

# Agenda

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## Housing Panel (Panel of the Scrutiny Committee)

Date: **Thursday 3 October 2019**

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Time: **6.30 pm**

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Place: **Plowman Room - Oxford Town Hall**

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For any further information please contact:

**Tom Hudson, Scrutiny Officer**

Telephone: 01865 252191

Email: [thudson@oxford.gov.uk](mailto:thudson@oxford.gov.uk)

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

# Housing Panel (Panel of the Scrutiny Committee)

## Membership

**Chair** Councillor Nadine Bely-Summers

### **Vice Chair**

Councillor Michael Gotch  
Councillor Richard Howlett  
Councillor Sian Taylor  
Councillor Elizabeth Wade  
Councillor Dick Wolff

The quorum for this Committee is three, substitutes are not permitted.

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# AGENDA

	<b>Pages</b>
<b>1 APOLOGIES</b> Substitutes are not allowed.	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 NOTES OF PREVIOUS MEETING</b> For the Panel to approve the record of the meeting held on 27 June 2019.	
<b>4 HOUSING PANEL WORK PLAN</b> For the Panel to note and agree its work plan, which can be adjusted to reflect the wishes of the Panel.	7 - 10
<b>5 APPOINTMENT OF HOUSING PANEL CO-OPTEE</b> To appoint a tenant co-optee and consider its arrangements for co-option and the involvement of contributors.  Tom Hudson, Scrutiny Officer, will be available to present the report and respond to any questions.	11 - 14
<b>6 HOUSING PERFORMANCE 2019/20 QUARTER 1</b> To consider the Housing Performance Report for 2019/20 Quarter 1 (April - June 2019).  Stephen Clarke, Head of Housing Services, will be available to present the report and answer any questions.	15 - 18
<b>7 DATE OF NEXT MEETING</b> Meetings are scheduled as follows: <ul style="list-style-type: none"><li>• 7 November 2019</li><li>• 5 March 2020</li><li>• 8 April 2020</li></ul> All meetings begin at 6.00pm.  Also to note: <ul style="list-style-type: none"><li>• 8 January 2020: Budget Review Group meeting to which Housing Panel members are invited</li></ul>	

## **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; licences 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 of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## HOUSING PANEL OCTOBER 2019 – APRIL 2020

### NO MEETING ALLOCATED

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	Yes	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Private rented sector housing	Yes	To be scoped: consideration of housing issues in the private rented sector and the Council's response. Could include regulatory changes concerning no fault and revenge evictions and engagement with the tenants' union.	Deputy Leader (Statutory) - Leisure and Housing	Ian Wright, Head of Regulatory Services & Community Safety
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	Yes	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader

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### 3 OCTOBER 2019 – CONFIRMED REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Appointment of Housing Panel Co-optee 2019/20	No	To consider the appointment of Tony Buchanan as a tenant co-optee until the end of the civic year 2019/20, and to consider how to manage broadening involvement of non-OCC representatives		Tom Hudson, Scrutiny Officer
Housing performance - 2019/20 Quarter 1	Yes	For the Panel to consider performance against a set of housing measures.	Deputy Leader (Statutory) - Leisure and Housing, Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies

## 7 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing and Homelessness Strategy mid-point update	Yes	To consider a mid-point review of the current Housing and Homelessness Strategy 2018-21.	Affordable Housing	Nerys Parry, Housing Strategy & Needs Manager
Outcome of the Homelessness Trailblazer and early intervention analysis	Yes	To review the outcome and lessons learnt from the Homelessness Trailblazer Project, which ends in 2019. Further, to consider a cost benefit analysis of early homelessness intervention to the Council and wider public services and systems.	Deputy Leader (Statutory) - Leisure and Housing	Paul Wilding, System Change Manager - Homelessness Prevention
No local connection review	Yes	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Community Land Trusts	Yes	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Affordable Housing, Planning and Sustainable Transport	Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead)

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## 5 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing Performance - 2019/20 Quarter 3	Yes	For the Panel to consider performance against a set of housing measures.	Affordable Housing, Deputy Leader (Statutory) - Leisure and Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies

## 8 APRIL 2020 - PROVISIONAL REPORTS

<b>Agenda item</b>	<b>Cabinet item</b>	<b>Description</b>	<b>Cabinet portfolio</b>	<b>Lead officer</b>
Tenancy Management Standards	Yes	To consider performance and good practice in tenancy management standards with representatives from housing associations	Affordable Housing	Stephen Clarke, Head of Housing Services / Director Housing Companies

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**To:** Housing Panel (Panel of the Scrutiny Committee)  
**Date:** 3 October 2019  
**Report of:** Head of Housing Services  
 Head of Law and Governance  
**Title of Report:** Co-option of tenants as non-voting members

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	For the Housing Panel to appoint a tenant co-optee and consider its arrangements for co-option and the involvement of contributors.
<b>Key decision:</b>	No
<b>Lead Member:</b>	Councillor Nadine Bely-Summers, Chair of Housing Panel
<b>Corporate Priority:</b>	Meeting Housing Needs
<b>Policy Framework:</b>	Tenancy Strategy and Tenancy Policy 2018-23
<b>Recommendation(s): That the Panel resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Thank</b> Geno Humphrey for serving as the Housing Panel's tenant co-optee since 2015;</li> <li>2. <b>Appoint</b> Tony Buchanan as a non-voting co-opted member of the Housing Panel for the remainder of the 2019-20 Council year;</li> <li>3. <b>Agree</b> to seek contributions from other tenants, including housing association tenants and private rented sector tenants, at specific meetings where relevant matters will be considered.</li> </ol>	

<b>Appendices</b>
None

## Introduction and background

1. When the Housing Panel was originally established by the Council's Communities and Partnership Scrutiny Committee in 2011 the Panel was asked to appoint an Oxford City Council tenant to sit as a non-voting co-opted member of the Panel.
2. Tenant involvement in scrutiny of housing services is recognised as being good practice by the Centre for Public Scrutiny (CfPS). A CfPS guidance paper from September 2018 entitled "Taking on the housing challenge, a scrutiny councillor's guide" states that:

*“Co-option allows for resident views to be expressed first hand, for better deliberation and access to networks and wider contacts. Having residents directly involved will also strengthen the legitimacy of scrutiny work”.*

3. While an individual tenant cannot be expected to provide a “representative view” they can provide the Panel with the reaction and insights of an individual tenant to the matters before the Panel.
4. The Panel is asked to thank the outgoing tenant co-optee Geno Humphry who has served in this capacity for four years and has decided to stand down.
5. The Panel is recommended to appoint Tony Buchanan as tenant co-optee for the remainder of the current Council year.
6. The Panel has on occasion invited additional Council tenants to contribute to specific agenda items at meetings, for example on the subjects of fire safety in tower blocks in July 2017 and tenant involvement in April 2016. The Panel may wish to do so again in future where it is considered that the views of multiple Oxford City Council tenants would be beneficial to the Panel.
7. As the Panel’s remit extends beyond the Council’s responsibilities as a social landlord to include consideration of wider housing issues that affect the city and its people, the Panel is asked to agree to seek contributions from other tenants, including housing association tenants and private rented sector tenants, at future meetings where the subject matter dictates.

#### **Process for identifying a new tenant co-optee**

8. There is no established formal process for identifying a tenant representative. Prior to the appointment of Geno Humphrey in 2015 an advertisement was placed in the Tenants in Touch newsletter and the Tenant Involvement Team encouraged tenants to put themselves forward for this role. Informal interviews were then held involving a cross-party panel of members.
9. The Tenant Involvement Manager, whose team is responsible for working to empower tenants and leaseholders to develop, monitor and scrutinise the Council’s landlord related services, has been asked to identify a tenant. Following a process of identifying prospective tenants with the skills, experience and willingness to become a co-optee to the Panel, the Tenant Involvement Manager has proposed Tony Buchanan on the basis that Tony has a lot to offer in this role and is enthused by the opportunity. Tony lives in the city centre and volunteers for both Restore and Oxford Recovery College. His volunteering includes the recruitment and interviewing of new staff, acting as a tutor and training service users.
10. Having held preliminary discussions, the Tenant Involvement Manager organised a meeting between Tony Buchanan, Geno Humphrey (the current tenant co-optee), the Head of Housing Services, the Tenant Involvement Manager, the Committee and Member Services Manager and the new Scrutiny Officer to discuss the role. Following this meeting, Tony Buchanan confirmed his eagerness to become involved. The Scrutiny Officer will seek to undertake an on-boarding process should the appointment proceed.

## **Involvement of non-Oxford City Council tenants**

11. The Panel has expressed a wish to co-opt tenants from other sectors, specifically housing association and the private rented sector tenants, to complement its consideration of wider housing related issues.
12. The status of the tenant co-optee position reflects the Council's special responsibilities as a social landlord. The formal co-option of additional panel members would increase the membership of the Panel which has already been set for the 2019/20 year. A panel of seven members (six councillors plus one tenant co-optee) is considered to be large for a sub-committee and an even larger group would be more difficult to support and accommodate.
13. It is recommended that the Panel seeks to involve non-Council tenants for specific items that are relevant to those sectors. For example, a view from one or more housing association tenants would be sought for the discussion on tenancy management standards to which representatives of housing associations will be invited. These tenants could contribute as invited guests or alternatively as non-voting co-opted members for a single item or, depending on the agenda, a whole meeting. The Scrutiny Officer, in discussion with the Chair, would determine when to extend invites to non-Council representatives.
14. The Oxford Influencer's Group has approached the Panel about one of their members contributing as a housing association tenant. Similarly, the Panel may wish to engage with the Oxford Tenants Union to seek tenant representation from the private rented sector where there are items of interest to that sector e.g. the Council's next Private Sector Housing Policy.

## **Financial implications**

15. There are no cost implications arising from the recommendations in this report. Co-opted members of committees and sub-committees are not paid allowances and any other associated costs can be met from existing budgets.

## **Legal issues**

16. The Local Government Act 2000 (section 9FA(4)) provides for scrutiny committees and sub-committees to appoint persons who are not members of the authority as non-voting co-opted members.

## **Level of risk**

17. There is a risk that if the Panel decided not to appoint a Council tenant as a co-opted member, this would send the wrong message to tenants and could serve to undermine the Council's tenant involvement activities.

## **Equalities impact**

18. This report does not have any impacts on equalities that would require an equalities impact assessment.

<b>Report author</b>	Andrew Brown
Job title	Committee and Member Services Manager
Service area or department	Law and Governance
Telephone	01865 252230
e-mail	<a href="mailto:abrown2@oxford.gov.uk">abrown2@oxford.gov.uk</a>

## Performance Summary for Housing Services

(Assistant Chief Executive)

Q1 - 2019/20

Trends compare relative performance with

Prd: previous period

Prev Year: previous March

Year on Year: same period from the previous year

Green = target met  
Amber = within tolerance  
Red = outside tolerance

Objective	Measure		Owner	Result 2018/19	Latest Data		Year End Target 2019/20	Trends			Operational Comments
	Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
<b>Meeting Housing Need</b>											
Meeting Housing Need	BV063	BV063: Average SAP rating of L.A. owned dwellings	Stephen Clarke	67.90	0.00	Not Updated	Not Set				Annual measure - reported at year end.
	BV064	BV064: Empty homes returned to use	Stephen Clarke	21.00 Homes	4.00 Homes	5.00 Homes	Not Set	↓	↓	↓	On target.
	HC003	HC003: Homeless Acceptances	Stephen Clarke	74.00 Number	27.00 Number	16.00 Number	Not Set	↓	↓	↑	On target.
	HC004	HC004: Homelessness cases prevented	Stephen Clarke	1139.00 Number	275.00 Number	306.00 Number	Not Set	↓	↓	↑	On target.
	HC016	HC016: Number of affordable homes for rent delivered	Stephen Clarke	97.00 Number	31.00 Number	0.00 Number	Not Set			↓	Handovers at Barton Park programmed for July 2019
	HP003	HP003: The number of people estimated to be sleeping rough	Stephen Clarke	94.00 Number	0.00 Number	0.00 Number	Not Set				Annual estimate will be done in November.

## Performance Summary for Housing Services

(Assistant Chief Executive)

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	Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
<b>Meeting Housing Need</b>											
	HP004	HP004: The number of successful interventions with rough sleepers	Stephen Clarke	391.00 Number	87.00 Number	54.00 Number	Not Set				This measure is under target due to various reasons: Reporting issues with OxTHINK (Rough Sleeping database) which are currently in the process of being resolved with the county council. This has led to underreporting of people into accommodation. Void bed spaces are currently taking long periods of time to undergo maintenance, meaning people cannot quickly access pathway accommodation. Adult homeless pathway coordinators are working closely with accommodation providers to resolve this issue. Bed spaces have been reduced after the winter, mainly with 14 winter night beds going offline.
	HP006	Total number of affordable homes completed in year	Stephen Clarke	102.00 Number	31.00 Number	0.00 Number	Not Set				Handovers at Barton Park programmed for July 2019

## Performance Summary for Housing Services

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(Assistant Chief Executive)

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Objective	Measure		Owner	Result 2018/19	Latest Data		Year End Target 2019/20	Trends			Operational Comments
	Ref	Description			Target	Result		Prd	Prev Year End	Year on Year	
<b>Meeting Housing Need</b>											
	NI156	NI 156: Limit our use of temporary accommodation at 2015 levels	Stephen Clarke	84.00 Number	110.00 Number	79.00 Number	Not Set				On target.
	HC020	HC020: Percentage of properties failing to meet Decent Homes standard	Stephen Clarke	4.00 %	0.00 %	Not Updated	Not Set				Annual measure - reported at year end.
	HP009	HP009: Total standard re-let time (HouseMark definition)	Stephen Clarke	16.00 Days	21.00 Days	15.00 Days	Not Set				Performance remains at a high level.

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