



NOTICE OF MEETING

CABINET MEMBER FOR HOUSING AND PREVENTING HOMELESSNESS

TUESDAY, 22 MARCH 2022 AT 5.00 PM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Anna Martyn - Tel 023 9283 4870

Email: anna.martyn@portsmouthcc.gov.uk

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

Information with regard to public access due to Covid precautions

- Following the government announcement 'Living with COVID-19' made on 21 February attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing - getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Darren Sanders (Cabinet Member)

Councillor Cal Corkery

Councillor Scott Payter-Harris

(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

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

Meeting information: Risk assessment for Council Chamber

1 Apologies for absence

2 Declarations of interest

3 Forward Plan Omission Notice - Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023 (Pages 7 - 8)

The Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023 by the Director of Housing, Neighbourhood & Building Services was omitted from the Forward Plan covering 15 February to 15 May 2022. The Chair of the City Council's Scrutiny Management Panel has been notified and a public notice published.

4 Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023 (Pages 9 - 66)

Purpose

The revised 2021/2022 and 2022/2023 Housing Investment Programme budgets together with the proposed programmes for 2023/2024 to 2027/2028 were approved by the City Council on 15th February 2022.

The Council Housing Repairs & Maintenance Budgets for 2021/2022 and 2022/2023 were approved at the Housing and Preventing Homelessness Cabinet Decision meeting on 24th January 2022.

The purpose of this report is to inform members of the spending proposed for the next financial year for revenue and capital funded maintenance and improvement programmes for the City Councils retained housing stock

together with Housing IT Business Software, and to seek approval to incur expenditure in respect of the capital schemes and rolling programmes and to show how the budgets have been allocated on an area office basis.

RECOMMENDED that the Cabinet Member

- 1. That the area programmes and allocation of finance for the funding of the Revenue Budgets for repairs and maintenance of dwellings be noted.**
- 2. That the capital budgets listed in Appendix B and Appendix C commencing in 2022/2023 be approved and the Director of Housing, Neighbourhood and Building Services be authorised under Financial Rules, Section B11 to proceed with schemes within the sums approved.**
- 3. That the Director of Finance & Resources and Section 151 Officer financial appraisal be approved for the capital programme - global provision.**

5 Private Rental Sector Mediation Pilot for Portsmouth (Pages 67 - 82)

Purpose

1. The purpose of the report is to present an update on the Private Rental Sector mediation service pilot and to seek approval for an extension of the pilot until 31 March 2023.
2. The report provides the number of referrals to the pilot to date. The report also sets out the cost of the scheme to date.

RECOMMENDED that the Cabinet Member

- 1. Notes the referral information and approves an extension of the mediation pilot until 31 March 2023.**
- 2. Approves that the extension of the pilot is funded from the Homeless Prevention Grant in the sum of £10,000 for 2022/23.**
- 3. Approves that councillors are given the information they need to promote the pilot service to their constituents.**
- 4. Approves that officers arrange for the extension to the pilot to be publicised via social and other media channels and local representative groups including the Portsmouth & District Private Landlords Association (PDPLA).**

6 Private Sector Housing Fees and Charges (Pages 83 - 110)

Purpose

To present the proposals for Private Sector Housing (PSH) fee adjustments for chargeable services to ensure fees achieve full cost recovery.

RECOMMENDED that the Cabinet Member

- 1. Approves the proposals for Private Sector Housing (PSH) fee increases for the city council's Home Improvement Agency Service as outlined in Appendix 1, to commence from 01 April 2022.**

2. Approves the proposals for PSH fee adjustments for the city council's Mandatory HMO licensing fees as outlined in Appendix 2, to commence from 01 April 2022.
3. Approves the proposals for PSH fee adjustments for the city council's Private Sector Housing Enforcement fees in Appendix 3, to commence from 01 April 2022.
4. Approves the proposal process to vary fees at the start of each new financial year for PSH Home Improvement Agency Service Fees, Houses in Multiple Occupation (HMO) licensing fees, and Private Sector Housing Enforcement fees to achieve full cost recovery, as outlined within this report.
5. Agrees that if fees need to be adjusted to continue to achieve full cost recovery, an annual report will be brought to the Cabinet Member for Housing and Preventing Homelessness for decision.

7 Update on Ian Gibson Court Care (Pages 111 - 116)

Purpose

1. To provide an update on Ian Gibson Court Care Service, and to highlight the work done by them, and the wider Sheltered Housing service, in providing support of the residents through the challenges posed by the pandemic, maintaining vital services throughout.
2. To outline the proposed pilot to expand the service.

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>

Coronavirus Risk Assessment for the Council Chamber, Guildhall

Date: 25 February 2022 (based on Living with Covid - February 2022)

Review date: 31 March 2022

Author: Lynda Martin, Corporate Health and Safety Manager, Portsmouth City Council

Coronavirus Risk Assessment for the Council Chamber, Guildhall

| | | | | | | | |
|---|---|------------------------------|----------------------------|--------------|------------------|-------------------|--|
| Manager's Name and Job Title completing Risk Assessment: | Lynda Martin Corporate Health and Safety Manager | Risk Assessment Dept: | Corporate Services | Date: | 25 February 2022 | Signature: | |
| | | Location: | Council Chamber, Guildhall | | | | |

| Hazard | Who could be harmed and how | All controls required | How controls will be checked | Confirmed all in place or further action required |
|--|----------------------------------|--|---|---|
| Risk of exposure to Covid-19 virus - Ventilation | Staff, contractors and attendees | <ul style="list-style-type: none"> There are no longer capacity limits for the Guildhall Chamber. Face coverings are advised to be worn in busy and crowded places and should only be removed when addressing the meeting. The actions to maximise ventilation in the Guildhall Council Chamber remain in place: <ul style="list-style-type: none"> The removal of internal casement secondary glazing windows. Large casement windows will be opened. Pedestal fans - positioned in each of the wing areas and along the back wall behind the pillars, maximum speed and modulation setting. High level doors and window - the double doors to the high level galleries and the gallery corridor window will be opened. | Staff will ensure windows are open and fans switched on. | In place |
| Risk of transmission of virus - Risk mitigation | Staff, contractors and attendees | <p>The Guildhall has the following measures in place:</p> <ul style="list-style-type: none"> Face Coverings – as per government guidance, we encourage you to continue to wear a face covering whilst in the venue & crowded places especially when walking around the building. Enhanced Sanitisation & Cleaning – we will carry out enhanced cleaning procedures between meetings and we ask that you sanitise your hands on entry and regularly throughout your visit at the sanitisation points provided. | The Guildhall Trust and PCC Facilities Team to implement and monitor. | In place |
| Risk of transmission of virus - Hygiene and prevention | | <ul style="list-style-type: none"> Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses. Wash hands for 20 seconds using soap and water or hand sanitiser. Maintain good hygiene particularly when entering or leaving. Hand sanitiser and wipes will be located in the meeting room. No refreshments will be provided. Attendees should bring their own water bottles/drinks. All attendees should bring and use their own pens/stationery. Attendees are requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting (requirement in place until the end of March 2022.) It is recommended that attendees should be double vaccinated and have received a booster. | The Guildhall Trust and PCC Facilities Team to implement and monitor. | In place |
| Financial Risk | Staff, contractors and attendees | <ul style="list-style-type: none"> The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health. Technology in place to move to virtual council meeting if required and permitted by legislation. | Financial commitments minimised wherever possible. | In place |

Updates

- This risk assessment is a live document and will be updated as new information becomes available.
- All managers should feel free to adapt the measures contained within this risk assessment when assessing the risks for their own department's work activities/ premises.

Further information

- Further government information on support during the coronavirus pandemic can be found [here](#)
- HSE guidance, on working safely during the coronavirus pandemic can be found [here](#)
- Staff wellbeing advice during the coronavirus pandemic can be found [here](#)

Agenda Item 3

PORTSMOUTH CITY COUNCIL - PUBLIC NOTICE

OMISSION FROM FORWARD PLAN FOR THE PERIOD COVERING 15 February to 15 May 2022

NOTICE IS HEREBY GIVEN that at a meeting on Tuesday 22 March 2022, the **Cabinet Member for Housing and Preventing Homelessness** will make a **decision on the following item:**

A report by the Director of Housing, Neighbourhood & Building Services

Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023

The report seeks approval that the capital budgets listed in Appendix B and Appendix C commencing in 2022/2023 be approved and the Director of Housing, Neighbourhood and Building Services be authorised under Financial Rules, Section B11 to proceed with schemes within the sums approved.

Any questions about the proposed decision should be addressed to:

James Hill, Director of Housing, Neighbourhood Building Services
Tel 023 9283 4266, james.hill@portsmouthcc.gov.uk

This decision is a Key Decision for the purposes of the Forward Plan as defined in Article 13 of the Constitution but was not included in the Forward Plan covering the period 15 February to 15 May 2022 and is therefore an omission from the Forward Plan. The Chair of the City Council's Scrutiny Management Panel has been notified of and agreed to the decision being made, in accordance with the City Council's Constitution (General Exceptions, Section 15). The report also includes the following appendices:

- Appendix A - Revenue Budget - 2022/2023
- Appendix B - HRA Capital Budget All Areas - 2022/2023
- Appendix C - IT Capital Schemes - 2022/2023
- Appendix D - Budget Plan - 2022/2023
- Appendix E - Integrated Impact Assessment (IIA)

The reason why urgent action has to be taken in connection with this proposal is that the proposals are due to be implemented for the next financial year.

The decision will be taken at:

- The Cabinet Member for Housing and Preventing Homelessness decision meeting held on Tuesday 22 March at 5 pm.

11 March 2022

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|-------------------------------|--|
| Title of meeting: | Cabinet Member for Housing and Preventing Homelessness |
| Date of meeting: | 22nd March 2022 |
| Subject: | Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023 |
| Report by: | James Hill - Director of Housing, Neighbourhood and Building Services |
| Report Author: | Meredydd Hughes - Assistant Director Building Services Merrick Trevaskis - IT Business Partner (Housing IT Capital Element) |
| Wards affected: | All |
| Key decision: | Yes - Over £250,000 |
| Full Council decision: | No |

1. Purpose of report

The revised 2021/2022 and 2022/2023 Housing Investment Programme budgets together with the proposed programmes for 2023/2024 to 2027/2028 were approved by the City Council on 15th February 2022.

The Council Housing Repairs & Maintenance Budgets for 2021/2022 and 2022/2023 were approved at the Housing and Preventing Homelessness Cabinet Decision meeting on 24th January 2022.

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

2. Recommendations

- 2.1 That the area programmes and allocation of finance for the funding of the Revenue Budgets for repairs and maintenance of dwellings be noted.**
- 2.2 That the capital budgets listed in Appendix B and Appendix C commencing in 2022/2023 be approved and the Director of Housing,**



Neighbourhood and Building Services be authorised under Financial Rules, Section B11 to proceed with schemes within the sums approved.

2.3 That the Director of Finance & Resources and Section 151 Officer financial appraisal be approved for the capital programme - global provision.

3. Background

The Council Housing Maintenance and Improvement Budget 2022/2023 outlines all of the programmed capital and revenue, maintenance and improvement expenditure to the housing stock on an area office geographical basis.

The budget programme amounts to a continued significant investment in the City Councils retained housing stock, and at the same time allowing flexibility to deal with emergent and changing building maintenance priorities.

4. Revenue and Capital Budgets

4.1 Revenue Budgets - Repair and Maintenance of Dwellings Budget

The main summary for all areas showing the headings for the allocation of the £24,500,000 budget is attached to this report as Appendix A along with the analysis of each individual Area Office work programme.

4.2 Capital Budgets - Various Schemes

A summary of this *£35,170,000 budget is shown in Appendix B. There are several areas within this programme for 2022/2023 where the budget shown represents a global provision from which a number of smaller schemes are financed. (*total including professional fees).

The Budget Plan 2022/2023 Appendix D details the allocation of all revenue and capital budgets together with the planned programme of project work across all geographical area housing offices. Projects include investment in energy efficiency and decarbonisation works to our HRA properties and the continuation of the £19,500,000 sprinkler retrofit and fire door replacement programmes.

A summary of the Housing IT capital investment of £259,665 is shown in Appendix C for 2022/2023.

5. Integrated impact assessment (IIA)

- The report details wide-ranging capital schemes following the budget allocation at Council on 15th February 2022. The IIA has been completed and is attached (Appendix E).
- There will be further reports on some of the major schemes, for which IIA assessments will be carried out.
- The programme includes an allocation for Disabled Facilities Grants.

6. Legal implications

There are no legal implications arising directly from the recommendations in this report and the body of the report confirms the budget allocation is as per that set at Council on 15th February 2022.

7. Director of Finance's comments

Financial Rules Section B11 states that expenditure cannot be incurred unless a full report and financial appraisal has been prepared and approved. The financial appraisal is included in Appendix B.

The cost of the attached Capital Programme will be met from the HRA ringfenced Major repairs reserve.

.....
Signed by: **James Hill - Director of Housing, Neighbourhood and Building Services**

Appendices:

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

- Appendix A - Revenue Budget - 2022/2023
- Appendix B - HRA Capital Budget All Areas - 2022/2023
- Appendix C - IT Capital Schemes - 2022/2023
- Appendix D - Budget Plan - 2022/2023
- Appendix E - Integrated Impact Assessment (IIA)

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 |
|-------------------|----------|
| | |
| | |

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Cabinet member for Housing and Preventing Homelessness on 22nd March 2022.

.....

Signed by: **Councillor Darren Sanders - Cabinet Member for Housing and Preventing Homelessness.**

COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS
Revenue Budget Total 2022/2023

APPENDIX A

| Cost Centre | HRA Revenue Budget Heading | Summary 2022/23 |
|--------------------|---|------------------------|
| | Building Maintenance, Servicing & Compliance (HBM) | |
| HR3BM | General Repairs | £ 14,000,000 |
| HR3BM | Dwelling Electrical Inspections | £ 1,000,000 |
| HR3BM | Small Disabled Adaptions (DP15) | £ 260,000 |
| HR3BM | Special Decorations | £ 200,000 |
| HR3BM | Gas Safety Inspection and Repairs | £ 3,200,000 |
| HR3BM | Communal Electrical Inspections (EICR) | £ 650,000 |
| HR3BM | Stairlift Servicing and Repairs | £ 115,000 |
| HR3BM | Fire Alarm Maintenance | £ 105,000 |
| HR3BM | Legionella Testing | £ 125,000 |
| HR3BM | Mechanical & Electrical Servicing & Compliance | £ 450,000 |
| HR3BM | General Void Works | £ 2,200,000 |
| | TOTAL HR3BM : | £ 22,305,000 |
| | Engineering Services Maintenance & Servicing (HBES) | |
| HR3BS | Passenger Lift Repairs | £ 300,000 |
| HR3BS | Central Communications System | £ 70,000 |
| HR3BS | CCTV - D2D repairs, servicing, maintenance, control room staffing | £ 290,000 |
| | TOTAL HR3BS : | £ 660,000 |
| | Planned Revenue (HBM) | |
| HR3PR | Blocks of Flats External Decoration, Repair and Improvement | £ 1,225,000 |
| | TOTAL HR3PR : | £ 1,225,000 |
| | Associated Costs (HBM) | |
| HR3AC | Asbestos Surveys and Sampling | £ 25,000 |
| HR3AC | Fire Risk Assessment Surveys | £ 25,000 |
| HR3AC | Decarbonisation Surveys/Inspections | £ 150,000 |
| HR3AC | EPC Lodgement Fees | £ 10,000 |
| HR3AC | Condition Surveys | £ 100,000 |
| | TOTAL HR3AC : | £ 310,000 |
| | TOTAL MAINTENANCE & IMPROVEMENTS REVENUE : | £ 24,500,000 |

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Global Financial Appraisal HRA Capital Budget Various

| Cost Centre | HRA Capital Programme Heading | 2022/2023 |
|-------------|---|---------------------|
| | Major Repairs Dwellings | |
| ZH4BMC | Asbestos Removal | £ 2,000,000 |
| ZH4BMC | Disabled Facilities Grants | £ 1,300,000 |
| ZH4BMC | New Bathroom | £ 1,600,000 |
| ZH4BMC | New Kitchen | £ 4,000,000 |
| ZH4BMC | New Over Bath Shower | £ 1,100,000 |
| ZH4BMC | Mechanical & Electrical Plant Service Provider Upgrades | £ 200,000 |
| ZH4BMC | New Heating Installations | £ 2,800,000 |
| ZH4111 | Environmental Improvements - All Areas | £ 500,000 |
| ZH4194 | Sprinkler Installation Programme | £ 1,500,000 |
| ZH4149 | Individual Property Refurbishments | £ 350,000 |
| ZH4149 | Acquired Property Improvements and Refurbishment | £ 1,200,000 |
| ZH4155 | Major Roof Replacements | £ 750,000 |
| ZH4161 | Fire Door Replacement Programme | £ 1,500,000 |
| ZH5551 | Replacement External Panels | £ 600,000 |
| NEW CODE | Decarbonisation Retrofit Works | £ 600,000 |
| NEW CODE | The Landport Courts - Major External Improvements | £ 1,500,000 |
| ZH4048 | Lighting Improvements | £ 950,000 |
| ZH400N | Passenger Lift Installations & Refurbishments | £ 1,000,000 |
| ZH400L | Mechanical & Electrical Main & Secondary Distribution | £ 400,000 |
| ZH400L | Mechanical & Electrical BMS & Boiler Upgrade | £ 150,000 |
| ZH400L | Mechanical & Electrical Fire Detection & AOV Upgrade | £ 250,000 |
| ZH4181 | Warden Control System Upgrade Phase Two | £ 200,000 |
| ZH4188 | Street Lights on Housing Land | £ 100,000 |
| ZH4189 | Energy Efficiency Schemes | £ 500,000 |
| ZH4107 | Major Asset Improvements | £ 250,000 |
| | HNB Professional Fees | £ 2,150,000 |
| | HRA Assets (Non Dwellings) | |
| ZH2006 | Review of Business Software (Hardware) | £ 133,035 |
| ZH200P | Review of Business Software | £ 126,630 |
| | TOTAL HRA Capital Programme | £ 27,709,665 |

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

HNB fees in the order of £2,150,000 will be incurred and are included on the schemes detailed above. If approval is given for the individual schemes, approval will also be deemed to have been given to the incurring of fees on those schemes.

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

| | |
|-----------------------|--------------------|
| | 2022-2023 |
| | £ |
| Revenue contributions | £27,709,665 |
| | £27,709,665 |

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HRA Capital Budget - Head of Building Maintenance 2022/2023

| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
|-------------|---|---------|---------------------|
| | HBM Response Capital | | |
| ZH4BMC | Asbestos Removal | HBM | £ 2,000,000 |
| ZH4BMC | Disabled Facilities Grants | HBM | £ 1,300,000 |
| ZH4BMC | New Bathroom | HBM | £ 1,600,000 |
| ZH4BMC | New Kitchen | HBM | £ 4,000,000 |
| ZH4BMC | New Over Bath Shower | HBM | £ 1,100,000 |
| ZH4BMC | Mechanical & Electrical Plant Service Provider Upgrades | HBM | £ 200,000 |
| ZH4BMC | New Heating Installations | HBM | £ 2,800,000 |
| | TOTAL | | £ 13,000,000 |
| | HBM Capital Schemes | | |
| ZH4111 | Environmental Improvements - All Areas | HBM | £ 500,000 |
| ZH4121 | Soberton Road - Fire Upgrade Works | HBM | £ 1,100,000 |
| ZH4194 | Sprinkler Installation Programme | HBM | £ 1,500,000 |
| ZH4149 | Individual Property Refurbishments | HBM | £ 350,000 |
| ZH4149 | Acquired Property Improvements and Refurbishment | HBM | £ 1,200,000 |
| ZH4155 | Major Roof Replacements | HBM | £ 750,000 |
| ZH4161 | Fire Door Replacement Programme | HBM | £ 1,500,000 |
| ZH4101 | Louis Flagg House & Frank Miles House - Window Replacement | HBM | £ 250,000 |
| ZH4173 | West Leigh - Window Replacement | HBM | £ 1,300,000 |
| ZH4184 | Dunsmore Phase Two External Refurbishment inc replace roof | HBM | £ 1,800,000 |
| ZH4195 | Hawthorn Crescent - External Refurbishment inc replace roof | HBM | £ 200,000 |
| ZH4195 | Hawthorn Crescent - External Refurbishment Phase 2 & 3 | HBM | £ 445,000 |
| ZH4196 | Cheeryble & Weller - External Refurbishment inc replace balcony | HBM | Nil |
| ZH5551 | Replacement External Panels | HBM | £ 600,000 |
| NEW CODE | Decarbonisation Retrofit Works | HBM | £ 600,000 |
| ZH4197 | Soberton Road - Structural Works | HBM | £ 50,000 |
| NEW CODE | Seymour Close - EWI and External Improvements | HBM | £ 500,000 |
| NEW CODE | Seymour and Arnaud Close - EWI and External Improvements | HBM | Nil |
| NEW CODE | Avocet House - External Improvements & Walkway Replacement | HBM | £ 430,000 |
| NEW CODE | Horndean House/The Quad - External Improvements | HBM | £ 700,000 |
| NEW CODE | London Road (521-543) - External Improvements | HBM | £ 200,000 |
| NEW CODE | Somers Road - Roof Replacement and External Improvements | HBM | £ 120,000 |
| NEW CODE | Kingsley Road/Godiva Lawn - External Improvements | HBM | £ 100,000 |
| NEW CODE | The Landport Courts - Major External Improvements | HBM | £ 1,500,000 |
| NEW CODE | St Faiths Road/Temple Street - External Improvements | HBM | Nil |
| NEW CODE | Ian Gibson Court / Somers Road - Major External Improvements | HBM | Nil |
| NEW CODE | Lennox Road North - External Improvements & Fire Safety Works | HBM | £ 125,000 |
| | Total Building Maintenance HRA Capital Programme | | £ 15,820,000 |

HBM - Head of Building Maintenance

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HRA Capital Budget - Head of Building Engineering Services

2022/2023

| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
|-------------|---|---------|--------------------------|
| | BESM Capital Schemes | | |
| ZH4048 | Lighting Improvements | HBES | £ 950,000 |
| ZH400N | Passenger Lift Installations & Refurbishments | HBES | £ 1,000,000 |
| ZH400L | Mechanical & Electrical Main & Secondary Distribution | HBES | £ 400,000 |
| ZH400L | Mechanical & Electrical BMS & Boiler Upgrade | HBES | £ 150,000 |
| ZH400L | Mechanical & Electrical Fire Detection & AOV Upgrade | HBES | £ 250,000 |
| ZH4101 | Tipton House & Edgbaston House Electrical Heating Upgrade | HBES | £ 200,000 |
| ZH4181 | Warden Control System Upgrade Phase Two | HBES | £ 200,000 |
| ZH4188 | Street Lights on Housing Land | HBES | £ 100,000 |
| ZH4189 | Energy Efficiency Schemes | HBES | £ 500,000 |
| | Total Building Engineering HRA Capital Programme | | £ 3,750,000 |
| | | | |
| | Overall HRA Capital Budget - 2022/23 | | |
| | | | |
| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
| ZH4107 | Major Asset Improvements | ADB | £ 250,000 |
| | HNB Professional Fees | ADB | £ 2,350,000 |
| | | | |
| | Total HRA Capital Programme | | <u>35,170,000</u> |

HBES - Head of Building Engineering Services
 ADB - Assistant Director Building Services

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APPENDIX C

IT Capital Schemes – 2022/23 HIP Expenditure Plan

Total provision - £259,665

1. Hardware

£133,035

This allocation is used to enhance and develop the infrastructure required to host systems used by Housing, Neighbourhood and Building Services staff. This includes server upgrades and improvements to the security architecture necessary to keep data safe and secure.

The forward plan this year includes:

- Contribution towards the cost of replacing public access computers in HRA funded Youth and Community Centres, the Sharps Road Resident Participation Centre and Housing Offices. This work was delayed by the pandemic but all new PC's now to be available to residents by end of Q1 2022. The new PC's provide residents access to specialised learning and exam software, as well as general Microsoft Office applications.
- Design and plan improvements to the Housing CCTV infrastructure. This will include migrating the network from current lines to our new fibre network, replacing legacy PCs with new machines, and producing an options paper for upgrading the CCTV management software to a cloud hosted solution.

2. Software

£126,630

This allocation is used to fund system development work within Housing, Neighbourhood and Building Services.

The forward plan for this year primarily covers further development of the Repairs and Maintenance database, but also includes:

- Resource to support Housing with requirements and options for back scanning paper tenancy files into the system, to create a digital library for all tenancy files
- Work with Building Services on upgrade options for our Building Management System (BMS) moving to a cloud hosted platform
- Support Neighbourhoods with gathering requirements for an updated Anti-Social Behavior (ASB) management system

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Portsmouth
CITY COUNCIL

Housing, Neighbourhood and Building Services

Maintaining and Improving Our Properties

Budget Plan 2022/23

COUNCIL HOUSE MAINTENANCE & IMPROVEMENTS
A Revenue Budget Total 2022/2023

APPENDIX

| Cost Centre | HRA Revenue Budget Heading | Summary 2022/23 |
|--------------------|---|------------------------|
| | Building Maintenance, Servicing & Compliance (HBM) | |
| HR3BM | General Repairs | £ 14,000,000 |
| HR3BM | Dwelling Electrical Inspections | £ 1,000,000 |
| HR3BM | Small Disabled Adaptions (DP15) | £ 260,000 |
| HR3BM | Special Decorations | £ 200,000 |
| HR3BM | Gas Safety Inspection and Repairs | £ 3,200,000 |
| HR3BM | Communal Electrical Inspections (EICR) | £ 650,000 |
| HR3BM | Stairlift Servicing and Repairs | £ 115,000 |
| HR3BM | Fire Alarm Maintenance | £ 105,000 |
| HR3BM | Legionella Testing | £ 125,000 |
| HR3BM | Mechanical & Electrical Servicing & Compliance | £ 450,000 |
| HR3BM | General Void Works | £ 2,200,000 |
| | TOTAL HR3BM : | £ 22,305,000 |
| | Engineering Services Maintenance & Servicing (HBES) | |
| HR3BS | Passenger Lift Repairs | £ 300,000 |
| HR3BS | Central Communications System | £ 70,000 |
| HR3BS | CCTV - D2D repairs, servicing, maintenance, control room staffing | £ 290,000 |
| | TOTAL HR3BS : | £ 660,000 |
| | Planned Revenue (HBM) | |
| HR3PR | Blocks of Flats External Decoration, Repair and Improvement | £ 1,225,000 |
| | TOTAL HR3PR : | £ 1,225,000 |
| | Associated Costs (HBM) | |
| HR3AC | Asbestos Surveys and Sampling | £ 25,000 |
| HR3AC | Fire Risk Assessment Surveys | £ 25,000 |
| HR3AC | Decarbonisation Surveys/Inspections | £ 150,000 |
| HR3AC | EPC Lodgement Fees | £ 10,000 |
| HR3AC | Condition Surveys | £ 100,000 |
| | TOTAL HR3AC : | £ 310,000 |
| | TOTAL MAINTENANCE & IMPROVEMENTS REVENUE : | £ 24,500,000 |

HBM - Head of Building Maintenance

HBES - Head of Building Engineering Services

HRA Capital Budget - Head of Building Maintenance 2022/2023

| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
|-------------|---|---------|---------------------|
| | HBM Response Capital | | |
| ZH4BMC | Asbestos Removal | HBM | £ 2,000,000 |
| ZH4BMC | Disabled Facilities Grants | HBM | £ 1,300,000 |
| ZH4BMC | New Bathroom | HBM | £ 1,600,000 |
| ZH4BMC | New Kitchen | HBM | £ 4,000,000 |
| ZH4BMC | New Over Bath Shower | HBM | £ 1,100,000 |
| ZH4BMC | Mechanical & Electrical Plant Service Provider Upgrades | HBM | £ 200,000 |
| ZH4BMC | New Heating Installations | HBM | £ 2,800,000 |
| | TOTAL | | £ 13,000,000 |
| | HBM Capital Schemes | | |
| ZH4111 | Environmental Improvements - All Areas | HBM | £ 500,000 |
| ZH4121 | Soberton Road - Fire Upgrade Works | HBM | £ 1,100,000 |
| ZH4194 | Sprinkler Installation Programme | HBM | £ 1,500,000 |
| ZH4149 | Individual Property Refurbishments | HBM | £ 350,000 |
| ZH4149 | Acquired Property Improvements and Refurbishment | HBM | £ 1,200,000 |
| ZH4155 | Major Roof Replacements | HBM | £ 750,000 |
| ZH4161 | Fire Door Replacement Programme | HBM | £ 1,500,000 |
| ZH4101 | Louis Flagg House & Frank Miles House - Window Replacement | HBM | £ 250,000 |
| ZH4173 | West Leigh - Window Replacement | HBM | £ 1,300,000 |
| ZH4184 | Dunsmore Phase Two External Refurbishment inc replace roof | HBM | £ 1,800,000 |
| ZH4195 | Hawthorn Crescent - External Refurbishment inc replace roof | HBM | £ 200,000 |
| ZH4195 | Hawthorn Crescent - External Refurbishment Phase 2 & 3 | HBM | £ 445,000 |
| ZH4196 | Cheeryble & Weller - External Refurbishment inc replace balcony | HBM | Nil |
| ZH5551 | Replacement External Panels | HBM | £ 600,000 |
| NEW CODE | Decarbonisation Retrofit Works | HBM | £ 600,000 |
| ZH4197 | Soberton Road - Structural Works | HBM | £ 50,000 |
| NEW CODE | Seymour Close - EWI and External Improvements | HBM | £ 500,000 |
| NEW CODE | Seymour and Arnaud Close - EWI and External Improvements | HBM | Nil |
| NEW CODE | Avocet House - External Improvements & Walkway Replacement | HBM | £ 430,000 |
| NEW CODE | Horndean House/The Quad - External Improvements | HBM | £ 700,000 |
| NEW CODE | London Road (521-543) - External Improvements | HBM | £ 200,000 |
| NEW CODE | Somers Road - Roof Replacement and External Improvements | HBM | £ 120,000 |
| NEW CODE | Kingsley Road/Godiva Lawn - External Improvements | HBM | £ 100,000 |
| NEW CODE | The Landport Courts - Major External Improvements | HBM | £ 1,500,000 |
| NEW CODE | St Faiths Road/Temple Street - External Improvements | HBM | Nil |
| NEW CODE | Ian Gibson Court / Somers Road - Major External Improvements | HBM | Nil |
| NEW CODE | Lennox Road North - External Improvements & Fire Safety Works | HBM | £ 125,000 |
| | Total Building Maintenance HRA Capital Programme | | £ 15,820,000 |

HBM - Head of Building Maintenance

HRA Capital Budget - Head of Building Engineering Services

2022/2023

| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
|-------------|---|---------|---------------------|
| | BESM Capital Schemes | | |
| ZH4048 | Lighting Improvements | HBES | £ 950,000 |
| ZH400N | Passenger Lift Installations & Refurbishments | HBES | £ 1,000,000 |
| ZH400L | Mechanical & Electrical Main & Secondary Distribution | HBES | £ 400,000 |
| ZH400L | Mechanical & Electrical BMS & Boiler Upgrade | HBES | £ 150,000 |
| ZH400L | Mechanical & Electrical Fire Detection & AOV Upgrade | HBES | £ 250,000 |
| ZH4101 | Tipton House & Edgbaston House Electrical Heating Upgrade | HBES | £ 200,000 |
| ZH4181 | Warden Control System Upgrade Phase Two | HBES | £ 200,000 |
| ZH4188 | Street Lights on Housing Land | HBES | £ 100,000 |
| ZH4189 | Energy Efficiency Schemes | HBES | £ 500,000 |
| | Total Building Engineering HRA Capital Programme | | £ 3,750,000 |
| | Overall HRA Capital Budget - 2022/23 | | |
| | | | |
| Cost Centre | HRA Capital Programme Heading | Held By | 2022/2023 |
| ZH4107 | Major Asset Improvements | ADB | £ 250,000 |
| | HNB Professional Fees | ADB | £ 2,350,000 |
| | | | |
| | Total HRA Capital Programme | | £ 35,170,000 |

HBES - Head of Building Engineering Services
 ADB - Assistant Director Building Services



MAINTENANCE & IMPROVEMENTS

ON-ISLAND AREAS

PROGRAMME 2022/23

**Buckland Area
Planned Maintenance 2022/23**



SEYMOUR CLOSE SITE

Planned Maintenance scheme being evaluated, works to commence on site in 2022/23

| Type of Work | |
|---|--|
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |
| Decarbonisation Works - External Wall Insulation | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 6 |
| Flats | 8 |
| Maisonettes | 32 |
| Leaseholders | 16 |
| Total Dwellings included in Site | 40 |

| Addresses Included | |
|---------------------------------------|--|
| SEYMOUR CLOSE (1-7 & 23-25 ODDS) | |
| SEYMOUR CLOSE (63-69 & 79-81 ODDS) | |
| SEYMOUR CLOSE (71-77 & 83-85 ODDS) | |
| SEYMOUR CLOSE (87-93 & 103-109 ODDS) | |
| SEYMOUR CLOSE (9-15 & 27-29 ODDS) | |
| SEYMOUR CLOSE (95-101 & 111-117 ODDS) | |

CHEERYBLE HOUSE & WELLER HOUSE

Planned Maintenance scheme being evaluated, due to commence on site in 2022/23

| Type of Work | |
|---|--|
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |
| Emergency Lighting (Blocks) | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 2 |
| Studio Flats | 22 |
| Maisonettes | 12 |
| Leaseholders | 3 |
| Total Dwellings included in Site | 34 |

| Addresses Included | |
|---------------------------|--|
| CHEERYBLE HOUSE (1-17) | |
| WELLER HOUSE (1-17) | |

**Buckland Area
Planned Maintenance 2022/23**



GRAFTON STREET & ESTELLA ROAD

Planned Maintenance scheme evaluated, due to commence on site in 2022/23

| Type of Work | |
|-----------------------------|--|
| External repairs | |
| Replacement external panels | |

| Type of Assets | |
|---|------------|
| Block of Flats | 10 |
| Flats | 308 |
| Leaseholders | 2 |
| Total Dwellings included in Site | 308 |

| Addresses Included | |
|--|--|
| GRAFTON STREET (BLOCK A 2-70 EVENS) | |
| GRAFTON STREET (BLOCK B 72-126 EVENS) | |
| GRAFTON STREET (BLOCK C 128-182 EVENS) | |
| GRAFTON STREET (BLOCK D 184-238 EVENS) | |
| ESTELLA ROAD (BLOCK E 1-35) | |
| ESTELLA ROAD (BLOCK F 36-63) | |
| ESTELLA ROAD (BLOCK G 64-105) | |
| ESTELLA ROAD (BLOCK H 106-133) | |
| ESTELLA ROAD (BLOCK I 134-161) | |
| ESTELLA ROAD (BLOCK J 162-189) | |

WESTMINSTER PLACE & WINGFIELD STREET

Planned Maintenance scheme evaluated, due to commence on site in 2022/23

| Type of Work | |
|-----------------------------|--|
| Replacement external panels | |

| Type of Assets | |
|---|------------|
| Block of Flats | 2 |
| Flats | 114 |
| Leaseholders | 3 |
| Total Dwellings included in Site | 114 |

| Addresses Included | |
|------------------------------|--|
| WESTMINSTER PLACE (1-78) | |
| WINGFIELD STREET (1-71 ODDS) | |

**Buckland Area
Planned Maintenance 2022/23**



KILMISTON CLOSE

Planned Maintenance scheme being evaluated, due to commence on site in 2022/23

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 3 |
| Maisonette | 34 |
| Leaseholders | 7 |
| Total Dwellings included in Site | 34 |

| | |
|---------------------------------|--|
| Addresses Included | |
| KILMISTON CLOSE (1-5 & 22-26) | |
| KILMISTON CLOSE (6-11 & 27-32) | |
| KILMISTON CLOSE (16-21 & 33-38) | |

BUCKLAND ACQUIRED HOUSE SITE 1

Planned Maintenance scheme being evaluated, due to commence on site in 2022/23

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|-----------|
| Type of Assets | |
| Houses | 16 |
| Total Dwellings included in Site | 16 |

| | |
|---------------------------|--|
| Addresses Included | |
| KNOX ROAD | |
| LOWER DERBY ROAD | |
| TWYFORD AVENUE | |

ST NICHOLAS FLATS

Planned Maintenance scheme being evaluated, due to commence on site in 2022/23

| | |
|---|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |
| Emergency Lighting (Blocks) | |

| | |
|---|----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 6 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 6 |

| | |
|---------------------------|--|
| Addresses Included | |
| ST NICHOLAS FLATS (1-6) | |

**Buckland Area
Planned Maintenance 2022/23**



SEYMOUR & ARNAUD CLOSE SITE

Planned Maintenance scheme to be evaluated in 2022/23 with works commencing in 2023/24

| Type of Work | |
|---|--|
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |
| Decarbonisation Works - External Wall Insulation | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 8 |
| Flats | 10 |
| Maisonettes | 50 |
| Leaseholders | 12 |
| Total Dwellings included in Site | 60 |

| Addresses Included | |
|--|--|
| ARNAUD CLOSE (27-43 ODDS) | |
| ARNAUD CLOSE (5-21 ODDS) | |
| SEYMOUR CLOSE (16-22 & 28-34 EVENS) | |
| SEYMOUR CLOSE (62-68 & 78-80 EVENS) | |
| SEYMOUR CLOSE (70-76 & 82-84 EVENS) | |
| SEYMOUR CLOSE (8-14 & 24-26 EVENS) | |
| SEYMOUR CLOSE (86-92 & 102-108 EVENS) | |
| SEYMOUR CLOSE (94-100 & 110-116 EVENS) | |

BUCKLAND ACQUIRED HOUSE SITE 2

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| Type of Work | |
|--|--|
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| Type of Assets | |
|---|-----------|
| Houses | 15 |
| Total Dwellings included in Site | 15 |

| Addresses Included | |
|---------------------------|--|
| BUCKLAND AREA HOUSES | |

**Somerstown Area
Planned Maintenance 2022/23**



SOMERSTOWN ACQUIRED HOUSE SITE 1

Planned Maintenance scheme being evaluated, due to commence on site in 2022/23

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|-----------|
| Type of Assets | |
| Houses | 16 |
| Total Dwellings included in Site | 16 |

| | |
|---------------------------|--|
| Addresses Included | |
| CHITTY ROAD | |
| COLLINS ROAD | |
| KASSASSIN STREET | |
| MONTGOMERIE ROAD | |
| ORCHARD ROAD | |
| PRINCE ALBERT ROAD | |

DUNSMORE CLOSE - PH2

Planned Maintenance evaluated, due to commence in 2022/23

| | |
|--|--|
| Type of Work | |
| Flat Roofing (New) | |
| External Decoration, Repair or Improvement | |
| Door (Dwelling Entrance) | |
| Internal Stairwell Decoration, Repairs or Improvement (Blocks) | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 2 |
| Flats | 7 |
| Maisonettes | 34 |
| Leaseholders | 4 |
| Total Dwellings included in Site | 41 |

| | |
|---------------------------|--|
| Addresses Included | |
| DUNSMORE CLOSE (26-44) | |
| DUNSMORE CLOSE (46-102) | |

**Somerstown Area
Planned Maintenance 2022/23**



AVOCET HOUSE

Planned Maintenance evaluated with works to commence in 2022/23

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 35 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 35 |

| | |
|---------------------------|--|
| Addresses Included | |
| AVOCET HOUSE (1-35) | |

LOUIS FLAGG HOUSE & FRANK MILES HOUSE

Planned Maintenance scheme being evaluated with works to commence in 2022/23

| | |
|--|--|
| Type of Work | |
| Flat Roofing (New) | |
| External Decoration, Repair or Improvement | |
| Windows (Dwelling) (New) | |
| Internal Stairwell Decoration, Repairs or Improvement (Blocks) | |
| Decarbonisation Works - Roof Insulation, Replacement Windows | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 2 |
| Flats | 8 |
| Maisonettes | 48 |
| Leaseholders | 15 |
| Total Dwellings included in Site | 56 |

| | |
|---------------------------|--|
| Addresses Included | |
| LOUIS FLAGG HOUSE (1-24) | |
| FRANK MILES HOUSE (1-24) | |

SOMERS ROAD

Planned Maintenance scheme on site with works to complete in 2022/23

| | |
|--|--|
| Type of Work | |
| Flat Roofing (New) | |
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 3 |
| Maisonettes | 9 |
| Leaseholders | 3 |
| Total Dwellings included in Site | 12 |

| | |
|---------------------------|--|
| Addresses Included | |
| SOMERS ROAD (19-41 ODDS) | |

**Somerstown Area
Planned Maintenance 2022/23**



LENNOX ROAD NORTH

Planned Maintenance scheme to be evaluated with works to commence in 2022/23

| Type of Work | |
|--|--|
| Fire Safety Works | |
| External Decoration, Repair or Improvement | |

| Type of Assets | |
|---|----------|
| Block of Flats | 1 |
| Flats | 3 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 3 |

| Addresses Included | |
|-------------------------------|--|
| THE CASEMENTS, 23 LENNOX ROAD | |

SOMERSTOWN ACQUIRED HOUSE SITE 2

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| Type of Work | |
|--|--|
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| Type of Assets | |
|---|-----------|
| Houses | 15 |
| Total Dwellings included in Site | 15 |

| Addresses Included | |
|---------------------------|--|
| SOMERSTOWN AREA HOUSES | |

IAN GIBSON COURT / SOMERS ROAD

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| Type of Work | |
|--|--|
| External Decoration, Repair or Improvement | |
| Windows (Dwelling) (New) | |
| Decarbonisation Works - Window Replacement | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 2 |
| Flats | 60 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 60 |

| Addresses Included | |
|-----------------------------|--|
| IAN GIBSON COURT (1-45) | |
| SOMERS ROAD (168-196 EVENS) | |

**Somerstown Area
Planned Maintenance 2022/23**



KINGSLEY ROAD / GODIVA LAWN

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 2 |
| Flats | 12 |
| Leaseholders | 8 |
| Total Dwellings included in Site | 12 |

| | |
|-------------------------------|--|
| Addresses Included | |
| GODIVA LAWN (1-15 ODDS) | |
| KINGSLEY ROAD (188-194 EVENS) | |

LADYWOOD HOUSE AND HANDSWORTH HOUSE

Planned Maintenance scheme on site, due to complete in 2022/23

| | |
|-----------------------------|--|
| Type of Work | |
| External repairs | |
| Replacement external panels | |

| | |
|---|------------|
| Type of Assets | |
| Block of Flats | 2 |
| Flats | 289 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 289 |

| | |
|---------------------------|--|
| Addresses Included | |
| LADYWOOD HOUSE (1-136) | |
| HANDSWORTH HOUSE (1-153) | |

**Portsea Area
Planned Maintenance 2022/23**



SARAH ROBINSON HOUSE

Planned Maintenance scheme on site, works due to complete in 2022/23

| Type of Work | |
|-----------------------------|--|
| External repairs | |
| Replacement external panels | |

| Type of Assets | |
|---|------------|
| Block of Flats | 1 |
| Flat | 120 |
| Leaseholder | 0 |
| Total Dwellings included in Site | 120 |

| Addresses Included | |
|---------------------------|--|
| SARAH ROBINSON (1-120) | |

Landport Area Planned Maintenance 2022/23



WIMPEY COURTS DECORATION

Planned Maintenance scheme evaluated, due to commence on site in 2022/23

| | |
|---|--|
| Type of Work | |
| External Decorations, Repair or Improvement | |

| | |
|---|------------|
| Type of Assets | |
| Block of Flats | 16 |
| Flats | 56 |
| Maisonettes | 225 |
| Leaseholders | 30 |
| Total Dwellings included in Site | 281 |

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

LANDPORT ACQUIRED HOUSE SITE 1

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|-----------|
| Type of Assets | |
| Houses | 15 |
| Total Dwellings included in Site | 15 |

| | |
|---------------------------|--|
| Addresses Included | |
| LANDPORT AREA HOUSES | |

**Landport Area
Planned Maintenance 2022/23**



HORNDEAN HOUSE / THE QUAD

Planned Maintenance scheme being evaluated, due to commence in 2022/23

| | |
|---|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 6 |
| Flats | 96 |
| Leaseholders | 10 |
| Total Dwellings included in Site | 96 |

| | |
|---------------------------|--|
| Addresses Included | |
| BEDHAMPTON HOUSE (1-8) | |
| CLANFIELD HOUSE (1-19) | |
| DENMEAD HOUSE (1-23) | |
| HORNDEAN HOUSE (1-19) | |
| PETERSFIELD HOUSE (1-19) | |
| SOUTHWICK HOUSE (1-8) | |

LAKE ROAD

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| | |
|---|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 12 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 12 |

| | |
|---------------------------|--|
| Addresses Included | |
| LAKE ROAD (60-82 EVENS) | |



Portsmouth
CITY COUNCIL

MAINTENANCE & IMPROVEMENTS

OFF-ISLAND AREAS

PROGRAMME 2022/23

Leigh Park Area Planned Maintenance 2022/23



WEST LEIGH SITE

Planned Maintenance scheme evaluated, due commence on site in 2022/23

| Type of Work |
|--|
| Flat Roofing (New) |
| External Decoration, Repair or Improvement |
| Internal Stairwell & Corridor Decoration, Repair or Improvement |
| Window (Dwelling) (New) |
| Emergency Lighting (Blocks) |
| Decarbonisation Works - Roof Insulation, Replacement Windows, External Wall Insulation |

| Type of Assets | |
|---|-----------|
| Block of Flats | 7 |
| Flats | 56 |
| Leaseholder | 4 |
| Total Dwellings included in Site | 56 |

| Addresses Included |
|-----------------------------|
| ASHE ROAD (1-15 ODDS) |
| BLACKMOOR WALK (9-23 ODDS) |
| FROXFIELD ROAD (13-27 ODDS) |
| FROXFIELD ROAD (29-43 ODDS) |
| SHALDON ROAD (1-15 ODDS) |
| TANGLEY WALK (2-16 EVENS) |
| WILDMOOR WALK (26-40 EVENS) |

SOBERTON ROAD SITE

Planned Maintenance scheme evaluated, due to commence on site in 2022/23

| Type of Work |
|-------------------|
| Fire Safety Works |

| Type of Assets | |
|---|------------|
| Block of Flats | 8 |
| Flat | 160 |
| Leaseholder | 15 |
| Total Dwellings included in Site | 160 |

| Addresses Included |
|--------------------------|
| EDINBURGH (1-39 ODDS) |
| HOOD (41-79 ODDS) |
| RODNEY (81-119 ODDS) |
| MARY ROSE (121-159 ODDS) |
| SHEFFIELD (161-199 ODDS) |
| VICTORY (201-239 ODDS) |
| VANGUARD (241-279 ODDS) |
| WARRIOR (281-319 ODDS) |

**Leigh Park Area
Planned Maintenance 2022/23**



TWEED COURT ROOF

Planned Maintenance scheme on site, works due to complete in 2022/23

| | |
|--|--|
| Type of Work | |
| Flat Roofing (New) | |
| Decarbonisation Works - Roof Insulation, PV installation | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 31 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 31 |

| | |
|---------------------------|--|
| Addresses Included | |
| TWEED COURT (1-45) | |

STRATFIELD GARDENS

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| | |
|---|--|
| Type of Work | |
| Flat Roofing (New) | |
| Decarbonisation Works - Roof Insulation | |

| | |
|---|----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 8 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 8 |

| | |
|---------------------------------|--|
| Addresses Included | |
| STRATFIELD GARDENS (2-16 EVENS) | |

**Leigh Park Area
Planned Maintenance 2022/23**



ATHENA AVENUE

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| Type of Work | |
|---------------------|--|
| Fencing (New) | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 8 |
| Flats | 68 |
| Leaseholders | 17 |
| Total Dwellings included in Site | 68 |

| Addresses Included | |
|---------------------------|--|
| ATHENA AVENUE (26-33) | |
| ATHENA AVENUE (42-50) | |
| ATHENA AVENUE (51-60) | |
| ATHENA AVENUE (61-66) | |
| ATHENA AVENUE (67-78) | |
| ATHENA AVENUE (79-87) | |
| ATHENA AVENUE (88-93) | |
| ATHENA AVENUE (34-41) | |

**Paulsgrove Area
Planned Maintenance 2022/23**



HAWTHORN CRESCENT PH1

Planned Maintenance scheme evaluated, due to commence in 2022/23

| Type of Work | |
|--|--|
| External Decoration, Repair or Improvement | |
| Emergency Lighting (Blocks) | |
| Flat Roofing (New) | |
| Decarbonisation Works - Roof Insulation | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 2 |
| Flats | 4 |
| Maisonettes | 24 |
| Leaseholders | 7 |
| Total Dwellings included in Site | 28 |

| Addresses Included | |
|-----------------------------------|--|
| HAWTHORN CRESCENT (266-296 EVENS) | |
| HAWTHORN CRESCENT (298-320 EVENS) | |

HAWTHORN CRESCENT PH2

Planned Maintenance scheme being evaluated, due to commence in 2022/23

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

| Type of Assets | |
|---|-----------|
| Block of Flats | 3 |
| Flats | 46 |
| Maisonettes | 24 |
| Leaseholders | 14 |
| Total Dwellings included in Site | 70 |

| Addresses Included | |
|-----------------------------------|--|
| HAWTHORN CRESCENT (321-367 ODDS) | |
| HAWTHORN CRESCENT (322-388 EVENS) | |
| HAWTHORN CRESCENT (369-391 ODDS) | |

**Paulsgrove Area
Planned Maintenance 2022/23**



HAWTHORN CRESCENT PH3

Planned Maintenance scheme to be evaluated in 2022/23 with work to commence in

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

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 4 |
| Flats | 18 |
| Maisonettes | 38 |
| Leaseholders | 21 |
| Total Dwellings included in Site | 56 |

| | |
|-----------------------------------|--|
| Addresses Included | |
| HAWTHORN CRESCENT (426-444 EVENS) | |
| HAWTHORN CRESCENT (429-455 ODDS) | |
| HAWTHORN CRESCENT (446-462 EVENS) | |
| HAWTHORN CRESCENT (457-473 ODDS) | |
| HAWTHORN CRESCENT (464-490 EVENS) | |

MAGDALA ROAD

Planned Maintenance scheme being evaluated, due to commence in 2022/23

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |

| | |
|---|----------|
| Type of Assets | |
| Block of Flats | 1 |
| Flats | 2 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 2 |

| | |
|---------------------------|--|
| Addresses Included | |
| MAGDALA ROAD (31-31A) | |

Paulsgrove Area Planned Maintenance 2022/23



HAWTHORN CRESCENT

Planned Maintenance scheme evaluated, due to commence in 2022/23

| Type of Work | |
|-----------------------------|--|
| External repairs | |
| Replacement external panels | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 1 |
| Maisonettes | 36 |
| Leaseholders | 7 |
| Total Dwellings included in Site | 36 |

| Addresses Included |
|----------------------------------|
| HAWTHORN CRESCENT (475-545 ODDS) |

LONDON ROAD

Planned Maintenance scheme being evaluated, due to commence in 2022/23

| Type of Work | |
|---|--|
| External Decoration, Repair or Improvement | |
| Internal Stairwell & Corridor Decoration, Repair or Improvement | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 1 |
| Studio Flat | 6 |
| Maisonettes | 6 |
| Leaseholders | 4 |
| Total Dwellings included in Site | 12 |

| Addresses Included |
|----------------------------|
| LONDON ROAD (521-543 ODDS) |

NORTHERN PARADE & PHOENIX SQUARE

Planned Maintenance scheme on site, due to commence 2022/23

| Type of Work | |
|--|--|
| External Decoration, Repair or Improvement | |
| Internal Refurbishment | |
| New Dwelling - Conversion | |

| Type of Assets | |
|---|----------|
| Block of Flats | 1 |
| Flats | 2 |
| Leaseholders | 0 |
| Total Dwellings included in Site | 2 |

| Addresses Included |
|---|
| NORTHERN PARADE 184A & PHOENIX SQUARE 1 |

**Paulsgrove Area
Planned Maintenance 2022/23**



ALMONDSBURY ROAD

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in

| | |
|--|--|
| Type of Work | |
| External Decoration, Repair or Improvement | |

| | |
|---|-----------|
| Type of Assets | |
| Block of Flats | 5 |
| Flats | 48 |
| Leaseholders | 3 |
| Total Dwellings included in Site | 48 |

| | |
|---------------------------|--|
| Addresses Included | |
| ALMONDSBURY HOUSE (1-6) | |
| MILBURY HOUSE (1-6) | |
| OAKLANDS HOUSE (1-12) | |
| PARKFIELD HOUSE (1-12) | |
| THORNBURY HOUSE (1-12) | |

Wecock Farm Area Planned Maintenance 2022/23



WECOCK FARM ROOFS

Planned Maintenance scheme to be evaluated in 2022/23 with works to commence in 2023/24

| Type of Work | |
|---|--|
| Flat Roofing (New) | |
| Decarbonisation Works - Roof Insulation | |

| Type of Assets | |
|---|-----------|
| Block of Flats | 4 |
| Flats | 97 |
| Leaseholders | 5 |
| Total Dwellings included in Site | 97 |

| Addresses Included | |
|---------------------------|--|
| THRUSH WALK (8-31) | |
| THRUSH WALK (32-55) | |
| CHAFFINCH GREEN (77-107) | |
| PARKFIELD HOUSE (1-12) | |



MAINTENANCE & IMPROVEMENTS

Sprinkler Installation Programme

2022/23 - 2024/25

Sprinkler Installations



Sprinkler Installation 2022/23

Sprinkler installation schemes to commence in 2022/23

| Type of Assets | |
|---|------------|
| Blocks of Flats | 4 |
| Flats | 485 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 485 |

| Addresses Included | |
|------------------------------|--|
| LADYWOOD HOUSE (1-136) | |
| HANDSWORTH HOUSE (1-153) | |
| MILL GATE HOUSE (1-76) | |
| SARAH ROBINSON HOUSE (1-120) | |

Sprinkler Installation 2023/24

Sprinkler installation schemes to commence in 2023/24

| Type of Assets | |
|---|------------|
| Blocks of Flats | 4 |
| Flats | 448 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 448 |

| Addresses Included | |
|---------------------------|--|
| COPPERFIELD HOUSE (1-88) | |
| PICKWICK HOUSE (1-88) | |
| NICKLEBY HOUSE (1-136) | |
| BARKIS HOUSE (1-136) | |

Sprinkler Installation 2024/25

Sprinkler installation schemes to commence in 2024/25

| Type of Assets | |
|---|------------|
| Blocks of Flats | 2 |
| Flats | 272 |
| Leaseholders | 2 |
| Total Dwellings included in Site | 272 |

| Addresses Included | |
|---------------------------|--|
| TIPTON HOUSE (1-136) | |
| EDGBASTON HOUSE (1-136) | |



MAINTENANCE & IMPROVEMENTS

Fire Door Programme

2022/23 - 2024/25

Fire Door Replacement



Fire Door Replacement 2022/23

Fire door replacement schemes to commence in 2022/23

| Type of Assets | |
|---|------------|
| Blocks of Flats | 8 |
| Flats | 600 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 600 |

| Addresses Included |
|----------------------------|
| HALE COURT (1-80) |
| ESCUR CLOSE (1-47 ODDS) |
| THE RIDINGS (109-155 ODDS) |
| THORROWGOOD HOUSE (1-25) |
| COPPERFIELD HOUSE (1-88) |
| PICKWICK HOUSE (1-88) |
| NICKLEBY HOUSE (1-136) |
| BARKIS HOUSE (1-136) |

Fire Door Replacement 2023/24

Fire door replacement schemes to commence in 2023/24

| Type of Assets | |
|---|------------|
| Blocks of Flats | 5 |
| Flats | 528 |
| Leaseholders | 1 |
| Total Dwellings included in Site | 528 |

| Addresses Included |
|------------------------------|
| ST JOHNS COURT (1-44) |
| MILL GATE HOUSE (1-76) |
| SARAH ROBINSON HOUSE (1-120) |
| LADYWOOD HOUSE (1-136) |
| HANDSWORTH HOUSE (1-153) |

Fire Door Replacement 2024/25

Fire door replacement schemes to commence in 2024/25

| Type of Assets | |
|---|------------|
| Blocks of Flats | 2 |
| Flats | 272 |
| Leaseholders | 2 |
| Total Dwellings included in Site | 272 |

| Addresses Included |
|-------------------------|
| TIPTON HOUSE (1-136) |
| EDGBASTON HOUSE (1-136) |



MAINTENANCE & IMPROVEMENTS

Mechanical & Electrical Works

PROGRAMME 2022/23

Mechanical & Electrical Works Planned Maintenance 2022/23



LIGHTING IMPROVEMENTS - DECARBONISATION WORKS

| |
|--------------------------------|
| BUCKLAND BLOCK of FLATS |
| NICKLEBY HOUSE (1-136) |
| BARKIS HOUSE (1-136) |
| BLACKWOOD HOUSE (1-26) |
| BRISBANE HOUSE (1-30) |

| |
|--------------------------------|
| LANDPORT BLOCK of FLATS |
| PERTH HOUSE (1-34) |
| MELBOURNE HOUSE (1-22) |
| DARWIN HOUSE (1-45) |

LIFT REFURBISHMENT AND IMPROVEMENTS

| |
|--------------------------------|
| BUCKLAND BLOCK of FLATS |
| COPPERFIELD HOUSE (1-88) |
| ESTELLA ROAD (1-189) |
| GRAFTON STREET (2-238 EVENS) |

| |
|----------------------------------|
| SOMERSTOWN BLOCK of FLATS |
| HANDSWORTH HOUSE (1-153) |
| GROSVENOR HOUSE (1-54) |
| ROSLYN HOUSE (1-54) |

| |
|-------------------|
| PAULSGROVE |
| HAWTHORN CRESCENT |

ELECTRICAL UPGRADES - DECARBONISATION WORKS

| |
|------------------------|
| BUCKLAND |
| NICKLEBY HOUSE (1-136) |
| BARKIS HOUSE (1-136) |

| |
|---------------------|
| LANDPORT |
| DARWIN HOUSE (1-45) |

Mechanical & Electrical Works

Planned Maintenance 2022/23



FIRE DETECTION AND CONTROLS

| |
|-------------------------------|
| BUCKLAND |
| CHARLES DICKENS ENERGY CENTRE |
| ST JOHN'S COURT (1-44) |
| NICKLEBY HOUSE (1-136) |
| COPPERFIELD HOUSE (1-88) |
| PICKWICK HOUSE (1-88) |
| BARKIS HOUSE (1-136) |

| |
|--------------------------|
| LEIGH PARK |
| ELSIE FUDGE HOUSE (1-46) |
| WAKEFIELD COURT (1-46) |

| |
|-----------------------------|
| PAULSGROVE |
| PAULSGROVE COMMUNITY CENTRE |

| |
|----------------------------|
| SOMERSTOWN |
| LADYWOOD HOUSE (1-136) |
| IAN GIBSON COURT (1-45) |
| WYN SUTCLIFFE COURT (1-21) |
| SOMERSTOW FAMILY HUB |

BUILDING MANAGEMENT SYSTEMS & BOILER UPGRADES - DECARBONISATION WORKS

| |
|--------------------|
| SOMERSTOWN |
| SOMERSTOWN CENTRAL |

| |
|------------------------|
| PORTSEA |
| MILL GATE HOUSE (1-76) |

| |
|---------------------------|
| ALL AREAS |
| BOOSTER PUMP REPLACEMENTS |

Mechanical & Electrical Works

Planned Maintenance 2022/23



WARDEN CALL

| |
|----------------------------|
| SOMERSTOWN |
| WYN SUTCLIFFE COURT (1-21) |

| |
|----------------------|
| PAULSGROVE |
| BRESLER HOUSE (1-56) |
| AUSTIN COURT (1-32) |

| |
|----------------------------|
| BUCKLAND |
| THORROWGOOD HOUSE (1-25) |
| JOHN MARSHALL COURT (1-49) |
| PICKWICK HOUSE (1-88) |
| BARKIS HOUSE (1-136) |

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity This can be found in Section A5

Directorate:

Housing, Neighbourhood & Building Services

Service, function:

Building Service

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

Cabinet Member for Housing report Council Housing Maintenance and Improvements and Housing IT Business Software 2022/2023.

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

- Existing
- New / proposed
- Changed

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

Inform members and all council house residents of the Housing Revenue Account (HRA) building maintenance and IT capital spending proposed for the next financial year 2022/2023.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

Autumn/Winter 2021/22 House Talk Edition, full page information article sent out to residents and leaseholders asking for feedback. The Residents' Consortium meetings were held on 2nd December 2021 and 6th January 2022. Responses by phone and email.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

All residents who live in Housing Revenue Account (HRA) properties will benefit from the budget spending proposals. No potential negative impacts. The budgets are based on informed surveys, previous repair demand and statutory compliance requirements.

How will you measure/check the impact of your proposal?

Customer satisfaction feedback from residents. Direct interactions with resident's consortium, Councilors and the media. Analysis of repair data.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor-quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information, contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The wide-ranging revenue and capital expenditure for the HRA budget allocation is to maintain and repair our stock of social housing properties, based on the assessment and condition of the assets.

How are you going to measure/check the impact of your proposal?

Feedback from residents, resident's consortium, Councilors and media. Analysis of repair data.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The budgets include an allocation for disabled adaptations and special decorations demand, along with a repairs service and statutory compliance requirements. All properties and services will be regularly assessed and repaired to a statutory safe standard.

How are you going to measure/check the impact of your proposal?

Feedback from residents, residents consortium, Councilors and media. Analysis of repair data.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>

<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

No negative impacts of the proposal. The wide-ranging budget will maintain and improve our properties and services while complying with statutory requirements and taking into consideration the safety, health and wellbeing of local communities.

How are you going to measure/check the impact of your proposal?

Feedback from residents, residents consortium, Councilors and media. Analysis of repair data.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership, socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The report details wide ranging revenue and capital expenditure for the HRA budget allocation to maintain and improve our properties. The budgets are based on previous demand for the repairs service, statutory compliance requirements, servicing and assessments of the condition of the stock assets. The budgets include an allocation for disabled adaptations, gas servicing, electrical testing, lift repairs, identified fire upgrade works and sprinkler installations. No negative impacts noted.

How are you going to measure/check the impact of your proposal?

Feedback from residents, resident's consortium, Councilors and media. Analysis of repair data.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?



In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The budget expenditure includes for investment in energy efficiency / decarbonisation work to HRA properties including building fabric improvements delivering renewable energies such as Solar PV and battery storage and Combined heat and Power, LED lighting upgrades, modern efficient boilers and air source heat pump installations.

How are you going to measure/check the impact of your proposal?

Feedback from residents, resident's consortium, Councilors and media. Analysis of utility bills and consumption.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?



In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The budget expenditure includes for investment in energy efficiency / decarbonisation work to HRA properties including building fabric improvements delivering renewable energies such as Solar PV and battery storage and Combined heat and Power, LED lighting upgrades, modern efficient boilers and air source heat pump installations.

How are you going to measure/check the impact of your proposal?

Lower energy consumption and reduced energy bills for council properties and for tenants. Lower carbon output.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Reduction of carbon by the use of renewable technologies. Building fabric improvements, increased levels of insulation and the installation of modern and efficient mechanical and electrical plant installations.

How are you going to measure/check the impact of your proposal?

Reduction in carbon output.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of environmental improvement schemes around Housing properties. Reduction of greenhouse gases and carbon by the use of renewable technologies. Building fabric improvements, increased levels of insulation and the installation of modern and efficient mechanical and electrical plant installations.

How are you going to measure/check the impact of your proposal?

Reduction in carbon output.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?



In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Renewable technology projects to reduce NOx levels, electric vehicles used by contractors. Reduction in PM2.5 levels internally in Housing properties by more efficient heating systems.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?



In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?



In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Empty text box for response.

How are you going to measure/check the impact of your proposal?

Empty text box for response.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Our contractors employ staff who predominately live in the City of Portsmouth and the PO postcode, improving lifestyle and social responsibility amongst the community. Our own support, repair and maintenance staff are fully qualified, and we have implemented an ongoing apprentice and graduate system within PCC for Surveyors, Architects, Engineers and Energy officers.

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Our Core contractors create valuable employment opportunities for local Portsmouth people and this in turn promotes growth in the city. Our numerous construction and services frameworks also give opportunities to local contractors and sub-contractors to work for Portsmouth City Council.

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Meredydd Hughes - Assistant Director Building Services

This IIA has been approved by:

James Hill - Director Housing, Neighbourhood and Building Services.

Contact number:

023 9268 8606

Date:

15/02/2022

Agenda Item 5



Portsmouth
CITY COUNCIL

| | |
|-------------------------------|---|
| Title of meeting: | Cabinet Member for Housing and Preventing Homelessness |
| Date of meeting: | 22 March 2022 |
| Subject: | Private Rental Sector Mediation pilot for Portsmouth |
| Report by: | James Hill (Director of Housing Neighbourhoods and Building Services) |
| Reports Authors: | Patrick Lee - Lead Business Manager Housing |
| Wards affected: | All |
| Key decision: | No |
| Full Council decision: | No |

1. Purpose of report

- 1.1. The purpose of the report is to present an update on the Private Rental Sector mediation service pilot and to seek approval for an extension of the pilot until 31 March 2023.
- 1.2. The report provides the number of referrals to the pilot to date. The report also sets out the cost of the scheme to date.

2. Recommendations

- 2.1. That the Cabinet Member for Housing and Preventing Homelessness notes the referral information and approves an extension of the mediation pilot until 31 March 2023.
- 2.2. That the extension of the pilot is funded from the Homeless Prevention Grant in the sum of £10,000 for 2022/23.
- 2.3. That councillors are given the information they need to promote the pilot service to their constituents.
- 2.4. That officers arrange for the extension to the pilot to be publicised via social and other media channels and local representative groups including the Portsmouth & District Private Landlords Association (PDPLA).

3. Background

- 3.1. Mediation is an established process where an independent and neutral person helps people in dispute to work together find an agreement that works for both. In the context of the private rental sector the process aims to assist tenants and landlords to come to a shared understanding of their differences so that they can resolve issues. It can sometimes be difficult to sort out problems with private tenancies and using legal processes to solve these problems can be a long and expensive process and can result in unnecessary evictions and homelessness. It may be more appropriate to look at another way of solving problems in these cases such as mediation.
- 3.2. The Private Rental Sector (PRS) Strategy for Portsmouth 2021-2026 (Part 1) includes an action to create a mediation service between landlords/agents & tenants in the city. Action 2: Create a mediation service between landlords and tenants to help improve security of tenure. This may include a 'private sector housing court'. (76% of private renters compared to 65% of landlords who took part in the PRS strategy consultation survey (2020) gave a 72% rating of high or very high priority in support of this action).
- 3.3. The PRS strategy was approved by the Cabinet Member for Housing and Preventing Homelessness on 25 January 2021.
- 3.4. In May 2021, having taken views from the PDPLA, and the Portsmouth Mediation Service (PMS), officers proposed a pilot mediation scheme, using one-off funding provided by the Department for Levelling Up, Housing & Communities (DLUHC)'s Rough Sleeping Initiative funding for 2021/22. The aim was to measure the effectiveness and impact of a landlord and tenant self-referral mediation scheme, and to prevent homelessness and rough sleeping by reducing the number of evictions from the private rental sector.
- 3.5. It was further recommended that the PMS was used as the body to deliver the pilot as they are an established agency in the city and have already worked with the city council's Local Authority Housing service to deliver mediated solutions for council tenant disputes.
- 3.6. The pilot began in July 2021 and during July and August 2021 officers met regularly with the PMS to assess the progress of the scheme. As a result of these discussions it became clear that more time was needed to test the effectiveness of the pilot as initial referrals were low. An extension was approved until 31 December 2021 or until funding ended. The funding is such that the pilot can continue until the end of the March 2022.

4. Referrals to the scheme

- 4.1. Since the start of the pilot the PMS has dealt with 27 cases. These have been a mixture of city council, landlord, stakeholder (Portsmouth Hive/Citizens Advice



Bureau) and direct tenant referrals. There were a further two cases when contact was made but the tenant did not wish to take up the offer of mediation.

- 4.2. In the early stages of the pilot typical referrals were at an advanced stage of dispute and, in some cases, a Section 21 eviction notice had already been served. However, as the pilot scheme has become more established referrals have been received at a much earlier stage of disputes. This has provided the mediators with greater opportunities to engage with both parties.
- 4.3. Most referrals have been about a breakdown of communication between landlord and tenant and the team were able to bring the parties together in the majority of these cases. In other cases, shuttle mediation has been used with the mediator acting as a conduit between the parties. This is particularly useful when there is a high level of emotion or stress.
- 4.4. Of the 27 referrals, 21 have been completed and 6 are ongoing. Of those 21 completed cases, the outcomes are as follows:
 - 4.4.1. 15 have resulted in a positive outcome for the parties involved. These breakdown as follows.
 - 4.4.1.1. In 3 of these cases the intervention prevented the tenant from becoming homeless through eviction.
 - 4.4.1.2. 4 cases where the tenant has moved to a new home without eviction proceedings
 - 4.4.1.3. 1 case where behaviour in the home had been addressed.
 - 4.4.1.4. The remaining 7 cases resulted in improved understanding and communication between landlords/agents and tenants.
 - 4.4.2. Of the six completed that did not result in a positive outcome, this is because either the parties did not wish to proceed, or an amicable resolution was not possible. In one of these cases, the landlord proceeded with obtaining possession.
- 4.5. The six ongoing cases are progressing, but outcomes for these cases are not available at this point.
- 4.6. The cost of the pilot to date is £3,520. This equates to an indicative cost of £130 per case.
- 4.7. Although the pilot appears to have been successful, the scheme has not received enough use, or been given enough time, to fully identify the demand and outcomes from its work. Therefore, there is a desire for the pilot to continue into FY 2022/23.
- 4.8. To fund the continuation of the pilot, it is proposed that up to £10,000 of funding from the Homelessness Prevention Grant is allocated. At current costs this would fund approximately 75 cases. As the costs will be demand led it is difficult to predict the full amount to be spent, or if further funding is needed. Officers will monitor this service and consider allocating further grant if the service proves to be successful, pending a formal decision on the continued nature of the scheme.

4.9. If as a result of a successful pilot it is identified that further financial resources are required a report will be brought back for decision that sets out the initiative, the costs associated with it and a funding source.

5. Approach

5.1. The PMS offers mediation through the use of restorative practice and as the pilot has developed a clear pathway has been emerging with a 'twin track' approach.

5.1.1. Track one: Building the capacity in the PRS to use restorative practice to tackle disputes early. This has been facilitated by a series of training sessions initially provided to landlords/agents but are also being offered to tenants and stakeholders.

5.1.2. There are two potential outcomes to track one. Firstly, to enable tenants & landlords to avoid even having to use mediation in the first place. And secondly to enable both parties to be able to make a good referral. Future potential developments could also include inserting a 'restorative paragraph' in tenancy agreements.

5.1.3. Track two: Dealing with direct referrals from agencies, landlords and tenants as set out in section 4 of this report.

6. Reasons for recommendations

6.1. That officers can examine financial models for the service. This to include seeking to identify a self-funding or cost neutral solution.

6.2. That officers investigate the potential of this work being integrated into an accreditation scheme for landlords and agents in the city. Including having discussions with the PDPLA and others.

6.3. That officers can obtain accurate data on the success or otherwise of the pilot scheme. It has become apparent that the pilot has not been running for long enough for this to be possible so far. Experience has shown that in some cases it can take up to three months to get the parties to talk to each other.

6.4. Data and measures that officers would seek to obtain include:

6.4.1. The number of evictions prevented

6.4.2. The number of tenants that accepted or declined the service

6.4.3. The number of evictions that occurred even after this intervention (and whether eviction was ever considered by the landlord, or if it was never a likely outcome)

6.4.4. How many cases of disrepair were resolved between landlord & tenant without escalation to the city council's Private Sector Housing team

6.4.5. The growth in referrals over the period of the pilot

6.4.6. Participation by landlords

6.4.7. Financial analysis per case

6.4.8. The appetite for the service considering eviction cases emerging post pandemic

6.4.9. The breakdown of cases to assess impact

7. Integrated impact assessment

7.1. An Integrated Impact Assessment can be found at Appendix 1.

8. Legal implications

8.1. Mediation is a mainstream arm of legal practice often being a mandatory requirement prior to being able to institute proceedings before a Court of Tribunal. Mediation is something that a judge will always expect to have been considered and initiated whether by way of voluntary scheme or direction. The fact that PCC has a process in place has the adjunctive benefit of lessening the impact of eviction upon PCC in the sense of avoiding a potential homelessness housing requirement and additionally means that landlords and tenants have an alternative avenue to consider without recourse to proceedings with the problems of cost and uncertainty that come with any Court or Tribunal case. A mediated settlement is very much less likely to fail as opposed to a Court or Tribunal imposed solution.

9. Director of Finance's comments

9.1 The recommendation within this report extends the mediation pilot until 31 March 2023, the cost of this will be met by allocating up to £10,000 of available funding from the Homelessness Prevention Grant.

9.2 The service is demand led and this budget would fund approximately 75 cases. Additional funding would need to be identified, if the service proves to be successful and the original allocation is not sufficient.

9.3 If, as a result of a successful pilot, a report will be brought back that sets out the costs associated with running the service and a funding source will be identified.

.....
Signed by: **Director of Housing, Neighbourhood and Building Services**

Appendices:

Appendix 1 - Integrated Impact Assessment

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 |
|--|---|
| Portsmouth Private Rental Sector Strategy 2021 to 2026 | https://www.portsmouth.gov.uk/wp-content/uploads/2021/05/10.513-PRS-strategy_Accessible.pdf |
| Portsmouth City Council website information on the mediation service | Landlord and tenant mediation service - Portsmouth City Council |

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

.....
Signed by:

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Housing, Neighbourhoods, and Buildings

Service, function:

Private Sector Housing

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

Private Rental Sector Pilot Mediation Scheme

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

- Existing
- New / proposed
- Changed

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

To measure the impact of a private rental sector mediation service in Portsmouth

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

Yes. In 2020 a consultation exercise took place to inform the approved Private Rental Sector (PRS) Strategy for Portsmouth 2021-2026. Part 1 includes an action to create a mediation service between landlords/agents & tenants in the city. Wording as follows: Action 2: Create a mediation service between landlords and tenants to help improve security of tenure. This may include a 'private sector housing court'. The consultation demonstrated that 76% of private renters compared to 65% of landlords who took part gave a 72% rating of high or very high priority in support of this action.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Currently the data does not indicate a strong correlation between private rental sector mediation and police reported crimes, therefore at this stage it is not anticipated that this extended mediation pilot will have an impact on crime in the city.

How will you measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The proposed extension of the pilot mediation scheme until March 2023 is designed to assess the impact and the difference the scheme may make to landlords and tenants in dispute. Some of these disputes can be about the condition of rental properties. Earlier and less costly dispute resolution could mean improvements in rental property condition. This will need to be measured. The aim of the service is to reduce evictions prevent rough sleeping and homelessness

How are you going to measure/check the impact of your proposal?

PCC officers will gather data from pilot and carry out an analysis of the impact of the scheme. Measures to include:

The number of evictions prevented

The number of tenants that accepted or declined the service

The number of evictions that occurred even after this intervention (and whether eviction was ever considered by the landlord, or if it was never a likely outcome)

How many cases of disrepair were resolved between landlord & tenant without escalation to PCC

The growth in referrals over the period of the pilot

Participation by landlords

Financial analysis per case

The appetite for the service in light of eviction cases emerging post pandemic

The breakdown of cases to assess impact

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The proposed extension to the mediation pilot scheme until March 2023 is designed to assess the impact and the difference the scheme may make to landlords and tenants in dispute. Some of these disputes can be about the condition of rental properties and this as well as the potential stress caused by legal proceedings can have an impact on people's mental and physical health. Earlier dispute resolution could mean improvements in people's quality of life.

How are you going to measure/check the impact of your proposal?

PCC officers will gather data from pilot and carry out an analysis of the impact of the scheme. One of the additional areas to look at will be health and wellbeing. Officers will work with the Portsmouth Mediation Service to gather appropriate data to measure impacts in relation to health & wellbeing.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

It is anticipated that a successful mediation pilot will improve the financial position for some landlords and tenants in the city. Part of what the mediators do is to signpost tenants to support provision in Portsmouth such as the CAB or Portsmouth Hive to ensure they are in maximum receipt of help to pay their rent.

How are you going to measure/check the impact of your proposal?

On of the key measures will be how many cases dealt with as part of the mediation pilot prevented evictions and enable people to stay in their homes.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The pilot will not have any direct relevance to this area.

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Patrick Lee - Lead Business Manager - Housing

This IIA has been approved by: Paul Fielding

Contact number: 07867328058

Date: 07/02/2022

Agenda Item 6



Portsmouth
CITY COUNCIL

Title of meeting: Cabinet Member for Housing and Preventing Homelessness

Date of meeting: 22nd March 2022

Subject: Private Sector Housing fees and charges

Report by: James Hill - Director for Housing, Neighbourhood and Building Services

Report Author: Clare Hardwick - Head of Private Sector Housing

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1. The purpose of the report is to present the proposals for Private Sector Housing (PSH) fee adjustments for chargeable services to ensure fees achieve full cost recovery.

2. Recommendations

2.1. That the Cabinet Member for Housing and Preventing Homelessness approves the proposals for Private Sector Housing (PSH) fee increases for the city council's Home Improvement Agency Service as outlined in Appendix 1, to commence from 01 April 2022.

2.2. That the Cabinet Member for Housing and Preventing Homelessness approves the proposals for PSH fee adjustments for the city council's Mandatory HMO licensing fees as outlined in Appendix 2, to commence from 01 April 2022.

2.3. That the Cabinet Member for Housing and Preventing Homelessness approves the proposals for PSH fee adjustments for the city council's Private Sector Housing Enforcement fees in Appendix 3, to commence from 01 April 2022.

2.4. That the Cabinet Member for Housing and Preventing Homelessness approves the proposal process to vary fees at the start of each new financial year for PSH Home Improvement Agency Service Fees, Houses in Multiple Occupation (HMO) licensing fees, and Private Sector Housing Enforcement fees to achieve full cost recovery, as outlined within this report.



- 2.5. That if fees need to be adjusted to continue to achieve full cost recovery, an annual report will be brought to the Cabinet Member for Housing and Preventing Homelessness for decision.

3. Background

- 3.1. Local authorities have a variety of powers to charge for specific statutory services set out in statute. The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a cost recovery basis. Discretionary services are those that a local authority is permitted to provide under statute but is not obliged to do so. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.
- 3.2. Additionally, the Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again these are subject to conditions/limitations similar to those noted above.
- 3.3. Where a local authority has a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard. Should a request be made, however, for delivery above and beyond that standard, this may constitute a discretionary service for which a charge could be made.
- 3.4. The general public expect high quality services that provide value for money. The review of fees and charges ensures that sufficient resources are made available to manage and prioritise those expectations.
- 3.5. Fees and charges will be reviewed on an annual basis to ensure that the costs of providing chargeable services are recovered and the Council is achieving value for money. This report sets out the proposed fee increases for services provided by the Council's Private Sector Housing Team to ensure they recover the costs incurred in providing these services.
- 3.6. All fees and charges will ensure effective cost recovery for delivering the service; prices listed do not include Value Added Tax (VAT), which will only be charged where indicated.

4. Private Sector Housing Home Improvement Agency Fee

- 4.1. Portsmouth City Council (the 'city council') through its Private Sector Housing Team, provide an in-house Home Improvement Agency Service (HIAS) to help Disabled Facilities Grant (DFG) applicants with adaptations to their property.
- 4.2. Whilst the administration of DFGs is a mandatory function for the city council, the provision of a Home Improvement Agency Service is discretionary, and therefore a chargeable service.



- 4.3. The HIAS provides an important and comprehensive service for DFG applicants who are often elderly or vulnerable. It includes specifying and tendering for the work; selecting contractors; obtaining all necessary consent, project managing the delivery of the works and quality controlling the work on behalf of the client, all of which does not form part of the city council's mandatory DFG provision.
- 4.4. When a Disabled Facilities Grant (DFG) is awarded, the grant can include the cost of the work itself, as well as ancillary costs incurred in carrying out the work, which can include the services provide by the HIAS. A full list of what can be included as an ancillary cost is contained in The Housing Renewal Grants (Services and Charges) Order 1996.
- 4.5. This allows applicants to receive the support from the HIAS, and their grant will pay for the cost of the service. There is no cost to applicants them, unless the total costs of work and ancillary were to exceed the £40,000 DFG limit (in which case they would need to pay any costs exceeding the maximum grant award). In the last two years only four DFG cases exceeded the threshold for which the total agency fee would be covered by the grant. In half of these cases the applicants chose not to use the HIAS and managed the works themselves, with the other half opting to pay any costs exceeding the grant limit to use the full service.
- 4.6. This is a very popular service, with many applicants stating that it is vital in order to help them with having their adaptations carried out to their property. Whilst it is a discretionary service, 97% of DFG applicants choose to use the service. This service is currently charged at flat rate of 10% of the cost of the building work, a fee which does not currently cover the full cost of providing the service.
- 4.7. A DFG applicant is under no obligation to use the Home Improvement Agency Service (HIAS) provided by the city council, and can use external suppliers to provide a similar service, or opt to manage the works themselves. If an applicant chooses not to use the city council's HIAS, then ancillary costs can still be included in the grant award subject to the council being satisfied that the costs incurred are reasonable. The city council is not permitted to charge fees for any statutory duties it carries out with regard to Mandatory Disabled Facilities Grants, such as approving the grant award and making payment of the grant.
- 4.8. Foundations, a charity appointed by the Department for Levelling Up, Housing and Communities to oversee a national network of nearly 200 home improvement agencies 6 across England, found in their report of December 2018 "*Disabled Facilities Grant (DFG) and Other Adaptations – External Review*" that the fees charged by councils and home improvement agencies across the country varied as shown in the graph below.

The range of agency fees charged as part of the DFG in 2016/17



Source: Foundations FOI 2017



- 4.9. A proposed new fee structure is outlined in Appendix 1, which includes a minimum fee of £350 to cover officer time in handling lower cost building works, a charge of 15% of the cost of the works for all work up to the value of £30,000, and a lower fee of 12% of the cost of the works for building work exceeding £30,000, reflecting the work involved in processing these cases for officers. This new fee structure would ensure that the cost of providing the service is recovered through the fees, without providing a surplus income.
- 4.10. The city council's budget decision on 15 February 2022 accepted the proposal (number 039 of Appendix C) to increase Disabled Facilities Grants fees from 10%-13% to reflect actual cost of administering the scheme.
- 4.11. This HIAS is also available to applicants of the city council's Private Sector Housing Financial Assistance Policy (PSHFAP), a discretionary service which provides affordable loans to vulnerable homeowners to carry out repairs to their properties. The HIAS fee will continue to be offered along with other ancillary fees to their loan application, if applicants opt to use this service.
- 4.12. As the main fees are a percentage of the works done, charges should rise in line with costs over future years. This minimum fee should be reviewed annually, approved by members, and adjusted from 01 April of each year.

5. Mandatory House in Multiple Occupation (HMO) licensing fee

- 5.1. Under the Housing Act 2004 Part 2 houses in multiple occupation (HMOs) occupied by five or more persons forming two or more households, and sharing basic amenities such as a kitchen or bathroom, are required to be licensed. HMOs in self-contained flats in purpose built blocks where the block comprises three or more self-contained flats are excluded from this licensing requirement.
- 5.2. There are currently 1200 licensed HMOs in the Portsmouth area.
- 5.3. The aim of licensing is to improve the controls on HMOs and to raise the standard of some of the highest risk properties that are often occupied by some of the most vulnerable people, whilst maintaining an adequate supply of rented accommodation.
- 5.4. The licence is granted for a maximum of five years and cannot be transferred. The licence can end because of the passage of time, the death of the licence holder, the sale of the property or the revocation of the licence by the city council. The licence is held on a public register maintained by the city council.
- 5.5. The High Court has indicated that local authorities have a duty to administer funds so as to protect the interests of council tax payers in accordance with the accepted principal that licensed activities should be funded by those benefitting from them, rather than council tax payers.



- 5.6. The Housing Act 2004 makes provision for local authorities to recover their costs associated with operating HMO licensing schemes. There is no upper limit on the maximum fee that can be charged but local authorities are not allowed to make a profit, and the fees charged must be reasonable and proportionate.
- 5.7. Recoverable costs can include set-up costs, processing applications, third party costs, overheads, management costs, setting and reviewing fees, policies and procedures, monitoring licence holders, service development and improvement, and identifying unlicensed landlords (this is regarded as being of benefit to HMO licence holders as it helps avoid unlicensed operators undercutting those with HMO licences).
- 5.8. A recent financial review of the costs incurred by the city council in running the Mandatory HMO licensing scheme revealed that the current HMO licensing fees are not achieving full cost recovery. Therefore proposed revised charges have been calculated to achieve cost recovery and are detailed in Appendix 2. The proposed revised licensing fees will be used to cover the costs incurred by the city council in performing the HMO licensing activities outlined in paragraph 5.7 above.
- 5.9. The city council's budget decision on 15 February 2022 accepted the proposal (number 040 of Appendix C) to increase HMO Licensing fees to meet the current shortfall in cost recovery for the service.
- 5.10. Whilst the proposed increase in fees is significant at approximately 30%, the cost is chargeable only every 5 years. The current average cost of a Mandatory HMO license to landlords over a five year period equates to £158 per annum, or £13.17 per month. The new proposed cost of an average HMO license over a five year period equates to approximately £226 per annum, or £18.83 per month.
- 5.11. The HMO Licensing fees should be reviewed annually to ensure that they continue to cover the cost of providing the licensing service. The fees should be reviewed annually, approved by members, and adjusted from 01 April of each year

6. Private Sector Housing Enforcement charges

- 6.1. The Private Sector Housing service have a regulatory function in the private rental sector and have enforcement powers which it can use when a landlord does not meet their legal obligations. These powers are used proportionately in accordance with the Private Sector Housing Enforcement Policy, and where informal intervention has not resolved the matter. The procedure for serving formal enforcement notices is detailed in the Housing Act 2004.
- 6.2. The Housing Act 2004 also confers the right for the city council to recovery expenses it has incurred in serving formal enforcement notices. This includes Improvement notices, Prohibition orders, Hazard Awareness Notices, Emergency remedial action, Emergency Prohibition orders, and demolition orders.



- 6.3. The expenses which can be recovered typically relate to the cost of officer time, and can include determining whether to serve the notice, identifying any action to be served in the notice, and serving the notice.
- 6.4. An existing framework of costs incurred in taking such action is currently used to set these charges. These costs have been reviewed and it has been identified that the charges do not currently fully recover the costs incurred by the city council in serving these notices. Therefore, new revised charges have been calculated and are based on the full cost to the city council of taking the action including inspection, preparation and service of the notices, and are detailed in Appendix 3. Any action to recover costs and expenses will be in accordance with the requirements of the relevant Acts.
- 6.5. The charges levied when serving formal enforcement action should be reviewed annually to ensure that they continue to cover the cost of taking such enforcement action. Annual changes will be reviewed annually, approved by members, and adjusted from 01 April of each year.

7. Reasons for recommendations

- 7.1. It is recommended that the Cabinet Member for Housing and Preventing Homelessness consider the proposed fee increases for 2022/23 as it is considered good practice to review fees and charges to ensure that the costs of providing chargeable services are recouped.
- 7.2. The services provided by the city council's Private Sector Housing service detailed in this report have been reviewed and determined not to be achieving full cost recovery at their current levels. In order to achieve full cost recovery proposed new fee structures are presented for decision by members.
- 7.3. In order to ensure that these fees continue to achieve cost recovery in future years these fees should be adjusted going forward each financial year to ensure full cost recovery. The proposed model for changing the fees means that they can be changed without the need for a formal report, unless changes are significant.
- 7.4. The alternative approach would be not to review these fees annually. This is not however considered to be good practice and would expose the city council to the risk of not recovering the costs of the provision of the service, or potentially, over recovering. This would not be appropriate where the basis for charging is limited to cost recovery.

8. Integrated impact assessment

- 8.1. An Integrated Impact Assessment can be found at Appendix 4.

9. Legal implications

- 9.1. The city council has a statutory duty under the Housing Grants, Construction and Regeneration Act 1996 to provide financial assistance to disabled people for a range



of essential adaptations to their home through a Disabled Facilities Grant. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 enables the provision of discretionary assistance provided this is given in accordance with an adopted policy for the provision of assistance. The provision of the HIAS is discretionary in order to support those eligible with arranging works carried out under a Disabled Facilities Grant. The powers to provide the HIAS and charge for discretionary services are contained in section 93 of the Local Government Act 2003 and the general power of competence contained in the Localism Act 2011.

- 9.2. The city council is required under the Housing Act 2004 to licence certain HMOs. Section 63 of the Act enables the city council to charge a fee fixed by the authority in order to recover all reasonable costs associated with the administration of the HMO licensing function. The fees must have a two stage fee structure to cover a) the cost of processing applications (even unsuccessful ones) and b) the costs of the scheme. The Government may make Regulations specifying maximum fees that may be charged, but no such regulations have yet been made. Subject to such Regulations, the city council may take account of all its costs of running the licensing scheme when setting the licensing fee. The fee should be clear and reflect the actual cost of licensing.
- 9.3. Section 49 of the Housing Act 2004 gives the city council the power to make such reasonable charge as they consider appropriate as a means of recovering certain administrative and other expenses incurred in taking certain enforcement action. The charges recoverable are as set out in the body of this report.
- 9.4. The fees and charges set out in this report should be transparent and accountable and should be kept under review by the city council in order to ensure the level of fees does not operate at either a deficit nor a surplus.
- 9.5. It is within the Cabinet Member's powers to approve the recommendations set out in this report.

10. Director of Finance's comments

- 10.1. Fees are reviewed annually to ensure that they are set at a level that they are recovering the direct costs of the service and, where appropriate, contributing to fixed overheads.
- 10.2. The Home Improvement Agency service for Portsmouth residents currently generates fee income of £187,000 per annum, which will increase by approximately £80,000 due to the proposed change. However, there is no cost to applicants themselves, unless the total of work and ancillary costs were to exceed the Disabled Facility Grant limit.
- 10.3. The annual Mandatory HMO Licence fees income of £174,000 currently under recovers costs by approximately £50,000. It is anticipated that this under recovery will be reduced as the revised fee rates are introduced for new and renewed licences.

10.4. The income from the Private Sector Housing Enforcement charges is ring fenced and can only be used to recover enforcement costs. As such, there is no budget for this income within the Portfolio cash limit.

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Signed by: **Director of Housing, Neighbourhood and Building Services**

Appendices:

- Appendix 1 - Private Sector Housing Home Improvement Agency Service Fees 2022
- Appendix 2 - Mandatory HMO Licensing Fees 2022
- Appendix 3 - Private Sector Housing charges for enforcement notices 2022
- Appendix 4 - Integrated 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:

| Title of document | Location |
|---|--|
| Local Government Act 2003 | Local Government Act 2003 (legislation.gov.uk) |
| Localism Act 2011 | Localism Act 2011 (legislation.gov.uk) |
| The Housing Renewal Grants (Services and Charges) Order 1996 | The Housing Renewal Grants (Services and Charges) Order 1996 (legislation.gov.uk) |
| PCC website on grants and loans for home repair | Grants and loans for home repair - Portsmouth City Council |
| Disabled Facilities Grant (DFG) and Other Adaptations – External Review | Independent Review of the Disabled Facilities Grant.pdf (publishing.service.gov.uk) |
| Housing Act 2004 | Housing Act 2004 (legislation.gov.uk) |

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

.....
Signed by:

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Private Sector Housing Home Improvement Agency Service Fees 2022

What does the Home Improvement Agency Service offer?

The city council offer a Home Improvement Agency Service, where officers will help you through the whole process of building work to your home from start to finish. This includes support with making your grant (or loan) application, creating a specification for the works required, finding suitable builders to do the work, and making sure that the work carried out by the builders follow the specifications. This service comes with a cost, as detailed below, but the grant (or loan) can also cover this fee.

What are the costs of this service?

The following fees will apply to all Portsmouth residents opting to use the city council's Home Improvement Agency Service when apply for a Disabled Facilities Grant, or other discretionary assistance through the Council's Private Sector Housing Financial Assistance Policy.

A minimum fee of £350 + VAT will be applied for the Councils Home Improvement Agency Service regardless of the cost of the works.

Where the cost of the building work is up to (and including) £30,000 the fee charged for the Councils Home Improvement Agency Service will be 15% of the cost of the works + VAT.

Where the cost of the building work exceeds £30,000 the fee charged for the Councils Home Improvement Agency Service will be 12% of the cost of the works + VAT.

How can I find out more information about the service?

The officer dealing with your Grant (or Loan) application can provide you with details about the service.

Alternatively contact the city council's Private Sector Housing Team on 023 9268 8369

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Mandatory HMO Licensing Fees 2022

If you own a property that meets all of the following criteria, you must apply for a Mandatory HMO Licence:

- The property is rented out, and
- There are 5 or more persons from 2 or more households, and
- They share any of the following basic facilities; kitchen, bathroom or toilet

Under the houses in multiple occupation licensing regulations every local authority has to set their own licence fees and ensure their fee structure is fair and transparent and cover the costs of running the service.

HMO licence fees must be levied in 2 parts:

Part 1: Application Fee (payable at the time of submitting an application) - This element of the fee will cover the costs incurred by the council to process the application up to the point of the decision being made to issue or refuse the licence. This fee is non-refundable (see below refund policy).

Part 2: Licence Issue Fee (payable within 14 days following receipt of the 'Notice of Intention to Grant a Licence') – This element of the fee covers the costs of issuing the licence, as well as operating and enforcing the HMO licensing scheme. Failure to make this payment will leave the property unlicensed and likely to result in enforcement action. This licence fee is not required if the licence application is refused. Please note: once a full licence is issued this fee is non-refundable, even if the licence is later revoked (see below refund policy).

HMO licence fee payment can be made using any of the following methods:

- by cheque: please make cheques payable to Portsmouth City Council, and send to: Private Sector Housing, Portsmouth City Council, Civic offices, Guildhall Square, Portsmouth, PO1 2AZ.
- by phone: call 02392 841659 during office hours.
- online: [visit the payments portal](#) and choose 'miscellaneous', then 'licensing'. (Due to the way receipts are received, please add the addresses of the HMO properties the payment relates to in the message box at the bottom of the form.)

Applications without Part 1 payment will be deemed incomplete and will not be processed.

Once an application has been processed a draft licence will be sent to the applicant for comment, along with a request for the Part 2 payment. The final licence will only be issued following receipt of this payment. Failure to pay will result in the Licence not being granted leaving the property unlicensed. Unlicensed properties are liable to legal enforcement action.

Please note that if a payment is made for the incorrect number of people or upon inspection it is found that the number of occupants that can be accommodated is fewer than the number applied for no refund will be payable. It is the applicant's

Appendix 2

responsibility to ensure the property conforms to Portsmouth City Council's HMO Standards and does not exceed the maximum number of allowable occupants.

Please contact **Portsmouth City Council's Private Sector Housing Team** on 023 9243 7914 for further information regarding HMO licensing.

| Mandatory Licence | HMO | ALL Licences Part 1 Fee | NEW Licence Application Part 2 Fee | RENEWAL of Licence Part 2 Fee |
|--------------------------|------------|--------------------------------|---|--------------------------------------|
| - | | | | - |
| 5 persons sharing | | £192 | £948 | £888 |
| 6 persons sharing | | £192 | £998 | £938 |
| 7 persons sharing | | £192 | £1,048 | £988 |
| 8 persons sharing | | £192 | £1,098 | £1,038 |
| 9 persons sharing | | £192 | £1,148 | £1,088 |
| 10 persons sharing | | £192 | £1,198 | £1,138 |
| 11 persons sharing | | £192 | £1,248 | £1,188 |
| 12 persons sharing | | £192 | £1,298 | £1,238 |
| 13 + persons sharing | | £192 | £1,348 | £1,288 |

Licence fees may be reviewed from time to time to ensure they reflect the full cost of administering the licensing service.

The fee structure is based on the number of occupants regardless of property type (i.e. shared houses, bedsit-type shared houses or bedsits).

Refunds Policy

A refund will be given if:

- You have made a duplicate application
- You made an application for an exempted property by mistake
- You made an application for a property which is not licensable under Portsmouth HMO licensing schemes

A refund will not be given if:

- You withdraw your application at any stage
- We refuse your application
- We revoke (take away) your licence
- You are subsequently refused planning permission for your HMO
- Your property ceases to be let as an HMO during the term of the licence (including if you sell your HMO during the term of the licence).

Appendix 2

| Title of document | Location |
|---|---|
| Portsmouth City Council Private Rental Sector Strategy | Private Rental Sector Strategy for Portsmouth 2021- 2026 |
| Housing Act 2004 | Housing Act 2004 (legislation.gov.uk) |
| Management of HMOs 2006 | The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (legislation.gov.uk) |
| Licensing of Houses in Multiple Occupation Regulations 2018 | The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 (legislation.gov.uk) |

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Private Sector Housing Enforcement charges 2022

The Housing Act 2004 confers the right for the city council to recovery expenses it has incurred in serving formal enforcement notices. This includes Improvement notices, Prohibition orders, Hazard Awareness Notices, Emergency remedial action, Emergency Prohibition orders, and demolition orders.

The expenses which can be recovered typically relate to the cost of officer time, and can include determining whether to serve the notice, identifying any action to be served in the notice, and serving the notice.

The following charges will be applied, and a "Demand for Payment of expenses/costs" issued upon service of the following Enforcement Notices:

| Notice Type | Charge Per Notice/ Order |
|--|---------------------------------|
| Serving an improvement notice under Section 11 or 12 (includes suspended notices) | £616 |
| Making a prohibition order under Section 20 or 21 (includes suspended orders) | £690 |
| Serving a hazard awareness notice under Section 28 or 29 | £616 |
| Taking emergency remedial action under Section 40 | £690 |
| Making an emergency prohibition order under Section 43 | £653 |
| Making a demolition order under Section 265 of the Housing Act 1985 (c. 68) | £662 |
| Review of suspended improvement notices (Section 17) and suspended prohibition orders (Section 26) | £168 |

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Housing, Neighbourhoods, and Buildings

Service, function:

Private Sector Housing

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

Private Sector Housing fees and charges

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

- Existing
- New / proposed
- Changed

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

The purpose of the report is to present the proposals for Private Sector Housing (PSH) fee adjustments for chargeable services to ensure fees achieve full cost recovery.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No, there is no requirement to consult

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The proposal is to increase the fees for Mandatory HMO licensing & charges levied against landlords when enforcement action is taken by our Housing Regulations Team. These fees already existing, but they are proposed to increase to ensure the fees levied cover the cost of running these services. The risk of not doing this

could result in the Council being under resourced to deal with demand, which could result in worse quality housing in the Private Rental Sector.

How are you going to measure/check the impact of your proposal?

Measures are already in place for the performance of our HMO Licensing schemes and the Housing Regulations service, these will continue to be monitored to ensure the capacity of them team is able to deal with the demand on the services.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The proposal is to increase the fees for Mandatory HMO licensing & charges levied against landlords when enforcement action is taken by our Housing Regulations Team. These fees already existing, but they are proposed to increase to ensure the fees levied cover the cost of running these services. The risk of not doing this could result in the Council being under resourced to deal with demand, which could result in worse quality housing in the Private Rental Sector (PRS), which would impact the quality of life of PRS tenants.

There is also a proposal to increase the fees for the Private Sector Housing Home Improvement Agency Service (HIAS), a discretionary service primarily aimed at helping Disabled Facilities Grant (DFG) Applicants to find suitable contractors to undertake adaptations to their homes and to manage the work. The fees can be covered by the grant award so does not directly impact the applicant financially. This service is popular with our elderly and vulnerable DFG applicants to help them to have their adaptations completed satisfactorily, improving their quality of life. If the fees were not increased the risk would be that the council could no longer afford to provide the service, or would be unable to resource against the demand for the service.

How are you going to measure/check the impact of your proposal?

Measures are already in place for the performance of our HMO Licensing schemes, the Housing Regulations service, and HIAS these will continue to be monitored to ensure the capacity of them team is able to deal with the demand on the services.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

| |
|---|
| |
| How are you going to measure/check the impact of your proposal? |
| |

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Clare Hardwick - Head of Private Sector Housing

This IIA has been approved by: Paul Fielding

Contact number: 023 9283 4223

Date: 21/02/2022

Agenda Item 7



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

| | |
|--------------------------|--|
| Title of meeting: | Cabinet Member for Housing and Preventing Homelessness |
| Subject: | Update on Ian Gibson Court Care |
| Date of meeting: | 22 March 2022 |
| Report by: | James Hill, Director of Housing, Neighbourhood and Building Services |
| Report Author: | Mark Fitch - Head of Local Authority Housing |
| Wards affected: | Charles Dickens Ward |

1. Requested by Councillor Darren Sanders

2. Purpose

- 2.1. To provide an update on Ian Gibson Court Care Service, and to highlight the work done by them, and the wider Sheltered Housing service, in providing support of the residents through the challenges posed by the pandemic, maintaining vital services throughout.
- 2.2. To outline the proposed pilot to expand the service.

3. Background

- 3.1. On 4th February 2020 Cabinet agreed that the Ian Gibson Care Service should be made permanent and to allow for the service to be expanded with either a provision in another Sheltered Housing scheme, such as Hale Court, or to expand the service to a geographical area, in the proximity of Ian Gibson Court.
- 3.2. Ian Gibson Court is a Category 2.5 Sheltered Housing Scheme operated by the city council, offering independent living accommodation to those who are predominantly over 55.
- 3.3. As a Cat 2.5 scheme, it has 24-hour staff cover to support tenants with their housing needs. In addition, some tenants require a Package of Care (PoC) to help support them in areas of personal care, that is classified as statutory care under the Care Act. This is usually where the tenant has additional needs to ensure that they are

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safe and can meet their health needs, often to ensure medication is taken appropriately, assistance with washing and dressing, food preparation, eating and drinking etc. Prior to 2017, this care would be commissioned by Adult Social Care and provided by a care provider.

- 3.4. As a result of a review, the city council's Local Authority Housing Service piloted its own in-house care provision known as Ian Gibson Court Care and has been delivering care to residents of Ian Gibson Court since 2017. It is registered as a Care Provider with Care Quality Commission (CQC) and has a Registered Manager in post.
- 3.5. This pilot became a permanent provision following a Cabinet decision on 04 February 2020, and the purpose of the service remains as **"To provide the right care at the right time"**.
- 3.6. It was intended to pilot the expansion of the Ian Gibson Court Care service following the decision to make the service permanent, but this was not possible during the Covid pandemic as the service needed to focus on continuing to provide care during lockdowns which had significant impacts for residents and staff.
- 3.7. Since the start of the pandemic, personal care has been provided to the residents with a PoC, following the current Government and Public Health guidelines for personal care provision. All care staff have been offered, and taken up, vaccinations. In addition, the use of Persona Protective Equipment (PPE), safe working practices, and restricted access to communal areas has ensured that the service continued to be delivered and all residents kept safe. During this period a number of residents from Ian Gibson Court were admitted and discharged from hospital, increasing the risk to staff and other residents, and the CQC monitored the service remotely to ensure that it was operating safely.
- 3.8. This service continues to be operated with a staffing complement consisting of a full time Registered Manager, 30-hour Care Service Manager and 9 Care Assistants, each working 22.5 hours per week. Ian Gibson Court Care Service also has access to two casual members of staff that can be called upon when cover is needed for the employed team. This is typically only about 18 hours per month.
- 3.9. The service has maintained staffing levels with good staff retention levels, and when staff have left, have replaced these with existing casual staff that were keen to progress to permanent posts within the service.
- 3.10. Despite the challenges posed, such as the current national shortage of care staff, and increased demand due to Covid, the service continues to be unique in the provision of care in the city.

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4. Current Service Provision

- 4.1. There are currently 18 residents of the 45 residents in the scheme, have a Package of Care (PoC) and receiving the service. This figure fluctuates depending upon the needs of the residents, and since the service began it has delivered packages of care to 57 residents.
- 4.2. On average, the service is providing between 60 to 65 individual care visits every day, seven days a week, 365 days a year. These are typically between 07:00 and 22:00, but as the purpose is to provide the right care at the right time, this is completely dependent on the residents needs and wishes.
- 4.3. Since the service was established in 2017, it has delivered over 100,000 individual care visits with less than 40 missed visits due to error or exceptional circumstance, equating to 0.04% of all visits.
- 4.4. The residents report very high satisfaction levels, with the average satisfaction score being 9.7 out of 10.
- 4.5. In November 2021 the Service was inspected by the CQC and the rating remained Good. In addition to this, the CQC monitored the provision of care delivered throughout the pandemic remotely, with virtual meetings and electronic evidence gathering. The CQC had no concerns with Ian Gibson Court Care during this time.

5. Funding

- 5.1. The fixed payment for packages of care was agreed with Adult Social Care, which in 2019 at 1000 hours per month. This has provided Ian Gibson Court Care with the financial stability required to maintain the service.
- 5.2. This financial stability was introduced to reduce the financial risk due to hospital admissions. This has proved to be critical during the pandemic because:
 - 5.2.1. Hospital admissions increased by nearly 30% during the pandemic.
 - 5.2.2. New client take up of the service was slower than anticipated between January and November 2021. This led to a reduction in the expected number of clients who received packages of care.
- 5.3. Since November 2021, demand for the service has risen and Ian Gibson Court Care now have more clients who are paying directly for their care, rather than being referred via Adult Social Care. Currently 33% of clients are self-referrers.

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5.4. With this increase in demand, the service has learnt that both clients and their families are coming to it for care and services, as the service is considered generally flexible and responsive. The following is provided as part of a package of care:

5.4.1. Visits that are not at set times each day, unless requested. Staff visit when the client wants, and these can change dependent on their care needs and wishes.

5.4.2. Staff will take clients out into the community for a variety of reasons:

- Shopping
- Leisure
- Mental well being
- Visit family and friends

6. Future of the Service & Further Services

6.1. The decision taken in 2020 was to allow for the service to be expanded with either a provision in another Sheltered Housing scheme, such as Hale Court, or to expand the service to a geographical area, in the proximity of Ian Gibson Court

6.2. With the recent removal/reductions in national restrictions, and the learning of how services can be provided safely during a pandemic, Ian Gibson Court Care are now ready to resume to piloting of services in other locations.

6.3. The pilot of the Ian Gibson Court Care service elsewhere needs to be taken carefully for the following reasons:

6.3.1. The team size is currently designed only around Ian Gibson Court, and expansion needs to be done in a way which retains quality, whilst increasing resources and resilience.

6.3.2. There is a national shortage of care staff, making recruitment difficult.

6.3.3. The current management structure can manage the start of an expansion in the number of care staff but may need to restructure when capacity is reached.

6.3.4. The expansion needs to prove financial efficacy and operate on a full cost recovery basis.

6.4. Therefore, using the decision made, Ian Gibson Court Care will continue with the plan to pilot the expansion of care, and will focus on the geographical model with city council housing stock in the proximity of Ian Gibson Court.

6.5. Ladywood House is a Category 1 Sheltered Housing Scheme within a mile of Ian Gibson Court. It is understood that there are currently 108 sheltered residents within the scheme, and currently 18 of these are receiving a PoC.

6.6. The pilot will therefore offer the Ian Gibson Court Care Service to the residents of Ladywood House, accepting them on a voluntary basis. To do this, the service will need to make the following changes:

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- 6.6.1. Amend registration with CQC to cover a further location
 - 6.6.2. Vary some contracts with care staff as to hours and place of work
 - 6.6.3. Expand the number of care staff resources, either by increasing contract hours or by increasing staff numbers.
 - 6.6.4. Alter the block arrangement with Adult Social Care to pilot the cover of Ladywood House
 - 6.6.5. Understand the demand in terms of current PoC being delivered by other care providers at Ladywood House, and offering choice to those residents
 - 6.6.6. Offer direct private PoC to any residents in Ladywood House considering their care needs.
- 6.7. It is likely to take some time to establish and reach a number of residents that makes the expansion of the service financially viable, so will be monitored jointly by Ian Gibson Court Care and Adult Social Care.
- 6.8. When a sustainable number of PoC at Ladywood House is reached, the pilot will be reviewed to determine if it should be made a permanent offer. At this point the service may also consider other schemes or buildings in the area, such as Tipton House and Edgbaston House, or any properties within an agreed geographical area, to continue to grow the service gradually.
- 6.9. In addition, the feedback from Adult Social Care is that they would need to undertake a financial appraisal and the management arrangements would need to be reviewed before a permanent change could be proposed. In addition, it is likely that a registered manager for the new scheme would be required, and Adult Social Care would need to agree supervision arrangements to support them.
- 6.10. If the service has successfully established a larger team and increased the management structure as part of the gradual expansion in the geographic area, it will then consider the potential to expand the service to other sheltered schemes outside the geographic area such as Hale Court. The details of this will depend on demand, and the external environment at that time.
- 6.11. Officers will bring updates to councillors on the progress of the expansion as appropriate, highlighting successes and achievements to date, as well as any barriers to successfully expanding the service.
- 6.12. A decision report will be brought to make permanent the pilot expansion. At that stage it may be possible to set out a road map to consider if the in-house care provision should be rolled out wider.

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7. Next Steps

7.1. The service will begin consultations with all stakeholders to progress the potential expansion of the service to residents within Ladywood House, as a pilot.

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Signed by **Director of Housing, Neighbourhood and Building Services**

Appendices:

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

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

| Title of document | Location |
|---|--|
| Report to city council's Cabinet on 04 February 2020 - Domiciliary Care at Ian Gibson court | Domiciliary care at Ian Gibson Court final draft.pdf (portsmouth.gov.uk) |
| Care Quality Commission review of Ian Gibson Court Care | Ian Gibson Court (cqc.org.uk) |