorities are required to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating social housing and they must allocate in accordance with that scheme

**Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?**

All residents of Portsmouth, and those people meeting the local connection criteria who have a housing need.

**Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?**

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note:**Other excluded groups examples includes,Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

If the answer is "negative" or "unclear" consider doing a full EIA

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?** e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**  
Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	N/A
Disability	N/A
Race	N/A
Sex	N/A

Gender reassignment	N/A
Sexual orientation	N/A
Religion or belief	N/A
Pregnancy and maternity	N/A
Marriage & civil partnership	N/A
Other excluded groups	N/A

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

☐ yes ☒ No

**PCC staff**-If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

**CCG staff**-If you have to complete a full EIA please email: [sehccg.equalityanddiveristy@nhs.net](mailto:sehccg.equalityanddiveristy@nhs.net) if you require help

**Q7 - How have you come to this decision? Summarise your findings and conclusion below**

A full EIA was completed in 2013 and the recommended changes to the policy are either positive or of no impact for any of the protected characteristics as described in the Equality Act 2010.

The data from the last JSNA 2016 shows a reduction in the numbers of households in areas of deprivation who are not in employment, but there has been a vast increase in the number of people sleeping rough in the city.

The changes to this policy reflect the implementation of the Homelessness Reduction Act which places an enhanced duty on local authorities to prevent and relieve homelessness for all homeless people, not just those in priority need. This will have a positive impact on the homeless.

**Q8 - Who was involved in the EIA?**

Elaine Bastable  
Head of Housing options

**This EIA has been approved by:** Paul Fielding

**Contact number:**

**Date:**

**PCC staff**-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789, Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

**CCG staff**-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: [sehccg.equalityanddiversity@nhs.net](mailto:sehccg.equalityanddiversity@nhs.net)

This page is intentionally left blank

# Agenda Item 5

Agenda item:

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

**Date of meeting:** 29<sup>th</sup> January 2019

**Subject:** Draft Homelessness Strategy

**Report by:** James Hill, Director of Housing, Neighbourhood and Building Services

Wards affected: All

Key decision: No

Full Council decision: No

---

## 1. Purpose of report

1.1. To present the updated draft homelessness strategy which outlines Portsmouth's preventative approach to understanding and responding to customers and residents who face homelessness.

## 2. Recommendations

2.1. To endorse the council's draft Homelessness Strategy 2018-2023.

2.2. Instruct officers to undertake formal consultation on the strategy with relevant partners and stakeholders.

2.3. That following consultation, officers should return to councillors with a final strategy, and action plan, for agreement.

## 3. Background

3.1. There is a duty on all local authorities to provide an advice service to all homeless people and those at risk of homelessness. Part VII of the Housing Act 1996 defines homelessness as a person who has no accommodation available for his occupation which they are entitled to occupy, have an express or implied licence to occupy, or can occupy by any enactment or rule of law. A person is also homeless if they have accommodation but cannot secure entry to it.

3.2. Homelessness impacts on all Portsmouth residents and those with a local connection to the city who are homeless or threatened with homelessness.

3.3. Between April 2016 and March 2018, 2,382 homeless applications were made to the authority, with almost 50% resulting from a private rented sector tenancy ending.

3.4. A related, but separate issue is rough sleeping, and Portsmouth has seen a significant increase in the number of people sleeping on the city's streets over

the last decade. In November 2017, 42 people were identified as rough sleeping during the Annual Rough Sleeping Count. This strategy should be read in conjunction with Portsmouth's draft Street Homelessness and Rough Sleeping Strategy 2018 - 2020, which was agreed by councillors on 11<sup>th</sup> September 2018.

#### 4. **Legislative requirements**

- 4.1. The Homelessness Act 2002 gave housing authorities the power to carry out a homelessness review for their area and formulate and publish a homelessness strategy. The council's most recent homelessness strategy ran from 2008 - 2013.
- 4.2. An exemption from this requirement was granted for 'excellent authorities', who included Portsmouth, but this was revoked by the Local Audit and Accountability Act (2014) and all housing authorities are now required to publish a homelessness strategy.
- 4.3. Following the implementation of the Homelessness Reduction Act 2017, which introduced additional duties for the housing authority and its partner agencies, the council have drafted a new strategy which supports a co-ordinated multi-agency approach to the prevention and relief of homelessness.
- 4.4. To be effective, the homelessness strategy will need to be based upon realistic assumptions and be jointly owned with partners, who share in the responsibility for its delivery.
- 4.5. The strategic vision: "Working Together to Prevent Homelessness" supports the corporate plan to help customers and residents live healthy, safe and independent lives.

#### 5. **Draft strategy**

- 5.1. The draft Homelessness Strategy 2018-2020 is in Appendix 1 of this report. It sets out five main aims as follows:-
  - 5.1.1. **Prevent Homelessness**: Ensure a cohesive offer of early help is available to anyone at risk of homelessness
  - 5.1.2. **Reduce Rough Sleeping**: Align with the city's Street Homelessness and Rough Sleeping strategy
  - 5.1.3. **Relieve Homelessness**: Build on 'Rent It Right' to develop opportunities to provide good quality, affordable accommodation
  - 5.1.4. **Sustain Tenancies**: Develop partnership working relationships that help people build resilience
  - 5.1.5. **Direct the Strategy**: Offer dynamic direction to the strategy and its collaborative delivery
- 5.2. Working in partnership with other services, help and support will be offered at the earliest opportunity, developing personalised housing plans which are tailored to individual circumstances.



## **6. Reasons for recommendations**

- 6.1. To ensure that the council's homelessness strategy is up to date and meets the needs of the customers and residents of Portsmouth
- 6.2. To ensure the council continues to meet the statutory duties under Housing Act 1996 (as amended) and Homeless Reduction Act 2017 and supports the most vulnerable in society.
- 6.3. Advice received from the equalities team is that because of the city-wide nature of this strategy, it is important that full and meaningful consultation takes place to ensure successful delivery. Consultation will begin on 30<sup>th</sup> January 2019 with the publishing of the draft strategy on the council's website and will conclude on 30<sup>th</sup> April 2019. Details of how to respond to the draft strategy are published in the draft strategy.
- 6.4. Consultation will take place with a range of stakeholders, including
  - 6.4.1. Health & Wellbeing board
  - 6.4.2. Safer Portsmouth partnership
  - 6.4.3. Housing associations
  - 6.4.4. Voluntary groups
  - 6.4.5. Providers of support services
  - 6.4.6. Private Sector landlord groups
- 6.5. In addition the draft strategy is already on the council's website, and consultation will take place with the public through the usual communications channels.

## **7. Equality Impact Assessment (EIA)**

- 6.1 The EIA process has commenced however a full consultation is necessary to understand the impact of this strategy. Therefore an EIA is not required at this time, but will be required to accompany the decision about the final strategy, following consultation.

## **8. City Solicitor's comments**

- 8.1. Under the Homelessness Act 2002 all local housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness in their area. The strategy must set out the authority's plans for the prevention of homelessness and for securing that sufficient accommodation and support are or will be available for people who become homeless or who are at risk of becoming so.
- 8.2. The strategy must be kept under review and regard had, when modifying it, the local housing authority must have regard to its current allocation scheme and tenancy strategy.
- 8.3. Before modifying a homelessness strategy, the authority must consult such public or local authorities, voluntary organisations or other persons as they consider appropriate.

8.4. Following legislative changes, in particular the introduction of the Homelessness Reduction Act 2017, it is appropriate for the City Council to review, consult on and modify its strategy. Non-statutory guidance in relation to local housing authorities' homelessness duties has recently been updated to reflect these legislative changes and provide an outline of the powers, duties and obligations on housing authorities - "Homelessness Code of Guidance for Local Authorities" 2018.

8.5. The Cabinet Member has authority to approve the recommendations set out in this report in order to meet the authority's statutory obligations.

## 9. Director of Finance comments

9.1. There are no direct financial implications as a result of approving the recommendations within this report.

9.2. The costs of the consultation will be met from the existing cash limited budget.

9.3. As a result of the consultation initiatives may be identified that require resources that cannot be met from the existing cash limit and officers will look at ways these initiatives can be funded from other sources.

Signed by:

.....  
James Hill, Director of Housing, Neighbourhood and Building Services

## Appendices:

Appendix 1 - Draft Homelessness Strategy 2018-2023

### 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:

Title of document	Location
Housing Act 1996	<a href="https://www.legislation.gov.uk/ukpga/1996/52/contents">https://www.legislation.gov.uk/ukpga/1996/52/contents</a>
Homelessness Act 2002	<a href="https://www.legislation.gov.uk/ukpga/2002/7/contents">https://www.legislation.gov.uk/ukpga/2002/7/contents</a>
Homelessness Reduction Act 2017	<a href="http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted">http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted</a>
Portsmouth City Council's Street Homeless and Rough Sleepers Partnership Strategy 2018-2020	<a href="https://democracy.portsmouth.gov.uk/ieListDocuments.aspx?CId=152&amp;MIId=4062">https://democracy.portsmouth.gov.uk/ieListDocuments.aspx?CId=152&amp;MIId=4062</a>

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

.....  
Signed by:  
Councillor Sanders  
Cabinet Member for Housing

This page is intentionally left blank



# **DRAFT:** Portsmouth Homelessness Strategy 2018-2023

---

"Working together to prevent  
homelessness"

## **Executive Summary**

Welcome to Portsmouth City Council's draft Homelessness Strategy for 2018 - 2023.

This strategy maintains the commitment to prevent homelessness in the city. With new duties placed on local authorities by the Homelessness Reduction Act (2017), the city council aims to work closely with its partners to be able to prevent homelessness whenever possible. This approach aligns with the city council's corporate priority, which outlines the desire to:

"Make Portsmouth a city that works together, enabling communities to thrive and people to live healthy, safe and independent lives"

In line with the corporate vision, and in response to the problems of rough sleeping, the city council has developed a model ('Accommodation First, Not Accommodation Only') and a strategy (the Street Homelessness and Rough Sleeping Partnership Strategy 2018-2020) that informs the approach to supporting anyone facing homelessness in the city. This strategy recognises that people often need more than just a place to live to be able to live healthy, safe and independent lives.

It is vital to work together to tackle the causes and effects of homelessness. This model captures the commitment evident across the city already to provide help and support through the various agencies and community support available. The city council want to build on this to enhance, support and co-ordinate the city to work together to prevent homelessness.

To achieve this, five key aims of the strategy have been identified:-

1. Prevent Homelessness
2. Reduce rough sleeping
3. Relieve homelessness
4. Sustain tenancies
5. Direct the strategy

The city council is committed to working together to prevent and relieve homelessness in Portsmouth wherever possible.

## **Consultation**

Consultation on this strategy will take place between 30<sup>th</sup> January- and 30<sup>th</sup> April 2019. The council would like to hear from anyone who has an interest in the issues surrounding homelessness in the city, either in response to this draft strategy, or with other constructive information which could be used to form the final strategy and action plan.

The main three points we would like to hear from consultees on is as follows:

1. Are the five strategic aims of the strategy, set out in Part Two of this document, correct and fit for purpose? If not, why not and what should they be?
2. Are the actions in the draft action plan correct? What further actions should be considered and why?
3. What oversight and monitoring structures should be in place to ensure that this strategy is delivered? We are interested to hear from organisations who believe that they have a role to play in supporting this function

Responses, or questions of clarification, can be made in the following ways:

Email ([housing.strategy@portsmouthcc.gov.uk](mailto:housing.strategy@portsmouthcc.gov.uk)) or

Post Consultation on Homelessness Strategy  
Housing Options (Floor 1)  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AL

Please state if your response is on behalf of an organisation (and if so which), or in a personal capacity.

## 1. **Overview**

- 1.1. Section 1(4) of the Homelessness Act 2002 requires housing authorities to publish a homelessness strategy. This strategy develops on from the previous homelessness strategy and its focus on preventing homelessness in Portsmouth. It defines a clear model of intervention and support: 'Accommodation First, not Accommodation Only' (see p.8, Fig. 1). This model of approach promotes the need to fully understand the individual circumstances which cause homelessness and offer a tailored response to support people to resolve their housing need, and sustain accommodation. The fundamental premise of the model is to ensure that life events do not result in having nowhere to live.
- 1.2. The strategy demonstrates the city council's understanding of, and approach to, responding to the complexity of homelessness, recognising both the causes, and potential impacts, of its consequences on individuals and their families.
- 1.3. Across England, homelessness has significantly increased over the last decade (ref: National Audit Office). Between 2009 and 2017 local authorities experienced a 48% increase in statutory homelessness, a 60% increase in the provision of temporary accommodation and 169% increase in people sleeping rough (ref: The Homelessness Monitor: England 2018) across its towns and cities.
- 1.4. Events that could lead to homelessness, such as a relationship breakdown or a tenancy coming to an end, are everyday life experiences that anyone could face. However, not everyone has the necessary resources or social support networks available to them to resolve their situation and avoid homelessness. Individuals who do not have the means to immediately respond to these events or who have additional vulnerabilities and needs that leave them overwhelmed by the experience of facing or being homeless, find it much more difficult to resolve their own situation.
- 1.5. Prevention continues to be the driving force of the city council's strategy to tackle homelessness, recognising the financial impact of dealing with the consequences (Ref: DCLG report 2012) of homelessness and also in prevention's ability to create positive outcomes for those affected by homelessness.
- 1.6. The focus on prevention has been further supported by the introduction of the Homelessness Reduction Act (2017), which was implemented in April 2018. The Act asserts the role and responsibility of local authorities to prevent and provide early intervention for anyone facing homelessness. This includes a



'Duty to Refer' (ref: HRA 2017) requirement for many of the statutory partner agencies (for example probation, health, social care) to ensure that help and support can be offered to anyone facing homelessness at the earliest opportunity, which came into force in October 2018.

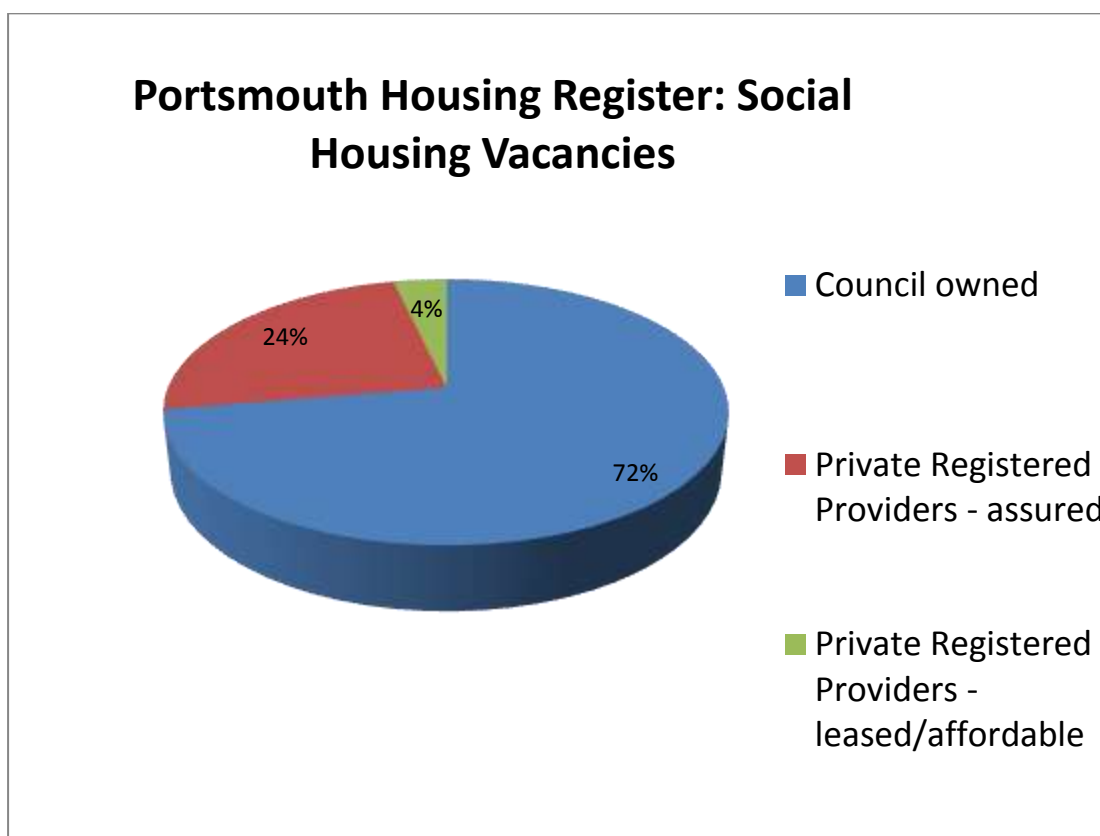
- 1.7. The success of this strategy is not without its challenges, particularly in ensuring there is sufficient availability of suitable and affordable accommodation. Provision of and access to accommodation remains a significant strategic component to the city council's ability to achieve its aim of preventing homelessness.

# PART ONE

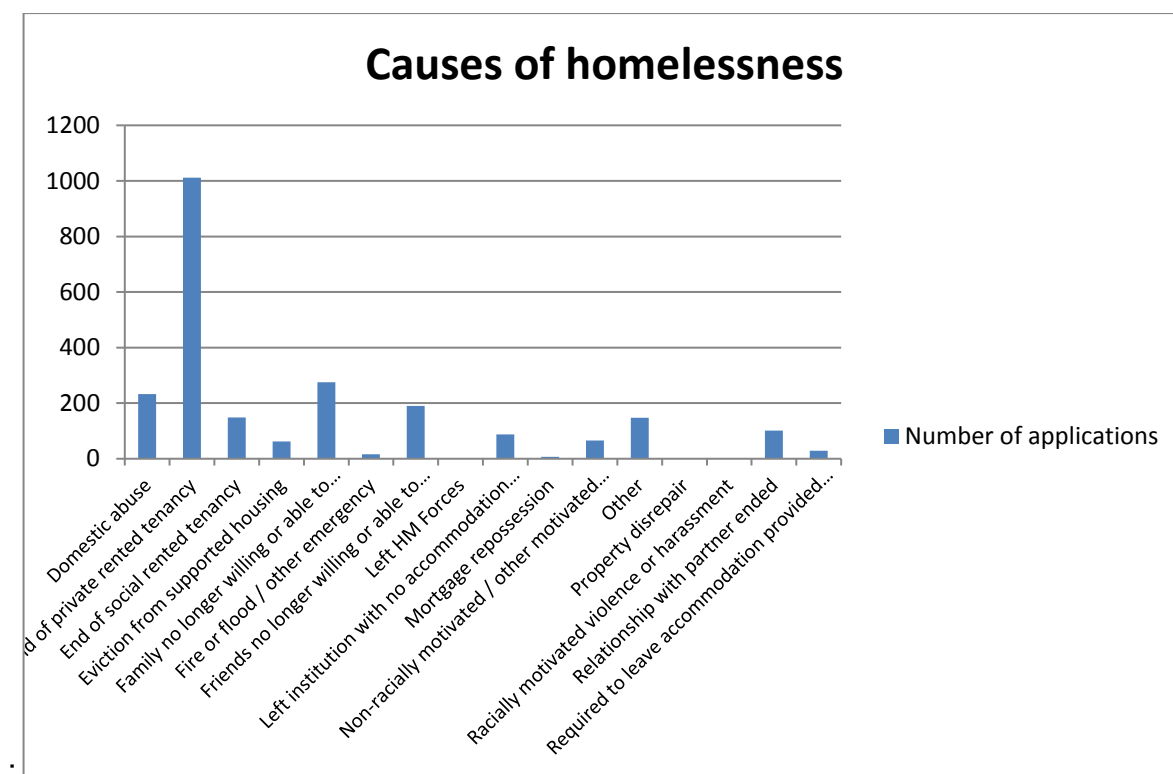
## 2. Portsmouth: HOMELESSNESS IN CONTEXT- The Local Picture

2.1. Between April 2016 and March 2018, the increase in the number of people approaching the city council's Housing Options team for help has highlighted the increased challenges faced by residents to meet or respond to changes in their housing circumstances.

2.2. The city council's housing register received 2,384 social housing vacancies to let between April 2016 and March 2018. It has also seen a rise in the number of people applying for social housing over the last two years. In August 2016, 1677 people were waiting for an offer of a home. At the time of writing this strategy, 2,374 applications are waiting, equating to a 41% increase in demand for social housing.



2.3. Between April 2016 and March 2018 Portsmouth took 2382 homeless applications from people threatened with, or who were, homeless. For almost half of those applications, a privately rented assured shorthold tenancy coming to an end was the reason that homelessness was being faced.



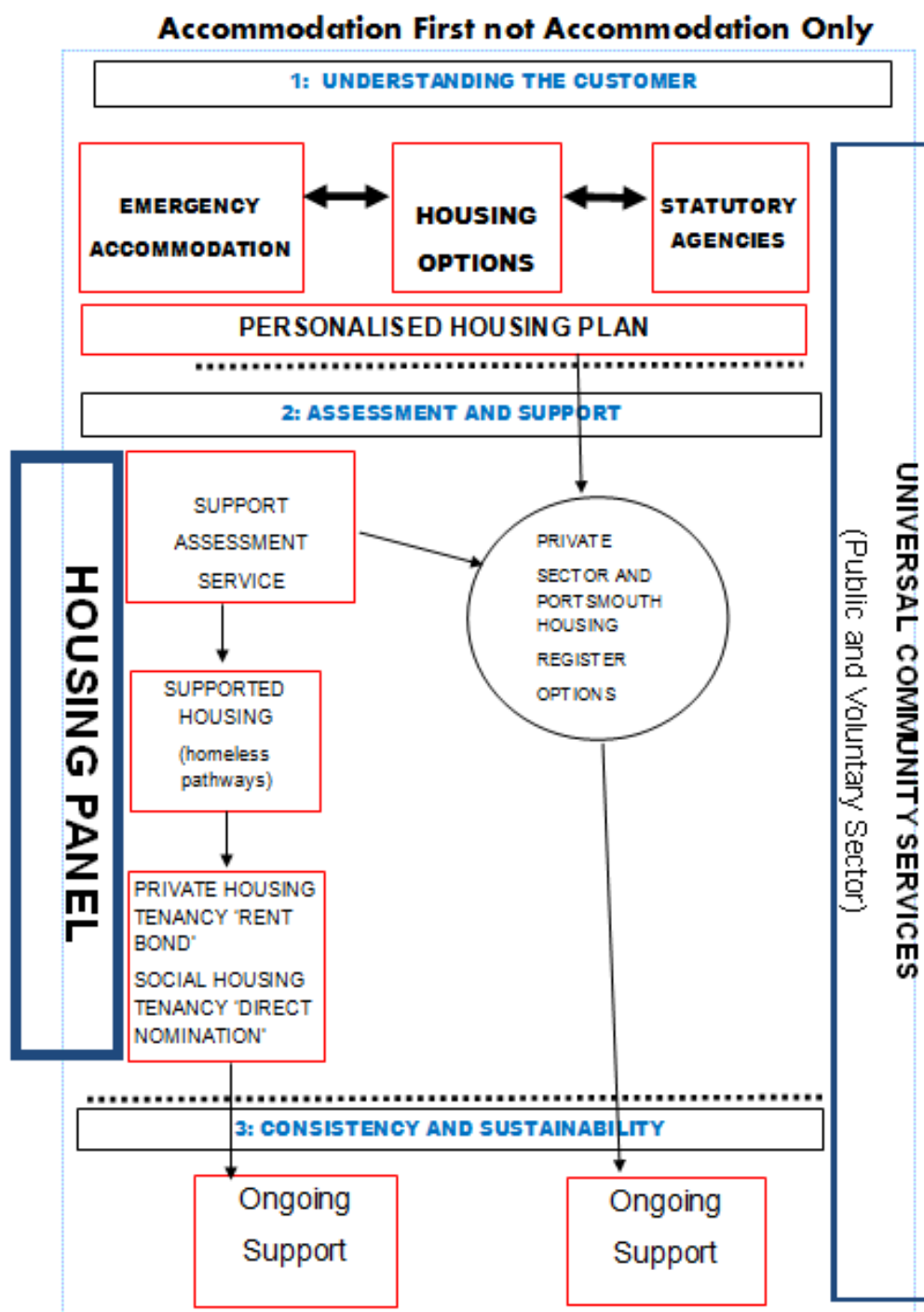
2.4. Of these:

- **256** homeless situations were prevented with advice, help and support that enabled them to stay in their existing home, or to secure somewhere else to live
- **964** homeless households were accepted and resulted in the provision of long term, settled accommodation
- **683** were provided with emergency accommodation during the application assessment process
- **76** homeless households were provided with self-contained temporary accommodation while long term, settled accommodation was found.
- The annual national Rough Sleeping Count identified **37** individuals sleeping on the city's streets in **2016**, increasing to **42** individuals in **2017**.

2.5. In April 2017 a Homelessness Working Group was established in Portsmouth to understand the increase in the numbers of people becoming homeless. This coincided with a period where Portsmouth was experiencing a marked increase in the number of people sleeping rough on its streets. In response

the Group undertook a review of homelessness, with a particular focus on the needs of single adults.

- 2.6. The review incorporated the 'Complex Needs' work-stream, led on by the Safer Portsmouth Partnership, and the Supported Housing Review developed by Housing Options. The Complex Needs and Supported Housing Review work informed the Group's review and identified the need to develop a Street Homeless and Rough Sleepers Partnership Strategy which was endorsed by the city council in September 2018 and is currently in the process of consultation. This strategy seeks to develop a co-ordinated response across the city, recognising the need for a collaborative approach across statutory and non-statutory services in both understanding the needs of and appropriate response to help prevent rough sleeping in Portsmouth.
- 2.7. The Ministry of Housing, Community and Local Government (MHCLG) launched its national Rough Sleeping Strategy in August 2018 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/733421/Rough-Sleeping-Strategy\\_WEB.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733421/Rough-Sleeping-Strategy_WEB.pdf) with a commitment to halve the number of people sleeping rough by 2022 and eliminate it by 2027.
- 2.8. The city council was one of 83 local authorities to be awarded additional funding as part of the national strategy's Rough Sleeping Initiative, to support local plans to reduce rough sleeping. The funds will expand the support on offer to people at risk of or who are sleeping rough in line with the Accommodation First not Accommodation Only model approach to homelessness.
- 2.9. The Street Homeless and Rough Sleepers Partnership Strategy 2018-2020 also outlines the working model 'Accommodation First not Accommodation Only'. This model (Fig. 1) has been further developed to underpin the prevention focus of this strategy, ensuring that a cohesive offer of help is available for anyone facing homelessness.
- 2.10. Additional challenges come in the form of the supply and affordability of accommodation for those on welfare benefits or on low incomes. Homelessness as a result of eviction due to rent arrears is often due to the affordability of the accommodation.



**Fig 1** 'Accommodation First not Accommodation Only' schematic

### 3. Portsmouth's Housing Market

- 3.1. Portsmouth is the most densely populated city outside of inner London, with 205,100 residents. Of the 87,000 households in the city, a fifth live in social rented housing and there is a higher than average amount of terraced housing. It also has a University which caters for 23,000 students.
- 3.2. Historically there were approximately 2,000 empty properties in Portsmouth. Once the circumstances surrounding an empty property have been explored, this identifies 180 properties where the city council has any legislative powers to take action and bring those properties back into the housing market (purchase or rent). Legislative rules and regulations restrict the number of empty property situations where the local authority can take enforcement action to address. The city council currently have an Empty Properties Strategy which is out of date and is being reviewed during the first half of 2019. This strategy will look to explore ways to enhance the authority's advice and support offer to owners of empty homes to encourage them to take steps to make the property available for occupation. This could be through sale to get it back into use through the home ownership side of the market, the private rental market or through leasing the property to the council.
- 3.3. Working in collaboration with its partners, the city council takes a 'Portsmouth First' approach to property investments, as outlined in the city's corporate priorities. Attention is also being given to making sure there are more good quality homes that local people can afford, including council homes.
- 3.4. The city council also seeks to utilise all opportunities to develop further accommodation to increase the availability of housing to meet the needs of the city.

#### 4. Household income and Poverty

4.1. The city includes some of the most deprived areas in England. Research by Bramley and Fitzpatrick\* has found that: *"Poverty, particularly in childhood, is by far the most powerful predictor of homelessness in early adulthood. Health and support needs, such as serious drug use, also contribute to the risks, but their statistical explanatory power is less than that of poverty"*. 38(1).

Postal area	Number claiming HB	Of which, how many...		
		are in employment	have a rental liability greater than their HB entitlement	have been awarded DHP to help meet their rental liability
PO1	4195	868	1726	118
PO2	3407	982	1924	128
PO3	985	331	562	32
PO4	2216	648	1377	70
PO5	3088	621	1331	85
PO6	2609	661	1307	87
PO7	268	19	85	3
PO8	428	63	114	5
PO9	2216	340	856	69
<b>TOTAL</b>	<b>19412</b>	<b>4533</b>	<b>9282</b>	<b>597</b>

4.2. The Private Rented Sector is now larger than social housing provision. Affordability of housing has therefore become a significant feature of both the options available and causes of homelessness in Portsmouth, with rent increasing while incomes are at risk from welfare reform. The city council's Tackling Poverty Strategy recognises the significance of financial deprivation for many households across the city. The impact of welfare reforms for Portsmouth residents has significant consequences for low income households in terms of their ability to meet essential costs relating to housing, energy and food (Bill Sargent Trust; 2013). This reinforces a key consideration for this strategy being the availability of affordable private rented sector accommodation, and to work with landlords to address the shortfall between Local Housing Allowance entitlement and rental charge.

4.3. The three priorities of Portsmouth's Tackling Poverty Strategy (2015-2020) that closely align with the focus of this strategy are:

- Priority Three - Helping residents to be financially resilient
- Priority Four - Helping people move out of immediate crisis, but also helping them to solve their problems longer term.
- Priority Five - Improving residents' lives by recognising the links between poverty and health inequalities.

- 4.4. Housing plays a significant part in the health and wellbeing of our residents. It remains vital that the strategy to prevent homelessness is aligned with the Health and Wellbeing strategy for the city to help residents resolve health challenges, ensuring the provision of good quality accommodation that promotes and supports wellbeing.
- 4.5. Portsmouth's Health and Wellbeing Strategy highlights the feature of homelessness alongside a multitude of circumstances for some of the most vulnerable members of our community. Learning from the Complex Needs work concludes that severe and multiple deprivation (SMD) means homelessness co-exists alongside adverse childhood experiences, substance use and mental health needs for a number of people, which makes resolving their housing needs more challenging.



## **5. PORTSMOUTH: HOMELESSNESS ADVICE AND SUPPORT SERVICES**

- 5.1. Portsmouth's Housing Options service is the central point for anyone seeking help and advice in respect of a housing issue/ need. The Local Authority's statutory responsibility to assess the needs of residents who are experiencing homelessness has been further extended, following the introduction of the Homelessness Reduction Act (HRA) (2017). This offers the opportunity to look at options to prevent and relieve homeless situations at the earliest opportunity, whilst retaining the long standing statutory duty, where prevention or relief options are not achievable, to reach a decision about any other statutory duties the Local Authority may owe a homeless applicant.
- 5.2. The Homelessness Reduction Act (2017) has extended the Local Authority's responsibilities to prevent people becoming homeless. The Act amended Part VII of the Housing Act 1996 to include duties for the prevention and relief of homelessness which emphasises the duty to 'help to secure' accommodation for people who are homeless or threatened with homelessness. This does not mean that the Local Authority has a duty to directly find and secure accommodation but involves the Local Authority working with people to agree reasonable steps that will be jointly taken to find and secure suitable accommodation.
- 5.3. Key to the success of this preventative focus is early identification and early help. The Homeless Reduction Act outlines a 'Duty to Refer' requirement for public authorities, which includes many of the partner agencies including hospitals, prisons social care and the Job Centre. Portsmouth has joined a Hampshire wide protocol, recognising the cross boundary use of many of these services and institutions to ensure we are working closely with our partner agencies and neighbouring local authorities to identify and respond to information about a Portsmouth residents housing need at the earliest opportunity.
- 5.4. The city's Private Registered Providers (PRP) are embracing a 'Commitment to Refer', to mirror the Duty to Refer requirement of specified public authorities. They have responded to this by developing Prevention Teams to work closely with the local authority as they seek to support their tenants to avoid eviction action becoming necessary.
- 5.5. Portsmouth Housing Options has made additional funding available to enable PHPs to work flexibly and creatively with individual circumstances to prevent homelessness.
- 5.6. To enhance its early help offer, particularly to families and young people, the city council's Housing Options service has started working collaboratively

with the city council's Children's Social Care service to identify, at the earliest opportunity, families and 16/17 year olds who need some additional help beyond accommodation needs. Arrangements are in place to refer households with children to Early Help services where preventing homelessness is possible with specific identified support.

5.7. The Portsmouth Staying Close Project has been set up by Children's Social Care, with funding support from the Department for Education. The project has been developed from research which shows that young people who have been in care experience far poorer life outcomes than their peers. The purpose of the project is to enhance the development of life skills for young people, better preparing them as they progress on to living independently of support and sustaining accommodation.

5.8. The council are also exploring opportunities to prevent homelessness as a result of inpatient admission or any resulting change in health circumstances affecting suitability of housing.

5.9. The Homelessness Reduction Act's duty to refer and PRP's commitment to refer will further enhance our Housing Options service's in responding proactively to situations.

5.10. The city council commissions a service, Advice Portsmouth, for its residents to obtain advice and support, particularly with regards to financial difficulties. This offers the opportunity to prevent these difficulties escalating and impacting on housing circumstances. Alongside this commissioned service, there are a number of voluntary agencies, for example Citizens Advice Portsmouth, who work proactively in offering advice, guidance and support to people facing difficult circumstances that could result in homelessness.

- Prison release. Portsmouth has developed and maintains a good working relationship with probation and CRC (Community Rehabilitation Company) services, particularly in working together to support individuals who have served long custodial sentences or are considered high risk offenders. However, there are challenges where prison release planning relates more to lower risk individuals and those on shorter sentences.
- Care leavers. To prevent young people leaving the Local Authority's care and finding themselves with nowhere to live, the Staying Close Project will provide accommodation to support young people through the transitional period as they leaving care plan progresses.
- Veteran Outreach Support. There is a Veterans Outreach Support (VOS) provision based in Portsmouth, offering a monthly drop in for

people to access advice on a variety of issues, including health, finances and employment. Working closely with this service provides the opportunity for the Local Authority to identify people who require support to prevent homeless situations from arising or explore options to relieve homelessness.

5.11. Portsmouth has a well-established supported housing provision which forms three pathways,

- families,
- young people and
- adults

5.12. A review of the adult pathway highlighted the need to develop a different approach to understanding individual circumstances and providing support to promote the long term sustainability of accommodation and break the cycle of repeat homelessness.

5.13. Voluntary Sector services in the city have established Circles of Support. This offer of support is provided through outreach or via six main foodbanks in the city, and is available to anyone in crisis and facing hardship in relation to circumstances including debt and homelessness.

5.14. Additional services for single people at risk of or who are sleeping rough are available through our Homeless Day Service, which is commissioned by the local authority as an extension of the Housing Options service with a specific focus on providing advice and support to people with additional/complex needs associated with rough sleeping. This service includes outreach work for individuals who find accessing services difficult. The day service is currently supported with the provision of a Homeless Night Service, which offers 45 overnight bed spaces.

5.15. Portsmouth City Council is a signatory to the Armed Forces Covenant; a promise to people who serve or have serviced in the British military that they will not be disadvantaged by their service. In 2016, the Solent Armed Forces Partnership Board (SAFPB) was formed to oversee local delivery to meet needs. In respect of the issue of homelessness, whilst there has been a reduction in the number of street homeless ex-service personnel, the SAFPB highlights that some veterans struggle to secure suitable, affordable housing after service.

5.16. The existing MOD housing offer is scheduled to transform to the Future Accommodation Model (FAM), a model that will offer a broader range of housing opportunities to align the provision with that of the general population

in terms of finding accommodation and meeting housing related costs. It is not yet clear what this change in approach could impact on local housing demand or support to prevent homelessness.

- 5.17. The Portsmouth Housing Register is an option available to anyone who is eligible to make an application and has a housing need, and where it is assessed as a reasonable option to help someone find and secure a home and access to this is outlined in the city council housing Allocations Policy. However, Portsmouth experiences demand that is greater than the supply of social housing and is therefore often a barrier to this being a realistic option to relieve homelessness.
- 5.18. Portsmouth City Council works alongside the private rented sector to explore housing opportunities to prevent and relieve homelessness. To develop opportunities to enhance this relationship, Portsmouth has developed 'Rent it Right', a website for landlords and tenants providing information and advice, and the facility for accredited landlords to advertise their properties. We are in the process of developing a variety of offers for private sector landlords to help remove the current barriers for some homeless households in accessing the private sector. This may include a letting agency service, a full property management service, or a rental top-up arrangement for some households on benefits. Rent it Right will be the platform for working in partnership with private sector landlords and for advertising landlord offers.
- 5.19. As outlined already in the Accommodation First not Accommodation Only model approach, support to sustain accommodation forms a key element to this approach to prevent homelessness from re-occurring, which historically has been a regular pattern of their housing cycle. Portsmouth City Council has well established supported housing pathways in the city for young people, adults and families. The supported housing review of the contract and commissioning of existing supported housing provision for adults has led to a different approach to the offer of support within this context.
- 5.20. Using the Rough Sleeping Initiative funding, 'floating support' provision has been enhanced, to reflect the Accommodation First not Accommodation Only ethos for adults who secure accommodation in the private rented sector and need additional support to sustain the tenancy.
- 5.21. Portsmouth City Council's Housing Management teams have undergone a process of change over the last decade, evolving the approach to social housing tenancy management to understand what tenants need to help them sustain their tenancy.

## **6. Current context of homelessness in Portsmouth: A summary**

- 6.1. Rough sleeping, the provision of emergency accommodation and limited availability of permanent housing are significant issues for the city, highlighting the need to enhance our prevention work as well as making more homes available.
- 6.2. A settled secure home is the basis from which other support can be achieved and maintained. Alignment with the Tackling Poverty and Health and Wellbeing strategies facilitates the opportunity for residents to have a stable housing situation from which to improve their wellbeing and financial resilience.
- 6.3. It is from gaining a full understanding of the context of homelessness in Portsmouth that the following strategic aims and priorities have been formed.

## PART TWO

### Strategic Aims:

- |                                 |                    |
|---------------------------------|--------------------|
| 1. <b>Prevent</b> Homelessness  | - DEMAND           |
| 2. <b>Reduce</b> Rough Sleeping | - DEMAND           |
| 3. <b>Relieve</b> Homelessness  | - AVAILABILITY     |
| 4. <b>Sustain</b> Tenancies     | - SUSTAINABILITY   |
| 5. <b>Direct</b> the strategy   | - REVIEW/CHALLENGE |

### **Priority One - Prevent homelessness (DEMAND)**

Developing meaningful personalised housing plans with people, working flexibly and creatively with individual circumstances.

Working collaboratively with our partners in being able to identify and be responsive to housing need at the earliest opportunity.

Exploring initiatives that can provide responsive joined up arrangements where people are leaving environments such as the armed forces, hospital, prison or care.

### **Priority Two - Reduce Rough Sleeping (Demand)**

Working together as a city to take an 'Accommodation First Not Accommodation Only' approach to support and safeguard anyone sleeping or at risk of sleeping on the streets of Portsmouth.

### **Priority Three - Relieve homelessness (Availability)**

Developing meaningful personalised housing plans with people that work flexibly and creatively with individual circumstances to relieve homelessness.

Ensuring that social housing accommodation is utilised as effectively and equitably as possible.

Building on 'Rent It Right' and its collaborative approach between the Local Authority and Private Landlords to develop opportunities to provide good quality, affordable accommodation across the city.

Working with the regeneration and planning teams to keep up to date on the changing picture of housing need in the city and make sure there are good quality homes that local people can afford.

**Priority Four - Sustain tenancies (Sustainability)**

Putting our learning into practice to inform how we commission and contract support provision to help people sustain accommodation.

Developing collaborative/multi agency working relationships that help people build resilience.

Extending the reach of the approach of social housing tenancy management to the private rented sector; understanding what help tenants need to sustain their tenancy.

**Priority Five - Direct the strategy (Review/Challenge)**

Offering dynamic direction to this strategy through the co-ordination of a collaborative group to support and challenge the development of the strategic priorities.

Responding to changing needs and issues by reviewing the priorities of the strategy as required.

## PART THREE

### Draft Action plan to be developed to progress the priorities. To include:

This document proposes a number of actions that currently are, or could in the future, support the delivery of a successful strategy. We are keen to hear from consultees about what actions they believe should be added or changed and how partner organisations could support in the delivery on those.

Proposed Action	Priority One	Priority Two	Priority Three	Priority Four	Priority Five
1. Reduce the use of emergency accommodation through the increased provision of alternative temporary housing options			✓		
2. Develop our working relationship with partner agencies in gaining a full understanding of individual circumstances to inform and develop practical and effective Personalised Housing Plans (PHPs) to prevent or relieve homelessness.	✓				✓
3. Work with advice services to make sure more residents at risk of homelessness are identified at an early stage, when support could prevent homelessness.	✓	✓			
4. Work more closely with Welfare Benefit team to be able to work proactively in the prevention of homelessness situations arising. For example, data held by Housing Benefit will identify opportunities to reach out to households at risk of homelessness and ensure that relevant advice, help and support is offered.	✓				
5. Identify and develop collaborative working opportunities with statutory services. For example: Staying Close Project. Housing and Children's Social Care are developing this project, working together to identify suitable, affordable and settled housing options for young people leaving care.				✓	



6. Rent It Right - Working with private landlords registered with this scheme, we can better understand the issues they face and explore how additional advice, support or guidance could increase the availability of affordable privately rented accommodation			✓	✓	
7. Explore ways to increase funding to increase the availability of homes for people in the Private Rented Sector. This is particularly relevant to those families and single people who are identified as a low income household, or subject to benefit caps due to household size or age			✓		
8. Use our learning from the review of supported housing services for single homeless people to inform the contract and commissioning process for young people and families' supported housing services.				✓	✓
9. Develop working relationships between different stakeholder groups, including policies and procedures, to work together to help prevent homelessness or sustain accommodation					✓
10. Explore the potential to extend the Local Authority housing tenancy management approach to offer similar support in the private rented sector. For example, the first time a tenant misses a rent payment ('Welcome Visits').	✓				
11. Increase the signposting of the rent deposit schemes available to those who become homeless, and look to expand the council's own scheme	✓		✓		
12. Greater use of guarantors to help homeless people access the private rental sector	✓		✓		
13. Increase information for landlords and tenants on good tenancy management with the aim of reducing the number of evictions.	✓			✓	

This page is intentionally left blank

# Agenda Item 6

Agenda item:

**Title of meeting:** Housing Cabinet

**Date of meeting:** 29<sup>th</sup> January 2019

**Subject:** COUNCIL HOUSING BUDGET 2019/20

**Report by:** Director of Housing, Neighbourhood and Building Services  
Director of Finance and Information Services

**Wards affected:** ALL wards

**Key decision:** Yes

**Full Council decision:** No

---

## 1. Purpose of report

- 1.1 The law requires that all income and expenditure relating to Council Housing is accounted for separately in the Housing Revenue Account (HRA). All other Council income and expenditure is accounted for together in a separate account called the General Fund. This report deals solely with the HRA.
- 1.2 The City Council has delegated the function of setting rents, charges and budgets for Council Housing to the Cabinet Member for Housing. Following consultation with residents and leaseholders this report seeks to deal with all HRA budget issues.
- 1.3 The purpose of this report is to seek the Cabinet Member's decisions on Council Housing budgets, rents and other charges and to give authority for managers to incur expenditure in 2019/20.
- 1.4 The report also seeks to:
- Approve the Revised Revenue budget 2018/19 and give authority to the Director Housing, Neighbourhood and Building Services & the Director of Finance and Information Services, to amend the budgets to reflect the latest available information prior to finalising budgets for 2019/20.
  - Note the forecast Revenue Budgets for 2020/21 to 2021/22 arising from the proposals set out in this report
  - Set rents in accordance with Central Government's social rent setting policy.

## **2. Recommendations**

It is recommended that the Cabinet Member for Housing approve the following:

- (i) The revised budget as set out at appendix 3.
- (ii) All rents and charges to be effective from 1st April 2019 or such other date as determined by the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Information Services.
- (iii) Dwelling rents for 2019/20 to be set as in accordance with Central Government's Social Rent Policy.
- (iv) General Service charges for 2019/20 to be set at this meeting as set out in this report, and in accordance with Appendix 5.
- (v) Sheltered Housing Service charges for 2019/20 to be set at this meeting as set out in this report, and in accordance with Appendix 6.
- (vi) Laundry charges for 2019/20 to be set at this meeting as set out in this report, and in accordance with Appendix 7.
- (vii) Heating charges to be set in accordance with Appendix 8.
- (viii) Garages and parking site rents as shown on Appendix 9 be approved and authority to let garages at reduced rents where demand is low be delegated to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Information Services.
- (ix) Revenue budget 2019/20 as set out in Appendix 3 be approved and authority given to the Director of Housing, Neighbourhood and Building Services in consultation with the Director of Finance and Information Services to amend the budgets to reflect the latest available information prior to finalising budgets for 2019/20.
- (xi) The relevant Managers be authorised to incur expenditure in 2019/20.
- (xii) The forecast Revenue Budgets for 2020/21 to 2021/22 as set out in Appendix 3 arising from the proposals contained in this report, be noted.

## **3. Housing Policy Changes 2019/20**

### **Higher Value Vacant Assets**

- 3.1 This policy, which formed part of the Housing and Planning Act 2016, was anticipated to require Local Housing Authorities in England to make a payment to Central Government based on the market value of its higher value housing that was likely to become vacant. The purpose of this payment was to fund the extension of the Right to Buy to Housing Associations. In August 2018 the Government announced that it planned to scrap this policy and therefore the risk to the Council's Housing revenue Account is less than it was a year ago. A pilot for the scheme still continues to operate in the Midlands and Council officers are continuing to monitor developments.

### **HRA Dwelling Rents**

- 3.2 The Government made a commitment in the Summer 2015 Budget to reduce social rents by 1% a year for four years from April 2016, 2019/20 is the last year that this will be imposed. Since the start of this initiative through to 2019/20 this has reduced Dwelling Rental income by almost £2.5m per annum. During this time the cost of maintaining and operating the Housing Revenue Account stock has been increasing in line with inflation. This has added additional financial pressure on the Housing Revenue Account, consequently the Director for Housing, Neighbourhood Services and Building has reviewed the running costs and income opportunities available to provide a sustainable financial plan moving forward.

### **HRA Borrowing Cap**

- 3.3 In the Autumn Budget delivered on the 23<sup>rd</sup> October the Government announced that the limit of indebtedness would be lifted with immediate effect from all Local authorities who operate a Housing Revenue Account. Previously the Council was limited on the amount of borrowing that it could incur in the Housing Revenue Account, for Portsmouth this was limited to £181m. This presented a problem for the Council as it was unable to invest in larger scale developments and instead had to rely on bidding for additional borrowing. Because of the late announcement no additional borrowing has been factored into the budget at this stage.
- 3.4 Whilst the Council welcomes this additional flexibility it has to ensure that any borrowing that it undertakes is not taken at the detriment of the Housing Revenue Account. The Council will seek to identify developments where rental income can meet the cost of any additional borrowing and maintenance of the asset.

### **Fire Safety Measures**

- 3.5 Following the tragic events at Grenfell Tower in 2017, tests were carried out on all cladding and wall systems used on high rise tower blocks, which are similar to that which was used at Grenfell, a material called Aluminium Composite Material (ACM). The testing established that two of Portsmouth's high-rise

blocks, Horatia House and Leamington House, did have the same ACM cladding, and that cladding has subsequently been removed.

- 3.6 The cladding was removed at a cost of £1.3m to protect residents as soon as it became known. The Council have been in discussions with Homes England and the Department for Housing Communities and Local Government and have been able to secure funding that meets this cost.
- 3.7 Further structural testing identified that there were problems with the concrete slabs used in the large panel system construction of the building and that there was a risk to residents safety should there be an unpiped gas explosion in either of the blocks. As a consequence the Council have taken the decision to permanently rehouse all residents from both blocks. Residents are entitled to receive a statutory home loss payment of £6,100 at an estimated cost of nearly £1.6m. This has been funded from the Housing Revenue Account Reserve.
- 3.8 The Council are currently looking at the ongoing viability of the Towers. At the time of writing this report the Council has yet to make a decision on the future of the Towers and therefore has not been factored into the 2019/20 budget.
- 3.9 The budget for 2019/20 will be reviewed once a decision is made and a funding source may need to be identified dependent on the decision made.

#### **4. Proposed Rents and Charges for 2019/20**

##### **Dwelling Rents**

- 4.1 In accordance with the rent policy, we are proposing to reduce rents from an average of £85.24 per week, to £84.58 per week, as summarised in Appendix 4.

##### **General Service Charges**

- 4.2 General Service charges are made to all tenants and relate to the provision of a number of different services, including the Estate Services Officers, Anti-Social Behaviour team, the Green and Clean Service and Residents Development Team. In general, a lower rate is charged to tenants living in houses and bungalows, and a higher rate to those who receive additional services in flats and maisonettes.
- 4.3 The charges made to tenants for these services cannot exceed the cost of providing them and, as a result, it is proposed to continue to set charges that meet the full cost of the services in 2019/20.
- 4.4 The proposed charges for 2019/20 are therefore shown in Appendix 5 and summarised as follows:

<b>Category</b>	<b>2018/19 General Service Charge (per week)</b>	<b>2019/20 General Service Charge (per week)</b>
Low Rate	£6.02	£6.16
High Rate	£14.42	£14.98

### **Sheltered Housing Charges**

- 4.5 Sheltered Housing is intended to meet the needs of residents who require support to live independently. There are three levels of service, each with increasing levels of need and support: Category 1, Category 2 and Category 2.5. Sheltered Housing was set up originally on the basis that the extra costs of providing the service, over and above those arising from normal Council Housing provision, would be recovered from the tenants in Sheltered Housing via a "Combined Sheltered Housing Service Charge". The Combined Sheltered Housing Service Charge is made up of a landlord related charge which is eligible for Housing Benefits, and a care related charge, which is not eligible for Housing Benefits but is part funded through Supporting People Grant.
- 4.6 The proposals for 2019/20 are shown below, with a more detailed breakdown of these charges in Appendix 6.

<b>Category</b>	<b>2018/19 Combined Sheltered Housing Charges (per week)</b>	<b>2019/2020 Combined Sheltered Housing Charges (per week)</b>
Cat 1	£15.42	£15.54
Cat 2	£48.69	£49.14
Cat 2.5	£85.45	£86.38

### **Laundry Charges**

- 4.7 The Council provides a number of laundry facilities that operate from within blocks and sheltered housing schemes. Although the charges for both washing and drying facilities are reviewed each year, they continue to remain much lower than the commercial market price. In addition, following a review of the cost of running the service, it was evident that the current charges are not

sufficient to recover the cost of running the service. The current charge does not make provision for the cost of replacing the machines. A review of the machines and their current life was undertaken in 2018/19 with a view to ensuring future charges accounts for the replacement of the machines.

- 4.8 The proposal for 2019/20 is to increase washing machine charges to achieve full cost recovery, whilst still remaining much cheaper than alternative commercial providers. The proposed charges are as follows:

<b>Token Type</b>	<b>2018/19 Laundry Token Charge</b>	<b>2019/20 Laundry Token Charge</b>
Wash	£1.50	£2.00
Dry	£1.50	£1.50

### **Heating Charges**

- 4.9 Heating charge calculations are based on the usage data from previous years. This data is used to calculate the estimated cost of heating the relevant dwellings.
- 4.10 The Building Services team continue to undertake work to both reduce energy consumption and negotiate better tariffs with our energy providers. This proactive approach has resulted in the heating charge remaining static in recent years. The Council need to ensure that it fully recovers the cost of Heating on a full cost basis. The Cost of electricity has continued to grow over recent years and it is not sustainable for the Council to continue to hold the price of these charges. Therefore in 2019/20 it is recommended that Heating charges are increased by 10%.
- 4.11 Appendix 8 breaks down the proposed charges for 2019/20.

### **Garages and Parking Sites**

- 4.12 The way that the HRA garages and parking sites are marketed and managed continues to evolve in response to changes in demand whilst maintaining the underlying Budget Principle to “Get the best return possible from non-core activities”. Income is still rising steadily, although charges still remain very competitive when compared to other parking providers in the City and Leigh Park.
- 4.13 It is proposed that the 2019/20 budget continues to assist the marketing of the park and ride scheme, by offering 'local/non-local' parking rates. Whilst



maintaining the ethos of charging more for high-demand areas, all parking spaces irrespective of location will be charged at two rates, a lower rate for those people who live near to where they park, and a higher rate for those who do not live within easy walking distance from where they park. This aims to encourage those who drive into the city to consider using the Council's park and ride facility.

- 4.14 A summary of the proposed charges for next year can be found in Appendix 9. It is recommended that authority to let garages at reduced rents where demand is low be delegated to the Director of Housing Neighbourhood and Building Services in consultation with the Director of Finance and Information Services.

## **5. Budget for next year 2019/20**

- 5.1 The budget sheets attached at Appendix 3 show the forecast outturn position for 2018/19 as well as the proposed budget for 2019/20. Also shown are the estimated budgets through to 2021/22 .
- 5.2 The 2019/20 Housing Revenue budget assumes that there will be an in year deficit of £1.8m, this deficit is proposed to be met from the specific Housing Revenue Account ring fenced reserve.
- 5.3 The main reasons for the in year deficit are the continuation of a 1% fall in Dwelling rents which reduces income by £640,000, and the loss of rent from Horatia and Leamington Houses of £1,100,000.

## **6 Future years budgets and the level of balances**

- 6.1 The law requires that a budget be set to avoid a deficit on the council housing account (Housing Revenue Account). It is forecast that the level of balances will be approximately £23.1 million at 31st March 2020, excluding earmarked capital reserves.
- 6.2 When setting a new budget the Council must consider the effect on the Housing Revenue Account's 30 year business plan. The Current reserve is sufficient to meet the ongoing commitments in the short to medium term, however the Director of Housing, Neighbourhood and Building Services is working through ways in which to reduce and eradicate the current deficit continuing in future years.

## **7 Authority to incur revenue expenditure**

- 7.1 It is recommended that Directors and their service managers be authorised to incur expenditure in accordance with the City Council Constitution. The only exceptions would be those items Members consider should be the subject of a separate report before expenditure is incurred.

## **8 Duty to involve - Resident involvement in the budget process**

- 8.1 Consultation meetings have been held with resident groups in the City, where the proposals set out in this report were discussed, including the proposals for rents, service charges etc and other proposed charges as shown on the attached Appendices 4 to 9.
- 8.2 In addition to obtaining feedback from these meetings, a consultation supplement was published with the December edition of Housetalk magazine, which aimed to inform all residents and leaseholders of the issues, and encouraged them to respond with their views on the matters raised.
- 8.3 The Cabinet Member for Housing has attended the Residents Consortium meeting in December 2018 to set out the proposals, the Cabinet Member has listened to the details of residents' responses and reviewed the feedback from the Housetalk supplement in time to take them into account when proposing the recommendation at this meeting.
- 8.4 Both the Director of Housing, Neighbourhood and Building Services and the Director of Finance and Information Services would like to place on record their thanks for the continued support and contribution given by our resident representatives, tenants and leaseholders.

## **9. Reasons for recommendations**

- 9.1 To set budgets, rents and charges for council housing for 2018/19 (revised) and 2019/20.

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

- 10.1 A preliminary EIA has been carried out which indicates that the requirement for a full EIA is low.

## **10. Legal Implications**

- 10.1 The body of the report contains a discussion of the key legal issues, and the Council is empowered to approve the recommendations.

## **11. Director of Finance comments**

- 11.1 The Director of Finance and Information Service has been consulted and is in agreement with the recommendations to this report.

Signed by:

.....  
**James Hill – Director of Property and Housing Services**

.....  
**Chris Ward – Director of Finance and Information Services**

**Appendices:**

- 1 Council Housing Accounts – The Law
- 2 Budget Principles 2017/18 – 2020/21
- 3 Revenue budget sheets 2017/18 to 2021/22
- 4 Average Rents 2019/20
- 5 General Service Charges 2019/20
- 6 Sheltered Housing Charges 2019/20
- 7 Laundry Charges 2019/20
- 8 Heating Charges 2019/20
- 9 Garages and Parking Sites Rents 2019/20

**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>
1 Budget files	Housing and Regeneration Finance

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

.....  
Signed by:

## **COUNCIL HOUSING ACCOUNTS - THE LAW**

The Council Housing accounts are termed the "Housing Revenue Account" in the following notes. The rest of the City Council's accounts are termed the "General Fund".

### **LOCAL GOVERNMENT AND HOUSING ACT 1989**

This Act has provided the main framework for Housing Finance since 1 April 1990. In summary the Housing Revenue Account provisions are as follows:

- 1 Local Housing Authorities must keep a separate Housing Revenue Account (HRA).
- 2 Amounts to be credited or debited to the Housing Revenue Account can only be in respect of items detailed in the Act or covered by regulations issued by the Secretary of State.
- 3 Budgets must be prepared each year for the Housing Revenue Account which will avoid a debit balance on the account. Action must be taken if in any year it appears a debit balance may arise.
- 4 An authority should maintain a separate Housing Repairs Account.
- 5 A transfer must be made between the General Fund and the Housing Revenue Account in respect of amenities provided by the Housing Revenue Account but shared by the whole community.
- 6 With the exception of 5 above no contribution can be made by the General Fund to the Housing Revenue Account except for certain items detailed in regulations issued by the Secretary of State.

In addition, the Act provides the main framework for the Capital Finance of Local Authorities

### **LEASEHOLD REFORM, HOUSING & URBAN DEVELOPMENT ACT 1993**

The above Act came into force in 1993 and gave Housing Authorities the power to provide Welfare Services and to account for them within either the Housing Revenue Account or the General Fund at the Authorities discretion.

The Act also gave the Secretary of State wide powers to amend this provision and regulations have been made which prevent "personal services" such as regular feeding or bathing or cooking of meals from being accounted for within the Housing Revenue Account. Accordingly the net costs relating to the element of personal services provided by staff in sheltered accommodation are funded by the General Fund.

### BUDGET PRINCIPLES 2015/16 to 2019/20

Budgets to be driven by PCC Strategies to meet Corporate Priorities with particular emphasis on all forms of regeneration & creation of sustainable communities to achieve safe, secure, independent & healthy living for our residents, tenants & leaseholders with increased economic well-being, including the following:

- Offering access to respite care and other support for carers and service users
- Assessing individuals needs and developing care/support to those needs
- Contributing to effective rehabilitation for people leaving hospital
- Enabling and contributing to the provision of good quality low cost homes with well-planned infrastructure
- Delivering and promoting high quality house design combined with exceptional environmental performance.
- Tackling fuel poverty
- Working to reduce carbon emissions and to eliminate negative environmental impacts from all areas of work.

Budgets to be prepared in consultation with residents, tenants & leaseholders & reflect their views

Balanced budgets to be prepared for a minimum 3 years for revenue budgets & 5 years for capital budgets

Work with suppliers & partners, particularly the Health Service, to try & co-ordinate services in the best interests of residents, tenants & leaseholders.

Support effective preventive measures wherever possible.

Maintain & improve homes by:

- Tackling disrepair in private housing to ensure vulnerable people are housed in decent homes.
- Reducing the number of unfit and inaccessible private sector homes
- Maintaining the cycle of planned external inspection & repair of council dwellings.
- Improving the quality of council dwellings and maintaining decent homes.
- Working towards a “Decent Environment” for all council dwellings.
- Improving energy efficiency and opportunities for microgeneration.
- Encouraging the reduction, reuse and recycling of materials.

Maintain high management standards for council dwellings

To set rents, charges and Council Tax charges that avoid any unreasonable burden, and remain in accordance with Government Policy.

Get the best return possible from non-core activities i.e. provision of garages and parking

Achieve continuous improvement through systems thinking methods, designing services against customer demand

Comply with the law.

This page is intentionally left blank

# Housing Revenue Account Budget Sheets 2018/19 to 2021/22

Based on 1.0% rent decrease. Figures rounded to nearest £'000 (- equals income)

Appendix 3

Description	2018/19 Forecast	2019/20 Draft Budget	2020/21 Draft Budget	2021/22 Draft Budget
	Jan-19 £,000	Jan-19 £,000	Jan-19 £,000	Jan-19 £,000
<b>EXPENDITURE</b>				
<b>GENERAL MANAGEMENT</b>				
Housing Management	10,833	12,032	12,279	12,531
Admin. Buildings/Support Service Charges	2,844	3,604	3,694	3,786
Front Line Services	62	71	72	74
Legal Expenses	67	67	69	70
Insurances	124	124	127	130
Home Loss and Disturbance	1,656	95	46	47
Other General Expenses	261	261	268	274
<b>Total General Management</b>	<b>15,847</b>	<b>16,254</b>	<b>16,555</b>	<b>16,912</b>
<b>SPECIAL MANAGEMENT</b>				
Communal Heating	897	900	927	954
Communal Lighting	117	132	135	140
Estate Service Officers	899	941	959	979
Sheltered housing	2,711	2,814	2,884	2,956
Community Warden	464	641	657	674
Hub Café	26	46	47	48
Out of Hours	416	445	456	468
New Tenancy	395	461	473	484
Anti Social Behaviour	350	363	372	382
Resident Participation	546	573	587	602
Play Services	952	1,001	1,026	1,051
Youth Clubs	517	518	531	544
Hillside & Wymering Centre	90	96	99	101
Cleaning	3,660	3,977	4,076	4,178
Pest Eradication	90	90	92	95
Grounds Maintenance & Open Spaces	1,599	1,674	1,715	1,758
TV Relay	6	6	6	6
Insurance of Flats	180	100	103	105
Centralised Communication	77	72	74	76
Landport Community Garden (HRA)	0	43	44	45
<b>Total Special Management</b>	<b>13,992</b>	<b>14,893</b>	<b>15,263</b>	<b>15,646</b>
<b>OTHER EXPENDITURE</b>				
Repairs & maintenance	23,177	24,500	24,500	24,500
Rent, Rates, Taxes and Other Charges	481	457	468	480
Rent Rebates Limitation	0	0	0	0
Bad Debt provisions	732	732	732	732
Supporting People Benefit	457	471	471	483
Healthcare Properties	0	0	0	0
Supported living properties	131	131	135	138
Non-HRA Dwelling Expenditure	48	79	81	83
Debt Management Costs	121	70	70	70
Major Repairs Allowance/ Depreciation	19,864	21,914	23,426	24,772
RCCO Capital spending HRA Dwellings	0	0	0	0
Contingency Provision	100	100	100	100
City Government	400	230	236	242
Interest Payable	7,427	7,180	6,216	6,181
Premium on Loans	100	209	207	205
Repayment of debt	0	0	2,954	2,954
Depreciation on other HRA assets	2,049	0	0	0
Impairment	227	0	0	0
Year end pension adjustment	-1,238	-2,025	-2,046	-2,066
Investment properties revaluation	0	0	0	0
Accumulated absences	-231	0	0	0
<b>Total Other Expenditure</b>	<b>53,849</b>	<b>54,048</b>	<b>57,550</b>	<b>58,873</b>

Description	2018/19 Forecast	2019/20 Draft Budget	2020/21 Draft Budget	2021/22 Draft Budget
<b>SUMMARY OF EXPENDITURE</b>				
General Management	15,847	16,254	16,555	16,912
Special Management	13,992	14,893	15,263	15,646
Other Expenditure	53,845	54,048	57,550	58,873
<b>TOTAL EXPENDITURE</b>	<b>83,684</b>	<b>85,195</b>	<b>89,368</b>	<b>91,431</b>



Description	2018/19 Forecast	2019/20 Draft Budget	2020/21 Draft Budget	2021/22 Draft Budget
<b><u>INCOME</u></b>				
<b>Government Grants</b>				
Supporting People Sheltered Housing Grant	-150	-150	-150	-150
<b>Rents</b>				
Dwellings - Rent less void	-64,391	-63,604	-65,512	-67,478
Garages, Parking sites	-1,987	-1,998	-2,057	-2,121
Water				
Shops	-955	-949	-978	-1,008
Land Rents	-141	-139	-143	-147
<b>Fees and Charges</b>				
General Charge	-8,810	-9,016	-9,241	-9,473
Heating Charges	-604	-540	-556	-573
Sheltered Housing Service Charge	-2,011	-2,153	-2,207	-2,263
Supporting People Service Charge	-535	-593	-608	-623
Collection of Council Tax Income	-90	-94	-99	-104
Sale of Electricity	-234	-182	-186	-191
Other Commercial Property income	-53	-8	-8	-8
L/H Charges for Services & Facilities	-1,857	-1,894	-1,913	-1,932
Other Charges for Services & Facilities	-265	-385	-394	-404
Supported Living (PO Box) income	-131	-131	-135	-138
Supported living properties income	-454	-574	-592	-609
<b>Recharges to other services</b>				
SS Wardens Welfare & Sheltered Costs	-163	-163	-167	-171
Contribution fr HGF - Shared Amenities	-326	-373	-382	-392
Interest	-344	-440	-356	-293
<b>TOTAL INCOME</b>	<b>-83,501</b>	<b>-83,386</b>	<b>-85,684</b>	<b>-88,078</b>
<b>SUMMARY OF HRA</b>				
Total Expenditure	83,684	85,195	89,368	91,431
Total Income	-83,501	-83,386	-85,684	-88,078
<b>Deficit (Surplus) for the year</b>	<b>183</b>	<b>1,809</b>	<b>3,684</b>	<b>3,353</b>
<b>BALANCE OF HRA</b>				
<b>General Balance</b>				
Balance at 1st April	-25,128	-24,945	-23,136	-19,453
Less Deficit or Add (Surplus)	183	1,809	3,684	3,353
<b>Balance at 31st March - General</b>	<b>-24,945</b>	<b>-23,136</b>	<b>-19,453</b>	<b>-16,100</b>

This page is intentionally left blank

Existing HRA dwelling stock									
Property type	Number of bedrooms								
	0	1	2	3	4	5	6	7	Grand Total
Bedsit / Studio	384	4							388
Bungalow	1	189	13	14					217
Flat		4,068	3,411	693	21	2			8,195
Supported living	47	45							92
House		1	1,208	2,554	322	30	2	1	4,118
Maisonette		6	544	1,329	23	4			1,906
Grand Total	432	4,313	5,176	4,590	366	36	2	1	14,916

Average rents in 2019/20 when decreased by 1%									
Property Type	Average weekly rent								
	0	1	2	3	4	5	6	7	Grand Total
Bedsit / Studio	65.80	68.71							65.83
Bungalow	74.06	80.81	92.11	99.31					82.65
Flat		74.07	82.73	92.36	94.23	98.63			79.08
Supported living	91.82	97.81							94.75
House		81.20	89.03	96.83	106.57	112.16	172.83	169.68	95.47
Maisonette		97.58	81.80	89.51	96.69	101.68			87.45
Average	68.65	74.65	84.15	94.09	105.24	110.24	172.83	169.68	84.58

Rent decreases (£) 2019/20 when 2018/19 rents decreased by 1%									
Property Type	0	1	2	3	4	5	6	7	Grand Total
Bedsit / Studio	(1.04)	(0.87)							(1.03)
Bungalow	(0.98)	(1.18)	(1.20)	(1.16)					(1.18)
Flat		(1.13)	(1.08)	(1.17)	(1.10)	(1.33)			(1.11)
Supported living	1.73	1.85							1.79
House		(1.12)	(1.12)	(1.14)	(1.37)	(1.27)	(1.96)	(1.96)	(1.15)
Maisonette		1.10	(1.01)	(1.11)	(1.11)	(1.23)			(1.08)
Average	(0.74)	(1.10)	(1.08)	(1.14)	(1.34)	(1.27)	(1.96)	(1.96)	(1.10)

This page is intentionally left blank

## General Service Charges 2019/20

### General Service Charges

Charge description	18/19 weekly charge £	19/20 weekly charge £	Change £	Change %
Lower Service Charge :	6.02	6.16	0.14	2.3%
Higher Service Charge :	14.42	14.98	0.56	3.9%

### NOTES

**General Service charges cover the following costs :**

**Lower Service Charge (mainly houses) :**

- Anti-social Behaviour Team
- Resident Participation Service
- Money Advice Service
- Estate Services Officers
- Out of Hours Service
- Youth and Play Services

**Higher Service Charge (most flats) :**

- Anti-social Behaviour Team
- Resident Participation Service
- Money Advice Service
- Estate Services Officers
- Out of Hours Service
- Youth and Play Services
- Electricity for Communal Areas
- Cleaning and Bulk Refuse
- Grounds Maintenance

nts in 2019/20 when decreased by 1%

(Leaseholder contributions are taken into account when calculating resident General Service Charges)

This page is intentionally left blank

## Sheltered Housing Charges 2019/20

Weekly Sheltered Housing Service Charge	2019/20 Charges					2018/19 Charges		Increase year on year	
	Sheltered Housing Service Charge	Supporting People Charges	Sheltered Housing Discount	Total protected charges (see note 1)	Total unprotected charges	Protected	Not Protected	Protected	Not Protected
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p

Proposed Charges for 2016/17									
Category 1	11.76	3.78	(6.37)	9.17	15.54	8.93	15.42	0.24	0.12
Category 2	36.96	12.18	(1.16)	47.98	49.14	46.72	48.69	1.26	0.45
Category 2.5	70.70	15.68	(20.83)	65.55	86.38	63.83	85.45	1.72	0.93

### NOTES

Tenants who don't qualify for Housing Benefit but were in their tenancy at 1st March 2003 should pay no more in total for both the Supporting People & Sheltered Housing Service Charge than the amount they pay now plus an allowance for inflation. They will therefore have a credit posted to their accounts that reduces the full SP charge down to the protected level.

Average rents in 2019/20 when decreased by 1%

This page is intentionally left blank



## Laundry Charges 2019/20

### Current laundry charges

<i>Year</i>	Charge for wash	Charge for dry
2018/19	£1.50	£1.50

### Proposed Laundry Charges for Full Cost Recovery

<i>Year</i>	Charge for wash	Charge for dry	£ Increase Wash	£ Increase dry	Deficit
2019/20	£2.00	£1.50	£0.50	£0.00	£0

This page is intentionally left blank

## Heating Charges 2019/20

### WEEKLY HEATING CHARGES

#### Electric Heating

EDGBASTON HOUSE  
TIPTON HOUSE

##### 1 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
8.68	9.55	<b>0.87</b>	10.0%
8.68	9.55	<b>0.87</b>	10.0%

##### 2 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
12.04	13.24	<b>1.20</b>	10.0%
12.04	13.24	<b>1.20</b>	10.0%

#### Gas Heating

Sheltered Housing

ARTHUR DANN COURT  
HALE COURT\*  
IAN GIBSON COURT  
JOHN MARSHALL COURT  
NICHOLSON GARDENS

##### BEDSITS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	%
6.02	6.62	<b>0.60</b>	10.0%
5.46	6.01	<b>0.55</b>	10.1%

##### 1 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
8.26	9.09	<b>0.83</b>	10.0%
7.42	8.16	<b>0.74</b>	10.0%
7.42	8.16	<b>0.74</b>	10.0%
6.30	6.93	<b>0.63</b>	10.0%
8.54	9.39	<b>0.85</b>	10.0%

##### 2 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
9.52	10.47	<b>0.95</b>	10.0%
9.38	10.32	<b>0.94</b>	10.0%
8.26	9.09	<b>0.83</b>	10.0%
8.96	9.86	<b>0.90</b>	10.0%
16.66	18.33	<b>1.67</b>	10.0%

##### 3 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
14.14	15.55	<b>1.41</b>	10.0%
9.38	10.32	<b>0.94</b>	10.0%

Average rents in 2019/20 when decreased by 1%

Non-sheltered high rise

HORATIA / LEAMINGTON

##### 1 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
7.84	7.84	<b>0.00</b>	0.0%

##### 2 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
10.22	10.22	<b>0.00</b>	0.0%

##### 3 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2018/19 £	2019/20 £	£	
11.48	11.48	<b>0.00</b>	0.0%

#### Combined Heat & Power

PICKWICK/COPPERFIELD  
WELLER & CHEERYBLE  
BLACKWOOD/BRISBANE  
NICKLEBY/BARKIS HSE

##### BEDSITS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2017/18 £	2018/19 £	£	%
6.86	7.55	<b>0.69</b>	10.1%

##### 1 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2017/18 £	2018/19 £	£	
7.56	8.32	<b>0.76</b>	10.1%
7.56	8.32	<b>0.76</b>	10.1%
7.56	8.32	<b>0.76</b>	10.1%

##### 2 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2017/18 £	2018/19 £	£	
9.80	10.78	<b>0.98</b>	10.0%
9.80	10.78	<b>0.98</b>	10.0%
9.80	10.78	<b>0.98</b>	10.0%
9.80	10.78	<b>0.98</b>	10.0%

##### 3 BED DWELLINGS

Current weekly charge	Proposed weekly charge	Increase / Decrease	%
2017/18 £	2018/19 £	£	
11.48	12.63	<b>1.15</b>	10.0%
11.48	12.63	<b>1.15</b>	10.0%

This page is intentionally left blank

Proposed weekly rents for garages and parking sites	2018/19 weekly rent	2019/20 weekly rent	£ Change	% Change
<b><u>Proposed weekly garage rents</u></b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>%</b>
<b>Buckland</b>				
Local Tenant / Leaseholder	14.30	14.44	0.14	1.0%
Other Locals (including VAT)	17.16	17.33	0.17	1.0%
Non-Local Tenant / Leaseholder (including VAT)	20.70	20.92	0.22	1.1%
Other Non-Locals (including VAT)	20.70	20.92	0.22	1.1%
<b>Landport</b>				
Local Tenant / Leaseholder	14.30	14.69	0.39	2.7%
Other Locals (including VAT)	17.16	17.63	0.47	2.7%
Non-Local Tenant / Leaseholder (including VAT)	20.70	22.76	2.06	10.0%
Other Non-Locals (including VAT)	20.70	22.76	2.06	10.0%
<b>Leigh Park</b>				
Local Tenant / Leaseholder	11.00	11.30	0.30	2.7%
Other Locals (including VAT)	13.20	13.56	0.36	2.7%
Non-Local Tenant / Leaseholder (including VAT)	13.20	13.56	0.36	2.7%
Other Non-Locals (including VAT)	13.20	13.56	0.36	2.7%
<b>Paulsgrove</b>				
Local Tenant / Leaseholder	11.00	11.30	0.30	2.7%
Average rents in 2019/20 when decreased by 1%	13.20	13.56	0.36	2.7%
Non-Local Tenant / Leaseholder (including VAT)	15.06	15.47	0.41	2.7%
Other Non-Locals (including VAT)	15.06	15.47	0.41	2.7%
<b>City South</b>				
Local Tenant / Leaseholder	14.80	15.20	0.40	2.7%
Other Locals (including VAT)	17.76	18.24	0.48	2.7%
Non-Local Tenant / Leaseholder	23.34	23.96	0.62	2.7%
Other Non-Locals (including VAT)	23.34	23.96	0.62	2.7%
<b>Portsea</b>				
Local Tenant / Leaseholder	15.30	15.71	0.41	2.7%
Other Locals (including VAT)	18.36	18.85	0.49	2.7%
Non-Local Tenant / Leaseholder (including VAT)	24.66	27.13	2.47	10.0%
Other Non-Locals (including VAT)	24.66	27.13	2.47	10.0%
<b>Leasehold &amp; Commercial</b>				
Local Tenant / Leaseholder	14.80	15.20	0.40	2.7%
Other Locals (including VAT)	17.76	18.24	0.48	2.7%
Non-Local Tenant / Leaseholder (including VAT)	22.02	22.61	0.59	2.7%
Other Non-Locals (including VAT)	22.02	22.61	0.59	2.7%

Proposed weekly rents for garages and parking sites	2018/19 weekly rent	2019/20 weekly rent	£ Change	% Change
<b><u>Proposed weekly parking site rents</u></b>				
<b><u>Buckland</u></b>				
Underground for local tenants / leaseholders	5.10	5.15	0.05	1.0%
Underground for other locals (including VAT)	6.12	6.18	0.06	1.0%
Underground for non-local tenants / leaseholders (including VAT)	16.68	16.85	0.17	1.0%
Underground for other non-locals (including VAT)	16.68	16.85	0.17	1.0%
Above ground for local tenants / leaseholders	3.85	3.89	0.04	1.0%
Above ground for other locals (including VAT)	4.62	4.67	0.05	1.1%
Above ground for non-local tenants / leaseholders (including VAT)	11.34	11.45	0.11	1.0%
Above ground for other non-locals (including VAT)	11.34	11.45	0.11	1.0%
<b><u>City South</u></b>				
Underground for local tenants / leaseholders	5.35	5.49	0.14	2.6%
Underground for other locals (including VAT)	6.42	6.59	0.17	2.6%
Underground for non-local tenants / leaseholders (including VAT)	16.68	17.14	0.46	2.8%
Underground for other non-locals (including VAT)	16.68	17.14	0.46	2.8%
Open air spaces for local tenants / leaseholders	3.85	3.95	0.10	2.6%
Open air spaces other locals (including VAT)	4.62	4.74	0.12	2.6%
Open air spaces for non-local tenants / leaseholders (including VAT)	11.34	11.65	0.31	2.7%
Open air spaces other non-locals (including VAT)	11.34	11.65	0.31	2.7%
<b><u>Landport</u></b>				
Above ground for local tenants / leaseholders	3.85	3.95	0.10	2.6%
Above ground for other locals (including VAT)	4.62	4.74	0.12	2.6%
Above ground for non-local tenants / leaseholders (including VAT)	11.34	12.47	1.13	10.0%
Above ground for other non-locals (including VAT)	11.34	12.47	1.13	10.0%
<b><u>Leigh Park</u></b>				
Above ground for local tenants / leaseholders	2.02	2.07	0.05	2.5%
Above ground for other locals (including VAT)	2.42	2.48	0.06	2.5%
Above ground for non-local tenants / leaseholders (including VAT)	4.79	4.92	0.13	2.7%
Above ground for other non-locals (including VAT)	4.79	4.92	0.13	2.7%
<b><u>Paulsgrove</u></b>				
Above ground for local tenants / leaseholders	2.02	2.07	0.05	2.5%
Above ground for other locals (including VAT)	2.42	2.48	0.06	2.5%
Above ground for non-local tenants / leaseholders (including VAT)	5.22	5.36	0.14	2.7%
Above ground for other non-locals (including VAT)	5.22	5.36	0.14	2.7%
<b><u>Portsea</u></b>				
Underground for local tenants / leaseholders	5.65	5.80	0.15	2.7%
Underground for other locals (including VAT)	6.78	6.96	0.18	2.7%
Underground for non-local tenants / leaseholders (including VAT)	16.68	18.35	1.67	10.0%
Underground for other non-locals (including VAT)	16.68	18.35	1.67	10.0%
Above ground for local tenants / leaseholders	4.10	4.21	0.11	2.7%
Above ground for other locals (including VAT)	4.92	5.05	0.13	2.6%
Above ground for non-local tenants / leaseholders (including VAT)	11.34	12.47	1.13	10.0%
Above ground for other non-locals (including VAT)	11.34	12.47	1.13	10.0%