

Public Document Pack

Housing Select Committee Supplementary Agenda

Wednesday, 11 March 2015
7.30 pm, Committee Room 3
Civic Suite
Lewisham Town Hall
London SE6 4RU

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This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

Part 1

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Agenda Item 4

HOUSING SELECT COMMITTEE		
Title	Private Rented Sector: Options Study for Selective, Additional or Whole Borough Licensing Scheme – Flats over Commercial Premises	
Key Decision	No	Item No.4
Ward	All wards	
Contributors	Executive Director of Customer Services Head of Standards, Enforcement and Advice	
Class	Part 1	Date: 11th March 2014

1. Purpose

1.1 Following the report to its December 2014 meeting, Housing Select Committee RESOLVED:

- a) The proposals made in Section 2 of the officer report be noted.
- b) An update report to be presented in 2015-16.
- c) Generation Rent be asked for more information on their work with other local authorities in helping tenants claim rent back under RROs.

1.2 This report documents the work that has been undertaken since December 2014, exploring the business case for discretionary licensing and suggests what type of licensing scheme may be lawful, as part of its wider private sector housing strategy, using the powers available to the council under Part 3 of the Housing Act 2004. It sets out the evidence base, assumptions and reasoning that sit behind the various elements.

1.3 Financial modelling for three options has been commissioned; the outputs for two of these models are expected to be delivered on 9th March. This should therefore be available for tabling to HSC on 11th March, together with the comments from Finance.

2. Recommendation

Housing Select Committee is asked to:

2.1 note the work in progress to identify all premises in the borough being:

- private rented accommodation estimated at 45,000
- houses in multiple occupation
- flats over commercial premises, estimated at 4,223 lettings (in 1,800 properties)

2.2 comment on the preliminary findings of the research, in particular the on the emerging business case for licensing of flats over commercial property.

3. Background

3.1 Members will recall from the report to Housing Select Committee December 2014, the business case for licensing can be more immediately apparent in areas outside London, of housing market failure. Northern authorities and some student towns and cities were amongst the first to use the Housing Act 2004 Part 3 power to introduce discretionary licensing. More recently, London local housing authorities have started to explore and introduce schemes in a different market and policy context. The legislation was not drafted within the context of high housing demand. Therefore making the case for discretionary licensing in the London context presents a unique set of challenges, as it calls for an

evidence base linking poorly managed private sector housing to ASB or enviro-crime.

3.2 Discretionary Licensing enables local housing authorities to extend the regulation of management of private rented housing stock in designated areas. It is not an end in itself. The business case for discretionary licensing must demonstrate that:

- The scheme will help deliver the housing authority's strategic private sector housing policies;
- Quantitative evidence of problems created by poor private sector housing management;
- Evidence that licensing will sustainably assist with addressing the problem;
- Analysis to show that there is no alternative solution to address the problem;
- The scheme will operate for no more than five years and must be kept under review; if the exercise has achieved its objectives, it should be discontinued.

3.3 *Additional* licensing extends licensing to all types of Homes in Multiple Occupation (HMO) not covered by the mandatory scheme (large HMOs). This requires evidence that a significant proportion of those HMOs are being ineffectively managed, resulting in health or welfare problems for occupants or the public.

3.4 *Selective* licensing extends licensing to any and all private rented properties in a defined area that are not HMOs, if the criteria for this are satisfied. In the London context (where there are no areas of housing market failure), *selective* licensing requires evidence of a link between persistent ASB related to the housing management.

3.5 Both *additional* and *selective* schemes can be borough-wide or in a defined smaller area. To license all PRS either borough wide or in a smaller area requires both *additional* and *selective* licensing. It should be noted that LB Waltham Forest has taken the view that under its new borough wide selective licensing scheme, HMOs which do not currently require a licence under the mandatory scheme will be required to obtain a licence under a selective licensing scheme.

3.6 The overall scale of licensing in Lewisham therefore could range from borough-wide selective, which would include all privately rented homes, down to a small additional licensing scheme, based in a single ward, where only small HMOs and poorly converted properties in the ward, or specific types of accommodation eg flats over shops, which are added to the current mandatory scheme.

3.7 The options modelled in this report are:

- Whole borough selective (including additional) covering an estimated 45,000 properties
- Localised additional HMOs licensing
- Localised additional licensing of private rented flats and HMOS over commercial premises estimated at 4,223 lettings in 1,813 addresses

A digest of what other London boroughs have introduced or are considering for discretionary licensing schemes is attached at appendix 3.

3.8 A summary of the legal context which was covered more fully in the December Housing Select Committee report, is attached for reference at appendix 4.

3.9 Lewisham's PRS housing strategy

3.9.1 Lewisham's private sector housing strategy into which context any discretionary licensing scheme must fit, was set out in detail in the December 2014 report to Housing Select Committee. In summary, the key elements of the strategy are to improve the quality, management, affordability, and security of the private rented sector. Tackling anti-social behaviour is specifically referenced. A range of initiatives have been pursued including a blend of stick and carrot approaches:

- introduce landlord accreditation
- develop a 'Lewisham standard'
- set up a Rogue Landlord Taskforce to focus enforcement on the worst landlords and drive them out of business

3.9.2 It is recognised that a majority of private sector landlords are professional and provide a good service. Positive partnership approaches to raising standards including accreditation and incentives have worked best with those new "accidental" landlords who were unaware of their legal obligations. However we can now report that 66 licensed HMOs are managed by landlords or their agents that have accreditation out of a total of 173. At just 38%, this is a best an equivocal result for incentivising raising standards.

3.9.3. The council's Environmental Health Residential team deals with complaints about poor private rented sector property and overall, the council has a menu of enforcement options that runs into at least 29 different powers. The Environmental Health Residential team also forms the core of the multi-disciplinary, multi agency Rogue Landlord Taskforce which has been operating for over a year has enjoyed some success in prosecuting a handful of the worst rogue landlords. This is a work in progress. The challenges for the team include:

- Paltry level of fines imposed by the criminal courts for offences,
- Enforcement is piecemeal and long-winded High proportion because most of the poorest properties are not mandatory HMOs so the power declaring a landlord not "Fit and Proper Person" is not available
- Housing Benefit regulations do not permit suspension of benefit on properties where the landlord is guilty of continuing offences under the Housing Act

4. METHODOLOGY

4.1 There were four stages in preparing this report:

- (a) Desk top review of the work of boroughs across London in relation to improved regulation of the private rented sector and opening up collaboration with the SELHP plus Lambeth group of authorities
- (b) Data mining - interrogating a range of existing databases, to identify the size, location and characteristics of the private rented housing and the stock condition survey 2009 and 2014 SELHP & Lambeth survey of private tenants experiences
- (c) Street survey of shopping streets to create a database of suspected privately rented flats over shops
- (d) Analysis of the data and generation of options to tackle problems identified related to the private rented sector, including for using discretionary licensing
- (e) Financial modelling – based on assumptions, to be set out in Appendix 1;

5. FINDINGS AND KEY ISSUES

5.1 In order to be lawful, a licensing scheme, Lewisham needs to evidence that the requirements of the Housing Act 2004 Part 3 are satisfied. These are set out again for reference in Appendix 4 to this report.

5.2 Database of PRS and its characteristics

5.2.1 We have now commissioned building of a database of properties that we believe are very likely to be privately rented, which will be available next month. This has been done by using statistical analysis undertaken by consultancy Mayhew Harper working for other London boroughs which identified four pieces of data commonly held by existing council databases to identify:

- HB recipient at the address
- No council tax recipient at the property
- or more changes in council tax liable person surname in last 36 months
- or less adult electoral registrants at the address

We have also commissioned building of a database of properties of houses in multiple occupation (HMOs) which is also expected next month: from the same independent Mayhew Harper research, properties that appear in all 4 of the datasets below have been found statistically to be very likely to be HMO's:

- More than 3 surnames on electoral roll at the address in last 36 months
- No current council tax benefit recipient at the address
- At least one change in the electoral registrants in last 12 months
- or more changes in council tax liable surname in last 36 months

5.2.2 We have estimated the size of the PRS to have grown by some 8% per year since 2011. That would mean the sector would be 45,000 strong. The output from these reports will indicate the size of the PRS and within that, those that are the likely to be houses in multiple occupation based on a list of addresses. These are expected in approximately 2 weeks. These two databases will also be mapped.

5.2.3. To find out where the poorest conditions in the private rented sector are to be found, we reviewed primary survey research commissioned by South East London Housing Partnership and Lambeth council into the experiences and perceptions of private tenants and their landlords and agents which reported in October 2014. Though originally commissioned to explore the question, "What is the capacity of the private rented sector in South East London and Lambeth to meet the housing requirements of households who would otherwise be accommodated in the social housing sector", the report contains a wealth of data that helps us to understand conditions in the sector.

5.2.4 The analysis contained in this survey report led to some conclusions that shed some light on the case for introducing licensing and its likely impact on the private rented market. The key points are as follows:

- 'Continuing attrition' of the Local Housing Allowance sector is expected to occur as landlords relet to higher income earners when those claiming some housing benefit leave
- There is evidence of poorer physical and management conditions among those receiving Housing Benefit; local authorities would do well to focus attention on intervention and enforcement activities in this sub-sector

- There is evidence of poorer physical and management conditions in properties managed by agents
- Tenant satisfaction with their conditions is (counter-intuitively) higher for Mandatory HMOs than for self contained lettings
- The majority of landlord views were firmly against extending licensing

5.2.5 The authors of the report have mined the survey data from the responses from Lewisham residents were extracted into a separate free-standing database (in SPSS and Excel). They analysed the views of residents on:

- quality, condition and management of their homes,
- existence of Category 1 HHSRS hazards,
- instances of overcrowding
- degree of sharing of facilities (within HMOs)
- quality of the external environment
- instances of anti-social behaviour and crime

Segmented this analysis of the views of residents by:

- Different localities within the borough (particularly localities on the boundary between the Inner South East and Outer South East Broad Rental Market Areas)
- Different responses from those living in HMOs and self-contained accommodation
- Different responses from those living in HMOs subject to mandatory licensing and other HMOs
- Differences between views of those in HMOs paying higher and lower rents
- Differences between views of those on higher and lower incomes (including on HB)
- Differences between the views of those whose homes are managed by managing agents and directly by landlords

5.3 The key findings of this analysis are:

- Overall, HMO tenants are likely to experience worse standards, conditions, overcrowding and services than their self-contained counterparts.
- Though there is only a small sample so the conclusion should be treated with caution, managers of mandatory HMOs provide better levels of service and conditions than those of smaller HMOs, an argument in favour of licensing
- Tenants of HMOs with the highest quartile rents were less satisfied than those on 2nd and third quartile (lower rents); as paying higher rents is not a good indicator of higher incomes, this tends to suggest that landlords are able to charge high rents for relatively poor condition HMOs because of the state of the market
- There is strong correlation between claiming HB and worse standards, conditions, hazards and services, with the exception of anti-social behaviour where there is an inverse relationship

5.2.7 In commissioning the data mining, we were concerned to explore whether there was any spatial pattern to where the poorer standards, conditions, hazards and services were to be found, which might provide a case for localised discretionary licensing. We therefore extracted all addresses where the respondent identified likely Category 1 hazards and where one of the 3 criteria (standards, conditions, services) was judged to be “very poor”. The survey returns that fell into this basket of criteria defining “very poor” quality account for 35% of the total returns. Therefore any unifying explanations that predict where poor conditions are found are very valuable.

5.2.8 No strong spatial pattern of poorer standards, conditions, hazards and services was demonstrated, with two exceptions.

5.2.9 Firstly, damp and mould which appears to be more prevalent close to the border between inner London and outer London LHA rates. We speculate this may relate to the age and construction of housing stock in those zones.

5.2.10 Secondly, there was a very clear pattern of concentration of the poorest standards, conditions, hazards and services being located along high roads of 6 secondary shopping streets (Deptford, Lee, Hither Green, Brownhill Road, Sydenham and Brockley) see map at appendix 5.

5.2.11 Together the two reports conclude :

- There is some evidence to say that large HMOs provide more satisfactory housing than small HMOs,
- The only evidence of spatial concentration is the link to secondary shopping streets where there are flats over shops
- There is no evidence for any link between the poorest private rented housing and anti-social behaviour

5.3 Business case for discretionary licensing

5.3.1 From the survey evidence, there is support for the case for extending *additional* licensing (of small HMOs) is evident which is most particularly strong for private rented flats and HMOS over commercial premises. However the report found no evidence to support a business case for selective licensing in any localised part of the borough.

5.3.2 Conditions appear to be better in the segment of the stock that is subject to mandatory licensing, suggesting that it achieves the objective of raising standards. However we have no data on what impact the introduction of mandatory licensing of large HMOs from 2006 may have had on the availability of this type of property. It is possible that a proportion of landlords have chosen to change the use or tenure of their property to avoid the need to comply with license conditions that they may have perceived to be onerous. We also have no data on rent levels before and after 2006.

5.3.3 The council currently operates a Local Lettings Scheme in partnership with private landlords and lettings agents, to prevent homelessness. This operates within LHA benefit limits. This scheme is currently unable to meet the demands from those known to the council to be at risk of homelessness. For example there are currently 300 households looking for 2 bedroom property in the borough, whilst the supply to the Lewisham Lettings Scheme of such property in the last 3 years averaged just 18 lettings per year. In the current context of an imbalance of supply and demand for private rented housing and upward pressure on rents, there is evidence that landlords are withdrawing from the LHA sub-sector. There is therefore an inherent risk that the combination of continuing attrition of the LHA sub-sector and the resistance to licensing amongst landlords, that introducing discretionary licensing might increase the rate of attrition. There has also been identified market distortion arising as a result of an imbalance of supply and demand for private rented property in the borough which gives rise to some of the top quartile property being poorer the dilemma that confronts the authority is the choice between retaining affordable rented property on the one hand and raising standards.

5.3.4 The benefits of licensing are very likely to be offset by reductions in the supply and affordability of decent private sector housing. In light of two priorities coming into conflict, the council must strike a balance between the risks of action reducing supply of affordable private rented stock and the opposing risk from inaction of unacceptably low physical and management standards which we have seen does not even protect residents from top quartile rents being charged. The risks flowing from inaction are of low standards without

protecting a supply of affordable PRS while the risks from introducing discretionary licensing are that the supply of the poorest property archetype may diminish or become more expensive. This would support an approach that focuses discretionary licensing only on the type of property that is likely to have Category 1 hazards or be of a “very poor” quality from the tenants’ perspective. On our best evidential basis, this is flats over commercial premises.

5.3.5 Thus it is recommended that a pilot additional licensing scheme be introduced covering flats in multiple occupation above commercial premises.

6. Risk register

6.1 The risk register has been constructed to explore the risks associated with continuing existing arrangements and those arising from introducing a pilot additional licensing scheme be introduced covering private rented flats and HMOS over commercial premises. This is attached at appendix II.

6.2 In summary, there are significant risks attached to continuing the existing reliance on mandatory HMO licensing only, particularly :

- mandatory HMOs on average appear to be better quality than smaller HMOs. This can be considered an argument in favour of licensing, if the higher standards in the mandatory HMOs has been brought about by regulation.
- There are many more small HMOs than there are mandatory HMOs and therefore the priority is now for licensing of smaller HMOs where conditions are worse
- The worst conditions are found in private rented flats and HMOs over commercial premises in our secondary and tertiary shopping streets; these are seldom licensable under the mandatory scheme, so regulation is not covering the worst conditions in the borough
- Enforcement against rogue portfolio landlords controlling the worst stock in the borough can only be prosecuted on a property by property basis, whilst licensing would provide a portfolio solution of prosecuting as not a “fit and proper person”.

6.3 On the other hand, there are risks attached to the process of introducing discretionary licensing, should the project be poorly conceived and then risks flowing from the licensing scheme itself.

6.4 The key risks in a poorly executed scheme are:

- financial loss associated with project costs not being accurately budgeted for and controlled
- financial and reputational risks associated with failing to meet the requirements of the Housing Act 2004, leading to Judicial Review.

Key Inherent risks of discretionary licensing are:

- increases costs to the landlord lead to rent increases to recoup the costs
- continuing attrition of the LHA market in Lewisham forcing many lower income households out of the borough to areas from which they cannot afford to commute
- skill shortages for low income jobs that are vital to the Lewisham economy.

7.0 Financial modelling

7.1 Consultancy Campbell Tickell have recently developed an off-the-shelf financial model into which Lewisham data and assumptions have been input, where these depart from assumptions in the base model. This provides indicative information on the license fee that

we would need to levy to finance the scheme, and the cost to the general fund of essential programmes that are not legally license fee recoverable. This information is required for the preliminary evaluation of the business case and for any consultation the council decides to undertake with landlords and agents.

7.2 The results from the financial modelling of 2 out of 3 options commissioned will be tabled at the meeting on 11th March.

8.0 Consultation

8.1 Consultation and consideration of the results of it in framing proposals are a legal requirement. The Housing Act stipulates a minimum ten week period for formal consultation on the business case and detailed proposals for any scheme, prior to adoption. The outcome of the Judicial Review of Enfield's discretionary licensing scheme proposals underscores the fact that this minimum consultation period is a minimum and that whole borough schemes require more extended and extensive consultation including with stakeholders in neighbouring boroughs. Croydon has recently extended their consultation by a further ten weeks in order to include nine neighbouring boroughs.

8.2 The cost of public consultation can vary depending on whether Councils commission independent consultancy firms. Opinions on licensing vary by stakeholder group and are distinctly less favourable in the case of private landlords. This is reflected nationally, though recently the National Landlords Association has acknowledged some of the benefits of licensing in driving up standards, removing competition and limiting damage caused by a minority breed of rogue landlords.

8.3 Liverpool City Council used an independent firm for their consultation procedure and found the exercise was very successful in reducing potential query and unwillingness to engage in their proposals from landlords. They consider the £100k cost of the exercise as well spent, in light of the costs they might have incurred in defending a Judicial Review brought by landlords who opposed the scheme and might have sought to have it overturned on the grounds the consultation process was not adequate. We consider this a financially prudent approach.

8.4 This proposed scheme affects a discrete segment of the PRS in Lewisham. The form of consultation expected for whole borough licensing would be excessive. It is proposed to limit consultation on this scheme to:

- Publication of this report with all appendices on the Lewisham web-site and at Council offices, libraries and leisure centres
- An on-line survey promoted to landlords and tenants of flats over shops
- Campaign in the local media to publicise the consultation exercise
- A leaflet drop to all shops and commercial premises in the borough with a hard copy of the survey questionnaire, pointing respondents at the on line report
- A presentation to an event for our 1000+ database of private sector landlords inviting their feedback on proposals for the pilot

9 CONCLUSIONS

9.1 The picture emerging from our research suggests the worst private rented sector housing in the borough is located above commercial premises, particularly concentrated in secondary and tertiary shopping streets across the borough.

9.2 Since the physical conditions and management standards of this stock can be shown to be potentially injurious to the tenants and likely to also affect the immediate environment, it may be lawful to introduce additional licensing of this stock, based on defining this form of housing as a form of "house in multiple occupation".

9.3 The advantages of extending discretionary licensing are:

- regulation is not currently covering the worst conditions in the borough which are found in smaller HMOs and more particularly, private rented flats and HMOs over commercial property;
- licensing provides a portfolio solution for enforcement (through the not a "fit and proper person" test)

9.4 The cost of introducing discretionary licensing under the Housing Act 2004 Part 3 have been modelled, for illustrative purposes for three options, from the most extensive option of whole borough selective (and additional) licensing to the most focussed, being private rented flats and HMOs over commercial premises. The costs of running such schemes will be presented to the Housing Select Committee on 11th March 2015 for information. There is no provision in the budget to support the introduction of any of these options at this time.

9.5 There are significant risks in introducing discretionary licensing which need to be balanced against the advantages; these are:

- increases costs to the landlord lead to rent increases to recoup the costs
- continuing attrition of the LHA market in Lewisham forcing many lower income households out of the borough to areas from which they cannot afford to commute
- skill shortages for low income jobs that are vital to the Lewisham economy.

9.6 Housing Select Committee are asked to consider the content of this report and presentation of the financial implications and to decide whether or not to refer a formal business case for discretionary licensing to Mayor and Cabinet.

Appendix 1

**RESULTS OF FINANCIAL MODELLING OF 3 ALTERNATE OPTIONS FOR
DISCRETIONARY LICENSING**

To follow

Appendix 2

RISK REGISTER

OPTION	RISK	TREAT TOLERATE	MITIGATION
ADDITIONAL LIENSING FLATS OVER COMMERCIAL PREMISES	1. Poorly developed business case and/or failure in consultation process gives rise to JR, costs and reputational damage	Treat	Avoid options where robust business case not established
	2. Lack of reliable data means: - weak exception reporting capability, - increased costs or undermines effective enforcement which in turn - undermines credibility of the scheme	Treat	Identify legal basis for data sharing across council departments and partners
	3. Procuring ICT solution delayed or costs rise	Treat	Well prepared project plan and procurement process with detailed risk register
	4. Enforcement resources diverted into licensing enforcement - not focussed on the worst conditions	Treat	Ringfence additional resources for proactive enforcement against rogue landlords
	5. Costs estimates for scheme prove unreliable in light of uncertainties of the legal status of licensing	Treat	4% contingency included in the model
	6. High levels of re-inspection of properties that fail their initial license application, which may lead to requiring a larger establishment of enforcement officers	Tolerate	Close monitoring of the run rate of passes to failure to ensure consistency, transparency in the oversight of professional standards and risk assessment maintained

OPTION	RISK	TREAT TOLERATE	MITIGATION
	7. Landlords pass increased management costs onto tenants through increased rents; more properties unavailable to benefit claimants	Tolerate	Ensure private tenants aware of the terms of tenancy regarding frequency of rent rises and protection from eviction
	8. Management capacity for project overstretched	Treat	HR strategy to create necessary capacity ahead of implementation
	9. Skill shortage and recruitment failure undermines capacity: Operations not up to strength for 3 years as training scheme delivers recruits	Treat	Commission independent job market survey. Prepare local training scheme ahead of implementation
	10. Redundancy costs if scheme is terminated after five years	Tolerate	Issue fixed term contracts though this may hinder recruitment
	11. Increase in management costs to landlords passed on to tenants increasing affordability problems for low income households	Tolerate	Apply licensing only to property likely to be unacceptable standard
	12. Reduce supply of LHA housing in borough	Tolerate	Apply licensing only to property likely to be unacceptable standard
CONTINUING EXISTING ARRANGEMENTS	1. Large number of worst PRS property not routinely inspected leading to Category 1 hazards not detected, risks crystallising and health costs rising		
	2. Landlords that are “Not fit and Proper Persons” have to be enforced against on a property by property basis, wasting time and money		

OPTION	RISK	TREAT TOLERATE	MITIGATION

Appendix 3

Updated status of what other London Boroughs are doing with discretionary licensing

A variety of schemes have been or are in the process of being introduced in other London local authorities. They are as follows:

- (a) Whole borough selective:
 - Barking and Dagenham
 - Newham
 - Waltham Forest
 - Enfield, whose whole borough selective has the go-ahead but following a judicial review the whole borough additional licensing has been found to be unlawful,
 - Croydon
- (b) Whole borough additional:
 - Hounslow
 - Camden
- (c) Whole borough additional, plus local area limited selective:
 - Brent: 3 ward selective scheme
- (d) Local area only:
 - Islington: additional HMO licensing in Caledonian Road and Holloway Road wards
 - Haringey (also Article 4 Directive, removal of permitted development rights for HMO use class in Tottenham)
 - Ealing; additional in Southall Green, Southall Broadway, Greenford Broadway, South Acton, Acton Central and East Acton wards
- (e) Schemes in consultation:
 - Southwark: consulting on whole borough additional and a localised scheme for selective licensing in an area of poor quality PRS, associated with ASB.
 - Redbridge; whole borough selective and additional
- (f) Boroughs developing their thinking:
 - Hackney
 - Tower Hamlets
 - Lambeth
 - Royal Borough of Greenwich

2.8 A review of what other London boroughs have in place and what is known about those authorities that are developing their thinking indicates that there is no leading discretionary licensing model in London. There are:

- Three whole borough selective/additional schemes are in place with a further three potential schemes under consultation (assuming Enfield proceed with their appeal);
- Two whole borough additional schemes –with localised selective schemes sitting alongside it – could be joined by one more currently in consultation on this model;

- Three other boroughs whose thinking to date is (informally) against whole borough selective/additional licensing;
- Three other authorities have only introduced localised selective schemes.

Appendix 4

Summary of Legal context

The legal context was set out in the first report to Housing Select Committee in December 2014. To summarise and update on the key elements,

- The scheme, together with other measures, will help deliver Lewisham's strategic private sector housing policies;
- There is quantitative evidence of a problem related to significantly poor management of the PRS;
- Licensing, as part of an overall approach, can be expected to sustainably assist addressing management deficiencies;
- Analysis to show that no alternative powers are available that could equally address management deficiencies;
- Proper consultation with all stakeholders has been undertaken and the results considered;
- Enforcement of physical standards (e.g. removing HHSRS hazards) is not in itself a legitimate purpose of licensing, since the power is already available for a local authority under Part 1 of the Housing Act 2004;
- License conditions can only relate to management standards; for example they cannot include regulating the length or terms of tenancies, such as use of S.21, nor control rent levels or frequency of rent increases;
- License fee income can only be used for the administration of a licensing scheme – including compliance monitoring - but must not be used to finance enforcement activity;
- It is unclear legally if the licence fee can recover set-up costs and licensing authorities have taken different approaches;
- A five year scheme that has not achieved its objectives at the end of that period may need to be discontinued; and if the objectives are achieved, it may also need to be discontinued. Assessing the deliverability of a scheme is therefore business-critical, particularly for whole borough schemes.
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Judicial Reviews (JR) have been brought against councils by private landlords, including in Enfield where a challenge to proposed additional licensing scheme was upheld due to technical flaws in the extent and length of their public consultation. Enfield's appeal against the judgement is still pending.

2.1 Local authorities have discretion in how they operate a discretionary licensing scheme, within guidelines, including setting:

- License conditions over and above the mandatory scheme;
- Compliance monitoring regime;
- License fee structure;
- Length of the license;

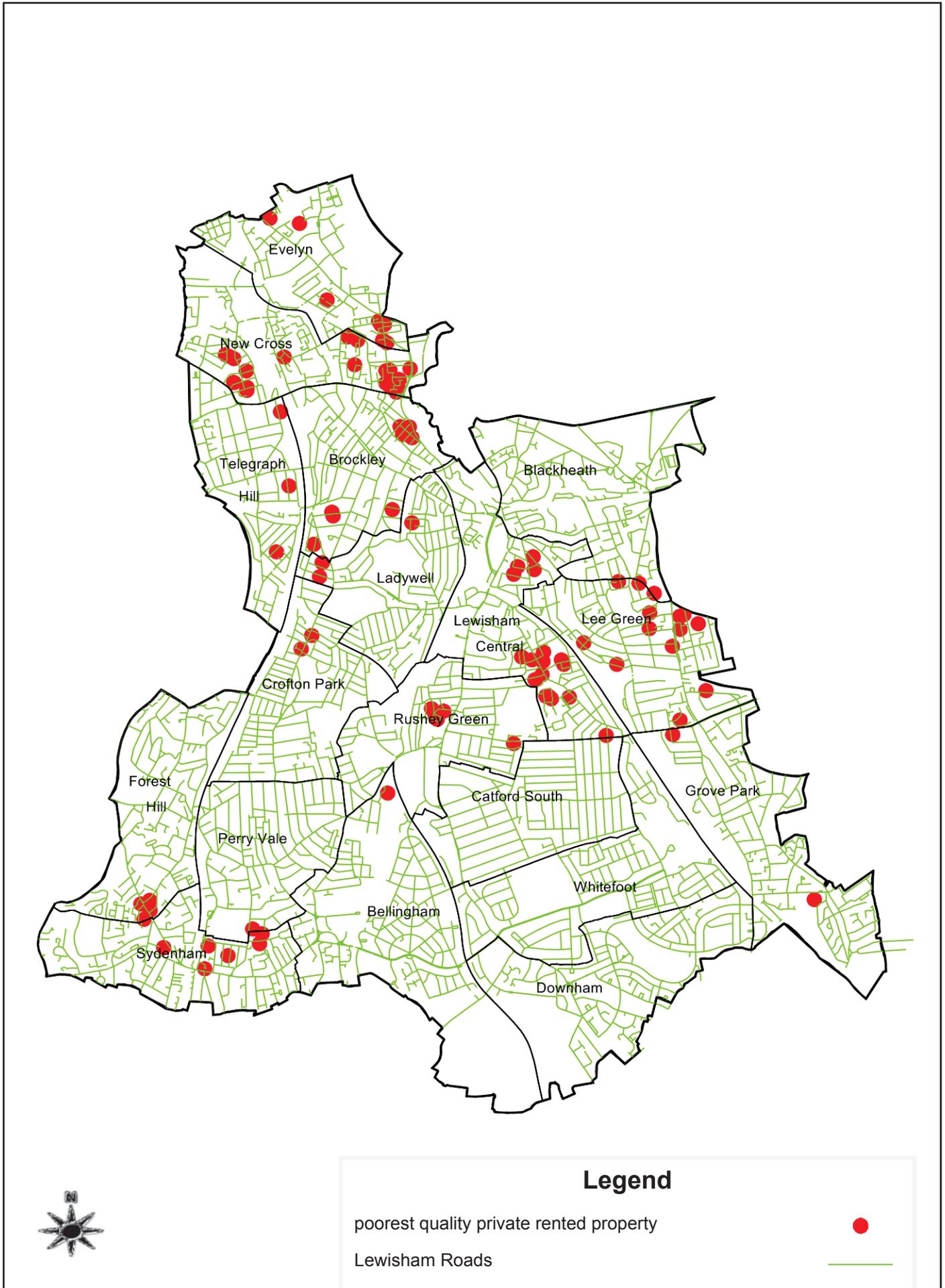
2.2 Government guidelines issued at the time the legislation was enacted have been superseded by a key legal judgement (Hemming vs Westminster) relating to a European directive on licensing generally. Supreme Court appeal results

are expected in the near future. This introduces points of contention in what is and is not lawful. The government guidance that was followed, for example by Newham Council, is no longer considered safe on four key points that have a bearing on the financial modelling:

- Enforcement action against non-license fee holders is not a legitimate expense to set against license fee income;
- Set-up costs of a scheme may not be a legitimate expense to set against license fee income;
- Licensing schemes should not generate a financial surplus;
- When issuing a license, an authority must assure itself that there are no Category 1 or 2 Housing Health and Safety Risks to enforce, whether or not by inspecting the property.

Lewisham Poorest Private Sector Housing, June 2014

Source: The Private rented sector in South East London and Lambeth, Cobweb Consulting & University of Glasgow



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Agenda Item 5

Executive decision required by	Housing Select Committee		
Report Title	Annual Lettings Plan 2015/16		
Key Decision	Yes		
Wards	All	Item No.	5
Contributors	Executive Director, Customer Services		
Class	Open	Date	11th March 2015

1. Summary and Purpose of this report

- 1.1 This report sets out the proposed number of lettings for the Council and other providers for 2015/16 and seeks approval for the changes. We project a continuing downturn in the number of available lettings in 2015/16 of 1,098 (5.5%). The housing supply and demand trend since 2010/11 demonstrates a chronic shortage in new supply and relets of 43%. Accordingly, the changes to the plan are proposed in order to continue to achieve the strategic Council priorities as laid out in the 2015-20 Housing Strategy.
- 1.2 Our priorities best distributes to those in most need, reducing under occupation and severe overcrowding, moving single vulnerable households on from supported accommodation to independence, supporting the regeneration of designated housing estates, reduce the number of homeless households in unsuitable and costly temporary accommodation. Since 2010/11 numbers in nightly paid temporary accommodation has increased to 73%. We have increased the number of lettings to homeless households to keep pace with the increase in accepted homeless applications and reduced supply.
- 1.3 This report also presents the final lettings outcomes for 2013/14 and the position for the first 9 months of 2014/15 (1st April '14 to 31st December '14). It also shows the current demand position on the housing register. This reflects performance in supply and demand management since April 2013 and informs the proposed lettings plan for 2015/16.

	Studio	1	2	3	4+	Grand Total
Demand (Housing Register – 31.12.14)	4	1952	3300	2374	961	8,591
13/14 Lets (01.04.14 – 31.12.14)	28	275	221	124	30	678

- 1.4 Numbers in temporary accommodation are at an all-time high at 1,731, this is an increase of 67.8% since 2011/12. Lewisham are combating this by:-
- ongoing prevention work
 - increasing the percentage of lettings to homeless households
 - exploring discharge of duty into the private rented sector.

2. Policy Context

- 2.1 Lewisham's Sustainable Community Strategy 2008-2020 contains the shared priorities for the borough that sets out a framework for improving the quality of life and life chances for all who live in the borough. The Annual Lettings Plan (ALP) works towards meeting the 'Clean green and liveable' priority to enable people to live in high quality housing and can care for and enjoy their environment.
- 2.2 The Council's 10 corporate priorities determine what contribution the Council will make towards the delivery of the Community Strategy priorities. This report meets the 'decent homes for all' priority which seeks investment in social and affordable housing to achieve the decent homes standard and tackle homelessness.

3. Recommendations

The Housing Select Committee is recommended to:

- 3.1 Note the lettings outcomes for 2013/14 and 2014/15 and the position on the housing register.

4. Background

- 4.1 Housing Allocations schemes are governed by legislation which requires housing authorities to determine and publish a lettings scheme setting out how it will prioritise applications for social housing. It is a requirement that certain groups are given "reasonable preference" within the policy. These groups are:
- People who are homeless
 - Those living in unsatisfactory housing, e.g. overcrowded or lacking amenities
 - Those who need to move on medical grounds
 - Those who need to move to a particular locality within the district where it would cause hardship if they were unable to do so
 - Those owed a duty under other relevant legislation such as a prohibition order on a property.
- 4.2 Allocation policies must give preference to these groups above others. There is no requirement to give an equal weighting to all of the reasonable preference categories. However, from December 2013 to December 2014 we have seen a significant increase in households in temporary accommodation by 26% reflecting a five year trend since 2010 numbers in temporary accommodation have increased to 73%. Therefore we have increased the percentage of lettings to this group; 80% of all available two bedrooms and 70% of available three bedroom accommodation was introduced 1st September 2014.
- 4.3 A key element of the allocations scheme is the Annual Lettings Plan which should be agreed by Members each year. This outlines the distribution between applicants with differing needs of the supply of lettings expected over the coming year.
- 4.4 It is anticipated that there will be a reduction in lets and new supply; let's for 14/15 were expected at 1384 however projections indicate that this figure will be closer to

1162 a reduction of 18%. Again this reflects a five year trend; overall lets have reduced by 38.5% since 2010 /11.

- 4.5 Since the introduction of affordable rents and fixed term tenancies (approximately 2 years ago) there is evidence from the Trading Places Team’s work that this type of tenancy is not attractive to transferring tenants particularly under occupiers which may contribute to the reduction in relets within existing social housing stock as reflected in the supply and demand report.

In 13/14 there were 272 lets to AF/FT properties; representing 19.2% of the total number of lets of 1,416. In 14/15 (1st April – 31st December 2014) there has been 117 lets, representing 17.2% of the 678 lets. There is no shortage in demand for these tenancies.

- 4.6 The Mayor of London launched housing-moves pan-London mobility scheme in May 2012. Lewisham continues to actively participate. Lewisham’s contribution for 14/15 is 73 lets across 1-3 bedroom units. To date Lewisham has offered 21 properties and has successfully let 7 of their quota to the scheme, this is due to low demand for the borough of Lewisham. The contribution offers an opportunity for Lewisham applicants to obtain the same number of lets to properties elsewhere in London. There is no net loss in available lettings to Lewisham applicants. Priorities for moves include employment and under-occupation, which are also key priorities for Lewisham.

5. Lettings Outcomes 2013/14 and 2014/15

- 5.1 A summary of the main outturn results in lettings is shown below. Full details are provided in Appendices 2 & 3.

	2010/11	2011/12	2012/13	2013/14	2014/15 (Apr-Dec 14)	Projected 2014/15
General needs lets	1466	1486	1408	1119	567	992
Special lets *	424	336	345	286	104	161
Housing moves	0	0	6	11	7	9
Total lets	1890	1822	1,759	1,416	678	1162

(*Note - special lets include, sheltered lets, disabled units and temporary to permanent tenancy sign ups).

The projected outturn for 2014/15 is 1162 which is 17.94% (254) below the previous year. Lets have reduced by 718 units (38.5%) in 5 years.

- 5.2 An analysis of the overall percentage of lettings to each band shows the following:

	Actual % of lets 13/14	% of lets Apr – Dec '14	Percentage of lets 14/15 target
Band 1	18.2%	18.3%	22.3%
Band 2	29.1%	24.2%	17.7%

Band 3	31.7%	41.2%	42.4%
Special lets*	20.2%	15.3%	13.3%
Housing Moves	0.8%	1.0%	4.3%

(*Note - special lets include, sheltered lets, disabled units and temporary to permanent tenancy sign ups

** Note – 248 lets awaiting resulting which may alter the distribution of percentages)

- 5.3 The increase in lets to band 2 is a reflection of the increased acceptances of Homeless Prevention. However, as later explained in this report, with the increased lettings to priority homeless households, realistically this priority group will not be rehoused within the current target of 12 weeks and therefore this priority group will be reviewed when the Housing Allocation Scheme is reviewed, this is anticipated later this year.
- 5.4 In 2014/15 five priorities outlined in 6.2 were set from all the categories in the three bands. These priorities were where we decided to target a number of allocations in order to ensure a minimum level of rehousing from these groups. The remainder of allocations went to the other categories within the banding scheme.
- 5.5 Overall it is projected the letting plan for 2014/15 will perform broadly to target.
- 5.6 Decants are the main area performing below target. This is largely due to the reduced pressure on decanting Milford Towers which is a consequence of the delayed programme of the Catford regeneration scheme. The target also included the Deptford Southern decant program which has not started as anticipated. This is expected to start in Spring 2015. It also included Kenton Court and Somerville; a specialised housing where residents have been decanted to other specialised housing.

Scheme	Households of moved
Heathside & Lethbridge	10
Excalibur	3
Kenton Court	0
Somerville	0
Milford Towers	10
Total	23

- 5.7 An analysis of waiting times for lettings broken down by the various categories of need is shown at Appendix 4 and 5. The shortest waiting time in 13/14 was in band 1 at 0.4 weeks and in the current year in band 2 at 8.8 weeks. So far in 2014/15 the overall average wait time for 1 bed needs across all bands is 57.4 weeks and for 4 or more bedrooms is 147.6 weeks. For 1 bed's this is in line with the previous year at 54.4 weeks. However for 4 beds there is a significant increase from the previous year at 207.0 weeks. This analysis also provides a framework for advice to housing applicants; the average wait for each category of applicant for different bedroom requirements representing a guide to future rehousing prospects.

6. Proposed Plan for 2015/16

- 6.1 The Lettings Plan proposed is set out at **Appendix 1**. It projects a decrease in the overall supply of new build accommodation, 338 across all tenures in 15/16. Re-lets

have decreased consistently over the last few years and is projected at 615 (this includes temp to perm and direct lets).

6.2 Five priority areas (in no priority order, below) have been identified for the plan:

- Homeless households in temporary accommodation – in order to sustain the numbers in temporary accommodation at a manageable level and ensure that possible pressures from homeless demand as a result of the welfare benefit changes already introduced and those planned to be introduced are contained
- Decants – based on projected need from schemes due to go on site imminently, in order to ensure schemes start on time and the council maximises the benefit from funding secured for current regeneration schemes
- Under-occupation – a national priority, there are a high number of under occupiers registered which has increased largely due to the spare room subsidy. The Trading Places project team has been introduced working in conjunction with Registered Housing Providers to identify other ways to reduce the levels of under-occupation in social housing stock.
- Severe overcrowding (2 bedrooms or more) – a key local and national priority
- Move-on from supported housing schemes – to cater for the need to decant a number of supported schemes, moving vulnerable households into independent homes and to free up supported housing bed spaces for those with support needs waiting for accommodation

6.3 The retention of these 5 priorities reflects a continuing need to focus on these groups and ensure rehousing in these areas is supported. However, it must be noted with the increased percentage of lettings to priority homeless, to reduce the number of households in temporary accommodation, will impact on the number of lettings available to the other four priority groups. The remaining lets not targeted to priority homeless have been spread across bands 1-3 to ensure that we maximise rehousing opportunities to those in the highest need. Groups in bands 1-3 who will benefit from the small number of remaining lets include emergency cases (e.g. those we agreed to move as a result of violence) care leavers, homeless prevention, medical needs and households who are overcrowded by one bedroom.

6.4 The current housing register has 8,591 households (as at 31.12.14). In 14/15 (01.04.14 – 31.12.14) we have achieved 678 lets, this reflects that demand far outweighs supply.

	Studio	1	2	3	4+	Grand Total
Demand (Housing Register – 31.12.14)	4	1952	3300	2374	961	8,591
13/14 Lets (01.04.14 – 31.12.14)	28	275	221	124	30	678

6.5 There are 766 households registered in band 1 as under occupiers this is an increase of 47 from last year despite moving 70 under occupying households. This increase was anticipated as those affected by the 'spare room' subsidy (bedroom tax) in April 2013 look to move to a more affordable home. Increasing the number of moves to this group in order to release larger homes remains a key priority for 2015/16 and the Trading Places team are utilising other options to obtain moves such as facilitating mutual exchange moves and chain lettings. The table below represents properties

released via the Trading Places Team.

	Bed Size Released			Total
	2 Bed	3 Bed	4+ Bed	
Homesearch	39	29	8	76
Mutual Exchange		2	1	3
Perfect Fit		2		2
Management Let		1		1
Moved in with family		1		1
Total	39	35	9	83

- 6.6 The Trading Places project team was established in February 2014 and tasked with providing an intensive support based service to those affected by the removal of the Spare Room Subsidy or 'bedroom tax'. The team has supported 83 households facing financial hardship to move to more suitably sized accommodation, reducing numbers of potential evictions & releasing much needed larger properties.
- 6.6.1 In line with the pilot chain lets scheme 34 of the properties released have been used to move a household affected by the benefit cap from unaffordable temporary accommodation.
- 6.6.2 Another 27 properties have been used to rehouse homeless families reducing temporary accommodation costs and providing families with a secure tenure.
- 6.6.3 The remaining properties have been used to address other priority needs across the housing register and in some cases produced a property chain allowing several households to move. We will continue to explore the use of 'chain lets' to reduce under occupation, overcrowding tenants and rehouse priority homeless households.
- 6.6.4 Trading Places provides a vital resource to more vulnerable tenants who would otherwise struggle to access online housing options and continues to engage with a caseload of 120 tenants wishing to downsize, proactively working with Housing Benefit, RP Partners and Income & Welfare Teams across the borough. An extension of the project would mean a continuation of this work and an increase in the number of larger homes released into the housing pool supporting the draft Housing Strategy.
- 6.6.5 Housing Benefits have been supporting some households affected by the 'spare room subsidy' by way of DHP (Discretionary Housing Payment) where households meet the requirements; including being registered for housing and actively bidding for smaller accommodation. However, some households were reluctant to move as the shortfall in their rent was being covered.
- 6.7 There are currently 143 cases registered with a decant need. The number of council decants needing rehousing next year is slightly higher than last year and still requires a percentage of lettings to account for future phases on several of the council's major regeneration schemes on Excalibur, Heathside & Lethbridge, Milford Towers, Somerville, Kenton and Deptford.
- 6.8 Move on within the supported housing pathway remains a number one priority for SHIP and the pathway providers. The supported housing move-on nominations are an

integral part of the move on from the pathway and in preventing homeless applications within the single homeless cohort. They also enable us and our partners to much better manage the flow of people through supported housing and wider pathways. Future nominations will be used to provide much better access to move on within the mental health supported housing cohort also to "de-silt" these schemes, which will also support better hospital discharge and better health outcomes within the mental health sector let alone help to continue to reduce rough sleeping through supported housing and initiatives such as Housing First. It is anticipated in the coming year that additional schemes and properties will be coming into the pathway to provide more varied support options for single homeless clients to meet the increasing numbers approaching SHIP. Currently 123 applicants are registered as supporting housing move on.

- 6.9 There are 414 serious overcrowded cases registered that lack 2 or more bedrooms a decrease from last year at 459. 30 severely overcrowded households have moved to date in 14/15. Targets will continue to be set for this group in 2015/16 as it remains a priority area.
- 6.10 There were 1,731 households in temporary accommodation at the end of December 2014 an increase from last year of 26% (359 households).

Households in temporary accommodation	Dec 11/12	Dec 12/13	Dec 13/14	Dec 14/15
Total	1,032	1,168	1,372	1731

It is proposed to increase letting targets for this group given the rising numbers in TA.

- 6.11 The production of a detailed Lettings Plan, targeting a range of priorities in each band is a more proactive and focused way of addressing lettings priorities. It is however, administratively intensive and requires ongoing monthly monitoring of performance against targets in order to ensure that targets within the plan are reached. A half year review of progress against the lettings plan targets will be undertaken and will be reported back to the Housing Select Committee and Mayor & Cabinet thereafter if changes to the plan are required.

7. Financial Implications

- 7.1 There are no direct financial implications associated with the proposed changes to the Lettings Plan. There are significant costs associated with housing generally, including managing the allocations service, managing the provision of council housing and providing services to those experiencing homelessness. All of these are affected over time by the demand for housing. However, the lettings is merely the means by which that demand is allocated to existing properties, and so changes to it do not have direct financial implications.
- 7.2 Council regeneration schemes are currently performing successfully. It is worth noting, however, that the Council's financial plans in respect of these schemes are dependent on the timely and effective operation of decant programmes and any delays in such programmes would have a negative impact on those plans.

8. Legal and Human Rights Implications

- 8.1 Section 159(1) of the Housing Act 1996 requires a local authority to comply with Part 6 of the Act (sections 159 to 174) in allocating housing accommodation. Section 159(7) provides that “subject to the provisions of this Part, a local housing authority may allocate housing accommodation in such manner as they consider appropriate.” Section 169 provides that, when exercising their functions under Part 6 of the 1996 Act, as amended by the 2002 Homelessness Act, local housing authorities “shall have regard to such guidance as may be given by the Secretary of State” when carrying out their role in allocating social housing.
- 8.2 In compliance with section 167,(1) (of the 1996 Act,) Lewisham Housing Authority has an Allocations Policy, “... for determining priorities,...” which sets out the procedure to be followed when allocating housing accommodation.
- 8.3 The ‘Allocation of accommodation; guidance for local housing authorities in England’ was published on 29th June 2012. It replaces all previous guidance on social housing allocations. It expressly aims to assist local housing authorities to take advantage of the provisions within the Localism Act 2011. It also encourages authorities to make use of the existing flexibilities within the allocation legislation to ensure that social homes are allocated to people who are deemed to need and deserve them the most, such as “hard working” families and members of the Armed Forces.
- 8.4 The Localism Act 2011 introduces a number of significant amendments to Part 6 of the 1996 Act . Of particular relevance here are the following provisions: Section 160ZA replaces s.160A in relation to allocations by housing authorities. Social housing may only be allocated to ‘qualifying persons’ and housing authorities are given the power to determine what classes of persons are or are not qualified to be allocated Housing (s.160ZA(6) and (7)).
- 8.5 Section 166A requires housing authorities in England to allocate accommodation in accordance with a scheme which must be framed to ensure that certain categories of applicants are given reasonable preference for an allocation of social housing. Section 166A(9) includes a new requirement for an allocation scheme to give a right to review a decision on qualification in s.160AZ(9), and to inform such affected persons of the decision on the review and the grounds for it. This is in addition to the existing right to review a decision on eligibility.
- 8.6 Section 166A(12) provides that housing authorities must have regard to both their homelessness and tenancy strategies when framing their allocation scheme. The requirement for an allocation scheme to contain a statement of the authority’s policy on offering a choice of accommodation or the opportunity to express preferences about their accommodation is retained. (s.166A(2)). However, the requirement to provide a copy of this statement to people to whom they owe a homelessness duty (under s.193(3A) or s.195(3A) of the 1996 Act) is repealed by s.148(2) and s.149(3) of the Localism Act 2011. This is because, following the changes to the main homelessness duty made by the Localism Act 2011, there can no longer be a presumption that the homelessness duty will be brought to an end in most cases with an allocation under Part 6.
- 8.7 The European Convention on Human Rights states in Article 8 that “Everyone has the right to respect for his private and family life, his home and correspondence”. The

Human Rights Act 1998 incorporates the Convention. Whilst it does not, however, necessarily mean that everyone has an immediate *right* to a home, (because Article 8 is a “qualified” right and therefore is capable in certain circumstances, of being lawfully and legitimately interfered with,) the provision by an Authority of a relevant proactive Allocations Policy and Lettings Plan does assist to reinforce the Article 8 principles.

8.8 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8.9 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

8.10 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

8.11 The Equality and Human Rights Commission issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

8.12 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

1. The essential guide to the public sector equality duty
2. Meeting the equality duty in policy and decision-making
3. Engagement and the equality duty
4. Equality objectives and the equality duty
5. Equality information and the equality duty

8.13 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents

provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at:

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

9. Crime and Disorder Implications

- 9.1 The allocations scheme recognises the importance of housing in responding to the needs of victims of crime who can be awarded emergency priority where their life is in danger and their case is supported by the police. These include applicants under the witness protection programme. Furthermore, the scheme contributes to reducing offending and awards priority for offenders (dependent upon the nature of their offence), imprisoned for over 13 weeks who relinquish their existing social tenancy.

10. Equalities Implications

- 10.1 An assessment of the equalities issues arising from the Lettings Plan has been carried out in order to comply with the council's duties under the Equalities Act 2010.
- 10.2 The lettings plan priorities have generally positive impacts, covered in point 5 above and reflect the need to focus targets on key local and national priorities around housing need. The allocation of targets to each band ensures that all groups with priority under the allocations scheme receive a percentage of lettings.
- 10.3 Applicants who join the housing register are asked to complete monitoring in relation to their gender, age, ethnicity, disability, sexual orientation and religion or belief. Appendix 7 and 8 show the ethnic profile of lettings by bedroom size for 2012/13 and 2013/14 so far.
- 10.4 The lettings outturn for different ethnic groups showed a similar profile to previous periods and there were no significant increases or reduction across groups. The number of households not disclosing their ethnicity remains. When implementing the new Allocation Policy in October 2012 we also introduced a new housing application with an updated ethnic monitoring form which will help us improve the data we capture.

11. Environmental Implications

- 11.1 There are no environmental implications.

12. Background documents and originator

- 12.1 There are two background documents to this report which are held at the Housing Options Centre:
- The housing register analysis; and
 - Equalities issues associated with the plan.
- 12.2 If you require more information on this report please contact Genevieve Macklin, Head of Strategic Housing on 0208 314 6057.

Appendix 1 – Lettings Plan 2015/16

Band & Rehousing Reason	Bed Size					Total	% of general lets	% of all lets
	Studio	1	2	3	4+			
Band 1								
Decant	0	44	20	18	10	92	11.0%	8.4%
Un Occ High Demand	0	50	10	3	0	63	7.5%	5.7%
All other band 1	0	7	1	6	2	14	1.7%	1.3%
Total Band 1	0	101	31	27	8	167	19.9%	15.2%
Band 2								
Overcrowded by 2 bed or more	0	0	5	10	5	20	2.4%	1.8%
Supported Housing Move On	40	99	0	0	0	139	16.6%	12.7%
All other band 2	0	17	29	8	1	55	6.6%	5.0%
Total Band 2	40	116	34	18	6	214	25.5%	19.5%
Band 3								
Priority Homeless	15	35	264	106	18	438	52.2%	39.9%
All other band 3	8	10	1	1	0	20	2.4%	1.8%
Total Band 3	23	45	265	107	18	458	54.6%	41.7%
Grand Total	63	262	330	152	32	839	100%	76.4%
							% of Special lets	% of all lets
Special Lets								
Temp to Perm	0	21	35	60	3	119	57.8%	10.8%
Sheltered	8	45	1	1	0	55	26.7%	5.0%
Disabled	0	10	15	7	0	32	15.5%	2.9%
Total Special Lets	8	76	51	68	3	206	100%	18.8%
Housing Moves	0	30	15	8	0	53		4.8%
Overall total lets	71	368	396	228	35	1098		100.0%

Appendix 2 - Total Lettings – 2013/14

Band & Rehousing Reason	Bed Size					Total	% of general lets	% of all lets
	Studio	1	2	3	4+			
Band 1								
Decant		20	20	7	2	49	4.4%	3.5%
Emergency		3	4	1	1	9	0.8%	0.6%
Exceptional Homeless		1	7	2	2	12	1.1%	0.8%
Leaving Care	3	32	8			43	3.8%	3.0%
No Long Req Spe Unit		2				2	0.2%	0.1%
OC Una to Suc Tenanc		1				1	0.1%	0.1%
Starred decant priority		3	7	14	2	26	2.3%	1.8%
Success Too Large Pr		4	1			5	0.4%	0.4%
Un Occ High Demand		73	34	3	1	111	9.9%	7.8%
Total Band 1	3	139	81	27	8	258	23.1%	18.2%
Band 2								
Homeless Prevention		7	86	2		95	8.5%	6.7%
Medical High		10	11	11	1	33	2.9%	2.3%
Medical Low		1				1	0.1%	0.1%
Overcrowded by 2 bed or more			25	64	25	114	10.2%	8.1%
Supported Housing Move On	49	116	3	1		169	15.1%	11.9%
Total Band 2	49	134	125	78	26	412	36.8%	29.1%
Band 3								
Medical Low	2	14	2			18	1.6%	1.3%
Overcrowded By 1 Bed	6	32	3	15		56	5.0%	4.0%
Priority Homeless	3	46	208	71	21	349	31.2%	24.6%
Welfare	11	14	1			26	2.3%	1.8%
Total Band 3	22	106	214	86	21	449	40.1%	31.7%
Grand Total	74	379	420	191	55	1119	100.0%	79.0%
							% of Special lets	% of all lets
Special Lets								
Temp to Perm	3	21	35	109	3	171	59.8%	12.1%
Sheltered	5	62	1	1	0	69	24.1%	4.9%
Disabled	0	14	24	8	0	46	16.1%	3.2%
Total Special Lets	8	97	60	118	3	286	100.0%	20.2%
Housing Moves	0	5	3	3	0	11		0.8%
Overall total lets	82	481	483	312	58	1416		100.0%

Appendix 3 – Total Lettings 14/15 – (1st April ‘14 – 31st December ‘14)

Band & Rehousing Reason	Bed Size					Total	% of general lets	% of all lets
	Studio	1	2	3	4+			
Band 1								
Decant		8	7	5	1	21	3.7%	3.1%
Emergency		1	2	4		7	1.2%	1.0%
Leaving Care		18	7			25	4.4%	3.7%
Management Discretion 1				2		2	0.4%	0.3%
Medical High			1			1	0.2%	0.1%
OC Una to Suc Tenanc		1				1	0.2%	0.1%
Starred decant priority			1	1		2	0.4%	0.3%
Success Too Large Pr		2				2	0.4%	0.3%
Un Occ High Demand		51	9	3		63	11.1%	9.3%
Total Band 1		81	27	15	1	124	21.9%	18.3%
Band 2							0.0%	0.0%
Homeless Prevention		4	33			37	6.5%	5.5%
Management Discretion 2			1			1	0.2%	0.1%
Medical High		6	4	8	2	20	3.5%	2.9%
Overcrowded by 2 bed or more			1	23	6	30	5.3%	4.4%
Supported Housing Move On	12	62	2			76	13.4%	11.2%
Total Band 2	12	72	41	31	8	164	28.9%	24.2%
Band 3							0.0%	0.0%
Medical Low	4	15		2		21	3.7%	3.1%
Overcrowded By 1 Bed	6	23	3	7		39	6.9%	5.8%
Priority Homeless		27	115	44	19	205	36.2%	30.2%
Welfare	2	11	1			14	2.5%	2.1%
Total Band 3	12	76	119	53	19	279	49.2%	41.2%
Total	24	229	187	99	28	567	100.0%	83.6%
							% of Special lets	% of all lets
Special Lets								
Temp to Perm	0	6	25	14	2	47	45.2%	6.9%
Sheltered	4	32	0	0	0	36	34.6%	5.3%
Disabled	0	5	7	9	0	21	20.2%	3.1%
Total Special Lets	4	43	32	23	2	104	100.0%	15.3%
Housing Moves	0	3	2	2	0	7		1.0%
Overall total lets	28	275	221	124	30	678		100.0%

Appendix 4 - Average waiting times based on lettings outcomes (weeks) 2013/14

Band & Rehousing Reason	Bed Size					Average
	Studio	1	2	3	4+	
Band 1						
Decant		94.5	83.7	104.5	127.0	92.7
Emergency		46.6	15.3	10.7	5.9	28.3
Exceptional Homeless		0.4	57.1	29.3	7.3	39.4
Exceptional Medical		26.6				26.6
Leaving Care	121.5	99.5	132.5			107.2
No Long Req Spe Unit		57.3				57.3
OC Una to Suc Tenanc		82.9				82.9
Starred decant priority		110.0	100.0	96.6	92.5	98.7
Success Too Large Pr		110.0	191.0			126.2
Un Occ High Demand		39.5	55.0	65.4	70.9	45.0
Total Band 1	121.5	62.8	72.6	87.0	66.3	68.9
Band 2						
Homeless Prevention		19.3	38.7	52.1		37.1
Medical High		54.5	82.5	93.8	397.7	81.8
Medical Low		9.6				9.6
Overcrowded by 2 bed or more			71.7	73.5	237.6	108.8
Supported Housing Move On	10.7	16.1	44.4	62.9		15.6
Total Band 2	10.7	20.9	51.5	76.6	243.7	52.3
Band 3						
Medical Low	50.9	147.4	121.9	15.3		132.7
Overcrowded By 1 Bed	97.6	130.3	232.7	255.9		167.0
Priority Homeless	11.3	41.3	118.9	129.7	215.1	115.4
Welfare	40.9	43.2	4.7			41.8
Total Band 3	51.3	81.5	147.5	149.9	215.1	127.0
Total Average Waiting Time	28.3	54.4	90.6	110.3	207.0	81.6

Appendix 5 - Average waiting times based on lettings outcomes (weeks) - April 1st 2014 – 31st December 2014

Band & Rehousing Reason	Bed Size					Average
	Studio	1	2	3	4+	
Band 1						
Decant		170.0	129.1	117.4	120.9	141.7
Emergency		44.9	16.5	22.8		23.2
Leaving Care		64.3	118.9			79.6
Management Discretion 1				20.0		20.0
Medical High			20.9			20.9
OC Una to Suc Tenanc		23.9				23.9
Starred decant priority		109.9	141.0	143.9		131.6
Success Too Large Pr		22.6				22.6
Un Occ High Demand		43.6	64.9	44.5		46.4
Total Band 1		60.1	90.4	69.6	120.9	67.9
Band 2						
Homeless Prevention		8.8	39.1			35.9
Management Discretion 2			29.6			29.6
Medical High		70.0	42.3	177.9	96.1	111.6
Overcrowded by 2 bed or more			74.3	81.1	257.8	116.2
Supported Housing Move On	19.9	14.0	38.4			15.5
Total Band 2	19.9	20.7	40.1	116.0	217.4	53.2
Band 3						
Medical Low	72.7	109.3	55.0	155.2		108.6
Overcrowded By 1 Bed	68.0	104.6	285.4	360.3		161.9
Priority Homeless		34.9	127.1	127.8	119.7	114.1
Welfare	49.5	106.7	214.6			98.0
Total Band 3	62.2	85.7	131.8	159.3	119.7	118.2
Average Waiting Time Weeks	44.1	57.4	105.0	131.6	147.6	88.5

Appendix 6 - Let's to AF/FT properties 2013/14

Applicant Type & Rehousing Reason	Bed Size					Total	%
	Studio	1	2	3	4+		
Applicants							
Emergency		1				1	
Homeless Prevention		5	27			32	
Leaving Care	2	9	3			14	
Medical High			3	1		4	
Medical Low		5	3			8	
Overcrowded By 1 Bed	3	14		1		18	
Overcrowded by 2 bed or more			6	5	3	14	
Supported Housing Move On	10	26				36	
Welfare	1	2				3	
Total Applicants	16	62	42	7	3	130	47.8%
Homeless							
Exceptional Homeless			3			3	
Priority Homeless	1	14	64	11	2	92	
Total Homeless	1	14	67	11	2	95	34.9%
Transfers							
Decant		6	2			8	
Emergency		2	1			3	
Homeless Prevention			1			1	
Medical High		4	3	1		8	
Medical Low		1				1	
Overcrowded By 1 Bed				1		1	
Overcrowded by 2 bed or more					1	1	
Starred decant priority		1				1	
Success Too Large Pr		2				2	
Supported Housing Move On	1	2	1	1		5	
Un Occ High Demand		7	8	1		16	
Total Transfers	1	25	16	4	1	47	17.3%
Grand total	18	101	125	22	6	272	100%

Appendix 7 - Let's to AF/FT properties 2014/15 – (1st April '14 to 31st December 2014)

Applicant Type & Rehousing Reason	Bed Size					Total	%
	Studio	1	2	3	4+		
Applicants							
Homeless Prevention		2	2			4	
Leaving Care		4	2			6	
Medical High				1	1	2	
Medical Low		4	1	2		7	
Overcrowded By 1 Bed		6	1			7	
Overcrowded by 2 bed or more				4	1	5	
Supported Housing Move On	1	11				12	
Total Applicants	1	27	6	7	2	43	36.8%
Homeless							
Priority Homeless		7	23	11	7	48	
Total Homeless		7	23	11	7	48	41.0%
Transfers							
Medical High			3	1		4	
Medical Low		1	1	2		4	
Overcrowded By 1 Bed			1	3		4	
Overcrowded by 2 bed or more					1	1	
Success Too Large Pr		1				1	
Supported Housing Move On		4				4	
Un Occ High Demand		5	2			7	
Welfare			1			1	
Total Transfers		11	8	6	1	26	22.2%
Grand total	1	45	37	24	10	117	100%

Appendix 8 – Ethnicity Monitoring of Lettings 2013/14

Ethnic Monitoring of Lettings	Studio	%age	1	%age	2	%age	3	%age	4+	%age	Total	%age
ARAB		0.0%		0.0%	1	0.1%		0.0%		0.0%	1	0.1%
BANGLADESHI		0.0%	2	0.2%	1	0.1%		0.0%		0.0%	3	0.2%
BLACK AFRICAN	5	0.4%	41	3.3%	44	3.6%	48	3.9%	13	1.1%	151	12.2%
BLACK CARIBBEAN	8	0.6%	63	5.1%	81	6.6%	25	2.0%	7	0.6%	184	14.9%
BLACK OTHER	3	0.2%	13	1.1%	12	1.0%	4	0.3%	1	0.1%	33	2.7%
CHINESE		0.0%	2	0.2%	4	0.3%	1	0.1%	2	0.2%	9	0.7%
INDIAN		0.0%		0.0%	2	0.2%		0.0%		0.0%	2	0.2%
NOT DISCLOSED	49	4.0%	224	18.2%	157	12.7%	81	6.6%	22	1.8%	533	43.2%
OTHER		0.0%	5	0.4%	17	1.4%	5	0.4%	2	0.2%	29	2.4%
OTHER ASIAN BACKGRND	2	0.2%	4	0.3%	9	0.7%	6	0.5%	2	0.2%	23	1.9%
OTHER MIXED		0.0%	4	0.3%	6	0.5%	1	0.1%	1	0.1%	12	1.0%
TURKISH		0.0%	1	0.1%		0.0%		0.0%		0.0%	1	0.1%
VIETNAMESE		0.0%	1	0.1%	2	0.2%		0.0%		0.0%	3	0.2%
WHITE		0.0%	3	0.2%		0.0%		0.0%		0.0%	3	0.2%
WHITE BRITISH	8	0.6%	72	5.8%	76	6.2%	16	1.3%	5	0.4%	177	14.3%
WHITE IRISH	1	0.1%	6	0.5%	4	0.3%		0.0%		0.0%	11	0.9%
WHITE OTHER BACKGRND		0.0%	6	0.5%	13	1.1%	8	0.6%		0.0%	27	2.2%
WHITE&BLACK AFRICAN	1	0.1%	1	0.1%	2	0.2%		0.0%		0.0%	4	0.3%
WHITE&BLACK CARIBBEAN	2	0.2%	6	0.5%	13	1.1%	4	0.3%		0.0%	25	2.0%
WHITE&OTHER BACKGRND		0.0%	1	0.1%	1	0.1%	1	0.1%		0.0%	3	0.2%
Grand total	79	6.4%	455	36.9%	445	36.1%	200	16.2%	55	4.5%	1234	100%

Appendix 9 - Ethnicity Monitoring of Lettings 2014/15 – (1st April '14 – 31st December'14)

Ethnic Monitoring of Lettings	Studio	%age	1	%age	2	%age	3	%age	4+	%age	Total	%age
ARAB		0.0%	1	0.2%		0.0%		0.0%		0.0%	1	0.2%
BANGLADESHI		0.0%		0.0%	1	0.2%		0.0%		0.0%	1	0.2%
BLACK AFRICAN	4	0.6%	23	3.7%	20	3.2%	20	3.2%	9	1.4%	76	12.2%
BLACK CARIBBEAN		0.0%	32	5.1%	35	5.6%	21	3.4%	4	0.6%	92	14.7%
BLACK OTHER		0.0%	6	1.0%	5	0.8%	4	0.6%	2	0.3%	17	2.7%
CHINESE		0.0%	2	0.3%	5	0.8%	2	0.3%		0.0%	9	1.4%
NOT DISCLOSED	14	2.2%	150	24.0%	73	11.7%	38	6.1%	9	1.4%	284	45.5%
OTHER	3	0.5%	2	0.3%	5	0.8%	4	0.6%		0.0%	14	2.2%
OTHER ASIAN BACKGRND		0.0%	2	0.3%	4	0.6%	2	0.3%	1	0.2%	9	1.4%
OTHER MIXED		0.0%	1	0.2%		0.0%		0.0%		0.0%	1	0.2%
WHITE		0.0%	2	0.3%	1	0.2%		0.0%		0.0%	3	0.5%
WHITE BRITISH	5	0.8%	33	5.3%	38	6.1%	9	1.4%	2	0.3%	87	13.9%
WHITE IRISH		0.0%	2	0.3%		0.0%	1	0.2%		0.0%	3	0.5%
WHITE OTHER BACKGRND	1	0.2%	4	0.6%	4	0.6%	6	1.0%	1	0.2%	16	2.6%
WHITE&BLACK AFRICAN		0.0%	2	0.3%		0.0%		0.0%		0.0%	2	0.3%
WHITE&BLACK CARIBBEAN	1	0.2%	3	0.5%	3	0.5%	1	0.2%		0.0%	8	1.3%
WHITE&OTHER BACKGRND		0.0%	1	0.2%		0.0%		0.0%		0.0%	1	0.2%
Grand total	28	4.5%	266	42.6%	194	31.1%	108	17.3%	28	4.5%	624	100%

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