

# Agenda

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## Housing Panel (Panel of the Scrutiny Committee)

Date: **Tuesday 29 April 2014**

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Time: **5.00 pm**

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Place: **Plowman Room - Town Hall**

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# Housing Panel (Panel of the Scrutiny Committee)

## Membership

**Chair**                      **Councillor Val Smith**

### **Vice Chair**

**Councillor Gill Sanders**

**Councillor Sam Hollick**

**Linda Hill**

Co-optee

The quorum for this Committee is 3, substitutes are permitted.

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# AGENDA

|  | <b>Pages</b> |
|--|--------------|
| <b>1 APOLOGIES</b>   |              |
| <p>The Quorum for this Panel is three and substitutes are allowed.</p>   |              |
| <b>2 DE-DESIGNATION REVIEW YEAR 3 (2013/14)</b>  | 5 - 10       |
| <p>Officer: Tom Porter, Allocations Manager will support the Panel with this debate.<br/>Telephone: 01865 252713<br/>Email: <a href="mailto:tporter@oxford.gov.uk">tporter@oxford.gov.uk</a></p> <hr/> |              |
| <p>To review the lettings to de-designated flats and bungalows during Year 3 (2013/14) and to receive approval for the continued phase de-designation of properties in Year 4 (2014/15)</p>            |              |

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

**To: The Housing Scrutiny Panel**

**Date: 29<sup>th</sup> April 2014 5pm**

**Report of: Allocations Manager**

**Title of the Report: De-designation Review Year 3 (2013/14)**

## **Summary and Recommendations**

|                           |  |
|---------------------------|--|
| <b>Purpose of report:</b> | <b>To review the lettings to de-designated flats and bungalows during Year 3 (2013/14) and to receive approval for the continued phased de-designation of properties in Year 4 (2014/15)</b> |
| <b>Policy Framework:</b>  | <b>Meeting Housing Needs</b>   |
| <b>Recommendation(s):</b> | <b>(1) To note lettings performance to de-designated properties during Year 3</b><br><b>(2) To approve the de-designation process to continue in Year 4 (2014/15)</b>                        |

## **Appendix I: Properties due to be de-designated in Year 4**

|    |   |
|----|---|
| 1. | <b><u>Background</u></b><br><p>In October 2009, the Communities and Partnership Scrutiny Committee agreed to set up a Panel to consider the number and type of properties that were currently designated to only be let to those persons aged 40 years and over. The scope of the Panel excluded sheltered accommodation, which has been reviewed separately. The review was necessitated by the large, and growing, mismatch between the low amount of one bedroom council accommodation that was available to singles and couples under 40 years of age, and the large number of such households in housing need.</p> |
| 2. | Following approval by the City Executive Board on 12/1/11 of the phased implementation of the de-designation of most of the Council's designated elderly properties over a 5 year period; this began on from 1/4/11.  |
| 3. | In order to attempt to minimise the potential impact on any existing tenants the CEB approved the request for the process to be reviewed annually. To consider any impact of the de-designation process, and to recommend whether the de-designated phasing of properties in Years 2 to 5 should be brought forward (to de-designate at a faster pace) or be delayed (to be de-designate at slower pace).   |

|    |  |
|----|--|
| 4. | The reviewing group is to include councillors and tenant representatives, working with officers, to objectively review new age profiles in the properties/blocks concerned; allocations made to de-designated blocks over the past year; whether those tenancies have been sustained without issue; and any specific actions that have been required in order for impacts to be mitigated. The review group can report to the Communities and Partnership Scrutiny Committee should it wish to receive such a report.  |
| 5. | The phased de-designation of stock during Year 3 (1/4/13 to 31/3/14) has continued over the last year after a similar annual report was submitted to the Reviewing Group last year covering the lettings during Year 2 (1/4/12 to 31/3/13) on 3/4/14.  |
| 6. | <p><b><u>Summary of the Changes Introduced by De-Designation</u></b></p> <p>No existing tenants in any of the blocks of flats or bungalows affected will be asked to move as a result of the changes introduced. Only properties becoming available to re-let will be affected by the changes.</p>   |
| 7. | <p><b><u>Bungalows</u></b></p> <p>The 267 bungalows formerly designated as elderly and restricted to applicants aged 40 years or older would be allocated as follows 1/4/11:</p> <ul style="list-style-type: none"> <li>• First preference to anyone requiring a level access property (mobility 1) regardless of age.</li> <li>• If there is no-one suitable, in any band, then the second preference will be to anyone suitable over 55 years of age.</li> <li>• If this does not result in a successful letting, the property will be re-advertised without any eligibility restriction on mobility needs or on age.</li> </ul>   |
| 8. | <p>This changed on 12/12/13 following the introduction of the new Allocations Scheme approved by the CEB and Full Council. Bungalows are now normally only be allocated to:</p> <ul style="list-style-type: none"> <li>• Applicants aged 55 years or older</li> <li>• Applicants under 55 who have been assessed by the Housing Needs Team as requiring a ground floor level access property (or an adapted property if the bungalow is adapted)</li> <li>• Existing Council or Registered Provider tenants on the Transfer List seeking to downsize from their current accommodation.</li> </ul> <p>When allocating bungalows preference is given to housing applicants requiring or who would benefit from a ground floor property (or</p> |

|  | adaptations if the bungalow has for example a level access shower, wet room or is suitable for a wheelchair user).  |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
|--|---|--|--|----------------------|----------|---------------|---|---------------|---|---------------|---|----------|---|--------------|-----------|
| 9.   | <p><b><u>Flats</u></b></p> <p>A total of 777 flats (designated elderly 1 and 2) formerly restricted to applicants aged 40 years or older would be incrementally de-designated over a five year period, in accordance with the phasing shown in the report. This phasing represented the de-designation of properties, considered to have the lowest risk of any resulting housing management issues, first.</p>   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| 10.  | At the end of the of the 5 year period this would leave 185 Designated Elderly Two units of accommodation, at the end of the programme. These units will continue to be allocated to suitable single people or couples aged 55 years or older, in the first instance (or if there is no-one suitable, in any band, then the second preference will be to anyone suitable over 40 years of age).   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| 11.  | <p><b><u>Review of Lettings during Year 3; 2013/14</u></b></p> <p>From 1/4/13 to 31/3/14 a total of 63 formerly designated elderly flats and bungalows were re-let. The properties becoming available were 22 one-bedroom bungalows, 4 studio flats and 37 one-bedroom flats.</p> <p>Around 55% have been let to existing Council Tenants or Registered Provider tenants within the City on the Transfer List and 45% to applicants on the General Register List in housing need.</p>   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| 12.  | <p><b><u>Bungalows</u></b></p> <p>Table 1 below shows that all of the 22 one-bedroom bungalows re-let from 1/4/12 to 31/3/13 were allocated to applicants aged 40 years or older and none were let to anyone aged under 40.</p> <p>Table 1</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Re-lets to One-Bed Bungalows During 2013/14</b></th> </tr> </thead> <tbody> <tr> <td><b>Aged 18 to 39</b></td> <td><b>0</b></td> </tr> <tr> <td>Aged 40 to 49</td> <td>4</td> </tr> <tr> <td>Aged 50 to 59</td> <td>2</td> </tr> <tr> <td>Aged 60 to 69</td> <td>7</td> </tr> <tr> <td>Aged 70+</td> <td>9</td> </tr> <tr> <td><b>Total</b></td> <td><b>22</b></td> </tr> </tbody> </table> | <b>Re-lets to One-Bed Bungalows During 2013/14</b> |  | <b>Aged 18 to 39</b> | <b>0</b> | Aged 40 to 49 | 4 | Aged 50 to 59 | 2 | Aged 60 to 69 | 7 | Aged 70+ | 9 | <b>Total</b> | <b>22</b> |
| <b>Re-lets to One-Bed Bungalows During 2013/14</b> |   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| <b>Aged 18 to 39</b>                               | <b>0</b>  |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| Aged 40 to 49                                      | 4   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| Aged 50 to 59                                      | 2   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| Aged 60 to 69                                      | 7   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| Aged 70+   | 9   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| <b>Total</b>                                       | <b>22</b>   |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |
| 13.  | The lettings to bungalows over the last year have generally been very successful. From the 22 bungalows becoming available, 17 were re-let to existing social housing tenants downsizing from larger properties that could be re-let to families in housing need. Although there has  |  |  |                      |          |               |   |               |   |               |   |          |   |              |           |

|   | <p>unfortunately been a complaint regarding one new tenant aged 42 and her new partner, the Anti-Social Behaviour Investigation Team (ASBIT) have looked into this case thoroughly and consider it to be due to a difference lifestyles. Mediation has been offered but the person raising the complaint has declined this offer. The case is continued to be monitored by the Community Response Team.</p>  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
|---|--|---|--|---------------|---|---------------|---|---------------|---|---------------|---|---|-----------|--|--|---------------|---|---------------|----|---------------|---|----------|---|--|-----------|
| 14.   | <p><b><u>Flats</u></b></p> <p>Table 2 below and Table 3 overleaf show that of the 41 one-bedroom and studio flats re-let from 1/4/13 to 31/3/14, the majority, 61% of the flats becoming available were allocated to housing applicants aged 40 years or older and 39% to those aged under 40. Only 10% of those housed were under 25.</p> <p>Table 2</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Re-lets to One-Bed Flats To Applicants Aged Under 40</b></th> </tr> </thead> <tbody> <tr> <td>Aged 18 to 24</td> <td>4</td> </tr> <tr> <td>Aged 25 to 29</td> <td>5</td> </tr> <tr> <td>Aged 30 to 34</td> <td>4</td> </tr> <tr> <td>Aged 35 to 39</td> <td>3</td> </tr> <tr> <td><b>Total Lets To Applicants Aged Under 40</b></td> <td><b>16</b></td> </tr> </tbody> </table> <p>Table 3</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Re-lets to One-Bed Flats To Applicants Aged 40+</b></th> </tr> </thead> <tbody> <tr> <td>Aged 40 to 49</td> <td>6</td> </tr> <tr> <td>Aged 50 to 59</td> <td>12</td> </tr> <tr> <td>Aged 60 to 69</td> <td>5</td> </tr> <tr> <td>Aged 70+</td> <td>2</td> </tr> <tr> <td><b>Total Lets To Applicants Aged 40+</b></td> <td><b>25</b></td> </tr> </tbody> </table> | <b>Re-lets to One-Bed Flats To Applicants Aged Under 40</b> |  | Aged 18 to 24 | 4 | Aged 25 to 29 | 5 | Aged 30 to 34 | 4 | Aged 35 to 39 | 3 | <b>Total Lets To Applicants Aged Under 40</b> | <b>16</b> | <b>Re-lets to One-Bed Flats To Applicants Aged 40+</b> |  | Aged 40 to 49 | 6 | Aged 50 to 59 | 12 | Aged 60 to 69 | 5 | Aged 70+ | 2 | <b>Total Lets To Applicants Aged 40+</b> | <b>25</b> |
| <b>Re-lets to One-Bed Flats To Applicants Aged Under 40</b> |  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 18 to 24   | 4  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 25 to 29   | 5  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 30 to 34   | 4  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 35 to 39   | 3  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| <b>Total Lets To Applicants Aged Under 40</b>               | <b>16</b>  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| <b>Re-lets to One-Bed Flats To Applicants Aged 40+</b>      |  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 40 to 49   | 6  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 50 to 59   | 12   |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 60 to 69   | 5  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| Aged 70+  | 2  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| <b>Total Lets To Applicants Aged 40+</b>                    | <b>25</b>  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| 15.   | <p>The Anti-Social Behaviour Investigation Team and Tenancy Management Team have confirmed that there have been no issues with the younger tenants being re-housed into de-designated flats during 2013-14. With the exception of one currently un-substantiated complaint received regarding a 32 year old tenant that is considered again to be down to lifestyle differences but this being monitored.</p>  |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |
| 16.   | <p><b><u>De-designation in Year 4</u></b></p> <p>Although Salter Close and Whitehouse Road were originally due to be included in Year 4 of the phased de-designation it is not proposed to include them this year. Due to current anti-social behaviour problems in these blocks it has been agreed by Stephen Clarke (Head of Housing) to delay the de-designation of these properties and for them to be re-scheduled for consideration in Year 5 (2015/16) instead.</p>   |   |  |               |   |               |   |               |   |               |   |   |           |  |  |               |   |               |    |               |   |          |   |  |           |



|  |   |
|--|---|
|  | <p>The Anti-Social Behaviour Investigation Team and Tenancy Management Team have confirmed that they have no concerns about going forward with de-designation of the remaining properties scheduled to be included in Year 4.</p> |
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| <p>Name &amp; Contact Details of the Author</p> |
|---|

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Job Title: Allocations Manager

Service Area/Department: Housing Needs Team

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**Appendix I: Properties due to be de-designated in Year 4**

| <b>De-designated Properties<br/>Year 4</b> | <b>One-Bed<br/>Studio</b> | <b>One-Bed<br/>Flat</b> | <b>Total</b> |
|--|---------------------------|-------------------------|--------------|
| Balfour Rd, Blackbird Leys                 | 5                         | 4                       | 9            |
| Butterwyke Place, St Ebbes                 | 0                         | 15                      | 15           |
| Gladstone Rd, Headington                   | 0                         | 4                       | 4            |
| Nelson Street, Jericho                     | 0                         | 4                       | 4            |
| Normandy Crescent,<br>Horspath Rd          | 0                         | 6                       | 6            |
| Richardson Court, St<br>Clements           | 0                         | 7                       | 7            |
| Southbridge Row, St Aldates                | 0                         | 23                      | 23           |
| <b>Total</b>                               | <b>5</b>                  | <b>63</b>               | <b>68</b>    |