

additional papers 1



Overview and Scrutiny Committee

Thu 6 Jun
2019
6.30 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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Overview and Scrutiny

COMMITTEE

Thursday, 6th June, 2019

6.30 pm

Committee Room 2 - Town Hall
Redditch

Agenda

Membership:

Cllrs:

Joe Baker (Chair)
Debbie Chance (Vice-Chair)
Salman Akbar
Joanne Beecham
Michael Chalk

Peter Fleming
Andrew Fry
Mark Shurmer
Jennifer Wheeler

5. Private Sector Home Repair Assistance Policy - Pre-Scrutiny (To follow) (Pages 1 - 24)

7. Overview and Scrutiny Training Event - Feedback (Pages 25 - 34)

The Overview and Scrutiny training will be taking place on the evening of Tuesday 29th May, after the agenda for this meeting is due to be published. Therefore a written record of the items arising from this session will be circulated in an additional papers pack.

9. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 35 - 46)

The next edition of the Executive Committee's Work Programme is due to be published on Monday 3rd June, after the publication of the agenda for this meeting. It will therefore be published in an additional papers pack.

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Executive Committee11th June 2019**Private Sector Housing Assistance Policy**

Relevant Portfolio Holder	Cllr Craig Warhurst
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis – Head of Community Services
Wards Affected	All
Ward Councillor Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

This report provides an overview of updates made to the Council's Private Sector Housing Assistance Policy (Appendix 1). The policy has been updated in line with a recommendation from Audit during 2017-18, which highlighted that the existing policy needed to be updated to reflect changes around loan limits for applicants and local land charge arrangements. These changes have now been made, and the policy has also been checked to ensure it accurately captures the changing nature of health and adult care services in the local community.

2. RECOMMENDATIONS

The Executive Committee is asked to NOTE

the changes made to the Private Sector Housing Assistance Policy and

is asked to RESOLVE that

the Private Sector Housing Assistance Policy is approved.

3. KEY ISSUES**Financial Implications**

- 3.1 There are no financial implications associated with updating this policy.

Legal Implications

- 3.2 The duties and powers to provide the suite of options available within the Private Sector Housing Assistance Policy are set out in various pieces of Housing Legislation. There is also a requirement to adopt and publish a policy in relation to these in the Regulatory Reform (Housing Assistance) Order 2002.

Executive Committee

11th June 2019

Service / Operational Implications

- 3.3 The changes made in light of the recommendation by Audit bring the policy up to date in terms of current procedure and practice in relation to two specific areas. The first of these changes updates the policy so that the Home Repairs Assistance loan limit is set at £10000 per applicant. The second change makes it clear to applicants that charges are now registered as local land charges only.
- 3.4 More broadly, the policy aims to provide information to applicants about eligibility, products and funding streams into a single document and in as straightforward and transparent way as possible.

Customer / Equalities and Diversity Implications

- 3.5 The options available within the Private Sector Housing Assistance approach are an important way of helping vulnerable adults and children remain housed and living independently in the district.
- 3.6 These functions therefore play a role in meeting the Council's Strategic Purposes:
- Help me live my life independently
 - Help me find somewhere to live in my locality

4. RISK MANAGEMENT

Audit identified a risk associated with not updating the policy, which they classified as a medium priority. The risk focussed on correct practice, finances and reputation. So making the changes in line with the Audit recommendation removes this risk.

5. APPENDICES and BACKGROUND PAPERS

Appendix A – Redditch Borough Council – Private Sector Housing Assistance Policy 2019

6. KEY

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REDDITCH BOROUGH COUNCIL

PRIVATE SECTOR HOUSING ASSISTANCE POLICY 2019

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1.Introduction

The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 requires all Councils to adopt and publish a policy outlining how they intend to exercise powers set out within the legislation , to include use of government funding received through the Better Care Fund, to meet both national aims , outcome measures, metrics and local needs in addition to locally funded forms of assistance.

The policy is designed to contribute towards the Council's strategic aims and objectives by assisting with:

- a) The improvement of housing quality in all tenures
- b) Enabling people to stay in their home as they get older and provide disabled persons with maximum ability around their homes
- c) Renovating unfit houses and bringing empty properties back into use
- d) Improving energy efficiency and eliminating fuel poverty
- e) Improvement of social care, health and social wellbeing

2.Key Aims

The key aims are to address the issue of vulnerable persons or persons on low incomes who either cannot afford to maintain their properties in good repair or who cannot fund essential adaptations required in order that they might fully utilise their home, benefit from safe and decent housing and retain their independence. This will include;

- Increasing the number of vulnerable persons who are able to live independently at home
- Reducing the number of persons and particularly vulnerable persons living in homes that have category 1 and serious category 2 hazards (as set out within the Housing Act 2004)
- Increasing the number of empty properties brought back into use , particularly where that accommodation can be used to reduce homelessness, or for use as temporary accommodation
- Reducing the number of households in fuel poverty

The Council will consider in all cases a person's ability to repay or contribute towards the assistance given whether under a mandatory requirement or as a criteria set within any

discretionary form of assistance. The council will provide in writing the conditions and any obligations to which any form of assistance provided is subject.

The Council will consider all applications for assistance on their merits however all cases will be assessed against the following criteria:

- All available options, including but not restricted to financial, have been fully explored
- Assistance through other means is not reasonably available or practicable
- The proposal fits the strategic aims of the council and/or national aims
- The proposal is economically viable considering the council resources available

The council will review this policy on a regular basis to changing policies at a national or local level or to reflect evidence concerning the conditions of housing within the Borough.

3.Types of Assistance Available

The types of financial assistance offered, are set out below and will remain so until a further Housing Assistance Policy is published. All are discretionary, except Mandatory Disabled Facilities Grant and are subject to the council having sufficient resources.

The Policy grants discretion to extend or amend eligibility criteria, level of grant or assistance and scope of works where the situation is exceptional and, in the opinion of the Head of Community Services assistance would help the Council meet its strategic housing objectives and/or Better Care Fund metrics.

3.1 Mandatory Disabled Facilities Grants :

These are mandatory grants to support the provision of adaptations to promote independent living within the home, subject to the provisions of the Housing Grants, Construction and Regeneration Act 1996.

3.2 Discretionary Disabilities Assistance:

The following are discretionary forms of assistance enabled through the central government Better Care Fund allocation, subject to the primary requirements of Mandatory Disabled Facilities Grant being firstly met:

- **Discretionary Disabled Facilities Grant-** To enable top-up funding to a DFG scheme that exceeds the Mandatory Disabled Facilities Grant maximum where the additional costing is considered justifiable.
- **Minor Adaptations Top Up**— Top-up funding to support adaptations exceeding the maximum assistance available through the Minor Adaptations/Handyman Service to reduce necessity for full Disabled Facility Grant application.

- **Dementia Dwellings Grant**- to assist persons with dementia with specialised living aids to enable independent and safe living.
- **Hospital Discharge Scheme** – For fast-tracked and non-means tested works to the home to enable earlier hospital discharge where problems in the home are identified as a possible reason for delayed discharge.
- **Ceiling Tracking & Hoists**- Top-up funding to support the provision of Ceiling Tracking and Hoist equipment required to meet the needs of a disabled person, administered through the Integrated Equipment Service.

3.3 Discretionary Housing Assistance:

The following are discretionary forms of assistance enabled through powers granted under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, funded by the council own resources and subject to the availability of such funding:

- **Home Repair Assistance Lifetime Loans**- to assist homeowners with essential repairs to address category 1 and serious category 2 hazards
- **House in Multiple Occupation Lifetime Loan** – to assist landlords to create additional units of HMO accommodation or improve amenity or thermal standards of existing substandard HMO accommodation
- **Redditch Energy Efficiency Scheme** – to assist homeowners to address inefficient heating systems and improve the thermal performance of their homes.

4. General provisions

The provision of assistance other than Mandatory Disabled Facilities Grants is subject to the availability of funding. All applications will be considered based on the identified needs and circumstances of the applicant or household.

Housing Assistance may be offered in a variety of forms including, but not restricted to , financial assistance, advice, provision of materials, carrying out of works, and loans. Advice offered may include Housing Options advice to ensure the most appropriate option for the applicant or household is considered and may include advice on housing rights, benefits entitlement, repairs or improvements, energy efficiency, re-housing or signposting to other agencies or services.

The Council may enter into partnership or contractual arrangements with other organisations or agencies in order to deliver assistance in an effective and timely manner, such as a Home Improvement Agency or Energy Advice Service. The Home Improvement Agency is engaged to provide support to applicants throughout the process of seeking assistance and this may include identification of options, specifications, documentation, engagement of contractors, works supervision and monitoring through to completion.

Where assistance is provided the eligible costs will include necessary associated costs such as Building and Planning Fees, Architect and other professional fees and Home Improvement Agency/Energy Advice Service fees.

The provision of mandatory grants and discretionary financial assistance will be subject to internal and external auditing to ensure adequate procedures are in place and followed and that there is appropriate use of public funds.

5. Persons Eligible for Housing Assistance

Only if assistance through other means is not reasonably available or practical will the council offer Housing Assistance.

Any person who makes an application for Housing Assistance must;

- (i) Be over 18 years of age at the date of the application
- (ii) Live in the dwelling as his/her only main residence (except where the applicant is a landlord who intends to let the dwelling or where the Housing Assistance is in relation to an empty property) and
- (iii) Have an owners interest in the dwelling (other than by virtue of being a Registered Social Landlord under Part 1 of the Housing Act 1996 or being eligible for such registration) or be a tenant or licensee of the dwelling, alone or jointly with others but not being a member of the landlords family, with a tenancy or licence permitting occupation of the dwelling for a minimum period of 12 months after approval of the Housing Assistance, and
- (iv) Have the power or duty to carry out the works and where appropriate have the owner's consent in writing to carrying out the works, and
- (v) Satisfy such test(s) of resources as the Council, or statute, may from time to time have in place
- (vi) Not be ineligible, by virtue of the Housing Grants, construction and Regeneration Act 1996, regulations made under the Act or any other enactment
- (vii) Homeowners have the primary responsibility for ensuring their homes are properly maintained but we will assist eligible, vulnerable homeowners to make sure they have the opportunity for achieving the correct property standards, including taking advantage of private finance to resolve issues where available.

6. Where Assistance will be restricted

The following will not be eligible for assistance:

1. Where ownership of the property is disputed.
2. Where the owner(s) has a statutory duty to carry out the necessary works and it is reasonable in the circumstances for them to do so.

3. The Council will not consider an application for assistance in respect of premises built or converted less than 10 years prior to the date of the application, except where:
 - (i) The application relates to means of escape from fire and other fire precautions for Houses in Multiple Occupation.
 - (ii) The application is for a Disabled Facilities Grant.
4. No assistance will be given in respect of properties owned by Statutory Authorities or trusts. This includes properties owned by Registered Social Landlord, NHS Trusts and Police Authorities, except in the case of a Disabled Facilities Grant (Mandatory or Discretionary), Dementia Dwellings Grant, Minor Adaptations Top-Up or Hospital Discharge Scheme..
5. Where the residence is not regarded as permanent.
6. No assistance will normally be given for work started before formal approval of an application, except that:
 - (i) The Council may in exceptional circumstances exempt an application from this condition for example where a defect may present a serious risk to health and safety.
 - (ii) The Council may, with consent of the applicant, treat the application as varied so exclude any works that have been started before approval.
7. Grant assistance will not normally be provided for works covered by insurance. Where, before a grant for assistance is approved it is found that an applicant can make an insurance claim, the insurance company will be requested to confirm in writing the level of their liability, if any. The level of housing assistance will be reduced by an amount equivalent to the insurance company's liability. Where housing assistance is approved , a condition will be imposed requiring the applicant to pursue any relevant claim against an insurance company or third party for;
 - a) Claims for personal injuries where the works are required under a Mandatory Disabled Facilities Grant.
 - b) Claims on the applicant's property insurance or on a third party where the application where the application is in respect of works for which financial assistance has been given and to repay the financial assistance provided out of the proceeds of such a claim.
8. The Council will assess whether the scope of the works are reasonable and eligible, in particular having regard to the age, condition and structural layout of the property.
9. The Council will determine whether prices provided by contractors meet value for money. In determining this, the Officer will give consideration to similar jobs priced within the last year. The Officer may liaise with the relevant body or contractor to check the specification and any estimates, as part of the procurement procedure.
10. In the event that the Officer believes the price for contracts are too high and identifies an appropriate price for this work (which is lower) they will advise the client that the total eligible assistance will be the lower amount. The client is under no obligation to

use the lower priced contractor but must be aware the Council will only make a grant or assistance payment up to the value of the lower price.

11. In the case of an application for Disabled Facilities Grant where the client chooses to pursue a different scheme of work's or an enhanced scheme of works the client will be advised the Council will only provide assistance to the value of the scheme of works the Officer has determined would otherwise satisfy the basic primary requirement(s) identified by the report of the Occupational Therapy Service, subject to the Officer being satisfied the clients preferred scheme will also satisfy the primary requirements.
12. The Council may refuse any application for assistance lacking the required information or documentation.
13. Where the client deviates from the scheme of work(s) submitted and subsequently approved by the Council without prior consultation with, or agreement of, the Officer the Council may rescind the approval or refuse to make any further payment of assistance. The Council may also seek to recover any interim assistance payments previously made against the approved scheme.
14. If the applicant is an owner of the dwelling in respect of which Housing Assistance has been approved and ceases to be the owner before the works are completed the applicant must repay to the Council on demand the total amount of Housing Assistance that has been paid.
15. Where a grant condition imposes a liability to repay the Housing Assistance, or a part thereof, the condition will be registered by the Council as a Local Land Charge.
16. Where Housing Assistance has been approved the works must be completed within 12 months of the approval date, except where an extension of time, not exceeding 6 months has been agreed by the Council. Where no extension is agreed the Council may rescind the approval or refuse to make any further payment of assistance. The Council may also seek to recover any interim assistance payments previously made against the approved scheme.
17. In the case of common parts of a dwelling the Council will only consider assistance for the reasonable sum or proportion of the applicant's liability. The applicant must prove a repairing liability for the common parts.
18. The Council may, where financial or operational demands dictate, defer payment of a Disabled Facilities Grant for a period not exceeding 12 months. Any deferment will be detailed in the approval notice.
19. The provision of Housing Assistance is allowed for caravans and houseboats used as a main residence, subject to meeting other eligibility requirements. Holiday residencies, caravans on holiday sites or sites with restricted occupancy, second homes (as defined by Council Revenues criteria) and sheds, outbuildings or appurtenances will not qualify for Housing Assistance.
20. The Council will include the costs of additional warranty years on specialised equipment to a maximum of two additional years beyond the standard warranty, however it

reserves the right to exclude the provision of additional warranty at any time subject to the availability of finances.

21. The Council recognises that this policy cannot cover every likely situation and there may be persons who genuinely are in need of some form of urgent support that are precluded from accessing Housing Assistance due to a specific aspect. In these situations the Council may consider offering assistance in exceptional circumstances, in particular where support would help the Council meet its strategic objectives, as determined by the Head of Service in consultation with the relevant Portfolio Holder.

7. Supervision of Works

In the absence of any agency agreement with the Council or its appointed Home Improvement Agency, the responsibility for supervision of the works rests with the applicant or with any suitably qualified and indemnified building professional or agent acting on the applicant's behalf and not with the Council.

All work must be undertaken :

- a) In accordance with manufacturers recommendations and best practice.
- b) In accordance with and to the satisfaction of the Council .
- c) In accordance with building, planning and installation regulations where applicable and Health and Safety regulations.

Payment of grant/assistance will be made, in whole or by part payments, on receipt of contractors invoice following satisfactory completion of the eligible work as determined by the Council's Officer or its appointed Agent.

8. Payment of Assistance

The Housing Assistance will only be paid if

- (i) The assisted works are completed within 12 months from the date of the approval unless the delay was caused by the Council or its appointed Agency.
- (ii) The assisted works are carried out in accordance with the specifications set out in the formal approval or as varied with the prior agreement of the Council.
- (iii) The assisted works are carried out to the satisfaction of the Council or its appointed Agency and the applicant.
- (iv) The Council are provided with an invoice, demand or receipt for payment in an acceptable format.

Invoices must be addressed to the applicant c/o the Council or its appointed agency and must contain sufficient detail for the Council to identify in full, the works carried out, the price charges and any variations previously agreed with the Council or its appointed Agency, and must not be provided by the applicant or a member of his/her family.

The payment of the Housing Assistance to the contractor may be made via the applicant, or, where requested within the original application, paid directly to the contractor engaged by the applicant.

The Housing Assistance may be paid in one lump-sum on satisfactory completion of the works or by staged payments as the work proceeds. Stage payments (Interim payments) will only be made where the Council is satisfied that the value of work completed exceeds the value claimed. A maximum of three stage payments and final payment will be considered,

The Council will not enter into any form of contract with a builder or contractor, and, in the absence of any Agency agreement with the applicant, it is a matter for the applicant to agree any contract with the builder or contractor. Whilst the Council's Standing Orders on procurement do not directly apply as no contract exists with the Council, the principles of the Standing Orders will be referred to for determining the administration of procedures regarding the obtaining of quotes, etc.

9. Security and Repayment of Assistance

Where a grant condition imposes a liability to repay the Housing Assistance, or a part thereof, the condition will be registered by the Council as a Local Land Charge.

The Council will recover grant/housing assistance monies in full if the relevant conditions of the assistance are not met. Where not already a requirement of the specific terms of the housing assistance granted, a local/legal land charge may be entered against the property for the purpose of debt recovery.

If an application is approved but it subsequently appears to the Council that the applicant (or one of two or more joint applicants) was not, at the time the application was approved, entitled to receive the assistance approved, then no payment, or further payments, of assistance will be made and the Council may seek to recover immediately any payments made together with interest accruing from the date of payment.

The Council may, at its discretion determine to require repayment of a lesser sum than the full amount of Housing Assistance.

10. Enquiries and Applying for Housing Assistance

Applicants are not obliged to use the services of the Council's appointed agent/home Improvement Agency.

All applications must be on a form provided by the council and must include the following documentation:-

- (i) Where the estimated cost of the works is between £0-£3000 two competitive quotations are required set out against the itemised schedule of works for which

housing assistance is sought and submitted to the council. Where the estimated cost of the works is between £3001-£25000 three competitive quotations set out against the itemised schedule of works. However, where the application is being coordinated through the Council's appointed Home Improvement agency then the procurement frameworks approved by the council will be used.

- (ii) Particulars of the work to be carried out including, where appropriate, plans, specifications and specialist reports. This should include the complete scheme in cases where the whole scheme exceeds that which is eligible for Housing Assistance.
- (iii) Details of any professional fees or charges relating to the work and for which assistance is being sought.
- (iv) Proof of ownership of all land and buildings pertaining to the application from a solicitor or mortgagee, or copies of the title deeds/land certificate, or a copy of the tenancy agreement or licence to occupy in the case of a tenanted property.
- (v) Proof of occupation and/or tenancy where applicable.
- (vi) Proof of a qualifying pass-porting benefit is being claimed.
- (vii) Where no pass-porting benefit is received, full financial documentation including but not limited to income received, benefits received, savings, pensions and where applicable rental income from tenants and boarders.
- (viii) Where applicable, permission of co-owners and landlords
- (ix) A VAT exemption form where the applicant or relevant person is registered disabled or capable of being registered.
- (x) A signed conditions form accepting the obligation to repay the housing assistance in the event of any breach of the relevant conditions concerning future occupation, letting or ownership.
- (xi) If required, permission under any statute including but not limited to, planning permission, Building Regulation approval, Party Wall Act, etc.

Applications relating to the disabled or infirm will require an assessment report from the Occupational Therapy Service or similar medical professional.

An application will only be considered complete or valid when the council has all the information necessary in order to make a decision on the application.

Persons wishing to pursue Housing Assistance or a Disabled Facilities Grant where a test of resources applies, will be required to complete a means test assessment to confirm whether they are eligible or need to make a contribution towards the cost of the works. This can be conducted prior to submitting an application where the council's appointed agent/Home Improvement Agency is acting for the potential applicant.

Where a person decides to continue with an application, then an inspection of the property will be made and where appropriate to proceed a schedule of works drawn up. The schedule will specify the works to be carried out as a requirement for financial assistance

and will be used by the applicant to obtain quotations from builders and/or specialist suppliers.

Where an applicant uses the council's appointed agent/Home Improvement Agency to undertake the application the relevant agency fee will be included in the eligible costs.

The council reserves the right not to assist the applicant in the same manner as it's appointed agent/Home Improvement Agency would provide where the applicant chooses not to utilise the appointed agency and to submit an application directly to the council.

Once approval has been given the applicant has 12 months from the date of the approval in which to complete the works, unless otherwise stated.

11. Additional Conditions

The Council reserves the right to impose additional conditions when making a grant/housing assistance approval. These may include but are not restricted to:

- (i) A contribution to the cost of the assisted works by the applicant.
- (ii) Housing accommodation being maintained in repair after completion of the assisted works.
- (iii) The right of the Council to recover specialised equipment when no longer needed.

12. Breach of Undertakings

Where an owner occupier has given a signed undertaking to occupy a property as his/her principle residence after completion of the assisted works for a period of time, and if they cease to do so during that time, they will repay on demand to the Council the total amount of Housing Assistance paid out.

Where a landlord (or owner) has given a signed undertaking that the property will be available for letting for a period specified after completion of the assisted works, and if the landlord ceases to make the relevant property available for letting during the specified period then the landlord will repay on demand to the Council the total amount of Housing Assistance paid out.

Where the Council has the right to demand repayment but extenuating circumstances exist, the Council may determine to waive the right to repayment or to demand a sum less than the full amount of Housing Assistance paid out.

In the case of a Disabled Facilities Grant where a 10 year conditional repayment obligation exists and the recipient intends to dispose of the property by sale, assignment, transfer or otherwise within the 10 year period, the charge must be repaid, unless the Council, having considered:

- i) the extent to which the recipient of the assistance would suffer financial hardship were he/she to be required to repay all or some of the grant or charge;
- ii) whether the disposal of the property is to enable the recipient to take up employment, or to change the location of his/her employment;
- iii) whether the disposal is made for reasons connected with the physical or mental health or well-being of the recipient of the assistance or of the disabled occupant of the property; and
- iv) whether the disposal is made to enable the recipient of the assistance to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the assistance is intending to provide, or who is intending to provide care of which the recipient of the assistance is in need of by reason of disability or infirmity,

is satisfied that it is reasonable in the circumstances to waive or reduce the repayable sum.

13. Death of the Applicant

If the applicant should die before the Housing Assistance is approved, the application will be treated as withdrawn.

If the applicant should die after approval of the Housing Assistance or whilst the approved works are in progress, the Council may, at its discretion agree to completion or making good of the works and pay the Housing Assistance in full, or an appropriate proportion of the approved sum relative to the works completed.

Where an applicant receiving Disabled Facilities Grant assistance dies following completion of the works but prior to the expiry of the ten year local land charge the Council will seek repayment of the sum on charge from the applicant's estate if a disposal by sale, transfer or other change in ownership or tenure takes place.

14. Decisions , Notifications and Redeterminations

The Council will notify the applicant in writing when their application has been approved or refused. The decision will be notified as soon as reasonably practical and in any event no later than six months after receipt of a full and valid application.

If the application is approved, the notification will specify the eligible works, the value of the assistance and the builder/contractor who will execute the works. In the case of a Disabled Facilities Grant the Council may, where financial or operational demands dictate, defer payment of the assistance for a period not exceeding 12 months. Any deferment will be detailed within the grant approval notice.

If the application for Housing Assistance is refused, the Council will give the reasons for the refusal and confirm the procedure for appealing the decision.

Where Housing Assistance has been approved and the Council are satisfied that through circumstances beyond the control of the applicant which could not have reasonably been foreseen, the cost of the assisted works has either increased or decreased, the Council may, at their discretion re-determine the assistance given and notify the applicant accordingly by issue of a re-approval notice.

Additional works or deviations from the approved works carried out without prior approval of the Council will not be considered for any increased financial assistance and would remain the responsibility of the applicant to fund.

15. Review of the Councils Decision

Any person having made a valid application for Mandatory Disabled Facilities Grant or Discretionary Housing Assistance may request a review of the decision not to consider or to refuse an application.

A request for review of must be submitted to the Council with 21 days of the date of the decision letter. The request must be in writing and addressed to the Head of Community Services at Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch B98 8AH. A review of the decision will be undertaken by the Head of Community Services in consultation with the relevant Portfolio Holder and the decision will be notified to the applicant in writing. If the person remains dissatisfied with the review decision they have the right to approach the Local Government Ombudsman.

Any departure from Policy will only be considered where the applicant can demonstrate both wholly exceptional circumstances to justify such a departure but also that the applicant does not have the means by which they could reasonably be expected to otherwise fund and undertake the work.

Complaints about service delivery rather than Policy must be made in writing to the Strategic Housing Manager at the aforementioned address who will investigate the complaint in accordance with the councils Corporate Complaints Procedure which is available on request.

16. Mandatory Disabled Facilities Grants (DFG)

These grants are mandatory under the Housing Grants, Construction and Regeneration Act 1996 and are subject to a statutory test of resources (means test) required to establish whether the applicant is financially able to contribute towards the costs of the eligible scheme.

Disabled Facilities Grants are awarded to enable applicants to have access to and around their homes, or to use essential facilities within the home to enable them to live safely and independently. Mandatory Disabled Facilities Grants can only be given for the purposes set out in the Act.

Ongoing maintenance and repair of adaptations and equipment provided under the grant will become the responsibility of the applicant or landlord as relevant.

Whilst it is recognised that a Disabled Facilities Grant is a mandatory grant, it is the Council's intention where possible to investigate all housing options that might meet the needs of the applicant in the most cost effective and suitable way before awarding a Disabled Facilities Grant. This could include moving to a more suitable and/or adapted accommodation that may be available to the applicant.

The maximum amount of Mandatory Disabled Facilities Grant is currently £30,000 set by statute. Discretionary Disabled Facilities Grant for costs above £30,000 will not be made available except upon the agreement of the Council, in accordance with this policy and where justified to be the most satisfactory course of action in the circumstances or to have arisen through reasonable and unforeseeable additional works or costs.

The council will endeavour to determine all valid application within 2 weeks of receipt unless further information is required to enable that decision. Where further information or other factors necessitate further investigation of options the council will determine the application at the earliest opportunity within the statutory timescale of 6 months.

Eligible Applicants

- Any applicant registered or capable of being registered under the Chronically Sick & Disabled Persons Act 1970 and requires adaptations to be provided.
- Any disabled person, as described by Housing Grants, Construction and Regeneration Act 1996, s.100. Applicants can be property owners or tenants or some landlords may apply on behalf of tenants.

Qualifying Criteria

- A referral from the Community Occupational Therapist (COT) via Social Services confirming that the works are 'necessary and appropriate' is required. This referral will recommend works.
- Entitlement to a Disabled Facilities Grant is mandatory but before approval the Council has to be satisfied that the relevant works are both necessary and appropriate for the disabled person, and additionally that it is 'reasonable and practicable' to carry out the works.
- A permanent, or long-term in the case of fostering, and legal residence, including dwellings, mobile homes, caravans and houseboats. Second or holiday homes will not be considered for assistance.

Conditions

- Works must qualify as described in s23 of the Housing Grants, Construction and Regeneration Act 1996 (as amended).
- Works must be recommended by a Community Occupational Therapist and be necessary and appropriate to meet the needs of the disabled applicant.
- The works must be reasonable and practicable to carry out having regard to the age and condition of the dwelling or building.
- Applicant will be subject to a financial assessment of resources except where
 - i) the applicant (relevant person(s)) is in receipt of one or more of the following means tested benefits; -Housing Benefit, Income Support, Guaranteed Pension Credit, Income-based Employment Support Allowance (ESA), Income-based Job Seekers Allowance (JSA), Working/Child Tax Credit where income is less than set threshold, Universal Credit
 - ii) The application is in respect of a disabled child.
- Proof of title is required
- Landlord consent to the works is required where applicable.
- Conditions relating to the recovery of equipment in specified circumstances are applied.
- The Council will use its powers to place a local land charge against the property where the Mandatory Disabled Facilities Grant exceeds £5000. The charge may be up to a maximum of £10,000 and repayment of the sum on charge is required where the adapted property is sold, transferred or otherwise disposed of within a 10 year period from completion of the work.

Maximum Assistance

- £ 30,000 (once only)

17. Discretionary Disabled Facilities Grant

Subject to availability of funding the council may consider Discretionary Disabled Facilities Grant. Where Discretionary Disabled Facilities Grant is considered appropriate the discretionary assistance will not exceed £10,000, will be repayable to the Council in full on the sale transfer or disposal of the property and will be registered as a Local Land Charge.

Where works requested are in excess of £30,000 or considered to be unreasonable given the age, construction and/or condition of the property, alternatives to discretionary DFG funding including the following will normally be considered;

- a) Referral to Social Services for their consideration of providing additional resources.
- b) Alternative schemes of work.
- c) Assistance to enable a move to alternative accommodation, with funding for adaptations to the new accommodation.

Maximum Assistance

- £ 10,000 (once only)

18. Minor Adaptations /Handypersons Service Top-Up

Subject to availability of funding the council will consider providing top-up funding to adaptations provided by the AgeUK Handyman Service, for homeowners and private tenants. Work exceeding the Handyman Service maximum of £1000 may be topped-up to a maximum cost of £2000.

This discretionary assistance prevents minor schemes of adaptation to proceed without the need for an application through the Disabled Facilities Grant process which may be disproportionate to the scale of funding required and unduly delay provision of the required adaptations. A Local Land Charge is not applicable and only one application per household is allowed in any 5-year period.

Maximum Assistance

- £ 1000 (only one application per 5 year period)

19. Dementia Dwellings Grant

Subject to availability of funding the council will consider providing non means-tested assistance to provide aids and adaptations in the home designed to enable people with memory loss or a diagnosis of dementia to manage their surroundings, retain their independence and reduce feelings of confusion.

It is a free service which is run through AgeUK and provides a range of measures which can include such items as night lamps, touch lamps, dementia clocks, illuminated switches and key safes.

Eligible Applicants

- A referral from the Early Intervention Dementia Team Service (EDTS) or AgeUK Dementia Team.
- The grant offer will be a combination of standard and bespoke products based around an assessment of individual need.

Qualifying Criteria

To apply for this assistance you will need to:

- Have been diagnosed with dementia or suffering from recognised memory loss affecting day-to-day independence.

- Be referred by a Worcestershire GP, OT, EDTS, AgeUK or any Dementia Carers Association, to the Home Improvement Agency, regardless of tenure.
- Live at home.

Initial contact will be with AgeUK who will arrange for a visit by the Dementia Advice Service. The Dementia Advisor will survey the home and assess individual need. Products will be provided and those requiring installation will be installed via AgeUK Independent Living Service Handyperson.

Conditions

- Works must relate to the applicants dementia/memory loss needs.
- Assistance only available where it will aid the applicant to remain at home independently for a longer period.
- Only one application for assistance will be considered up to a maximum of £750 within any 2 year period. Exemption to this condition is at the discretion of the Head of Community Services subject to justifying circumstances.
- The works must be completed within 12 months of the date of approval.

Maximum Assistance

- £ 750.00

20. Hospital Discharge Scheme

Subject to availability of funding this assistance is intended to aid timely discharge from hospital and help avoid re-admission.

Eligible Applicants

- Recognised disabled persons as described by Housing Grants, Construction and Regeneration Act 1996, (as amended) and
- in receipt of one or more of the following means tested benefits : Income Support, Guaranteed Pension Credit, Income-based Employment Support Allowance (ESA), Income-based Job Seekers Allowance (JSA), Working Tax Credit, Universal Credit, Housing/Council Tax Support (not including single person or disabled person discount).

Qualifying Criteria

- The property is the applicant's permanent and legal residence.
- Urgent minor adaptations that qualify under the Housing Grants, Construction and Regeneration Act 1996, (as amended)

Conditions

- All works must relate to the applicants medical needs.
- Assistance will only be considered where a delay in provision of the necessary adaptations will cause and unreasonably delay release of the patient from primary care, or where an unreasonable delay in provision of the necessary works will cause a relevant person to be admitted to primary care.
- Assistance cannot exceed a maximum of £ 5000

Maximum Assistance

- £ 5000

21.Ceiling Tracking and Hoists

Subject to availability of funding this assistance is intended to meet the costs of providing fixed ceiling tracking and track –mounted hoists where these do not form part of a Mandatory Disabled Facilities Grant new-build scheme. Where costs are below £1000 this equipment is provided by Worcestershire County Council Adult Social Care. This assistance will apply where the equipment and installation cost exceeds £1000.

Ownership of equipment installed through this assistance is transferred to Worcestershire County Council Adult Social Care including future maintenance and servicing costs, and equipment can be removed and recycled when no longer required, including making good to ceilings and décor where equipment is removed .

This is discretionary assistance and funded will be via an annual sum transfer to Worcestershire County Council Adult Social Care / Integrated Community Equipment Service (ICES) based on projected demand.

22. Home Repair Assistance Lifetime Loans (HRA LTL)

This discretionary assistance is intended to ensure that vulnerable persons remain in their homes in safe, warm and healthy conditions. It is available to home owners that do not have sufficient financial resources to maintain their homes in a safe, health enabling condition free of serious defects or hazards. The assistance is repayable on sale, transfer or disposal of the property and does not accrue interest charges.

Eligible Applicants

- Owner occupiers or private tenants with a repairing responsibility, having savings of less than £16,000 and in receipt of one or more of the following means-tested benefits:- Income Support, Guaranteed Pension Credit, Income-based Employment Support Allowance (ESA), Income-based Job Seekers Allowance (JSA), Working Tax Credit, Universal Credit, Housing/Council Tax Support (not including single person or disabled person discount).

Qualifying Criteria

- The property is the applicant's permanent and legal residence.
- The property is in need of essential repairs as determined by the Housing Act 2004 to address Category 1 or significant Category 2 hazards as determined under the Housing Health & Safety Rating System, in order to make the property safe, warm, weatherproof and healthy for the occupants. In exceptional circumstances this may include works in default as part of enforcement action.
- No assistance will be granted in respect of properties built or converted less than 10 years prior to the application date.

Conditions

- Only one application for assistance will be considered up to a maximum of £ 10,000 within any 5 year period. Where exceptional circumstances exist this condition may be relaxed at the discretion of the Head of Community Services.
- Assistance is repayable in full to the council on sale, transfer or other disposal of the property. A Local Land Charge will be placed on the property for this purpose.
- The applicant must have lived at the property for a minimum of 12 months immediately prior to the application date as his/her sole permanent residence.
- The approved works must be completed within 12 months of the date of approval.
- Where the works are in respect of common parts or group repair assistance will only be considered to a reasonable sum or proportion of costs reflecting the applicant's liability.

Maximum Assistance

- £ 10,000 (within 5 year period)

23. Houses in Multiple Occupation Lifetime Loan (HMO LTL)

This discretionary assistance is intended to assist landlords to create additional units of HMO accommodation or improve amenity or thermal standards of existing substandard HMO accommodation. The assistance is repayable on sale, transfer or disposal of the property and does not accrue interest charges.

Eligible Applicants

- A Landlord of a property currently operated as a House in Multiple Occupation or intended for conversion to form a House in Multiple Occupation.

Qualifying Criteria

- The property is operating as a House in Multiple Occupation where works to achieve compliance with statutory standards have been identified. Eligible work items include but are not restricted to:
 - (a) Fire alarm and detection systems, fire doors, fire resistance and emergency lighting
 - (b) Improvements to communal kitchens, bathrooms or provision of additional sanitary or kitchen facilities.
 - (c) Provision or improvement of thermal and energy efficiency measures.
- The property is operating as a House in Multiple Occupation and is to be converted to provide additional units of accommodation.
- The property is not a House in Multiple Occupation and is being converted to form a new House in Multiple Occupation.

Conditions

- Assistance is repayable in full to the council on sale, transfer or other disposal of the property. A Local Land Charge will be placed on the property for this purpose.
- Assistance is repayable should the property cease to operate as a House in Multiple Occupation.
- The approved works must be completed within 12 months of the date of approval.
- Assistance will be limited to 50% of the total cost of eligible work defined by the council, subject to a maximum of £3000 per unit of accommodation created or improved.
- The property must be free from Category 1 hazards assessed using the Housing Health & Safety Rating System on completion of the eligible work.

Maximum Assistance

- £ 3000.00 per unit of accommodation.

24. Energy Efficiency Scheme

This discretionary assistance is intended to assist homeowners that are in or at risk of fuel poverty, to improve or maintain the energy efficiency of their property and heating system where other funding streams are not available or inappropriate to the needs of the homeowner. Application, installation and follow-up services are managed by the councils appointed Energy Advice Agency.

Eligible elements of work can include, but are not restricted to, the following;

- i) First-time central heating systems (not solid fuel)
- ii) Replacement of inefficient or defective heating systems including boilers, radiators, control elements, etc
- iii) Loft and/or cavity wall insulation

Eligible Applicants

- Any homeowner with inadequate or inefficient heating or loft or cavity wall insulation, where works to improve or enable improvement of the heating system and/or insulation of the loft and cavity wall are recommended by the councils appointed Energy Advice Agency.
- Any homeowner with broken or faulty heating that can be economically repaired, as recommended by the councils appointed Energy Advice Agency.
- Any homeowner with a heating appliance that has not been serviced within the last 12 months, where servicing is recommended by the councils appointed Energy Advice Agency.

Qualifying Criteria

- The household must meet criteria prescribed by the Council taking account of current national or local guidance in respect of both fuel poverty criteria and financial qualification criteria. Criteria may be reviewed annually or as required in line with changes to national or local guidance.
- Eligible criteria includes the following means-tested benefits; Income Support, Guaranteed Pension Credit, Income-based Employment Support Allowance (ESA), Income-based Job Seekers Allowance (JSA), Working Tax Credit, Universal Credit, Housing/Council Tax Support (not including single person or disabled person discount). In cases where there is proven fuel poverty and high vulnerability to cold and where exceptional circumstances exist specific criteria may be waived or varied at the discretion of the Head of Community Services.
- Financial eligibility does not take account of Personal Independence Payments or Disability Living Allowance.
- There must be no other funding available or appropriate to meet the needs of the household. Where alternative funding can be accessed but does not meet the full cost of eligible work Energy Efficiency Scheme funding may be granted to meet the funding shortfall.
- Should the household have savings, these should be used towards the cost of works subject to disregard of the first £6000 of savings. In such cases Energy Efficiency Scheme funding may be granted to meet the funding shortfall.
- To qualify for replacement, boilers must be F or G rated or broken beyond economic repair.

Conditions

- The applicant must have owned and occupied the property for at least 12 months prior to the application, except where occupation is by virtue of perpetuity without ownership, under testacy arrangements.
- A £250 contribution in the case of heating installation replacements or first-time central heating provision and a £50 contribution in the case of insulation works only is required. Where exceptional circumstances exist this condition may be waived at the discretion of the Head of Community Services.
- Carbon monoxide alarm to be included with all heating works where carbon monoxide poisoning is a recognised risk.
- The assistance to be paid directly to the contractor on behalf of the resident on receipt of proof of satisfactory completion of works via the councils appointed Energy Advice Agency.

Maximum Assistance

- £ 5000.00 per property for heating replacements or first-time central heating and associated work.
- £300.00 per property for economic repairs to existing heating systems.
- £75.00 once-only grant for a heating system service.

The Private Sector Housing Assistance Policy 2019 shall apply from May 1st 2019 until such time as it is amended or superceded.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE**

6th June 2019

OVERVIEW AND SCRUTINY – WORK PROGRAMME PLANNING EVENT

Relevant Portfolio Holder	Councillor David Thain
Portfolio Holder Consulted	Councillor Thain was informed about the training session.
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services.
Ward(s) Affected	All wards.
Non-Key Decision	

1. SUMMARY OF PROPOSALS

This report provides Members with an opportunity to consider the outcomes of the Overview and Scrutiny Work Programme Planning Event, which was held on 29th May 2019. During the event Members explored a number of issues that might potentially be suitable for further scrutiny. The Overview and Scrutiny Committee is asked to consider whether to add any of these items to the Committee's work programme in 2019/20.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** to:

- 1) **identify items raised during the Overview and Scrutiny Work Programme Planning Event to add to the Overview and Scrutiny Committee's work programme; and**
- 2) **note the issues raised as potential items for scrutiny, including pre-scrutiny, in 2019/20 as detailed in Appendices 1 and 2 in the report.**

3. KEY ISSUES**Background**

- 3.1 The Overview and Scrutiny Work Programme Planning event was held on 29th May 2019. All non-executive Members were invited to attend. In the event a total of 8 Members participated in the session.
- 3.2 During the event introductory training was provided in respect of the role of Overview and Scrutiny in the democratic process and the different types of scrutiny activity that can be undertaken.
- 3.3 Members were also invited to consider the different ways in which Overview and Scrutiny Members could investigate matters. This included:

**OVERVIEW AND SCRUTINY
COMMITTEE**6th June 2019

- Receiving an overview of a subject at a meeting of the Committee. This could involve the presentation of a report to a single meeting of the Committee for information.
- Undertaking Task Group or Short Sharp Reviews of a subject. This policy review work involves Members working in small groups to investigate a subject in detail over a period of month.
- Pre-decision scrutiny, whereby Overview and Scrutiny Members investigate a matter in detail before the Executive Committee makes a decision on the subject. Where sufficient notice is provided in the work programme this may involve undertaking a Short Sharp Review.
- Members carrying out independent research on behalf of the Committee and reporting back in respect of their findings.

- 3.4 Following an overview of the various approaches that could be adopted to scrutiny and where these might apply Members were invited to participate in two interactive sessions.
- 3.5 The first of these activities focused on doorstep issues that had been raised by residents with Members over the previous twelve months. Members were invited to match these issues to the Council's strategic purposes.
- 3.6 The second activity involved Members discussing within groups whether they felt that the issues would be suitable for further scrutiny. The outcomes of these discussions are detailed at Appendix 1 to this report.
- 3.7 During this session members also considered items that had been suggested as potentially suitable for further scrutiny by the Council's Corporate Management Team (CMT). Some of these subjects were similar to those that had been raised with Members by local residents. The full list can be viewed at Appendix 2 to this report.

Financial Implications

- 3.8 All scrutiny activities can have some financial implications, for example in respect of the costs of issuing paperwork for Committee meetings. It is therefore important to ensure that Members select subjects to scrutinise that will achieve best value for money for local residents.

Legal Implications

- 3.9 There are no specific legal implications.

**OVERVIEW AND SCRUTINY
COMMITTEE**6th June 2019

Service / Operational Implications

- 3.10 Overview and Scrutiny is a Member-led process. Members determine which items are added to the Overview and Scrutiny Committee's work programme, what evidence is gathered during an investigation and which recommendations to make to the Executive Committee and / or Council. The Overview and Scrutiny Work Programme Planning event provided Members with an opportunity to propose items to add to the Committee's work programme.
- 3.11 Overview and Scrutiny activities should focus on strategic issues that matter to local residents. The event was designed to enable Members to identify issues that best match this aspiration.
- 3.12 There is currently one Task Group, the Suicide Prevention Task Group, which is due to report back to the Committee November 2019. There are also two permanent sub-groups of the Committee, the Budget Scrutiny Working Group and the Performance Scrutiny Working Group.
- 3.13 Once the Suicide Prevention Task Group review has been completed there should be officer capacity to support further reviews.
- 3.14 Members are asked to note that it is not intended that this event will provide the only opportunity for Members to suggest items for scrutiny. Members are encouraged to continue to suggest items for scrutiny, including pre-decision scrutiny, throughout the year as and when they feel that this would be appropriate.

Customer / Equalities and Diversity Implications

- 3.15 There are no specific customer or equalities and diversity implications.

4. RISK MANAGEMENT

No specific risks have been identified.

5. APPENDICES

Appendix 1 – Door Step Issues – items identified as suitable for further scrutiny in 2019/20.

Appendix 2 – Potential Items for Scrutiny Suggested by the Corporate Management Team (CMT)

**OVERVIEW AND SCRUTINY
COMMITTEE**6th June 2019

AUTHOR OF REPORT

Name: Jess Bayley, Senior Democratic Services Officer (Redditch)
Email: jess.bayley@bromsgroveandredditch.gov.uk
Tel.: (01527) 64252

APPENDIX 1: Overview and Scrutiny Training, Wednesday 29th May 2019
Outcome of the Exercises

During the Overview and Scrutiny training delivered on Wednesday 29th May 2019 Members participated in a number of group activities designed to enable them to suggest items for inclusion on the Overview and Scrutiny Work Programme in 2019/20. During these activities Members discussed the issues that had most frequently been raised with them over the last 12 months and their suitability for further scrutiny (new Members suggested the key issues that were raised whilst they were campaigning to be elected). This approach was adopted to enable Members to focus on issues of concern to the public, in line with best practice guidance for overview and scrutiny. Each of the issues raised by Members was considered alongside the Council's strategic purposes to enable Members to focus on matters in accordance with the Council's strategic vision.

All of the suggestions are listed below and have been listed in themes associated with the relevant strategic purpose. Where a number of Councillors raised the same issue the number of times that a topic was suggested has been highlighted and they have been grouped together to avoid duplication. To place this in context Members should note that eight Councillors representing Abbey, Batchley and Brockhill, Church Hill, Crabbs Cross, Greenlands and Winyates wards attended the training.

Keep My Place Safe and Looking Good

Topic 1: Anti-Social Behaviour (raised by 5 Councillors)

Additional details were provided by some Members regarding specific anti-social behaviour issues that had been raised by local residents. This included drug dealing, drug-taking, noise and bullying.

Topic 2: Parking (raised by 4 Councillors)

Additional details were provided by some Members regarding particular issues that had been reported in respect of parking including parking around the hospital, parking in the town centre, the availability of affordable parking in the town and at the hospital, the use of white lines and parking at Far Moor Lane, which was considered to be dangerous.

Topic 3: Local Environment (raised by 6 Councillors)

Particular issues highlighted by Members in respect of this matter included: overgrown shrubbery and trees, keeping places tidy, improving the condition of roads and footpaths, climate change and litter. Questions were raised about why the Council had to mow the wild flowers on the roundabouts and road verges in the Borough.

Scrutiny suggestion: Members suggested that it might be useful to launch a Task Group review focusing on the work of the Place Teams.

Topic 4: Speeding (raised by 1 Councillor)

No specific points were discussed in relation to this matter.

Topic 5: Pride in Their Area (raised by 1 Councillor)

No specific points were discussed in relation to this matter.

Help me be Financially Independent (Including Education and Skills)Topic 6: Poverty (suggested by 1 Councillor)

Members noted during the training that it had recently been reported that a third of children in Redditch are living in poverty. There are particular problems with child poverty in Central and Greenlands wards.

Scrutiny suggestion: Members agreed that this might be a suitable topic for further scrutiny as the subject of a Task Group exercise. The review would need to take into account the following:

- Historical data in respect of poverty, including child poverty, and the extent to which poverty levels have changed over time.
- Consideration of local demographics.
- Identifying where children in poverty are likely to go to school.
- Consultation with relevant Officers and teams.
- Identifying action that could be taken to address the problem.

Topic 7: Education (suggested by 1 Councillor)

The Councillor suggested that a particular emphasis needed to be placed on helping residents to develop their skills.

Topic 8: Work and Training Opportunities for People with Disabilities (suggested by 1 Councillor)

The Councillor suggested that it was important to explore options available to those who develop a disability during their lifetime and who may need or want to change careers. An investigation of this subject could focus on training opportunities available to people with disabilities.

Help me Find Somewhere to Live in my LocalityTopic 9: Quality of Housing (suggested by 2 Councillors)

Additional details were provided by some Members regarding particular issues that had been raised by local residents including damp conditions in flats and poor quality housing.

Topic 10: Space within Houses (suggested by 2 Councillors)

Additional details were provided by Members which in both cases related to the need for families to move into larger properties to accommodate an increasing number of children within the family.

Topic 11: Affordable Housing (suggested by 1 Councillor)

This Councillor placed a particular emphasis on the high charges in the private rented sector.

Topic 12: Housing Developers

Reference was made to a particular housing developer which has built homes in the Borough and problems raised about these homes by local residents.

Help me Run a Successful BusinessTopic 13: Town Centre Regeneration and the need for regeneration to take place (suggested by 2 Councillors)

Scrutiny suggestion: Members suggested that all reports coming forward over the next 18 months in respect of the ongoing redevelopment of Redditch town centre should be subject to pre-scrutiny.

Topic 14: Winyates Centre Redevelopment (suggested by 1 Councillor)

Scrutiny suggestion: Members suggested that all reports coming forward over the next 18 months in respect of the ongoing redevelopment of Winyates and Matchborough District Centres should be subject to pre-scrutiny.

Topic 15: Eastern Gateway (suggested by 1 Councillor)

Scrutiny Suggestion: Members discussed this idea and noted that on the one hand the Eastern Gateway development was not welcomed by some residents and causing some distress but on the other hand the development would support economic development in the area and provide job opportunities for Redditch residents. Concerns were raised that this subject could not be tackled alone by Redditch Borough Councillors as the development would also be taking place on land in Bromsgrove and Straford-on-Avon districts. It was similarly noted that planning permission had already been granted for the development which would make it difficult to halt progress with the development. However, Members suggested that Officers should be invited to attend a meeting of the Overview and Scrutiny Committee to explain the purpose of the Eastern Gateway and to justify the development.

Help me Live my Life Independently (Including Health and Activity)Topic 16: Health Services (suggested by 2 Councillors)

Particular issues highlighted by Members in respect of this matter included the reduction in services available to access at the Alexandra Hospital, the need to keep local services open and local GP surgeries.

Topic 17: Mental Health Services (Including loneliness) (suggested by 2 Councillors)

Scrutiny Suggestion: Members suggested that the subject of mental health services for adults and the impact that loneliness can have on a person's mental wellbeing should be the subject of a Task Group exercise. This would take into account:

- The impact on single parents, the elderly and disabled people.
- Actions that could be taken by the Council and partner organisations to address the problem.
- Options for community engagement and horticultural activities, to address the needs of adults struggling with mental ill health and / or loneliness.
- Members agreed that the review should not explore the needs of young people as this was the subject of a separate review completed in recent years.

Topic 18: Transport and Bus Services (suggested by 2 Councillors)

No specific points were discussed in relation to this matter.

APPENDIX 2:

Ideas Suggested by the Corporate Management Team – May 2019

Health inequalities

Skills in the local workforce

Digital Service Delivery Agenda

Town Centre Redevelopment

Mental Health and Well Being

Joint Scrutiny Opportunities

Council Plan / Strategic Purposes

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EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

1 July 2019 to 31 October 2019

(published as at 3rd June 2019)



This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months. "Key Decisions" are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

The Executive Committee's meetings are normally held at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3268 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Matthew Dormer, Leader and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships
Councillor David Thain, Deputy Leader and Portfolio Holder for Corporate Management
Councillor Juliet Brunner, Customer Access and Financial Services
Councillor Brandon Clayton, Portfolio Holder for Environmental Services
Councillor Julian Grubb Community Services and Regulatory Services
Councillor Michael Rouse, Portfolio Holder for Leisure
Councillor Craig Warhurst, Portfolio Holder for Housing
Councillor Greg Chance
Councillor Bill Hartnett

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Development Services Policy Statement Key: No	Executive 9 Jul 2019		Report of the Interim Head of Leisure and Cultural Services	Jonathan Cochrane, Development Services Manager Tel: 01527 63051
Disposal of HRA Asset at Green Lane, Studley Key: Yes	Executive 9 Jul 2019	This report might contain exempt information which will need to be considered in private session.	Report of the Head of Community Services	Matthew Bough, Housing Policy and Performance Manager Tel: 01527 64252 ext 3120
Eicher Motors Project - Proposal Feasibility Key: No	Executive 9 Jul 2019	This report may contain commercially sensitive information which may need to be considered in a private session of the Executive Committee.	Report of the Interim Head of Leisure and Cultural Services	Jonathan Cochrane, Development Services Manager Tel: 01527 63051
Equality Impact Assessments Key: No	Executive 9 Jul 2019		Report of the Head of Business Transformation and Organisational Development	Rebecca Green, Policy Manager Tel: 01527 881616

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Estates Management and Facilities Management Structure Proposals Key: No	Executive 9 Jul 2019 Council 22 Jul 2019	This report may contain exempt information which may mean the report will need to be considered in private session.	Report of the Head of Legal, Equalities and Democratic Services	Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429
Far Moor Lane, Redditch - Land Disposal to Homes England Key: No	Executive 9 Jul 2019 Council 22 Jul 2019	This report may contain some exempt information and might need to be considered by the Councillors in private session.	Report of the Chief Executive	Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429
Financial Outturn 2018/19 and Reserves Key: No	Executive 9 Jul 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Housing / Housing Revenue Improvement Plan - Progress Report Key: No	Executive 9 Jul 2019		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Members' ICT Policy Key: No	Executive 9 Jul 2019		Report of the Head of Business Transformation and Organisational Development	Mark Hanwell, ICT Transformation Manager Tel: 01527 881248
Redditch Borough Council Low Emission Vehicle Strategy Key: No	Executive 9 Jul 2019 Council 22 Jul 2019		Report of the Head of Environmental Services	Kath Manning, Climate Change and Energy Support Manager, Anna Wardell-Hill Tel: 01527 587094,
Redditch Council Plan Key: No	Executive 9 Jul 2019 Council 22 Jul 2019		Report of the Head of Business Transformation and Organisational Development	Rebecca Green, Policy Manager Tel: 01527 881616
Staff Bring Your Own Device Policy Key: No	Executive 9 Jul 2019		Report of the Head of Business Transformation and Organisational Development	Mark Hanwell, ICT Transformation Manager Tel: 01527 881248
Service Delivery Options - HRA Gas Maintenance Key: Yes	Executive 9 Jul 2019		Report of the Head of Environmental Services	Guy Revans, Head of Environmental Services Tel: 01527 64252 ext 3292
Tenancy Conditions for Council Housing Tenants and Tenants' Handbook Key: No	Executive 9 Jul 2019 Council 22 Jul 2019		Report of the Head of Community Services	Jayne Baylis, Housing Services Manager Tel: 01527 64252 ext 3825

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Town Centre Regeneration (Community Hub and Railway Quarter) Key: Yes	Executive 9 Jul 2019	This report may contain exempt information which might need to be considered by the Executive Committee in private session.	Report of the Chief Executive	Lyndsey Berry, Town Centre Co-Ordinator Tel: 01527 587002
Unit 17, Rubicon Centre Key: Yes	Executive Not before 9th Jul 2019	This report may contain exempt information and as such Members may be required to go into confidential session during consideration of the item.	Report of the Chief Executive	Ostap Paparega, Head of North Worcestershire Economic Development Tel: 01562 732192
Budget Framework Report 2019 Key: No	Executive 10 Sep 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Finance Monitoring Quarter 1 2019/20 Key: No	Executive 10 Sep 2019 Council 23 Sep 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673

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Homes England Asset Transfer Key: Yes	Executive 10 Sep 2019	<p>Consideration of this item is the subject to agreement of certain matters with Homes England in January 2019.</p> <p>This report will contain commercially sensitive information and therefore parts of the report may need to be considered in private session.</p>	Report of the Chief Executive	<p>Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429</p>
Matchborough and Winyates District Centres - Procurement Process to Secure a Development Partner Key: Yes	Executive 10 Sep 2019	This report may contain exempt information which would need to be considered in private session.	Report of the Head of Planning and Regeneration	<p>Ruth Bamford, Head of Planning and Regeneration Tel: 01527 64252</p>

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National Waste Strategy - Implications for the Council Key: No	Executive Not before 1st Sep 2019		Report of the Head of Environmental Services	Guy Revans, Head of Environmental Services Tel: 01527 64252 ext 3292
New Cemetery Provision Key: No	Executive 10 Sep 2019		Report of the Head of Environmental Services	Michael Birkinshaw, Bereavement Services Manager Tel: 01527 62174
North Worcestershire Economic Growth Strategy Key: No	Executive 10 Sep 2019 Council 23 Sep 2019		Report of the Chief Executive	Ostap Paparega, Head of North Worcestershire Economic Development Tel: 01562 732192
Performance Report - Help me live my life independently Key: No	Executive 10 Sep 2019		Report of the Deputy Chief Executive	Tracy Beech, Policy Officer Tel: 01527 64252 ext 3625
Redditch Business Centres Review Key: No	Executive 10 Sep 2019 Council 23 Sep 2019		Report of the Chief Executive	Ostap Paparega, Head of North Worcestershire Economic Development Tel: 01562 732192

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Review of the Customer Access and Financial Support Service Key: No	Executive 10 Sep 2019 Council 23 Sep 2019	This report might contain exempt information and may therefore need to be considered in private session.	Report of the Executive Director of Finance and Corporate Resources	Jayne Pickering, Executive Director, Finance and Resources Tel: 01527 881207
Review of Council Tax Support Scheme Key: No	Executive 10 Sep 2019 Council 23 Sep 2019		Report of the Executive Director of Finance and Corporate Resources	David Riley, Revenues Services Manager Tel: 01527 64252 ext 3382
Voluntary and Community Services Concessionary Rents Policy Key: No	Executive Not before 10th Sep 2019 Council Not before 23rd Sep 2019		Report of the Head of Legal, Equalities and Democratic Services.	Helen Broughton, Redditch Partnership Manager Tel: 01527 64252 ext 3237
Fees and Charges 2020/21 Key: No	Executive 29 Oct 2019 Council 18 Nov 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673

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Housing / Housing Revenue Account Strategic Improvement Plan Progress Report Key: No	Executive 29 Oct 2019		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601
Medium Term Financial Plan 2020/21 to 2023/24 - Update Report Key: No	Executive 29 Oct 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Domestic Abuse Policy - Identifying Abuse and Responding Effectively Key: No	Executive 29 Oct 2019 Council 18 Nov 2019		Report of the Head of Community Services	Bev Houghton, Community Safety Manager (Redditch and Bromsgrove) Tel: 01527 64252 ext 3656
Finance Monitoring Report Quarter 2 2019/20 Key: No	Executive 10 Dec 2019 Council 20 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Medium Term Financial Plan 2020/21 to 2023/24 - Update Report Key: No	Executive 10 Dec 2019		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673

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Performance Report - Provide Good things for me to see, do and visit Key: No	Executive 10 Dec 2019		Report of the Executive Director Finance and Resources	Tracy Beech, Policy Officer Tel: 01527 64252 ext 3625
Council Tax Base 2020/21 Key: No	Executive 14 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Housing Revenue Account Initial Budget 2020/21 to 2022/23 Key: No	Executive 14 Jan 2020 Council 20 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Performance Report - Provide with somewhere to live in my locality Key: No	Executive 14 Jan 2020		Report of the Deputy Chief Executive	Tracy Beech, Policy Officer Tel: 01527 64252 ext 3625
Housing / Housing Revenue Account Strategic Improvement Plan Progress Report Key: No	Executive Not before 1st Feb 2020		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any)	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Capital Programme 2020/21 to 2022/23 Key: No	Executive 11 Feb 2020 Council 24 Feb 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Pay Policy Statement 2020/21 Key: No	Executive 11 Feb 2020 Council 24 Feb 2020		Report of the Head of Business Transformation and Organisational Development	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385
Medium Term Financial Plan 2020/21 to 2023/24, Including Council Tax Resolutions Key: No	Executive 24 Feb 2020 Council 24 Feb 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Finance Monitoring Quarter 3 2019/20 Key: No	Executive 24 Mar 2020 Council 6 Apr 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Performance Report - Keep my place safe and looking good Key: No	Executive 24 Mar 2020		Report of the Deputy Chief Executive	Tracy Beech, Policy Officer Tel: 01527 64252 ext 3625

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Overview and Scrutiny Annual Report 2019/20 Key: No	Council 6 Apr 2020		Report of the Head of Legal, Equalities and Democratic Services	Jess Bayley, Senior Democratic Services Officer (Redditch) Tel: 01527 64252 ext 3268