



## **DRAFT** PORTFOLIO HOLDER DECISION NOTICE

### **PROPOSED** INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR **STRATEGIC HOUSING AND LANDLORD SERVICES**

### **TOPIC – STRATEGIC HOUSING AND LANDLORD SERVICES PORTFOLIO PLAN 2012/13**

#### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed request, the Leader may require the matter be referred to Cabinet for determination.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Friday 20 April 2012.**

#### **Contact Officer:**

Richard Botham, Head of Landlord Services Tel 01962 848 421

Email: [rbotham@winchester.gov.uk](mailto:rbotham@winchester.gov.uk)

#### **Committee Administrator:**

Nancy Graham, Tel: 01962 848 235, Email: [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

#### **SUMMARY**

Approval is sought for the attached Strategic Housing and Landlord Services Portfolio Plan 2012/13.

The concept of producing Portfolio Plans was approved by Cabinet as part of the Change Plans 2012/13: Consultation Draft report ([CAB2249](#), 9 November 2011 refers).

Positioned alongside the four Change Plans which capture only the most significant actions to which the Council is committed, the Portfolio Plans include many of the other actions, though less significant that still contribute to the overall delivery of the three outcomes included in the Community Strategy and the Council's own outcome to be an "Efficient and Effective Council".

Portfolio Holders will be responsible for monitoring the actions included in their respective Portfolio Plan through their regular discussions with the relevant Heads of Team.

### **PROPOSED DECISION**

That the Strategic Housing and Landlord Services Portfolio Plan 2012/13 be approved as attached at Appendix 1.

### **REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

The attached Portfolio Plan forms part of a suite of Plans with one for each Portfolio Holder. Each Plan includes the significant actions put forward by Heads of Teams that have not been included in relevant Change Plans which were approved by the Council in January 2012.

### **RESOURCE IMPLICATIONS**

The resources allocated to the delivery of individual actions are largely contained within existing resources commitments for individual teams as part of the budget setting process. However, where insufficient resources are available, including either capital or revenue funding, this may be the subject of a future growth bid which will require appropriate Member approval before the project can be progressed.

### **CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION**

The Portfolio Holder for Strategic Housing and Landlord Services has been consulted on the projects included in the attached Portfolio Plan.

### **FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

N/A

### **DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

N/A

### **DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

Approved by: (signature)

Date of Decision

Councillor Tony Coates  
Services

Portfolio Holder for Strategic Housing and Landlord

## Strategic Housing and Landlord Services Portfolio Plan 2012/13



Housing Landlord Services						
Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AC/001.5 Agree a new Tenant Compact	Agree a new Tenant Compact	Compliance with the TSA (Tenant Services Authority) Tenant Involvement and Empowerment Standard. All tenants have the opportunity to influence housing policy and service delivery and to scrutinise performance of their registered provider	Review existing tenant and resident involvement options/methods	31-May-2012	31-Oct-2012	Head of Landlord Services
			Agree new terms of reference and support arrangements for TACT	31-Jul-2012		
			Agree protocols for tenant involvement in Cabinet (Housing) Committee	31-Jul-2012		
			Consultation with all tenants on involvement options	31-Jul-2012		
			New Compact agreed and signed	31-Oct-2012		
AC/002.2c To review the potential to	To review the potential to commence a programme of Council New	New Build underway, Sites identified, 10 year programme developed and	Council to register/gain accreditation with HCA	30-Apr-2012	31-Jul-2012	Head of Landlord Services
			Strategic Housing IPG to	30-Apr-		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			review options	2012		
			Identify potential sites for development	31-May-2012		
			Development Team/Resources Established	31-Jul-2012		
			Initial Programme Determined	31-Jul-2012		
			Options Report to Cabinet (HSG) Committee	31-Jul-2012		
			Proposed Programme to be considered by Cabinet (Housing) Committee	31-Jul-2012		
AC/002.11 Promotion of Sheltered Housing Provision	Review Classification of all Older Persons Housing	Increased general needs provision and improved service to remaining high quality sheltered schemes	Cabinet Report on proposals for Declassifying some Sheltered Schemes	02-Feb-2012	31-Dec-2012	Head of Landlord Services
			Determine and deliver effective promotion strategy for remaining sheltered schemes	30-Apr-2012		
AC/002.12 Improve Quality of Older Persons Housing	Improve Quality of Older Persons Housing	Appropriate care and support provision secured for Winchester tenants in both older persons and general needs housing	Bring vacant Whitewings bedsits back into use	30-Sep-2012	31-Mar-2013	Head of Landlord Services
			Determine Investment plans for all sheltered housing	30-Sep-2012		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
EEC/001.5d Implement an Asset Management System	Implement Asset Management System	There is staff capacity within the Council to undertake a stock survey	System set up/training	31-Mar-2012	31-Dec-2012	Head of Landlord Services
			Determine survey procedures	31-May-2012		
			Data Collection/migration	31-Dec-2012		
LAN/DIV/001 Commission Satisfaction Surveys for General Needs and Sheltered tenants in accordance with STAR criteria (replacement of STATUS)	Commission Satisfaction Surveys for General Needs and Sheltered tenants in accordance with STAR criteria (replacement of STATUS)	Tenant satisfaction remains in top quartile for Council landlords nationally	Survey Support Commissioned	30-Nov-2012	31-Mar-2013	Head of Landlord Services
			Survey Posted to tenants	31-Dec-2012		
			Results analysed	28-Feb-2013		
			Summary Feedback to Members/tenants	31-Mar-2013		
LAN/PRO/001 Maintain and Improve Quality of Council	Maintain and Improve Quality of Council Housing through an enhanced Maintenance	Properties maintained/improved in accordance with business plan assumptions	Programme and Funding Approved	29-Feb-2012	31-Mar-2013	Head of Landlord Services
			Detailed programming and timetable finalised	31-Mar-2012		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			Programme/Scrutiny Review	30-Nov-2012		
			Programme/Scrutiny Review	28-Feb-2013		
			Programme Completed	31-Mar-2013		
LAN/PRO/002 Replace heating system in Winnall High Rise flats	Replace heating system in Winnall High Rise flats	Better quality of life; lower heating bills; reduced incidence of condensation	Options reviewed and scheme developed	31-May-2012	31-Dec-2012	Head of Landlord Services
			Tenant Consultation	30-Sep-2012		
			Works Completed	31-Dec-2012		
LAN/PRO/003 Implement new Contract arrangements for Gas Servicing/Boiler Installations and for Frameworks for Repair and Painting	Implement new Contract arrangements for Gas Servicing/Boiler Installations and for Frameworks for Repair and Painting	Successful implementation of contracts. Tenant satisfaction at 98% for all works. Key performance targets achieved	Contract Award	31-Jul-2012	31-Mar-2013	Head of Landlord Services
			Mobilisation Plan in Place with New Contractor	31-Jul-2012		
			Systems set up/testing	31-Jul-2012		
			Contract Commences	30-Sep-2012		
			Operations Review	31-Jan-		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
				2013		
			Contracts successfully implemented	31-Mar-2013		
LAN/PRO/004 Develop an Asset Management Strategy for the City Council's Housing Stock	Develop an Asset Management Strategy for the City Council's Housing Stock	Decent Homes maintained, Council makes best use of stock	Cabinet (Housing) Committee report on options/priorities	31-Oct-2012	31-Jan-2013	Head of Landlord Services
			Final draft of Strategy to Cabinet (Housing) Committee	31-Jan-2013		
LAN/PRO/005 Implement Revised Internal Decoration/Discretionary Works Programme	Implement Revised Internal Decoration/Discretionary Works Programme	Properties maintained/improved in accordance with business plan assumptions	Extent of Revised Scheme determined	30-Apr-2012	31-Mar-2013	Head of Landlord Services
			Properties Identified	30-Apr-2012		
			Scheme Delivered	31-Dec-2012		
			Post Implementation Review	31-Mar-2013		
LAN/TEN/001 Develop policy/measures to address Under-Occupation and	Develop policy/measures to address Under-Occupation and Incentivise "Down-sizing"	Compliance with the TSA Tenant Involvement and Empowerment Standard – All tenants have the opportunity to influence housing policy and service	Resource appointed/commissioned	30-Apr-2012	31-Mar-2013	Head of Landlord Services
			Options review/Trial	31-Dec-2012		
			Long Term Policy approved	31-Mar-		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
				2013		
LAN/TEN/002 Implement Tenant Training Programme	Implement Tenant Training Programme	Tenants have access to skills development to assist with maintaining tenancies	Programme determined and promoted to tenants	30-Apr-2012	31-Mar-2013	Head of Landlord Services
			Programme delivered	31-Mar-2013		
LAN/TEN/003 Ensure Compliance and gain accreditation with the Revised Respect Agenda for the Council's Housing Tenancy Strategy	Ensure Compliance and gain accreditation with the Revised Respect Agenda for Housing	Service compliance with national standard, Tenants receive good quality services and are clear of how Council can support them	Gap Analysis	30-Jun-2012	31-Oct-2012	Head of Landlord Services
			Accreditation Secured	31-Oct-2012		
LAN/TEN/004 Produce a Tenancy Policy in accordance with the	Produce a Tenancy Policy in accordance with the Localism Act covering issues such as flexible tenancies, which links to	Policy produced and communicated to tenants			31-Mar-2013	Head of Landlord Services



Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
Localism Act covering issues such as flexible tenancies, which links to the Council's Tenancy Strategy	the Council's Tenancy Strategy					

### Strategic Housing

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AC/002.03 The Council's future role in housing provision	Taking account of changes in national policy and legislation evaluate options and agree the Council's future role in housing provision drawing on the findings of a Housing Commission which will meet through the summer.	Housing Commission agrees an approach for a revised District Housing Strategy	2nd commission meeting	31-Jan-2012	31-Mar-2012	Head of Strategic Housing
			3rd commission meeting	29-Feb-2012		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AC/002.06 Strategic Allocation Statement	Complete strategic allocation statement	Completed statement in partnership with sub-regional Local Authorities	Consultation completed	02-Jan-2012	31-Mar-2012	Head of Strategic Housing
			Completed statement	31-Mar-2012		
AC/002.13 3) Addressing homelessness	Consider and implement a range of measures to secure alternative options for homeless people in the District	Improved provision for homeless people in the District	Increase supply of temporary accommodation	31-Mar-2012	31-Mar-2013	Head of Landlord Services; Head of Strategic Housing
			Complete feasibility study for a wet shelter	30-Jun-2012		
AC/002.13a Increasing the supply of temporary accommodation	To increase units available from 25 to 35	35 units of accommodation let to homeless households	Identify other suitable properties for use as temporary accommodation	31-Jan-2012	31-Jul-2012	Head of Landlord Services; Head of Strategic Housing
			Bring Barnes House and 27 Eastgate St into use	29-Feb-2012		
			Review strategic options for long term replacements for Barnes House and Sussex St.	31 Jul 2012		