



Housing Scrutiny Committee

Thursday 13 September 2018 at 6.00 pm

Boardrooms 3-5 - Brent Civic Centre, Engineers Way,
Wembley, HA9 0FJ

Membership:

Members

Councillors:

Long (Chair)
Maurice (Vice-Chair)
Aden
Ethapemi
Hassan
Johnson
Kennelly
Stephens

Substitute Members

Councillors:

Afzal, Conneely, Hector, Knight, Shahzad, Ketan Sheth
and Thakkar

Councillors:
Colwill

Co-opted Members:

Michele Lonergan - Brent Leaseholders
Karin Jaeger - Brent Tenants

For further information contact: Nikoleta Nikolova, Governance Officer
tel: 0208 937 1587, Nikoleta.Nikolova@brent.gov.uk

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The press and public are welcome to attend this meeting

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
 - To which you are appointed by the council;
 - which exercises functions of a public nature;
 - which is directed is to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of interests	
Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary, personal or prejudicial interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Minutes of the previous meeting	1 - 6
To approve the attached minutes from the previous meeting on 12 July 2018 as a correct record.	
4 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
5 Deputations (if any)	
To hear any deputations received from members of the public in accordance with Standing Order 67.	
6 Petitions (if any)	
To discuss any petitions from members of the public, in accordance with Standing Order 66.	
7 Allocations Policy	7 - 30
The report provides a brief overview of the Council's current Allocations Scheme, used for the allocation of Social Housing in Brent, specifically how the scheme is applied to Care Leavers, and explains the allocation of properties owned by Invest4Brent (I4B).	
8 Grounds Maintenance (Estates)	31 - 36
The report provides an overview of the grounds maintenance	

arrangement across the Housing Revenue Account (HRA) land as well as an outline of the contract management arrangement, Council's approach to tree management and how the ground maintenance service complements the wider approach to housing and neighbourhood management.

9 Landlord Licensing 37 - 52

The report provides an outline of the Council's landlord licensing scheme within the context of private housing in Brent, its financing, impact on landlords and tenants as well as challenges and future strategies.

10 Work Programme 2018/19 53 - 68

11 Forward Plan 69 - 88

12 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Thursday 29 November 2018



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.



MINUTES OF THE HOUSING SCRUTINY COMMITTEE Thursday 12 July 2018 at 6.00 pm

PRESENT: Councillor Long (Chair), Councillor Maurice (Vice-Chair) and Councillors Aden, Ethapemi, Hassan, Johnson, Kennelly, Stephens, and Michelle Lonergan (co-opted member)

Also Present: Councillor Southwood

1. **Apologies for absence and clarification of alternate members**

Apologies for absence were received from Ms Karin Jaeger (co-opted member)

2. **Declarations of interests**

None declared.

3. **Minutes of the previous meeting**

The minutes of the previous meeting held on 21 March 2018 were approved as an accurate record of the meeting.

4. **Matters arising (if any)**

The committee heard a follow up on the request for a performance indicator on the impact of landlord licensing scheme on illegal rubbish dumping in Brent which the committee had previously recommended to Cabinet at the meeting on 21 March 2018. Members heard that the aim of the landlord licensing scheme was to improve quality of accommodation and were advised that the focus be shifted on reviewing recycling issues which were better linked with the environmental provision in HMOs.

RESOLVED:-

- i. That the Operational Director and Lead Member for Housing address the issue of tackling fly-tipping and take forward ways of measuring and analysing outcomes with Environmental Services
- ii. That, following its autumn publication, the Operational Director of Housing shares findings from the Landlord Licensing Report with the Committee

5. **Deputations (if any)**

None.

6. **Petitions (if any)**

None.

7. **Capital Programme Overruns**

At the invitation of the Chair, Hakeem Osinaike (Operational Director Housing) introduced the report and gave a general overview of the Capital Programme, focusing in particular on the issue of overruns, their impact on leaseholders and the mitigation plans put in place.

In the discussion which followed members sought further clarification on covering the cost of works, contract management and overruns. Particular onus was paid on the issue of overspends and recouping the cost of works when the total bill had exceeded the original estimates by 25% or more of the original contract value. Members further questioned how works evaluations were carried out, the reasons for the occurrence of discrepancies between them and actual cost and the processes which were in place to ensure the accuracy of estimates and prevent overspends which fell below the 25% threshold from happening. The Committee felt strongly on the issue of cost management and the adverse financial impact experienced by leaseholders in Brent. In noting some of the measures set out in the report, the Committee also flagged up the importance of developing specific cost indicators and maintaining historical data to allow for estimates to be continuously benchmarked and compared against in the long term.

In acknowledging members' concerns, officers explained that under the Landlord and Tenants Act 1987, a Section 20 notice had to be served before any works could be carried out, allowing residents to comment and make any observations prior to commencement of work. With the exception of emergency repairs, the totality of any incurred spend was funded by the Housing Revenue Account, with service fees subsequently subsidising the charges. It was noted that this in turn had a knock on effect on available funds and restricted Council's capacity to carry out any future repairs, thus stressing the importance of accurate estimates. It was also stated that at the core of the overspend laid contractual management flaws, which were inherited from Brent Housing Partnership, with delays impacting on the total cost and penalty clauses no longer deemed adequate. Members were assured that the Council was determined to follow the processes stipulated within the law in order for estimates to be done accurately and fairly before a Section 20 was served as well as seek to reduce the overall number of reissued notices going forward. The Council was committed to seeking best value for money when contracting a repair but noted that quotes were currently based on the difference between estimates and actuals. It was stated that the Council had a long-term agreements with Wates to carry out contractual works but assured that independent surveyors would do all preliminary measurements before a Section 20 was served to the residents.

Discussion continued with officers referencing section 6 from the report and briefing members about some of the mitigation measures which had been introduced by Housing Management as part of the Capital Programme. The committee was assured that a 3 year rolling programme was already under way alongside a stock condition survey to ensure the viability of all council owned properties and to ascertain that leaseholders were not charged more than necessary for the cost of repairs. Further measures which were spotlighted on included the development of an asset management strategy, improving pre-works processes, use of technology and employment of professional surveyors as part of the contracts management team. It was expected that the above systems would provide the Council with a clear benchmark on progress made, measure levels of satisfaction amongst residents and result in provision of more accurate total bill estimates.

With regards to resident engagement, Mr Osinaike explained that a key factor in improving the Capital Programme processes was the Council's increased focus on transparency working and strengthening resident involvement. He stressed the importance of having an open and holistic approach, such as carrying out consultations with both tenants and leaseholders on equal terms and allowing them to challenge any decisions. Some of the actions put in place which officers raised also included the introduction of handover meetings to all residents in a given block upon completion of works and use of electronic media to accommodate those residents who may not be able to attend an inspection in person.

RESOLVED:-

- i. That contents of the report and progress made to date be noted

- ii. that a system to measure cost overruns be set up by Housing Management
- iii. that Housing Management Team provides further details on overruns procedures, improvements and Key Performance Indicators (KPI) by next committee meeting
- iv. that Housing Management Team explores the possibility of setting up a measure to cover estimated and final cost of capital works, benchmarking this against previous years.

8. Overview of Resident Engagement Framework

Troy Francis (Head of Housing Management Customer Service) drew members' attention to the report and highlighted some of the key points. He explained that the previous resident engagement offer was considered obsolete, nor did it achieve the level of outreach required to actively engage with residents, with strong evidence suggesting that the previous approach had only reached 3% of the residents. Therefore, the Council was committed to developing a new, more engaging framework which would put residents at the forefront of shaping services and would offer choice in terms of ways to engage.

In the subsequent discussion, the committee raised questions on the new resident engagement framework and sought more information on the role and function of the customer experience panel. Officers informed that at the heart of the new framework would be a twelve person council wide customer experience panel, who would represent residents from a wider range of social and economic backgrounds and would ensure their views were represented before the Council. Members paid particular emphasis on the need to improve engagement with the youth and ensure they were represented on the panel. In acknowledging the members recommendation, officers advised that the new structure would ensure commitment to resident involvement on all levels, paying particular onus on maintaining local conversations, setting example through senior management but also carrying inspections to ensure expectations were met. It was highlighted that the organisational structure was already there through the existence of neighbouring network groups but an ever stronger focus would now be paid on capturing neighbourhood related activities and ensuring views of panel were inclusive and representative of the diversity in Brent.

Discussion moved to the methods of engagement envisioned in the new resident strategy. Points were raised on a range of issues including the overall service commitments, the need for a joint holistic approach and fair involvement of residents from all property types and providing accessible options for engagement, including appropriate use of technology and social media. Members suggested that in engaging with residents, the Council should consider time commitments and tailor any events to the residents' availability. In acknowledging members' concerns Hakeem Osinaike explained that a number of ways would be available to residents, including virtual meetings, use of CRM and extending meeting locations beyond the Civic Centre. With regards to service commitments, the committee heard that were two sets of strategy available – corporate customer promise and housing promise, with an additional resident charter due to be published. Mr Francis added that the Council was determined to improve management of resident interactions and was particularly keen to hear residents' feedback on different matters. Local views would therefore be captured through a variety of methods such as surveys, focus groups and consultations, while also offering a wider choice to residents to engage on a day to day basis. Whilst acknowledging that not all residents may be comfortable using technology, he assured the committee that face to face interactions would be retained through the new housing management model. This would see the creation of two teams – visiting and duty, the latter of which would be based at the Civic Centre and would deal with residents' enquiries. It was also confirmed that a key interface link at the main reception was going to be set up serving as a primary point of contact.

Discussion continued with the committee seeking further information on progress made with estate inspections regime and resolving issues around ground maintenance. With regards to estate inspections, officers stressed the importance of having a structured approach. As a result, they explained that the current inspection regime was in the process of being redesigned and would be renamed to "neighbourhood inspection". It would seek better liaison with block champions and more inclusiveness, thus allowing inspections to be joined by anyone, including residents, councillors and key stakeholders. The review was expected to be completed by end of August/beginning of September 2018 and information would be advertised on the website. Commenting on the issue of grounds maintenance, officers assured the committee that the Council considered this a high priority, with discussions already taking place and a strong commitment towards improving joint working between services going forward.

RESOLVED:-

- i. that Housing Management Team seeks liaison with the welfare service in designing the resident engagement offer.
- ii. that Housing Management Team shares a copy of the Corporate Customer Service Strategy and Housing Promise Strategy with committee members
- iii. that Housing Management Team explores possibility of alternating Talk Back events venues between Brent Civic Centre and Willesden Library to allow further resident engagement
- iv. that Housing Management Team shares copy of the Resident Promise with committee members.

9. Estate Parking Project

At the invitation of the Chair, Hakeem Osinaike (Operational Director Housing) introduced the Estate Parking Project report which set out the Council's proposed solutions to estate parking. It was noted that following the Protection of Freedom Act 2012 parking on housing estates had become increasingly problematic and have restricted the Council's ability to carry out effective enforcement action. The proposals set out in the report therefore envisioned the introduction of the first controlled parking scheme commencing with five estates in the borough by September 2018. In acknowledging the challenges at stake, officers advised that an essential element of the new measures was the proposed increase in parking permits from £10 to £85 which was required to fund appropriate enforcement action.

In the subsequent discussion, members raised questions on the affordability of the proposed increase, the effectiveness of planned enforcement and overall consultation processes with residents. Members were particularly critical of the level of detail provided in the report, noting that many questions remained unanswered. They expressed concerns that the new parking charges may leave residents feeling penalised by the Council putting them in hardship. The Committee also questioned whether the Council had investigated fully the level of proportionality between the number of parking spaces available on each estate and number of people as well as any additional arrangements in place including exemptions for staff and short term visitors parking.

With regards to the increased charges, members heard that there was clear evidence highlighting the inadequacy of the current charges and the lack of adequate parking enforcement funding. The proposed increase was considered a viable solution which would also ensure better residents' compliance. Officers emphasised their commitment to manage residents expectations and be clear about the implications of the changes, stressing that estates would not be obliged to take up the changes unless residents decided to do so. However, it was noted that the estates which chose not to accept the new charges would not have any parking enforcement carried out. It was noted that the £85 charge would bring the cost of parking permits in line with the CPZ scheme, without the

complex pricing schedules, with the Council reserving the right to review the cost in the future, depending on the demand and subject to consultation. Members heard that any funds raised by the parking charges would be ring-fenced within the Housing Revenue Account and would be separate from CPZ management, with any loss or profit made to be reported on.

On the issue of enforcement, officers addressed members concerns and explained that the current implementation, carried out by Wing Security, had been limited in scope and had flagged up issues imposed by the legal restrictions on accessing DVLA data. This had reduced the effectiveness of issuing penalties on unauthorised vehicles, permitting enforcement officers to target only those residents whose details were already known to the Council. In order to tackle these issues, the Council had recently extended its parking contract with Serco to carry out enforcement on public highways and off street car parks until 2023. The committee was assured that Serco's processes and coverage were flexible enough to accommodate a quick expansion of the parking enforcement on the Councils estates.

(8.23pm – Cllr Johnson left the meeting)

Discussion continued with officers addressing members' concerns about availability of parking spaces. Mindful of the existing issues of parking space shortage versus the number of residents requiring permit, officers detailed the Council's commitment to applying a fair allocation policy. It was explained that whilst permits were not a guarantee for a parking space, the Council was in the process of revising the parking space markings to ensure viability of the new proposals. Eligibility criteria would be applied accordingly, with priority given to blue badge holders and exemptions made for staff and care workers. Clear signage informing residents that parking enforcement was in place would also be placed.

(8.35pm – Michelle Lonergan left the meeting)

Referencing the report, officers responded to members queries about the consultation process and how representative the identified five estates on were of the parking problems experienced in the borough. They explained that the initial cohort of estates referenced in point 5.3 were chosen as a starting point because were deemed to be worst affected, with a wider consultation strategy was being prepared in conjunction with Housing and Environmental Services encompassing the rest of the borough. Addressing members concerns, Mr Osinaike stated that consultation with residents was of paramount importance to the Estate Parking Project with residents given opportunity to choose on a range of options including types of parking controls, preferred hours of operation and areas to be included.

RESOLVED:-

- i. that details on the outcome of the estate parking be shared with members of the committee
- ii. that First Wave Housing Board be asked to provide details on current parking arrangements within their estates and expected impact by the estate parking consultation.
- iii. that a detailed cost breakdown of increased parking charges be shared with committee members
- iv. that a list of registered vehicles on estate be compiled and compared against spaces available.

10. Annual Report 2017/18

RESOLVED:-

- i. That the contents of the Annual Report be noted

11. Housing Scrutiny Work Programme 2018/19

RESOLVED:-

- i. That the contents of the Work Programme be noted

12. Forward Plan

RESOLVED:-


- i. That the contents of the report be noted

13. Any other urgent business

None.

The meeting closed at 8.57 pm

COUNCILLOR JANICE LONG
Chair

	Housing Scrutiny 13 September 2018
	Report from the Strategic Director of Community Wellbeing
Allocations Policy	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Laurence Coaker Head of Housing Needs Laurence.Coaker@brent.gov.uk Tel. 020 8937 2788

1.0 Purpose of the Report

- 1.1 This report provides a brief overview of the Council's current Allocations Scheme, used for the allocation of Social Housing in Brent, specifically how the scheme is applied to Care Leavers, and explains the allocation of properties owned by I4B (which is outside of the Allocations Scheme). The report explains the impact of the current scheme, and is seeking member's views on the outlined proposals for the scheme to be amended and any other proposed changes which will inform the consultation.

2.0 Recommendations

- 2.1 That members of the Housing Scrutiny Committee note the information provided on the current Allocations Scheme, and provide their views on the proposed amendments and make other suggested amendments, which will be subject to statutory consultation prior to be presented to Cabinet for final approval.

3.0 Background

- 3.1 The Housing Act 1996 Part VI (“The Act”) provides that local housing authorities must have an Allocation Scheme for determining priorities and the procedure to be followed in allocating housing accommodation. The scheme must be framed so as to give reasonable preference to any applicant who falls within the statutory reasonable preference categories as set out in the Act. Local housing authorities may frame their scheme so as to give additional preference to particular descriptions of people who fall within the reasonable preference categories and who have urgent housing needs

Overview of the current Allocations Scheme

- 3.2 A summary of the Council’s current Allocation Scheme is attached at Appendix A
- 3.3 While the Localism Act grants local authorities more flexibility over some aspects of allocations, the reasonable preference criteria still apply. The current scheme therefore ensures that reasonable preference is given to people with housing needs who fall into one or more of the following groups:
- Homeless people as defined by Part VII of the 1996 Housing Act, including people who are intentionally homeless and those who are not in priority need
 - People who are owed a duty under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s192(3)
 - People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
 - People who need to move on medical or welfare grounds, including grounds relating to disability
 - People who need to move to a particular locality in the housing authority area, where failure to meet that need would cause hardship (to themselves or others)

Qualification

- 3.4 Subject to the requirement to give reasonable preference to the groups identified above, i.e. those with a housing need, the council does not operate an “open” waiting list. In addition to having a housing need, applicants must be resident in the borough and will normally need to establish a local connection through residence for three of the last five years or six of the last twelve months before being able to apply on the Register. Alternatively, a local connection may be established through working in the borough
- 3.5 Broadly, the following groups are able to join the Housing register:
- People over sixteen years of age who are resident in the borough

- People in hospital or prison whose last address was in the borough
 - Members and former members of the armed services
 - People who the council considers should be qualifying persons because of exceptional circumstances or special needs, on a case- by- case basis
 - People referred by another local authority under homelessness rules where the council has a duty to assist
 - Any other people who are entitled to qualify by law
- 3.6 The Act states that some people are unable to qualify and the scheme must comply with this. Persons subject to immigration control cannot qualify. In order to qualify, a person must be a British Citizen or be a person who does not require leave to enter or remain in the UK
- 3.7 The council also has to consider who would be considered to be part of the household of any applicant. In general, the scheme will take account of the Housing Benefit regulations on non-dependents and the homelessness legislation and guidance on who should normally be expected to reside with an applicant
- 3.8 For the purposes of allocation of accommodation the Council will only consider the following as a household;
- A single person without dependents
 - A married couple
 - An unmarried couple, who can prove that they have been resident together for at least 12 months at time of application and at time of offer.
 - A lone parent and their dependent children
 - A married or unmarried couple with dependent children
 - A civil partnership with or without dependent children

Income / Asset Threshold

- 3.9 The Council aims to make the most effective use of all tenures in the borough. To this end, income thresholds apply to ensure that households who could afford alternative options - shared ownership for example - are directed towards those alternatives. The thresholds have been set at a level where a household could reasonably expect to access shared ownership, taking account of the Mayor's First Steps scheme. The income thresholds are:
- 1bed - £35,000 a year
 - 2bed - £45,000 a year
 - 3 bed - £ 55, 000 a year
 - 4 bed - £70,000 a year

Priority

- 3.9 The scheme will award priority based on housing need, in line with the reasonable preference criteria set out above but will also grant additional priority in certain circumstances.
- 3.10 The scheme will give additional priority to households in employment on the following basis:
- The applicant must be in employment at the time of application and must have been in employment for at least 9 out of the previous 12 months.
 - Self-employment will also be given additional priority, subject to mechanisms to verify employment status
- 3.11 Within the overall banding scheme, applicants are prioritised in date order. Additional priority for employment will be reflected by the award of an additional five years notional waiting time, effectively backdating the application by that period and moving applicants further ahead within the appropriate band, which will be awarded according to need as noted above and set out in the banding scheme.

4.0 Care Leavers

- 4.1 The current scheme provides a quota of social housing for young people leaving care. Children and Young People Department. Applicants must be a former “Relevant Child” as defined by the Children Leaving Care Act 2002. They must have vulnerability and urgent housing need that is best met by the provision of long term settled housing.
- 4.2 The Leaving Care Team identify Care Leavers who are ready to move to independent settled housing and who possess the life skills to manage a tenancy, including managing the rent account.
- 4.3 Brent Housing Management provide a focused service to Care Leavers post sign up via its Financial Inclusion and Neighbourhood teams consisting of a “settling in” home visit within 6 weeks, regular contact with their support/social workers.
- 4.4 The number of allocations of social housing made to Care Leavers in the last 3 Years is set out in the table below.

Year	Number of Units
2015/16	34
2016/17	44
2017/18	42

5.0 Allocation of I4B Accommodation

- 5.1 Due to the acute lack of supply of social housing the Council is using the power to meet new demand from homeless households with offers of

accommodation in the Private Rented Sector (PRS). However, there is an insufficient supply of PRS accommodation that is affordable in Brent to meet demand.

- 5.2 Therefore I4B was established as a 'Wholly Owned Investment Company' to acquire 300 properties on the private market to increase the supply of affordable PRS accommodation available for homeless households.
- 5.3 Following judgments in the Courts in recent years and the inclusion of chapter 16 of the Homelessness Code of Guidance 2018, the Council is encouraged and practically required to have a policy for the placement of households in the Private Rented Sector in order to justify decisions to offer suitable accommodation (including placements outside the borough's area) to homeless households by way of a private rented sector offer of accommodation to discharge the homelessness duty. This policy is used for the allocation of all I4B units, and is outside of the Allocation Scheme. The Placement Policy - Temporary Accommodation and Private Rented Accommodation (PRSO) – is attached at Appendix B

6.0 Proposed Amendments to the Current Allocation Scheme

- 6.1 Having had regard to some concerns expressed by members and Chief Officers at the Council about some aspects of the current Allocations Scheme, it is proposed that a review of the Scheme should take place to consider what changes could be applied and what the impact of making these amendments will have. It should be noted that as the demand for social housing by far outstrips the supply, and that any amendments made that will benefit one cohort of households, will result in another cohort being disadvantaged by decreasing their prospect of securing social housing.
- 6.2 There is a statutory requirement that any significant amendments made to the Council's Allocation Scheme can only be applied following consultation. The last amendments made to the scheme were applied in November 2014, following the implementation of the Localism Act 2011

Introduce a new nominations agreement with Registered Providers

- 6.3 A report was presented at PCG on 2 August 2018, outlining a proposal to implement a policy to offer newly accepted homeless households accommodation leased through Housing Associations under the Council's allocations scheme to end the main homelessness duty. Introducing this policy will require amendment to the Council's allocations scheme.

Impact

- 6.3.1 In 2012, in line with changes in national legislation and due to the acute shortage of social housing in Brent, Brent Council cut the tie between being accepted as homelessness and access to social housing. Before 9 November 2012, if the Housing Needs service accepted a household as homeless, the need had to be met in social housing. After 9 November 2012, if the Housing Needs service accepted a household is homeless, the focus was on ending the homelessness duty in the private rented sector.

However, due to the shortage of affordable private rented sector accommodation, it has not always been possible to end the homeless duty in the private rented sector, so some homeless households are still being placed in Temporary Accommodation

- 6.3.2 In the absence of enough social housing, the Council needs to increase the supply of affordable accommodation, in Brent, for Brent residents. Therefore, the council will work with RPs to procure units of private rented sector accommodation by offering a more competitive 'Reasonable Rent' through a nominations agreement. The nomination agreements would be between the Council and the RPs. The RPs would be granted leases in respect of such accommodation. The rent would be above Local Housing Allowance rates, but because it is an RP managing the property Housing Benefit would cover the additional cost. It is proposed that such offers of accommodation will be made within the Council's Allocations Scheme. Although such offers of accommodation are deemed to be "social housing" for the purposes of Part 6 of the 1996 Act, the fact these properties are leased by RPs will mean that the length of these tenancies will not be longer than the term of the leases which the RPs have leased from the private providers. As long as an offer of such RP leased accommodation to a homeless applicant (to whom the Council has accepted a homelessness duty) under Part 6 of the 1996 Act is suitable and affordable, this would be sufficient to discharge the Council's duty to provide temporary accommodation under section 193 of the 1996 Act in a lawful manner.
- 6.3.3 By implementing this change the majority of newly accepted homeless households will be secured suitable accommodation that is leased through Registered Providers to end their homelessness. This will have a significant impact on the number of households going into Temporary Accommodation and reduce the demand on the Housing Register from accepted homeless households.

Allowing households currently in Band D to retain the waiting time they accrued when in a higher band if they become homeless and are placed in TA

- 6.4 In April 2013 the Executive approved amendments to the Allocation Scheme in order to implement policies set out in the Tenancy Strategy, which was approved by the Executive in July 2012. These amendments were implemented in November 2014. One of these amendments was to hibernate all households registered in Priority Band D on the Housing Register so they are not eligible to make bids on Locata for social housing. Another amendment was to change the priority awarded to households lacking one bedroom, as whilst lacking one bedroom is a housing need it was recognised there was a need to both distinguish it from more severe overcrowding and to acknowledge that such overcrowding is so common that it should not attract significant priority within the scheme. Therefore those households lacking one bedroom were moved from a higher Band to Band D, resulting in them now being ineligible to bid. Some households accrued significant waiting time when they were in Band C, which was lost when they were relegated to Band D. If the household

subsequently become homeless and are placed in TA, they are automatically placed in Band C, as a cohort who are given reasonable preference – accepted homeless. However their registration date starts from the date of their placement in TA, and they do not retain any of the waiting time they accrued when they were previously in a higher Band due to lacking one bedroom.

This amendment would allow a household to include the waiting time previously accrued in a higher band to be added to their waiting time if they become homeless and are placed in TA.

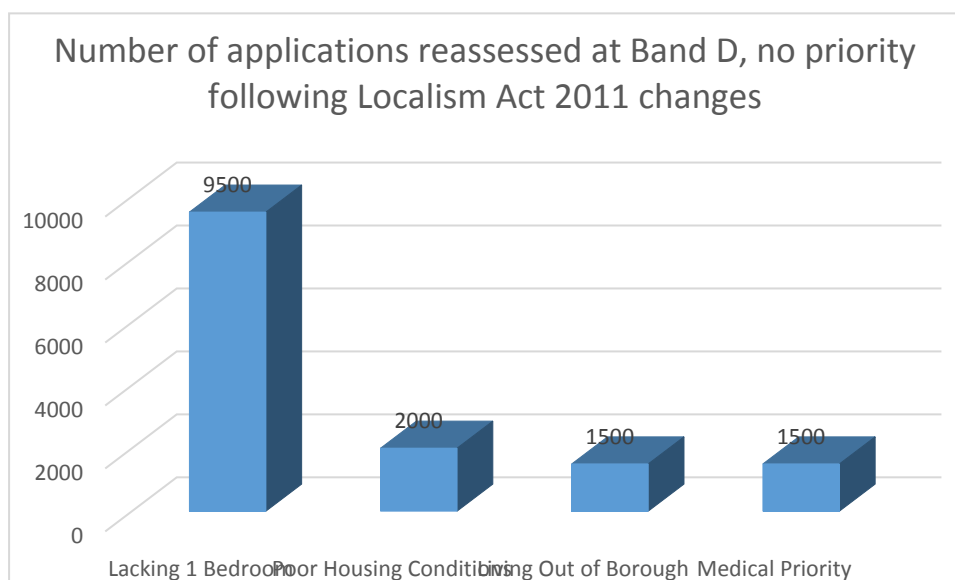
Impact

6.4.1 As described above, the link between homelessness and the allocation of social housing was severed with the implementation of the Localism Act 2011, and the policy to meet new homelessness demand with suitable accommodation in the private rented sector.

By making the above amendment and allowing households to include previously accrued waiting time if they are homeless and placed in TA, they will be in a far better position to secure social housing than other homeless households placed in TA who were not previously registered. This amendment may have the unintended consequence of incentivising homelessness applications from this cohort of households.

When the previous amendments were made to the Scheme in November 2014, the approximately 17,000 households were moved from a higher Band to Band D.

6.4.2 The main groups of clients who were reassessed in Band D as a result of the changes are described in the graph below. Other categories included households registered for sheltered accommodation and households who were not bidding:



A short description of these categories is below:

- Lacking 1 bedroom- households who had access to one bedroom less than their need but with a separate living room, which counts as sleeping space

were Band C under the previous policy. The vast majority of these clients were never invited to view a property.

- Poor Housing conditions – Band C was awarded to households who claimed to be living in such housing conditions but was not verified until they were shortlisted for a property – the vast majority were never invited to view a property.
- Living Out of Borough - these were households with a housing need but residing in another borough. Brent applied the residency criteria following the implementation of the Localism Act 2011 focusing local housing for local residents.
- Medical Priority – households with a medical condition affected by their current housing were given Bands A, B or C depending on the severity of the impact. This changed to Bands A or B for those households with an urgent need to move due to a major adverse impact. Again, the vast majority of households in Band C were never invited to a viewing.

6.4.3 The number of council and housing associations properties we have nominations rights to which become available to let annually is approximately 600 properties and has remained at this level for the past five years

Give priority to households who need a transfer to bid for accommodation that becomes available on their current estate.

6.5 A tenant can apply for a transfer on the basis of housing need – for example that the household is overcrowded – and the application will be assessed on the basis of reasonable preference. However, the council is also able to set its own transfer policies in relation to tenants who have asked for a transfer but do not meet the reasonable preference criteria. There are currently 281 Brent Council Tenants who are registered for a management transfer due to overcrowding, medical or other reason and have been assessed in Bands A-C and therefore be able to place bids.

The council's aim is to give priority to existing tenants where a move would support the council's regeneration priorities and effective use of the housing stock. In particular, this will include moves that would:

- Reduce under-occupation
- Mitigate the impact of changes to Housing Benefit
- Tackle overcrowding
- Promote mobility for employment purposes
- Facilitate repairs and improvements or regeneration schemes

The Council is proactively working to increase the supply of affordable accommodation in Brent, including building new council housing. Due to the lack of suitable sites that are available, every development opportunity is considered including "in-fill" development. New properties are built on existing estates by making the best use of the land, for example by demolishing underutilised garages.

It is proposed that existing tenants who are registered for a transfer should be given priority to bid for new units that become available on their estate, to

enable them to remain on the estate and avoid having to relocate to another area.

Impact

- 6.5.1 By giving existing tenants registered for a transfer priority to bid for new units that become available on their estate they will be better placed to secure a transfer, over other tenants who may have been waiting for a transfer for a longer period.
- 6.5.2 Also, while tenants who need to move due to overcrowding will be the beneficiaries, those needing to move due to violence or hate crime will be adversely affected

Revising Quotas.

- 6.6 The current Allocation Scheme contains the following quotas enabling services to have direct access to council accommodation for the cohort of households the quota has been arranged for.
 - **Children leaving Care** - Young people referred by Brent Social Services who are unable to make alternative arrangements.
 - **Probation Service** - Applicants nominated to Brent Council by the Probation Service to avoid the risk of reoffending and where housing is a particular issue as judged by the Probation Service in Brent.
 - **Children Services** - Existing tenants and non-tenants referred by Brent Social Services where accommodation is needed on grounds of children's welfare e.g. child protection cases.
 - **Adult Social Care** - To release supported housing and approved for independent living by Brent Social Services and The Housing Department.
 - **Voluntary Sector** – To release supported housing but not known to Adult Social Care, and approved for independent living by Brent Housing Needs.
 - **Young People** in employment or apprenticeships
- 6.6.1 Some of these quotas have resulted in the unintended consequence of households not considering other housing options because they are aware that the quota exists and although the actual number of units available in the quota is very small they hold on to the belief that they will be successful in secure social housing via the quota.
- 6.6.2 An example of this is the Voluntary Sector quota, set up for households living in supported housing schemes. These supported schemes are used to accommodate homeless households who are too vulnerable to live independently and are designed to equip them with the support and life skills to enable them to move on into the private rented sector, possible with a floating support package to assist them. The maximum period a person should remain in these schemes is 12-18 months. However some households who are ready to move on are reluctant to do so as they are aware that the quota, in this case 5 Units, which delays their move on and

silts up the spaces available in the supported housing scheme for vulnerable homeless households who require them.

Impact

- 6.6.3 By moving away from a quota system for some of the cohorts listed above, there would be more social housing available, which could be used on a case by case referral from the service.

7.0 Financial Implications

- 7.1 The outlined amendment to the allocations policy will not have a direct financial implication, but will allow for the introduction of the “Reasonable Rents” policy.
- 7.2 The Reasonable Rents policy, if successful, could potentially reduce the cost of TA by up to £1.8m pa.

8.0 Legal Implications

Allocations Scheme

- 8.1 The requirements regarding allocations schemes are set out in section 166A of the Housing Act 1996 (“the 1996 Act”), which has been inserted by section 147 of the Localism Act 2011.
- 8.2 Under section 166A(1) of the 1996 Act, every local housing authority (which includes Brent Council) shall have a scheme for determining priorities and as to the procedure to be followed in allocating housing accommodation. The allocations scheme must also include the authority’s statement on offering choice of accommodation or how people are offered the opportunity to express their choice.
- 8.3 Under section 166A(14) of the 1996 Act, a local housing authority shall not allocate social housing accommodation except in accordance with their allocation scheme. In other words, if a Council pursues allocation policies that are outside its scheme, then it will be deemed to be unlawful.
- 8.4 Under section 166A(12) of the 1996 Act, a local housing authority must, in preparing or modifying their allocation scheme, have regard to: (a) its current homelessness strategy under section 1 of the Homelessness Act 2002, (b) its current tenancy strategy under section 150 of the Localism Act 2011, and (c) as Brent Council is a London Borough, the London housing strategy prepared by the Mayor of London.
- 8.5 Section 166A(13) of the 1996 Act states that before adopting an allocation scheme, or making an alteration to their scheme reflecting a major change of policy, the Council must -
- (a) send a copy of the draft scheme, or proposed alteration, to every private registered provider of social housing and registered social landlord with which they have nomination arrangements (see section 159(4)), and
 - (b) afford those persons a reasonable opportunity to comment on the proposals.

- 8.6 Section 166A(3) outlines priorities to which the scheme must give reasonable preference. These categories are outlined in detail within the scheme, but in summary they are;
- Homeless households
 - Homeless households in temporary accommodation
 - People living in overcrowded or unsatisfactory housing
 - People who need to move on medical or welfare grounds (including any ground relating to a disability)
 - People who need to move to a particular locality within the district where to not move them would cause hardship (to themselves or others).

Additional preference may be given to any particular category where there is urgent housing need.

- 8.7 Subject to the content of section 166A(3) of the 1996 Act as set out in the previous paragraph, the allocations scheme may contain provision about the allocation of particular housing accommodation: (a) to a person who makes a specific application for that accommodation; (b) to persons of a particular description (whether or not they are within the categories set out in the previous paragraph). The Secretary of State has the power to make regulations to specify factors which a local housing authority in England must not take into account in allocating housing accommodation.
- 8.8 The allocations scheme must be framed so as to secure that an applicant for an allocation of housing accommodation has the right to request such general information as will enable him to assess— (i) how his application is likely to be treated under the scheme (including in particular whether he is likely to be regarded as a member of a group of people who are to be given a reasonable preference); and (ii) whether housing accommodation appropriate to his needs is likely to be made available to him and, if so, how long it is likely to be before such accommodation becomes available for allocation to him.
- 8.9 The allocations scheme must also be framed so that an applicant for a housing allocation has the right to request the Council to inform him of any decision about the facts of his case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to him and he also has the right to request a review of such a decision and to be informed of the decision on the review and the grounds for it. There is also the right to request a review against a decision of the Council by an applicant on grounds of being ineligible for an allocation and of not being a qualifying person to be allowed to be given an allocation of housing under section 160ZA(9) of the 1996 Act.
- 8.10 Section 160ZA of the 1996 Act sets out which classes of persons that local authorities shall not allocate housing accommodation under their allocations scheme and these are mainly on grounds of immigration status.
- 8.11 The Department for Communities and Local Government has issued statutory guidance in June 2012 and is entitled: Allocation of accommodation: guidance for local housing authorities in England. The Council has given regard to this statutory guidance when drafting its allocations scheme.

- 8.12 When considering the proposed changes to the allocations scheme, consideration needs to be given to the impact on families and children under the right to respect for private and family life under Article 8 of the European Convention of Human Rights and section 11 of the Children Act 2004, the latter of which places a duty on local authorities to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.
- 8.13 The Council is entitled to have a transfer policy relating to applicants who fall outside the remit of Part 6 of the 1996 Act and outside the allocations scheme. However, section 159(4B) of the 1996 Act states that Part 6 of the 1996 will apply to transfers if (a) the allocation involves a transfer of housing accommodation for that person/applicant; (b) the application for the transfer is made by that person/application and (c) the Council is satisfied that the person is to be given reasonable preference under section 166A(3) of the 1996 Act.
- 8.14 An Equality Impact Assessment (“EIA”) will need to be carried out in respect of the proposed changes to the Council’s allocations scheme and the results of the EIA will need to be considered by the Cabinet when it makes a final decision after the consultation process regarding whether to approve the proposed changes to the Council’s allocations scheme. This will assist the Cabinet in meeting its requirement to comply with the Public Sector Equality Duty as set out in section 149 of the Equality Act 2010 when making a final decision on whether to approve the proposed changes to the Council’s allocations scheme. Carrying out an EIA will help to clarify whether any of the proposed changes to the Council’s allocations scheme adversely affect groups with “protected characteristics” under the Equalities Act 2010 and whether actions need to be carried out to mitigate any adverse impact.

9.0 Diversity Implications

- 9.1 The current legislation does not assist a substantial proportion of those seeking accommodation who are homeless. Currently the legislation owes a housing duty to those in priority need i.e. applicants with dependent children, applicants who are vulnerable as a result of medical/mental health issues, being in the armed forces, leaving institutional prison and who are elderly. The Homelessness Reduction Act lifts the priority need limitation to homeless applicants and opens the prevention duty to all members of the public who are eligible and threatened with homelessness. It is therefore anticipated that this change will have a **positive or neutral impact** on service users across all age group, particularly the single working age homeless group.

Report sign off:

PHIL PORTER

Strategic Director of Community Wellbeing

Allocations Policy Summary

November 2014

London Borough of Brent

Introduction

The Allocation Scheme was published in 2012, following revisions to the previous Scheme made in line with the Localism Act 2011. This summary incorporates further changes to the Scheme, agreed by the council in November 2014. The supply of affordable housing in the borough is limited, with the majority provided by Registered Providers (usually referred to as housing associations), who work in partnership with the council to manage and build housing. Although the council and its partners aim to maximise provision of new homes, demand in Brent runs far ahead of supply, meaning that the council must put arrangements in place to manage the way that housing is allocated. This is done through the Housing Register, which allows the council to assess and prioritise applications for housing. The aim of this Scheme is to set out a fair, logical and transparent approach to doing this that complies with the legal requirements set out by government and responds to local circumstances and needs.

Who can apply and how does it work?

The Scheme aims to:

- Help those in the most housing need
- Give due priority to those with a long standing attachment to the borough
- Recognise the contribution of working households

Anyone aged 16 years or over and resident in Brent (see below for more detail) can apply to join the Register. However, owing to the severe shortage of affordable housing, many households who apply will not have any priority under this scheme and therefore will not have any realistic chance of obtaining a home. Those that do not qualify will be offered help to pursue alternative housing options, including private renting and low-cost home ownership options.

The application will include you, your spouse or partner, and the members of your family under 21 years of age who would normally live with you (some exceptions apply and are summarised later). Once your application is accepted, you be awarded a priority band (A-C) and a priority date if you are considered to have a housing need under the terms of the scheme and meet the other conditions that apply. You will then be able to bid for homes that are advertised by Brent Council and Registered Provider Partners operating in West London. For each advertised property, the applicants that bid are placed in order of priority according to their band and waiting time, and in most cases the highest ranking household will be offered the property.

The Housing Register is reviewed regularly to ensure that it is an accurate representation of demand and does not include households who no longer wish to be considered or who have found alternative solutions. Also, households who no longer qualify under the revised Scheme, or who are not actively bidding on Locata will be advised that their application will be reviewed. In some situations, this may lead to the application being suspended and households will be advised if this is the case. In line with the powers granted to the council under the Localism Act 2011, the council will normally discharge its duties to households accepted as homeless after 9th November 2012 through an offer of suitable private rented accommodation.

Qualification Criteria

RESIDENCY RULE

- All applicants must currently be living in the borough and have continuously lived here for a period of 5 years or more prior to joining the register to qualify. Those who are homeless within the meaning of Part VII of the Housing Act 1996, to whom the London Borough of Brent has accepted a full housing duty will be required to meet the residency criteria prior to being able to bid for properties, or until they meet the average waiting time for the property of the appropriate size, whichever is the shortest time.

EXCEPTIONS TO THE RESIDENCY RULE:

- Existing secure or fixed term tenants of the London Borough of Brent
- Young people leaving care and referred to Brent Council Children's Services and assessed by the panel (whether or not they currently live in Brent)
- Serving and former members or widows of members of the armed forces and reserved forces

- whether or not they currently live in the borough
- Those residing in supported housing schemes commissioned by the London Borough of Brent
- Persons in prison whose last settled address was in the borough

WORKING APPLICANTS

Applicants in employment are recognised within the allocation policy and awarded additional priority if:

- At least one adult member of the household is employed
- The employment satisfies the DWP's criteria for claiming Working Tax Credit (or equivalent):
 - 30 hours per week for a single person
 - 16 hours per week for a lone parent
 - 24 hours per week for a couple, where one party must work at least 16 hours
- Employed on a permanent contract: Applicant has been working 9 out of 12 months prior to joining the register, or working 9 out of 12 months at any time that their application is live, and at point of offer of a social home
- Or, employed on temporary contracts or Self Employed: working for 2 years prior to joining the register or at any time that their application is live, and at the point of offer of a social home

An additional 5 years waiting time will be added to the priority date for those who qualify.

ASSET/INCOME THRESHOLD

Household income will be taken into consideration. Applicants at or above the income thresholds for each bedroom category detailed below will not qualify to join the register as they are deemed to have sufficient financial resources to secure alternative housing.

1 bed need	2 bed need	3 bed need	4 bed+ need
£35,000	£45,000	£55,000	£70,000

Applicants who own their homes in this country or abroad, or with savings of £50,000 and over, are also unlikely to qualify for housing unless there is an extenuating need.

UNACCEPTABLE BEHAVIOUR OR ACTIONS

Applicants involved in serious anti-social or criminal behaviour may not qualify for housing. This includes:

- Being a nuisance or annoyance to neighbours
- Breach of tenancy including illegal or immoral use of the property
- Serious deterioration in the condition of the property resulting from the applicant or a member of their current or prospective household
- The applicant or a member of the household having obtained a tenancy fraudulently.

PRIORITY DATE

When applicants fall within the same band, priority is determined through their priority date. Initially, an applicant's priority date will correspond to the date they registered to join the housing register. Priority dates may alter when an applicant moves up and down bands or in the case of working households as described above.

THE BANDING SYSTEM

All applicants will be assessed and banded according to their housing need.

- BAND A:** URGENT NEED TO MOVE OR RELEASING ADAPTED OR LARGER PROPERTIES
- BAND B:** A NEED TO MOVE
- BAND C:** NEED TO MOVE – REASONABLE PREFERENCE BUT WITH REDUCED PRIORITY

Applicants who do not meet the criteria for band A, B or C will not be able to bid for properties on Locata. These applicants will be directed to Brent's targeted housing options website for information about alternative housing options.

BAND A	QUALIFICATION CRITERIA
Decants	Brent Council tenants where the property is imminently required (within 9 months) because of lease expiry or for essential work (e.g. redevelopment scheme) as agreed by the Operational Director of Housing and Employment. Brent Council tenants who need to be moved to allow major repairs or full scale rehabilitation/ conversion work to be carried out.
Emergency Medical	Emergency banding granted only in exceptional circumstances as recommended by the Medical Officer, when the applicant/tenant or member of their household has a life threatening condition, which is seriously affected by their current housing.
Management Transfer	Agreed in exceptional circumstances by the Allocations Panel due to significant and insurmountable problems associated with a Brent tenant's occupation of a dwelling and there is imminent risk to the tenant or their family if they remain in the dwelling.
Exceptional Social Grounds	Agreed in exceptional circumstances by the Allocations Panel due to significant and insurmountable problems associated with the applicant's occupation of a dwelling and other avenues to housing have been exhausted. This will include Homeless households who are owed a homeless duty by Brent under Housing Act 1996 Part VII section 193(2).
Statutory Duty	Private sector tenants where the Council's Private Housing Services has determined that the property poses a Category 1 Hazard and a Closing Order has been issued. Furthermore, the Allocations Panel is satisfied that there is no alternative solution and that the problem cannot be resolved by the landlord within 9 months.
Social Services (Children in need)	To enable fostering or adoption by Brent residents where agreement has been reached to provide permanent accommodation on the recommendation of the Director of Brent's Children's Services and agreed by the Operational Director of Housing and Employment.
Release Adapted Property	Where a Brent Council or RP tenant is willing to transfer to a suitable nonadapted property and is releasing an adapted property and where the vacant property is given to Brent Council under a reciprocal agreement.
Under occupation Incentive Scheme	Where a Brent Council tenant is willing to move to an alternative property and is giving up one or more bedrooms. Where a RP tenant is resident in Brent under an assured tenancy and is willing to move to smaller accommodation and where the vacant property is given to Brent Council under a reciprocal agreement.
Succession to tenancy	Where succession has occurred and the succeeding tenant is willing to move to alternative smaller accommodation in line with succession policy as agreed by the Allocations Panel.
Housing Register	Urgent need to move agreed by housing in liaison with social services/police/other welfare agency, to give or receive care or support for child protection reasons or other urgent social/ welfare reasons as assessed and agreed by the Allocations Panel.
Former Service Tenants	Council employees who have been a service tenant for at least five years prior to August 1st 1990 and need to be moved from accommodation which goes with the job but who retire due to old age or medical reasons, or who are made redundant as part of a Council decision.

BAND B	QUALIFICATION CRITERIA
Urgent Medical	An urgent medical need as recommended by the Medical Officer where the current housing of an applicant or a member of the applicant's household is having a major adverse effect on their medical condition. It will not apply where the effect of housing conditions on health is comparatively moderate, slight or variable.
Management Transfer	Agreed in certain circumstances by the Allocations Panel due to fear of violence or reasonable fear of violence, and/or due to exceptional social, educational or economic circumstances associated with a Brent tenant's occupation of a dwelling and there is a serious risk to the tenant or their family if they remain in the dwelling.
Statutory Overcrowding	Where Brent Council tenants have been assessed as being statutorily overcrowded in accordance with Part X of the Housing Act 1985
Stonebridge Regeneration	Tenants of the Stonebridge Regeneration Scheme nominated to the Council through the nominations agreement.

Sheltered Housing	Those who require sheltered housing or designated older person accommodation
Armed Forces	Ex-member of Armed Forces in accordance with regulations
Quota	As agreed under the Quota policy for the following services (employment exceptions may apply): Children Leaving Care - Young people referred by Brent Social Services who are unable to make alternative arrangements. Probation Service - Applicants nominated to Brent Council by the Probation Service to avoid the risk of reoffending and where housing is a particular issue as judged by the Probation Service in Brent. Children Services - Existing tenants and non-tenants referred by Brent Social Services where accommodation is needed on grounds of children's welfare e.g. child protection cases. Adult Social Care - To release supported housing and approved for independent living by Brent Social Services and The Housing Department. Voluntary Sector – To release supported housing but not known to Adult Social Care, and approved for independent living by Brent StartPlus and Housing Needs. Young People in employment or apprenticeships

BAND C	QUALIFICATION CRITERIA
Homeless	Homeless households who are owed a homeless duty by Brent who are occupying long term temporary accommodation provided under Housing Act 1996 Part VII section 193(2). Other homeless households where the above duty applies but the customer is not in temporary accommodation.
Qualifying Offer	Households whose acceptance date precedes 9th November 2012, who have voluntarily accepted a Qualifying Offer into the Private Rented Sector bringing an end to the Homeless Duty will retain their Band C and their homeless acceptance date as a priority date.
Severe Overcrowding	Where an applicant is lacking 2 or more bedrooms
Poor conditions	Where a Brent resident is living in poor accommodation and this has been assessed and accepted by the Private Housing Services.

BEDROOM ENTITLEMENT

In order to make the best use of the available housing stock, it is essential to let available properties to those who need that size and type of property. When deciding the size of the property for which applicants qualify, the standard set out below will be used.

Under this standard, a separate bedroom is allocated to:

- Each married, civil partnership or co-habiting couple
- Any other person aged 21 years or over (that is allowed to be included on the application, except in the case of accepted homeless households where adult children will be expected to share a bedroom with siblings of the same sex).
- Each pair of children or young people aged between 10-20 of the same sex.
- Each pair of children under 10, regardless of their gender
- Any unpaired person aged between 10-20 is paired, if possible with a child under 10 of the same sex, or, if that is not possible, he or she is given a separate bedroom, as is any unpaired child under 10

An applicant's household will only include members of their immediate family who normally live with them (or who would live with them if it were possible for them to do so) or other people who have extenuating need to live with them. Immediate family includes:

- The applicant
- The applicant's spouse or partner. Partner means anyone who lives with the applicant as their partner or who would live with them as a couple if they were able to do so
- Dependant children including children where the applicant has a legal guardianship and children that are adopted or fostered, if they are under the age of 21 and live with the applicant all the time, or for four or more nights every week. The applicant will be required to provide the London Borough of Brent with formal papers upon request (e.g. court order) and documentation relating to any agreement that is currently in place regarding the placement.

If there is an extenuating circumstance to include non-dependant adults aged over 21, the applicant will be required to provide further information and evidence about why they need to be considered as part of the household; for example, they are giving/receiving care.

EXCEPTIONS

If an applicant has been accepted as statutorily homeless by the London Borough of Brent, a household will include all members who were on the original homelessness application. In these circumstances, adult children will be expected to share a bedroom with a sibling of the same sex regardless of age.

Where an underoccupying social housing tenant is seeking to move to smaller accommodation, adult children may be included on the application.

Appendix B



Placement Policy - Temporary Accommodation and Private Rented Accommodation (PRSO)

This document sets out Brent Council's policy for the placement of households in temporary accommodation and private rented accommodation, both inside and outside the Borough. It covers both *interim* placements made under Section 188 Housing Act 1996 ("HA96"), while homelessness enquires are undertaken, *longer term* temporary accommodation placements for households accepted as homeless under Section 193 HA 1996 and a private rented sector offer defined by section 193(7AC) with a view to bringing the section 193(2) duty to an end (**Appendix 1**)

The policy complies with:

- The Housing Act 1996, as amended by the Homelessness Act 2002
- The Localism Act 2011
- Equality Act 2010
- Homelessness (Suitability of Accommodation)(England) orders 1996, 2003 & 2012.
- Supplementary Guidance on the Homelessness changes in the Localism Act 2011 & the homelessness(Suitability of Accommodation)(England)Order 2012
- The Homelessness Code of Guidance
- The Strategic Tenancy Policy 2012
- The Temporary Accommodation placement policy
- The Housing Strategy 2014 - 2019
- The Allocation Scheme
- Children Act 1989 (in particular S.17)
- Children Act 2004 (in particular S.11)

1.1 The policy takes into account the statutory requirements on local authorities in respect of suitability of accommodation as per section 206, including Suitability Orders, Supplementary Guidance on homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation ((England) Order 2012 , the Homelessness Code of Guidance 2006, the Children Act 2004 S.11 which places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children..

1.2 As per section 208 HA 1996, and paragraph 16.7 of the Homelessness Code of Guidance, so far as reasonably practicable, the Council seeks to accommodate homeless households in Brent and always considers the suitability of the accommodation, taking into account the circumstances of the individual household. However, due to an acute shortage of affordable housing locally, and rising

rental costs, an increasing number of households are likely to be placed outside the borough, as it will not be reasonably practicable to provide accommodation within Brent. The application of housing benefit caps, LHA rates within the borough (Appendix 2) welfare reform, universal credit, together with restrictions upon overall benefit entitlement, has further restricted the number of properties that will be affordable to homeless households in Brent, and particularly larger families.

1.3 When determining whether it is reasonably practicable to secure accommodation in Brent, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration, matters to be taken into account here would include information provided on the suitability form which is completed by the client, together with paragraph 17.39 of the Homelessness Code of Guidance. The reality is however that the demand for housing greatly exceeds supply, due to this intensive pressures on housing stock in Brent, rent levels remain high and affordability remains a primary obstacle not only in respect to securing PRSO accommodation but also in respect to securing all forms of temporary accommodation within our borough boundaries.

1.4 The scale of demand and the limitations on resources are such that the council and its partners cannot build enough to meet all housing need. Even if resources were available, there is a limit to capacity given that the opportunities for large scale new development in Brent are constrained by land availability and costs.

1.5 The Local Housing Allowance (LHA) is used to work out how much Housing Benefit a tenant will receive to pay their rent. LHA rates depend on who lives in the household, and the area they are making their claim in. These areas are called Broad Rental Market Areas (BRMA).

1.6 The LB Brent is divided into three Broad Rental Market Areas, which are used to calculate LHA rates in Brent. Inner North London BRMA, North West London BRMA and Inner West London BRMA.

1.7 The tables in Appendix 4 illustrate the LHA rates in some of the regions outside London where accommodation costs are lower, there are costs savings to be made by utilising accommodation in areas outside of the three BRMA's in Brent .

1.8 The policy therefore details how applicants will be prioritised for housing in Brent, and outside of London.

2 PRSO and Temporary Accommodation Offers and Refusals

2.1 Due to the shortage of suitable accommodation in Brent, homeless applicants who are housed under the Council's interim duty to accommodate pursuant to Section 188 HA96 may initially be placed in emergency accommodation, including bed and breakfast and short-term self-contained accommodation, such as annexes, while enquires are carried out. This accommodation may be outside of the borough. If the Council decides it has a duty to house the household, they will be moved to longer-term temporary accommodation or made a PRSO as soon as a suitable property becomes available.

2.2 Wherever possible, the Council will avoid placing: families with dependent children; pregnant women; and, young people aged 16/17 in bed and breakfast accommodation. Where no other suitable accommodation exists and such placements are necessary, the Council will move these households to more suitable self-contained accommodation within six weeks.

2.3 Where the Council decides that applicants housed under Section 188 HA96 are not owed the main homelessness duty, they will be asked to leave, usually within fourteen days of receiving a homelessness decision letter.

2.4 Applicants will be given one offer of suitable accommodation this may be under an interim duty while enquiries are being carried out, or longer term temporary accommodation where a full housing duty has been accepted or a PRSO, they will be advised to accept this. There is no obligation upon the Council to enable applicants to view the accommodation prior to acceptance. In making the offer, the household's individual circumstances will be considered, taking into account the factors set out in section 3 of this policy and Council's criteria on in/out of borough placements detailed in section 4.

2.5 If an applicant rejects an offer, they will be asked to provide their reasons for refusal. This applies to new applicants to whom the Council has an interim duty to accommodate under Section 188 HA96, as well as those seeking a transfer from existing Temporary Accommodation (TA) or those in TA who are required to move by the Council whom the Council has accepted a rehousing duty towards under Section 193 HA96. The Council will consider the reasons given and undertake further enquires as necessary. If the Council accepts the reasons for refusal and agree the offer is unsuitable, the offer will be withdrawn and a further offer will be made.

2.6 Where applicants refuse suitable emergency accommodation (which may include out of borough placements) and the Council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation and will be required to make their own arrangements. There is no right of appeal against the suitability of accommodation offered to applicants under Section 188 HA96 (although they can apply for judicial review through the courts). For applicants where the Council has accepted a rehousing duty under Section 193 HA96, (s193 duty) there is a right to request a review of the suitability decision, pursuant to Section 202 HA96.

2.7 In cases where the applicant still refuses a suitable offer of accommodation, the homelessness duty will be discharged. If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property within 14 days and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation, the current housing provider would be advised that the duty has been discharged.

2.8 Where Applicants, whom the Council has accepted a s193 duty refuse a suitable offer and submit a review request, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request, any new information or evidence that may affect the original decision, and the personal circumstances of the applicant and the potential impact of the loss of accommodation.

3 Suitability of accommodation – factors to consider

3.1 In offering temporary or private sector accommodation, the Council will consider the suitability of the offer, taking into account the following factors:

3.1.1 **Accommodation available in the borough** – if suitable accommodation is available in the local authority area, applicants will be housed in Brent, allowing them to maintain any established links with services and social/support networks. However, when there is a lack of suitable accommodation or there are higher priority households awaiting accommodation in the borough, out of borough placements will be used to meet the Council's housing duty (see section 4 on priority for local accommodation below). Given the shortage of accommodation locally, bed and breakfast in/outside of the borough may be considered suitable for short-term interim placements.

3.1.2 Affordability: 'Affordability' has been defined in this policy thus: "the household must have its equivalent level of income support or income based jobseeker's allowance (whether claimed or not) available to spend on reasonable living costs after accommodation costs have been deducted from the household's income". Due regard will be paid to s.17.39 of the Code of Guidance 2006 when accessing affordability.

3.1.3 Size and location of the property and the availability of support networks in the area – accommodation must provide adequate space and room standards for the household and be fit to inhabit. (To ensure that the property is suitable in terms of space and arrangement in light of the relevant needs, requirements and circumstances of the household. E.g. Health or mobility issues) In deciding on the fitness of the property, consideration would be given to the length of time needed to complete any necessary repairs and whether it is reasonable to complete these while the property is occupied. The quality of the decoration/furniture, the layout/type of accommodation, provision of parking and lack of access to a garden are unlikely to be acceptable reasons for a refusal.

3.1.4 Health factors – the Council will consider health factors, such as ability to get up the stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Brent. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant must submit a medical form with 24 hours. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Problems such as depression, asthma, diabetes or back pain would not normally make a property unsuitable, as the problems would persist in any sort of accommodation.

3.1.5 Education - attendance at local schools will not be considered a reason to refuse accommodation, though some priority will be given to special educational needs and students who are close to taking public examinations in determining priority for in-borough placements (see Section 4).

3.1.6 Employment –the Council will consider the need of applicants who are in paid employment to reach their normal workplace from the accommodation that is secured (see Section 4)

3.1.7 Proximity to schools and Services - The council will consider the proximity to schools, public transport, primary care services, and local services in the area in which the accommodation is located.

3.1.8 Any special circumstance - The Council will consider any other reasons for refusal put forward by the applicant and come to an overall view about whether the offer is suitable.

4 Criteria for prioritising placements inside/outside of Brent

4.1 As the borough faces pressure to house applicants outside the area, it will increasingly be necessary to make decisions about the suitability of out of London/Greater London placements for individual households and balance these against the type and location of temporary accommodation and private rented accommodation that can be offered. In many cases housing outside of the borough will be more sustainable for the household in the long-term, with lower rents allowing them to better meet their subsistence and household costs and avoid rent arrears.

4.2 In placing households in temporary accommodation and private rented accommodation, there will be a general presumption that placements outside of London will be used to discharge housing duties where suitable, where affordable accommodation is not available locally.

Notification arrangements when households are placed outside of London:

We will aim to ensure that information concerning details of placements in temporary accommodation and private rented accommodation outside London is shared as far as possible in a fair and timely manner with the relevant councils in areas where families are moving to.

A) Notification arrangements – we will notify the receiving authority of any placement (as far as this is possible). The receiving authority should also notify us as to any action they may have taken against a landlord/agent.

B) Pay a Fair Rent – We will as far as is practical ensure that the rent paid is in accordance with the prevailing LHA rent levels and is not at a level that is likely to encourage inflation of rent levels.

C) Vulnerable families – So far as is practicable if placing vulnerable families outside of London we will ensure that such families will continue to receive appropriate support.

However, priority for in-borough accommodation will be given to certain households whose circumstances indicate that they would best be housed locally. These include:

4.2.1 Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available in Brent.

4.2.2 Applicants who are in receipt of a significant package and range of health care options that cannot be easily transferred.

4.2.3 Applicants with a severe and enduring mental health problem who are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their well being.

4.2.4 Households with children registered on the Child Protection register in Brent, or families who have high social needs who are linked into local health services and where it is confirmed that a transfer to another area would impact on their welfare.

4.2.5 Households containing a child with special educational needs who is receiving education or educational support in Brent, where change would be detrimental to their well-being.

4.2.6 Applicants who have a longstanding arrangement to provide care and support to another family member in Brent who is not part of the resident household and would be likely to require statutory health and social support if the care ceased.

4.2.7 Any other special circumstance will also be taken into account

4.3 Priority for placements in Greater London will be given to:

4.3.1 Applicants who have been continuously employed in Greater London for a period of six months, and for 24 hours or more per week. Women who are on maternity leave from employment and meet the above criteria would also be prioritised for placements in Greater London.

4.3.2 Applicants who have as part of their household, a child or children who are enrolled in public examination courses in Brent, with exams to be taken within the next six months. Wherever practicable we will seek to place such households within 60 minutes travelling distance of their school or college.

4.3.3 Wherever practicable, any applicant who works for more than 24 hours per week and has been employed continuously for more than six months will not be placed more than 90 minutes travelling distance by public transport, from their place of employment.


4.3.4 Applicants who meet none of the above criteria will be offered properties out of London when no suitable property is available.

4.3.5 Applicants who are victims of domestic violence would be placed outside of Brent or Greater London in an area where the risk of violence does not exist having given consideration to all other factors within this policy.

4.3.6 Applicants who are at risk of violence being perpetrated against them would be placed outside of Brent or Greater London in an area where the risk of violence does not exist having given consideration to all other factors within this policy.

4.3.7 Applicants who indicate a desire to be housed in a particular area outside of Brent or Greater London will be housed in those area(s) so far as reasonably practicable.

4.3.8 Any other special circumstance will be taken into account.

	Housing Scrutiny 13 September 2018
	Report from the Strategic Director of Community and Wellbeing
Ground Maintenance Contract Management	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Troy Francis Head of Housing Management Troy.Francis@brent.gov.uk Tel. 020 8937 2794

1.0 Purpose

- 1.1 The purpose of this report is to provide the Scrutiny Committee with an overview of the grounds maintenance arrangement across the HRA land. It provides an outline of the contract management arrangement, our approach to tree management and how the ground maintenance service complements the wider approach to housing and neighbourhood management.

2.0 Recommendation(s)

- 2.1 To note the content of the report as outline above

3.0 Contract overview

- 3.1 The Grounds maintenance arrangements for HRA land is currently delivered by Veolia as part of the wider Council public realm contract. The core of the contract includes maintaining the grass, trees and shrubs across Council estates all year round with the focus of improving neighborhoods.

This is achieved by the delivery of the following tasks:

- Grass cutting
- Hedge Maintenance
- Carrying out our seasonal work such as clearing away leaves
- Weeding

3.2 During the 2017/18 season, the grass cutting of open spaces and land within the Housing (HRA) portfolio began in March and continued into December to keep pace with the growth of the grass. There has been an average of 442 cuts across all open spaces and Housing areas during this period. The length of the grass cutting season, from late March to December (estimated – depending on weather / season) has allowed the grounds teams to keep pace with the grass growth across the Borough.

3.3 Appendix 1 and 2 respectively provides an extract from the Councils contract with Veolia which is also extended to HRA land.

4.0 Contract management overview

4.1 Our Housing Officers carry out monthly or bi-monthly inspections to ensure ground maintenance works are up to standard. The monthly inspections are carried out in conjunction with the high rise estate inspections and the bi-monthly inspections as done with the low rise estate inspections.

4.2 All of the Council's estates have been awarded a Local Environmental Quality (LEQ) rating. An LEQ is awarded by officers or residents online after an estate inspection has taken place in good lighting; fair weather; and not on a refuse collection day.

4.3 The council monitors the Veolia contract by holding regular weekly update meetings, monthly formal minuted meetings to discuss performance, work scheduling and issues associated with the service. Joint performance monitoring inspections are carried out at randomly selected sites each month as and when required. Our new estate inspection IT system enables local Housing Officers to record and raise any quality standards issues associated with the grounds maintenance service in real time. It also enables the tracking of trends, hotspots and reoccurring service issues.

5.0 Payment mechanism

5.1 The HRA's contribution to the grounds maintenance service is processed through a 'ring fenced' payment mechanism. This payment arrangement also includes any ad-hoc works commissioned by BHM. 100% cost of the grounds maintenance service is recharged to tenants and leaseholders through the service charge structure.

6.0 Overview of tree maintenance and management arrangements

6.1 The responsibility for management of trees in the Council's ownership is managed through a responsive arrangement with tree surgeon contractor called Gristwood and Toms. We are working with them to clear a backlog of

responsive tree works, pending a wider review of how this service is delivered, including developing a more integrated and planned approach to deliver greater value.

- 6.2 We are currently developing a Tree Management Policy to give guidance to frontline teams on the Council's policy position on tree management, including what is responsible and what falls within the responsibility of residents. It will also establish a more planned approach to tree management, and prevent requests for trees works being managed on an ad-hoc basis. The draft policy will also set out a commitment from BHM to implement a survey / inspection and associated works programme to ensure tree works are being managed in a proactive way, with all priority works being identified and targeted for action. The new policy is scheduled to be in place by January 2019.

7.0 Grounds maintenance and its impact on the wider housing management service

- 7.1 Grounds maintenance contributes towards how communities feel. Residents notice when standards slip and feel it contributes towards anti-social behaviour and residents feeling less safe. We recognise this impact and ensure that the maintenance and monitoring of the ground maintenance contract is an integral part of our neighbourhood services priority.
- 7.2 Recent changes to the delivery model employed by Veolia has led to some quality standards associated with the grounds maintenance service to be compromised. There has been recognition on both sides that this needed to be addressed quickly and a number of remedial arrangements have been put in place. These include:
- Additional resources being deployed on sites with the most impact
 - Changes to the cut and collection regime to bring it in line with service delivery improvement demands.
 - Reviewing the amount of cuts per year to keep pace with the growth of the grass
 - Improving the performance monitoring regime to ensure earlier identification of quality standard issues
- 7.3 Managing the operational interface between Veolia and Wettons (estate cleaning contractor) sometimes creates cleaning challenges. Particularly, management of litter around the refuse collection area on bin collection days. There is a willingness from both contractors to work together to address this issue and a workshop is being arranged to take this forward.
- 7.4 BHM has identified an increasing need for an Assisted Garden Scheme. This will involve cutting the grass and hedges for a number of residents who are unable to do so due to severe vulnerabilities. BHM will explore the feasibility of running a Garden Assisted Scheme through collaboration with the current contractor and via alternative arrangements through the voluntary sector. We hope to conclude this exploration work by the end of March 2019.

8.0 Communication with tenants/leaseholders on grounds maintenance

- 8.1 Tenants and leaseholders are particularly demanding in respect of the delivery of the grounds maintenance for reasons as set out under paragraph 9.1. BHM provides opportunities for residents to rate the service as part of our neighbourhood inspection regime and through our online [Rate an Estate](#) Local Environmental Quality (LEQ) rating system. In addition, we work very closely with our Block Champions to identify and address any local quality standard issues.
- 8.2 Our Promise to Residents - Our monitoring and inspection regime is based on our promise which is to ensure that:
- 8.2.1 All grass areas listed in the Housing site plans are to be maintained between 25mm and 50mm at all times.
- 8.2.2 The Contractor will undertake regular leaf collection and removal to maintain grass areas free of accumulations of deciduous and evergreen leaf arising's during periods of leaf fall and at all other times.
- 8.2.3 All areas where bulbs are present should remain uncut from time of bulb emergence until 1st June or as otherwise directed by the Authorized Officer.
- 8.3 We recognise that more should be done to ensure all residents receiving grounds maintenance services understand the standards that should be expected and how Veolia is performing against these same standards. We will work with Veolia to look at ways of promoting our quality standards. In addition, we will ensure our Local Environmental Quality results are shared with residents through our online platform or through local notice boards.

9.0 Financial Implications

- 9.1 The introduction of a planned maintenance programme for trees will potentially lead to an increase in revenue spend. Consideration will be given to whether a procurement process will be required. Similarly, we will explore the cost implications involved in introducing an assisted garden scheme as part of the viability assessment.
- 9.2 The HRA currently contributes £0.41m towards the Councils Veolia contract.

10.0 Legal Implications

- 10.1 There are no legal implication with the content of this report.

11.0 Equality Implications

- 11.1 There are no equality implications with the content of this report.

12.0 Consultation with Ward Members and Stakeholders

12.1 None.

13.0 Human Resources/Property Implications


13.1 None.

Report sign off:

PHIL PORTER

Strategic Director of Community and
Wellbeing

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 Brent	Housing Scrutiny 13 September 2018
	Report from the Strategic Director of Community Wellbeing
Landlord Licensing	

Wards Affected:	Open
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Spencer Randolph Head of Private Housing Services Spencer.Randolph@brent.gov.uk Tel. 020 8937 2546

1.0 Overview

- 1.1 The private rented sector in Brent is large and continues to grow. In 2011 there were 35,000 properties in the sector in the Borough - over 32% of the housing stock. As this trend continues the private rented sector is now bigger than the social rented sector provided by the Council and housing associations in Brent.
- 1.2 Much of the private rented sector in Brent offers good accommodation for people who want to live in the Borough, but parts of it are badly managed and the quality of some rented accommodation is poor and in some cases, unsafe.
- 1.3 There is also evidence that poorly-managed privately rented properties are having a negative impact on some neighbourhoods. Anti-social behavior (ASB), nuisance neighbours and accumulations of rubbish can be linked to the failure of private landlords to effectively manage their properties and tenancies. Overcrowding, subletting and illegal conversions are also features of the private rented sector in Brent on the back of the huge demand for housing in the Borough (and London as a whole).

- 1.4 The 2004 Housing Act introduced mandatory licensing for Houses in Multiple Occupation (HMOs), where properties with five or more tenants occupying three or more stories would need a license. The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 has amended the 2004 Act by removing the number of storeys element. The order comes into force on 1st October 2018.
- 1.5 Additional and Selective licensing was also introduced by the Housing Act 2004, as an enforcement tool for councils to tackle poor management standards respectively in smaller HMOs, and in non HMO privately rented properties.
- 1.6 Since 2010, councils have been able to introduce landlord licensing schemes. Councils could designate and target licensing in areas they deemed to be suffering from low housing demand, significant and persistent anti-social behaviour, high crime and migration and property disrepair. However the type of licensing that has caused more controversy since 2010 is Selective licensing.
- 1.7 All proposed schemes have to go through a consultation period, during which councils are required to consult with those likely to be affected - tenants, landlords, landlord organisations, and others in the local community. If a proposed selective scheme impacts more than 20% of the council's geographical area or their private rented housing, permission to proceed with the scheme must be given by Secretary of State for the Ministry of Housing, Communities and Local Government. (MHCLG)
- 1.8 In January 2015 Brent Council introduced its Additional HMO licensing scheme borough wide, and Selective licensing in the wards of Harlesden, Wembley Central and Willesden Green. These designations will run for the full 5 years until December 2019.
- 1.9 Following a submission by Brent Private Housing to the Secretary of State for DCLG in August 2017 for several more designations, the wards of Dudden Hill, Kilburn, Queens Park, Kensal Green and Mapesbury were agreed in February 2018. Permission for the other areas was rejected. The 5 new wards went live on 1st June 2018.
- 1.10 We want to improve the standard and safety of all private rented housing in the borough to make Brent better for tenants, landlords, our other residents and businesses.
- 1.11 Overall through licensing we want to work with landlords to drive up management standards for private rented properties in the whole borough and in summary we believe that this will:
- Provide an improved strategic approach to managing the sector
 - Help us to identify all properties that are rented out privately
 - Establish a register of landlords operating in Brent
 - Give us the opportunity to inspect the properties to assess living conditions and to advise landlords, managing agents and tenants about their obligations

- Impose the Housing Act mandatory conditions and a set of local conditions as a minimum letting standard in Brent
- Redefine how the service operates by shifting the emphasis from a customer complaints led, reactive service towards improving standards within the private rental sector in a holistic manner.
- Address issues resulting from the movement of new and emerging communities and to preserve or improve the socio-economic conditions of the area
- Ensure that a proper standard of management of privately rented property is maintained and that properties do not become overcrowded
- Reduce the levels of anti-social behaviour in the borough and take action against those whose properties or tenants cause persistent ASB
- Reduce enviro-crime locally including improvement in the management of waste
- Strengthen enforcement action to tackle the small minority of rogue landlords in the sector

2.0 Financing the Scheme

- 2.1 Councils are allowed to recover the cost of running a private rented sector licensing scheme through setting a licence fee for private landlords but are not allowed to make a profit on this.
- 2.2 A benchmarking exercise of licensing fees across London boroughs^{1*} revealed that Brent's fees were significantly lower than elsewhere. This together with our rising enforcement work concluded that from June 2018, the selective and HMO licensing fees would be increased from £340.00 and £540.00 to £540.00 and £840.00 respectively.
- 2.3 The fee increase was timed to coincide with the publicity and implementation of the 2018 licensing scheme. The response showed that Landlords were not put off by the increased fee.
- 2.4 The administration of the scheme is such that it is intended to be self-financing over a five year period, with higher levels of income from years 1 and 2 funding expenditure over the full 5 years. It is estimated that 10,500 licences (selective and HMO) will be issued in the next 5 year period, generating total income of £5.8m.
- 2.5 The income is closely monitored and a team proportionate to the demand for the service is employed. The costs of the scheme exclude the cost of any enforcement action on non-licensed properties but will cover the cost of processing the license application and of compliance monitoring and enforcement against an applicant who is given a licence.

3.0 Impact so far

¹ *The average fee for a mandatory three-storey shared house containing five single person lettings is now £1119. The average licence application fee for a shared house containing five single person lettings is now £1164. The average licence application fee is currently £560.00 (NALS commissioned London Property Licensing research, November 2017).

- 3.1 **Selective licences issued** - In the first year of operation, 2015, the focus was on maximising applications and this has been followed by a concentration on enforcement action since January 2016. Initial research suggested that there might be up to 2823 licensable properties within the wards currently designated for Selective Licensing. In practice, the number has proved to be much higher and 4,358 licences were issued at the time of drafting this paper, representing 154% of the anticipated total and reflecting, at least in part, the continued growth of the sector.
- 3.2 The licensing operation continues to have a strong focus on maximising applications and this has been followed by increasing our enforcement action since January 2016.
- 3.3 There has been good take-up of Mandatory and Selective licensing, exceeding the totals estimated prior to implementation. However, take-up for Additional licensing is well below anticipated levels.
- 3.4 The table shows the breakdown of the take up of licences at August 2018

	Properties Licensed	Est. of licensable properties prior to commencement of scheme	%
Mandatory	796	300	265%
Harlesden	1,462	1,109	132%
Willesden Green	1,639	1,011	162%
Wembley Central	1,257	703	179%
Additional	2,095	16,000	13%
5 New Wards Combined	957 ^{*2}	4,360	22%
Total	8,206		

- 3.5 Over 1200 1-year licences (generally 15% of all licences which are granted) have been issued since January 2015 in respect of licensed properties. All properties for which renewal applications are received are inspected. Over 900 renewal inspections have been undertaken since January 2016 as a result of concerns regarding these properties. Licence checks and enforcement programmes are used to bring about compliance with standards and licence conditions pursuant to Part 1-3 of the Housing Act 2004.
- 3.6 **Temporary Exemption Notices (TENs)** - TENs were last reviewed on August 2016 with a next review scheduled for August 2017. The last review took note of the LACORs Guidance - Temporary Exemption Notices Explained/ Housing Act 2004 - July 2007. The TENs decision statistics are in the Table 3 below and shows that after the two months period since the introduction of discretionary licensing approximately 30 TENs requests are made annually as a mark of landlord compliance with their legal obligations.

² *Licensing in the 5 new wards started in June 2018, therefore properties licenced does not reflect the number of applications made but not yet fully processed and granted. Since accepting licence applications for the 5 new wards on 1st May 2018, 3187 new licence applications have been received.

Description (Number)	1st Nov – 31 Dec '15	Jan'16 to 31 Dec'16	Jan'17 to 31 Jul'17	Aug 17 to Aug 18
TENs applications received	71	31	19	1
TENs Granted	31	14	9	1
TENS Refused	20	11	0	0
Void Applications (property not licensable)	11	0	0	
Withdrawn TEN applications/applied for a licence	9	0	0	
Applications not returned	0	6	2	15 application if forms sent but not returned
Under determination	-	-	8	0

Table 3: TENs decision statistics

- 3.7 **The Future of London (FoL) study 2017** - suggested ways to ensure more tenants are better-informed of their rights before, during and after the inspections.
- 3.8 Whist the research focused on tenants that had been party to an unannounced inspection of their property, either at their request due to the conditions they were living in, or at the request of neighbours and residents concerned for instance that the property was an overcrowded HMO, empirical and anecdotal evidence gathered indicated that some tenants had had a positive outcome as a consequence. Furthermore, despite there having been in the region of 1100 unannounced visits made since the introduction of licensing and over 6500 properties licenced there was no evidence to show an increase in tenants accessing services both within the Councils Housing Needs service or SSP Law. As a result of this research an action plan has been developed which has seen recommendations made being implemented.
- 3.9 **Joint working with London Fire Brigade (LFB)** – We recently undertook a joint project with the LFB to compare our assessments of HMOs with theirs. Although the sample was small we jointly visited 9 licensed HMO's randomly selected by the LFB. We inspected the properties using Housing Act 2004 criteria (Licensing Conditions which would include Health and Safety Rating System Standards (HHSRS)) and LACORS Fire Safety Guidance and the LFB inspected the properties using Regulatory Reform Fire Safety Order (RRO) 2005 and LACORS Fire Safety Guidance.
- 3.10 We found that there is some disparity in the assessment result between LFB and us due to difference in interpretation of LACORS but in summary we concluded that;
- Properties are improved once they are licensed
 - Compliance inspection of the properties results in full compliance

- Poor management is the cause of disrepair/license breaches
 - There are properties that house “vulnerable tenants” which may need additional assistance from the council, in order to comply with licensing requirements
- 3.11 Whilst there was some disparities this was an excellent opportunity to collaborate with the LFB and for both parties to re-familiarise themselves with the protocol between LFB and The London Borough of Brent.
- 3.12 As a consequence we will be prioritising earlier compliance inspections on larger HMOs and undertake further joint working with LFB to understand each other’s statutory obligations and agree assessment criteria, to standardise property assessments.

4.0 Enforcement activity

- 4.1 In general any enforcement action will be taken in line with the Regulators Compliance Code and with our PHS enforcement policy. Service requests regarding private property standards are treated to an initial response and are only referred to be dealt with where there is justification for further investigation.
- 4.2 Between 1 January 2014 and 31st December 2015, the Private Housing Service dealt with 1,023 complaints of housing disrepair. Up to that point in time, successful prosecutions for a failure to comply with statutory notices were at an annual rate of around 5 per year, with nominal fines levied by/legal costs awarded by the courts.
- 4.3 Currently, PHS deal with around 2,500 disrepair and HMO licensing referrals [combined] annually. Since December 2015 and present, there has been 140 successful prosecutions for failure to comply with statutory notices or licensing offences. The courts have levied £841,863 in fines, awarded £226,129 in legal costs to the Council and issued a total of £21,614 in victim surcharges. Brent now ranked second in the country, after Newham, for the most private rented housing related prosecutions.
- 4.4 The Housing and Planning Act 2016 contains several provisions relating to licensing of privately rented homes and housing enforcement related to this type of tenure. They include such measures as the ability for housing authorities to impose a civil penalty in lieu of prosecution, as a means of dealing with rogue landlords. Since approval by Brent Council’s Cabinet last year, the newly adopted policies have resulted in the issuing of 32 civil penalties totalling £171,000 in ring fenced income for the growth and development of private sector housing enforcement work.
- 4.5 Poor maintenance and general disrepair, are the very issues where housing health and safety hazards cannot be readily resolved via licensing conditions. The fee income generated, allows us to raise standards without recourse to the Council’s General Fund. The increased enforcement options we now have,

allows for better support of housing standards within the private rental sector, for the benefit of all.

- 4.6 If rent was paid through Housing Benefit or through the housing element of Universal Credit, then the rent can be re-paid to the Local Authority via a Rent Repayment Order (RRO) issued by the First Tier Property Tribunal (FTPT).

There have been two RRO cases since 2016 with re-paid rent of £14,694.42. If the rent was paid in full by a tenant, then an RRO application has to be made by the tenant, with the Council's support. Thus far, we have supported two successful RRO applications by tenants and expect to secure an increasing number of good results on these in future.

- 4.7 In January 2017, following legal proceedings the landlord of a property at Anson Road, Willesden, London, NW2, was forced to sell his unlicensed HMO. Brent Council also recovered £227,925.26 – this includes the council tax debt, RRO and legal costs.

- 4.8 Council tax debt recovered for landlords & Housing Benefit fraud - From our licensing work we have identified over 60 privately rented properties with a total Council tax debt of £218,774.96 and helped resolve/recover some of this debt. Housing Benefit Fraud has also been identified as a consequence of licensing and in one case a repayment order of over £100,000 has been made.

- 4.9 At the time of writing, PHS is negotiating a Confiscation Order settlement with landlords, convicted of housing 35 tenants in an end of terrace house that was licensed for a family of 7. This Proceeds of Crime Act (POCA) 2002 case is a first for London Councils and subject to the outcome of Legal Team negotiations or the 5 day Crown Court hearing earmarked for November 2018, should result in a low to mid-level six figure income towards the Council's enforcement work.

- 4.10 In summary key enforcement achievements since 2016 include:

- >1,500 HMO compliance inspections
- >1700 Enforcement visits
- 1000 properties improved each year
- >900 licences issued for only 1 year i.e. approx. 10% of all licences issued
- 140 successful prosecutions against landlords netting £840,000 in fines
- 32 completed Civil Penalty fines issued since October 2017

5.0 Challenges

- 5.1 The results since the introduction of Licensing in January 2015 have been mixed. Of the estimated 16k HMOs in the borough only 2,891 Mandatory and Additional Licenses have been issued. Even with much higher levels of enforcement including more prosecutions it is proving difficult to improve compliance.

- 5.2 Clearly our results in 3.4 above imply that the take up of licences under the Selective scheme has been more successful than under the Additional scheme. Reasons for this are necessarily speculative but could be due to the greater difficulty of tracing and engaging landlords including:
- Failure among tenants to forward Council correspondence to non-resident landlords
 - A high turnover of tenants relative to tenants in Selectively Licensed properties
 - The higher complexity of the license application process for HMOs (e.g. in deciding what kind of licence to apply for and additional form filling)
 - A deliberate desire to avoid paying the licences among certain landlords though lack of engagement with the Council
 - The higher cost of HMO licences as compared with Selective Licences
- 5.3 In partnership with the Communications section, PHS has a dedicated communications officer and a communications plan has been developed and rolled out to promote licensing and also to encourage residents and tenants to report unlicensed properties.
- 5.4 We know that a significant number of landlords who let properties in Brent do not live in Brent and therefore any Brent centric publicity is not going to reach this audience. However, we also know that 100% of Brent's residents do live in Brent and as a consequence residents have been asked to report unlicensed HMO's.
- 5.5 With regards to engaging with landlords, various channels are being utilised but anecdotally it is felt that landlords fall in to one of the following four categories;
- i. In need of education because they don't realise that their property, by definition, is a HMO.
 - ii. Don't know that their property is a HMO because it's being sublet.
 - iii. Are a criminal/rouge landlord and think that they can get away with it.
 - iv. Are oblivious to the fact that licensing is a requirement in Brent.
- 5.6 The way forward in this sector is likely to include a combination of better local intelligence at an address level using all the information resources of the Council backed up by stronger enforcement including prosecutions.
- 5.7 As part of some research undertaken for the extending licensing consultation process, using a predictive model, a database of all privately owned properties in Brent each with a unique property reference number plus aligned ASB data has been produced. The database is designed to serve various purposes in taking licensing forward and includes details such as benefit status, occupancy, housing conditions and ASB incidents. The database includes a risk assessment of every privately owned Unique Property Reference Number (UPRN) to say whether is private rented or not and more or less likely to be an HMO or single family household. This will allow a more target approach in dealing with unlicensed HMO's.
- 5.8 It is also hoped that the changes in the legislation with regards to the definition of a mandatory HMO which is due to come into effect on 1st October 2018 will prompt landlords of HMOs to apply for a licence.

6.0 Working with Landlords

- 6.1 It is not our intention to put landlords off from operating in Brent as long as they are professional and willing to work with us. We recognise that private renting plays a valuable role in providing housing for residents of the Borough. Many landlords operating in the Borough take their responsibilities seriously and we want to encourage and support these landlords. Licensing helps us tackle the worst properties and the poorest management standards in the Borough's private rented sector. Licensing also help us to support landlords through advice, training and a range of incentives that we believe assists them in running their businesses effectively and profitably, while mitigating the damage to the sector's reputation caused by bad practice.
- 6.2 Brent is part of the London Landlord Accreditation Partnership and has 794 landlords accredited to this scheme as at May 2018, the third highest of all 33 London boroughs. The licensing schemes give a £40.00 discount per property for accredited LLAS members, however although there are over 3000 licence holders, and accepted that some landlords are accredited to other schemes, the number of licence applications which have claimed this discount is relatively low. Accreditation has its limitations in being a voluntary scheme and therefore landlords who are not interested in improving their professionalism are less inclined to join schemes.
- 6.3 Brent's landlord forum has previously been poorly attended. In June 2016 the Council started to work in conjunction with Midas Property Club to host regular Brent Landlord forums of which there have now been 4. These are very well attended by over 300 landlords and agents, with private property interest, at each of the event. The feedback that we receive from those attending is very positive and both landlords and agents are keen that they continue.
- 6.4 In addition to the landlord forums we produce a quarterly newsletter which is sent out via email to all landlords and agents on our licensing register. The newsletter contains articles relevant to the sector with the aim of providing informative and educational stories that are both local to Brent as well as national. Articles also include promote issues that are pertinent to Brent like how to dispose of waste, bringing empty properties back into use and engaging with Pest Control.

7.0 Working with Tenants

- 7.1 In 2016 PHS commissioned Future of London to look into the effect of their unannounced inspections on tenants. As far as we know we are still to only Authority to have carried out such a review.
- 7.2 The research, comprising field work, limited data analysis and interviews with a number of stakeholder (including tenants themselves) painted a mixed picture. Some tenants' situations had improved as a result of an inspection, while others had deteriorated. Information on eviction and displacement had produced a complex range of tenant pathways, with dependent factors including awareness of rights and support structures, and level of tenant vulnerability.
- 7.3 Despite data and information limitations, the research had some clear actions for us, these being:

- Do more to raise private tenant awareness of their rights before, during and after the inspections. Empowered tenants will engage with officers after visits, and their situations are more likely to improve.
 - Improve and better promote tenant liaison services to tenants. Officers need to better communicate services to tenants, as well as working more closely with the contract-holder (currently SSP Law) and monitoring progress.
-
- While the council's concern must be housing decently its vulnerable communities in priority need, people living in poor-quality HMOs are vulnerable in a different way – from poor conditions and exploitative landlords. A closer and more cooperative relationship between PHS, Housing Needs and the plethora of voluntary sector groups embedded in communities will help to protect all of Brent's communities.
- 7.4 In June 2017, we held a workshop for community/voluntary groups. The workshop built dialogue between departments and local voluntary services, and tested commitment to improving the Private Rented Sector collaboratively.
- 7.5 One of the ideas emanating from this workshop was to develop and upskill a network of community champions: trusted members of voluntary groups with knowledge about private tenant/landlords rights, duties and relevant services so that they could reach out and engage with tenants.
- 7.6 The aim was to ensure that:
- More tenants understood their basic rights and were empowered to help themselves.
 - More tenants knew where to go for further advice and services if necessary.
 - PHS service running better i.e. through an increase in landlords applying for licences or an increase in use of online system for reporting suspected unlicensed Houses in Multiple Occupation (HMOs)
- 7.7 In March 2018 we set up a project group to develop the community champions idea. Community champions would be:
- leaders or active members of Brent's voluntary and community sector
 - trusted and embedded within Brent's communities
 - interested in taking a proactive role in improving housing conditions
- 7.8 Community champions would not necessarily be housing specialists nor formal advisors; nor would the council provide specialist training or accreditation. Instead, the emphasis was on:
- disseminating key information; and
 - signposting people to further advice and guidance as required.
- 7.9 Our motivation for developing this project are two-fold:
- There are thousands of private landlords and tens of thousands of private tenants in Brent. The council could reach more of these people in collaboration with the voluntary/community sector.
 - The council relies on private tenants and other residents to report suspected unlicensed Houses in Multiple Occupation (HMOs) so that they can be investigated. More reports/complaints means more revenue for enforcement, thus making standards in the PRS more consistent.

- 7.11 The Community Champions event took place on 27 June and there were 48 attendees from 34 organisations or groups representing 24 services/interest areas. This demonstrated a breadth of interest in improving the PRS, and a good base to work from. 82% were from charities, community organisations or voluntary groups whilst others were from political parties, a landlord and a freelance journalist. Feedback on the event was positive.
- 7.12 In order to support the Community Champions and engage with tenants we developed and supplied the following resources;
- A 12 page handbook
 - A5 summary leaflet
 - Leaflets with main messages available in different languages
 - Short presentation that champions can give at meetings
 - An article that champions can include in their newsletters
 - Dedicated council web page for information on champions project, opportunities for further events and training and digital versions of all resources to download
 - Dedicated email address for requests and queries

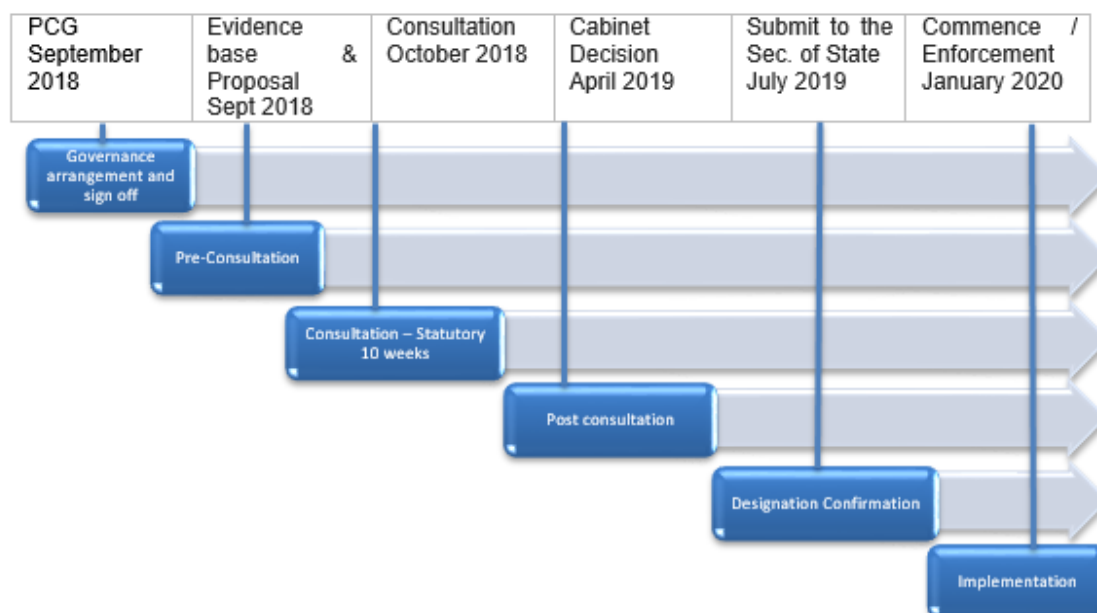
8.0 Links with other services

- 8.1 The EPG (Enforcement Practitioners Group) was set up in 2015 to bring together regulatory enforcement teams from across departments to tackle specific problems which had a visual or environmental impact as the main issue.
- 8.2 We utilise a Local Joint Action Group (JLAG) model to tackle ASB issues in Brent, to seek to identify and manage location-based problems either in the public realm or through nuisance properties and locations. These are undertaken on a problem-solving basis and use analytical products to drive activity. Representatives from statutory organisations, voluntary sector agencies and housing providers come together monthly to manage issues raised by residents (through ward panels) or through data analysis. LJAGs also act as a decision-making body for the use of environmental and place-based ASB tools and powers, for example Public Space Protection Orders.
- 8.3 The introduction of licensing has also seen us working much closer with Legal who assist us with our prosecutions and the Business Intelligence Team who have been very supportive in gathering evidence to support our applications to extend licensing to other areas in Brent.
- 8.4 Proceeds of Crime Act 2002 (POCA) and HMO Planning enforcement - Licensing works with our Planning enforcement team. We have made good use of successful DCLG funding bids e.g. Beds in Sheds and Rogue landlord funding to tackle unlawful HMO conversions. A couple of our joint success are as follows;
- 8.5 A company letting out an illegally converted house in North West London was ordered to pay £250,000. https://www.landlordtoday.co.uk/breaking-news/2016/12/company-hit-with-250-000-confiscation-order-following-blatant-disregard-for-planning-rules?source=related_articles

- 8.6 In conjunction with the London Lockdown project action is taken against HMO Landlords for illegal micro flat conversions. The following link is an example where found guilty of planning breach. <https://www.brent.gov.uk/council-news/press-releases/pr6605/>
- 8.7 In addition we now work more closely with the LFB, UKBA, Inland Revenue and local Police who sometime accompany us on unannounced visits.
- 9.0 Proposed approach to mandatory electrical safety inspections if introduced**
- 9.1 A consultation was published in February 2018 on measures to better protect private tenants by reducing the risk of electric shocks or fires caused by electrical faults. For some time the government have been considering five yearly mandatory electrical installation safety checks for all private rented properties and safety certificates for tenants, to prove checks and repair work have been completed.
- 9.2 According to the most recent data tenants in the private rented sector face a higher risk of electrical shock and fires caused by electrical faults in their homes compared to social housing tenants.
- 9.3 However, despite the consultation in April, Parliament approved secondary legislation which brings about various changes in the PRS but changes to the Housing and Planning Act 2016, Electrical safety standards for properties let by private landlords were not included.
- 9.4 As of yet there is no definitive date for changes to the standard but we are in a good position to react to any changes if or when they are made. The proposal is that landlords should have an electrical safety check carried out every 5 years much like they already have to do each year with a gas installation.
- 9.5 As such the electrical safety check requirements would be monitored by us in exactly the same way the landlord gas safety certificates are.
- 10.0 Future plans and timescales**
- 10.1 In January 2015 Brent introduced two property licensing schemes, borough wide additional licensing for all small HMOs, and selective licensing for all other privately rented properties in the 3 wards of Harlesden, Willesden Green and Wembley Central. Both of these scheme run for a 5 year period and will expire on 31st December 2019.
- 10.2 In June 2018 selective licensing was extended to 5 further wards which will remain in force for 5 years, until June 2023.
- 10.3 Our future plans include to renew the selective and additional licensing schemes covered by the 2014 licensing designations, which went live in January 2015. We are also undertaking further research to justify introducing selective licensing in further areas in the borough.

- 10.4 We consider that given the timetable and the fact that we will need to go out to consultation on renewing the 2015 schemes and the introduction of selective licensing to other areas, that the consultation on these should be combined.

10.5 The timeline for achieving this is as follows:



11.0 Future strategy for Brent

- 11.1 The strategy is set in relation to national and the local policy context and has an objective for all private rented properties in the borough to achieve minimum standards of management and condition. Within the strategy there are opportunities for the private rented sector to play an important role in delivering new supply but there are serious concerns over standards, access and affordability. The strategy aims to work with the sector, supporting landlords to delivery supply that meets required standards of management and maintenance and is accessible to people on a range of incomes in a market that is well regulated and offers appropriate protection to tenants.
- 11.2 The strategy also links into the work that we undertake around bringing empty properties back into use. Although the exact number fluctuates, Council tax estimates indicate around 700 long-term empty private properties. Private Housing has a dedicated Empty Properties Team which last year brought approximately 50 properties back into use. This not only adds to the available homes, as well as to reduce the nuisance and ASB that empty properties are likely to attract.
- 11.3 Brent has severe housing pressures and is taking a range of actions to address demand arising from homelessness and reduce reliance on temporary accommodation. There are 2450 households in temporary accommodation, compared to a London average of around 1700, although this total is falling against an upward trend in London and the borough now has the seventh highest

level of temporary accommodation occupancy, having had the highest level two years ago. In the year 2015/16, 1536 homelessness applications were processed, of which 709 led to acceptance of a housing duty. Of these, 382 were the result of the loss of a private sector tenancy.

- 11.4 The private sector therefore plays an important role in driving homelessness demand while also being a key source of temporary and permanent accommodation to meet it. Licensing can play a significant role in ensuring that the sector is well managed and provides settled and decent accommodation for Brent residents. During 2015/16, homelessness was prevented in 175 cases and the majority of these were resulted in sustaining existing or securing new tenancies in the sector.
- 11.5 It is also recognised that enforcement action in relation to licensing could lead to homelessness and the council acts to secure the rights of tenants and provide advice and assistance as required. There has been no evidence of any significant level of homelessness applications directly arising from licensing activity.
- 11.6 Licensing is set in the context of the council's wider programmes to tackle crime and ASB, for example noise nuisance and fly tipping, which are often associated with poor management in the PRS, particularly of HMOs. Similarly, the council uses its planning and building control powers to ensure that alterations and improvements to PRS properties are undertaken properly.
- 11.7 Alongside our work with private landlords, our key priority is to increase supply, including the supply of private rented housing. In 2014-15 Brent delivered 1560 new homes (3rd amongst the boroughs), including 707 affordable homes (1st amongst the boroughs). Brent was the first local authority to secure designation for Housing Zones in Wembley and Alperton and these two zones have the capacity to support the greatest growth moving forward, with over 20,000 new homes in total and specific interventions to accelerate delivery of over 5,000 new homes by 2025. This represents a significant contribution to London-wide targets and public realm improvements in Brent.
- 11.8 The Borough Plan sets out the council's priorities and objectives for Brent within a number of broad themes. Action to improve standards and conditions in the private rented sector and to work cooperatively with landlords to deliver an accessible and high quality supply of accommodation falls under the Better Place theme. In consultation on the Plan, residents gave a clear indication of their expectation that privately rented accommodation should be better regulated and tenants' rights protected.
- 11.9 Work in this area also supports the objectives of the council's Housing Strategy 2014-19 and other strategies aimed at addressing levels of deprivation and poverty and improving community safety and the neighbourhood environment. The private rented sector has a key role to play as a significant provider of housing, larger than the combined social rented sector.
- 11.10 The quality of the environment where people live is important both to the Council and to our residents and the Council is committed to improving the living conditions of all of its residents. We also want to build on lessons the existing

mandatory and the discretionary selective and HMO licensing schemes which we introduced in January 2015 to ensure that our residents live in good conditions and in safe communities where criminal and anti-social behaviour is minimised. We have found poor conditions and a strong link between levels of anti-social behaviour and homes that are rented out privately.

11.11 To tackle the problems the Council has identified in its private rented sector, we have added discretionary licensing powers to the range of enforcement powers which we use whenever we can. In seeking to deal with the poor standards of

those properties which are outside the selective designation and including for the large number of HMOs whose owners have neglected to apply for licences, our standard enforcement regime can be complicated, time-consuming and expensive. This makes it difficult for us to act quickly against poorly-managed private rented properties. These are other reasons why we want to extend licensing of the private rented sector in Brent.

11.12 We believe that our stepped approach to licensing the private rented sector is more in line with the current Government's wishes rather than the blanket approach adopted by other councils. Therefore, provided all other criteria are reasonably met, we feel that an extended scheme submission for the Secretary of State confirmation is likely to be looked upon favourably.

12.0 Financial Implications

12.1 There are no legal implication with the content of this report.

13.0 Legal Implications

13.1 There are no legal implication with the content of this report.

14.0 Equality Implications

14.1 There are no equality implications with the content of this report.

15.0 Human Resources/Property Implications

15.1 None.

Report sign off:

PHIL PORTER

Strategic Director of Community
Wellbeing

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Housing Scrutiny Committee Work Programme 2018-19

Thursday 12 July 2018

Agenda Rank	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Capital Programme Overruns	<ol style="list-style-type: none"> 1. To improve the committee's understanding of why overruns occur in the Capital Programme 2. To assess the impact of overruns for the council and residents 3. To scrutinise the ongoing work to reduce these 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
2.	Resident Engagement	<ol style="list-style-type: none"> 1. To improve the committee's understanding of the resident engagement approach 2. To assess performance to date in this area and areas for further improvement 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Troy Francis, Head of Housing Management Services; 4. Minesh Patel, Head of Finance

3.	Estate Parking	<ol style="list-style-type: none"> 1. To review the current position on estate parking 2. To scrutinise future changes and the potential impact for residents and the borough 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
4.	Scrutiny 2017/18 Annual Report and Work Programme 2018-19	<ol style="list-style-type: none"> 1. Committee to review the 2017-18 annual report and the work programme for 2018-19 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A
5.	Forward Plan	<ol style="list-style-type: none"> 1. The Committee to review the Forward Plan (housing element). 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A

Thursday 13 September 2018

Agenda	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Allocations Policy (including for Care Leavers)	<ol style="list-style-type: none"> 1. To scrutinise the allocations policy 2. To gain an understanding of how the policy works in practice – including for Care Leavers 3. To review performance 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike - Operational Director Housing; 3. Laurence Coaker, Head of Housing Needs; 4. Minesh Patel, Head of Finance
2.	Grounds Maintenance (Estates)	<ol style="list-style-type: none"> 1. Scrutinise the approach to Grounds Maintenance on Estates 2. Review contract management 3. Gain an overview of current challenges and work underway to address these 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Troy Francis - Head of Housing Management

				<p>Services</p> <p>4. Minesh Patel, Head of Finance</p>
3.	<p>Rescheduled from November</p> <p>Landlord Licensing</p>	<ol style="list-style-type: none"> 1. To review the objectives and performance of the landlord licensing scheme 2. To review enforcement action undertaken 3. To understand future plans for this area 	<p>Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee</p>	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director, Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Spencer Randolph, Head of Private Housing Services; 4. Minesh Patel, Head of Finance
4.	<p>Scrutiny Committee's Work Programme 2018-19</p>	<ol style="list-style-type: none"> 1. The report updates Members on the Committee's Work Programme for 2018-19 	<p>Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee</p>	<p>N/A</p>
5.	<p>Forward Plan</p>	<ol style="list-style-type: none"> 1. The Committee to review the Forward Plan (housing element). 	<p>Cllr Eleanor Southwood – Lead</p>	<p>N/A</p>

			Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	
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Thursday, 29 November 2018

Agenda	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Rescheduled from September Asset Management Strategy	1. Scrutinise use of existing assets 2. Explore the future strategy for Brent	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Sean Gallagher, Head of Property Services; 4. Minesh Patel, Head of Finance
2.	Fire Safety	1. Evaluate progress on recommendations from the Task and Finish Group (17/18) 2. Improved awareness of the mitigation measures in place for civil emergencies;	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the	1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. John Magness, Head of Housing

		3. Responding to wider public interest	Housing Scrutiny Committee	Supply and Partnerships; 4. Minesh Patel, Head of Finance
3.	Housing Revenue Account (alignment and rent setting)	1. Pre-scrutiny of decision	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	1. Phil Porter, Strategic Director, Community and Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
4.	Terms of Reference - Task and Finish Group – St Raphaels	1. Terms of Reference to be discussed and agreed	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	1. Phil Porter, Strategic Director, Community and Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
5.	Scrutiny Committee's Work Programme 2018-19	1. The report updates Members on the Committee's Work Programme for 2018-19	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice	N/A

			Long – Chair of the Housing Scrutiny Committee	
6.	Forward Plan	1. The Committee to review the Forward Plan (housing element).	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A

Agenda	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Brent based Registered Providers (RP) delivery of social housing	<ol style="list-style-type: none"> 1. Gain an overview of the performance of Registered Providers based on the priorities of the service 2. Scrutinise welfare issues addressed by RP (methods, means, and areas of collaboration with LBB) 3. Review performance measures 4. Review conversions from social to affordable housing 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Laurence Coaker, Head of Housing Needs; 4. Minesh Patel, Head of Finance
2.	Welfare Reform and Homelessness (including the Homelessness Reduction Act)	<ol style="list-style-type: none"> 1. Scrutinise the impact of Welfare Reform on Homelessness in the borough 2. Scrutinise the Council's readiness for the challenges presented 3. Scrutinise implementation and impact of the Homelessness Reduction Act in Brent 4. Review the Supported People budget 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing 3. Minesh Patel, Head of Finance

3.	Performance Update	<ol style="list-style-type: none"> 1. Scrutinise performance across the service 2. Review strengths and areas for further improvement 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing 3. Minesh Patel, Head of Finance
4	Housing Complaints	<ol style="list-style-type: none"> 1. To scrutinise complaints relating to the Housing Service 2. To understand the strengths and gaps 3. To gain an overview of the work that is underway to close the gaps 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director, Community and Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Troy Francis, Head of Housing Management Services; 4. Minesh Patel, Head of Finance
5	Scrutiny Committee's Work Programme 2018-19	<ol style="list-style-type: none"> 1. The report updates Members on the Committee's Work Programme for 2018-19 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A
6.	Forward Plan	<ol style="list-style-type: none"> 1. The Committee to review the Forward Plan (housing element). 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice	N/A

			Long – Chair of the Housing Scrutiny Committee	
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27 March 2019

Agenda	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Disabled Facilities and Small Works Grants Distribution	<ol style="list-style-type: none"> 1. To scrutinise approach and outcomes delivered 2. To review how performance in this area is measured 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
2.	New CRM System	<ol style="list-style-type: none"> 1. Scrutinise management and usage of the new CRM system 2. Review performance and customer feedback 3. Scrutinise links with the wider Housing Service 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director, Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Troy Francis, Head of Housing Management Services 4. Minesh Patel, Head of Finance

3. Page 64	I4B	<ol style="list-style-type: none"> 1. Scrutinise impact on housing 2. Review locations and quality of housing 3. Review the impact on the waiting list 	<p>Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee</p>	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director, Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Laurence Coaker, Head of Housing Needs 4. Minesh Patel, Head of Finance
4.	Scrutiny Committee's Work Programme 2018-19	<ol style="list-style-type: none"> 1. The report updates Members on the Committee's Work Programme for 2018-19 	<p>Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee</p>	N/A
5.	Forward Plan	<ol style="list-style-type: none"> 1. The Committee to review the Forward Plan (housing element). 	<p>Cllr Eleanor Southwood – Lead Member for Housing</p>	N/A

			and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	
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25 April 2019

Agenda	Item	Objectives for Scrutiny	Cabinet Member/Member	Attendees
1.	Tackling ASB	<ol style="list-style-type: none"> 1. Scrutinise approach to tackling ASB on Estates 2. Review links to wider ASB challenges in the borough 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Rep from Public Protection (tbc); 4. Minesh Patel, Head of Finance.
2.	Rent Arrears (including Registered Providers)	<ol style="list-style-type: none"> 1. Scrutinise the level of rent arrears 2. Review location and trends 3. Explore actions in place to tackle these arrears 4. Explore approach to evictions 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance; 4. One Registered Provider (tbc).
3.	Fire Safety	<ol style="list-style-type: none"> 1. Evaluate fire safety in council housing 2. Improved awareness of the mitigation measures in place for civil emergencies 	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	<ol style="list-style-type: none"> 1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance

4	St Raphaels Task Group	1. Scrutinise the findings and recommendations from the scrutiny task group review of St Raphaels Estate	Cllr Eleanor Southwood/ Cllr Janice Long – Chair of Housing Scrutiny Committee	1. Phil Porter, Strategic Director Community Wellbeing; 2. Hakeem Osinaike, Operational Director Housing; 3. Minesh Patel, Head of Finance
5	Scrutiny Committee's Work Programme 2018-19	1. The report updates Members on the Committee's Work Programme for 2018-19	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A
6.	Forward Plan	1. The Committee to review the Forward Plan (housing element).	Cllr Eleanor Southwood – Lead Member for Housing and Welfare Reform/Cllr Janice Long – Chair of the Housing Scrutiny Committee	N/A

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LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 3 September 2018 to 29 April 2019



The Forward Plan is a list of forthcoming decisions and provides at least **28 days'** notice of the following:

- all decisions to be taken by the Cabinet and Cabinet Committees; and
- key decisions taken by Council Officers and the West London Economic Prosperity Board.

A key decision is defined by regulations as a decision which relates to an executive function and which is likely:

- a. to result in the local authority incurring expenditure which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which the decision relates; or
- b. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

All decisions taken by the Cabinet and Cabinet Committees and key decisions taken by Council Officers can be called-in by Councillors before they are implemented. If a decision is called-in, a Scrutiny Committee made up of non-Cabinet Members will meet to consider the decision within 15 working days of the decision being made. The original decision-maker will then take into account the recommendations of this Scrutiny Committee before choosing to either implement or change the decision. The exact date when the recommendations of the Scrutiny Committee are to be re-considered by the Cabinet, Cabinet Committee or Officer (as the case may be) can be obtained from Governance Services.

Members of the public are entitled to see the reports that will be relied on when a decision is taken unless they contain confidential or exempt information under the Local Government Act 1972. Reports will be published on the Council's website at least five clear working days before the date the decision is due to be taken. Paper copies can also be obtained from Governance Services, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA9 0FJ, telephone 020 8937 6607/1355 or via e-mail to committee@brent.gov.uk.

Should you wish to make representations regarding any matter listed or want to request that an exempt report should be considered in public, please email Governance Services at committee@brent.gov.uk or telephone 020 8937 6607/1355 at least one week before the decision is to be taken. Your representations and the Council's response will be published on the Council's website at least 5 working days before the Cabinet/ Cabinet Committee meeting or date of the scheduled Officer decision.

The current membership of the Cabinet is as follows:

[Cllr Butt](#) (Leader)

[Cllr McLennan](#) (Deputy Leader)

[Cllr Hirani](#) (Public Health, Culture & Leisure)

[Cllr Farah](#) (Adult Social Care)

[Cllr Southwood](#) (Housing and Welfare Reform)

[Cllr Tatler](#) (Regeneration, Highways & Planning)

[Cllr M Patel](#) (Children's Safeguarding, Early Help and Social Care)

[Cllr Krupa Sheth](#) (Environment)

[Cllr Agha](#) (Schools, Employment & Skills)

[Cllr Miller](#) (Community Safety)

Publication Date: 4 September 2018

email: committee@brent.gov.uk
Tel: 020 8937 1355

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
August					
<p>Authority to Award Contract for Enforcement Agents for the Recovery of Parking and Traffic Related Debts</p> <p>This decision concerns the award of contracts to two Enforcement Agents to collect debts arising from parking and traffic Penalty Charge Notices. The attached report requests authority to award contracts as required by Contract Standing Order 88. It also summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.</p> <p>Previous title: <i>Enforcement Agent Contract Award</i></p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Regeneration and Environment	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	Not before 28 Aug 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
September					
General Update Report Operational update, progress on current projects, proposed public consultation; and an indication of capital / reserve expenditure possibly required during the next 12 months. Report: Open	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	4 Sep 2018	Environmental Policy Officer Leslie.Williams@brent.gov.uk
Annual Report 2017-2018 To note the Annual Report and the Accounts; to note the Independent Review of the Accounts; and to ask officers to update the Charity Commission with the Report and Accounts. Report: Open	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	4 Sep 2018	Environmental Policy Officer Leslie.Williams@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Authority to Tender Concession Contract for Six-Sheet Advertising Across the Borough Report seeking authority to proceed with the re-procurement of the concession contract for six-sheet advertising displays across the borough.</p> <p>Previous title: Authority to proceed - Six sheet advertising</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Sep 2018	Director, Performance, Policy and Partnerships Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Extending the Harlesden Community Hub Model This report sets out proposals for extending the community hub model located at Harlesden library. The extension of the model would include enhancing the offer at the Harlesden location based on user needs, introducing additional and more joined up services and expanding the model to new locations and opening times.</p> <p>Reason for deferral from August to September Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>KEY Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Councillor Eleanor Southwood	12 Sep 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>Parking Annual Report 2017-2018 To agree and approve for publication the Parking Service's Annual Report 2017/18</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	12 Sep 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Contingency planning for the Council's Benefits Service: Authorisation of Third Parties to determine Housing Benefit, Council Tax Benefit and Council Tax Support Claims</p> <p>To agree the basis of Brent Council utilising an offsite processing contract (via a framework agreement) for the processing of Housing Benefit and Council Tax Support claims, to assist in backlog clearance and to provide future resilience against staff turnover during the implementation and rollout of Universal Credit.</p> <p>Previous title: <i>Offsite Resilience Contract for Housing Benefit and Council Tax Support processing</i></p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Sep 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
2017/18 Treasury Management Outturn Report Treasury Management report for 2017/18 KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Sep 2018	Head of Finance - Capital Tel: 020 8937 3057 daniel.omisore@brent.gov.uk
Brent Council Borrowing Strategy 2018/19 - 2020/21 Strategy for Borrowing KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Sep 2018	Head of Finance - Capital Tel: 020 8937 3057 daniel.omisore@brent.gov.uk
Housing Revenue Account Borrowing Headroom To agree to the business case to increase the HRA borrowing headroom KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Sep 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Funding of London Borough of Culture 2020 To agree the funding strategy for the London Borough of Culture 2020. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	12 Sep 2018	Director Public Health Tel: 0208 937 6227 melanie.smith@brent.gov.uk
October					
Consultation on Brent Council's Community School Admissions Arrangements for 2020/21 To approve Consultation on Brent Council's Community School Admissions Arrangements for 2020/21 KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	15 Oct 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Approval to Tender for a Targeted Service to Promote Education, Employment and Training To approve tender document: Promoting education, employment and training for young people.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Previous title: <i>Tender document: Promoting education, employment and training for young people</i></p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	15 Oct 2018	Head of Inclusion Tel: 020 8937 3804 sarah.miller@brent.gov.uk
<p>Authority to tender a contract for Speech and Language Therapy. To approve authority to tender a contract for Speech and Language Therapy</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	15 Oct 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Report of Chair of Resources & Public Realm Scrutiny Committee Approval of recommendations made by scrutiny chair regarding requesting revaluation of Wembley Stadium in the event of a sale; factors to consider in the allocation of CIL; and making mattress-tagging a condition of landlord licences.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Oct 2018	Policy and Scrutiny Manager Tel: 020 8937 1219 mark.cairns@brent.gov.uk
<p>Pan-London collaboration on the procurement of accommodation for homeless households To approve the decision to join Capital Letters London Ltd, a Company that will be established by the London boroughs, to procure or lease accommodation for the benefit of homeless households</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Oct 2018	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Housing Revenue Account Business Plan To agree the Housing Revenue Account Business Plan 2018/19 – 2048/49</p> <p>Reason for deferral from July to October: Requested by Operational Director to enable finalisation of Business Plan.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Oct 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Carlton & Granville Centres Site – South Kilburn To continue with the project to planning submission.</p> <p>To request Property Services engage with ULFA as set out in the report.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Senior Project Manager, Estate Regeneration Tel: 020 8937 1650 emma.sweeney@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Local Implementation Plan (LIP3) To approve submission of the draft Local Implementation Plan (LIP3) to Transport for London KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
Brent Local Implementation Plan (LIP) Submission for 2019/20-2021/22 To note the provisional Local Implementation Plan (LIP) allocation and approve the proposed 2018/19 programme of schemes KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
Draft Budget Proposals 2019/20 – 2020/21 The purpose of this report is to set out the Council's budget proposals for 2019/20 – 2020/21. Subject to the results of consultation it is envisaged that these would then form the basis of the budget to be agreed at the Full Council meeting of February 2019. KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Quarter 2 Budget Monitoring Report Projected Finance position for Quarter 2 KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk
Lease renewal , Kingsbury Library and 4 flats, 520-524 Kingsbury Road, London, NW9 9HE To seek delegated authority for the Strategic Director Resources to renew the lease for a term of up to 10 years following the ending of the current lease on 31 October 2018. KEY Report: Part exempt	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Corporate Health and Safety Committee oliver.judges@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Council Tax Reduction Scheme (“Council Tax Support”) To confirm the Brent Council Tax Reduction Scheme for 2019/20, which will remain unchanged from the current scheme.</p> <p>To advise on the review of the Council Tax Support and Local Welfare Assistance schemes for 2020/21</p>	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Oct 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
<p>November</p>					
<p>2017/18 Annual Complaints Report Annual report considered by Cabinet.</p> <p>Reason for deferral from October to November Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>KEY Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	12 Nov 2018	Head of Performance & Improvement Tel: 020 8937 irene.bremang@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services. KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	12 Nov 2018	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
School Place Planning Strategy 2019-2023 To approve School Place Planning Strategy 2019-2023 KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	12 Nov 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
Review of Estate Cleaning To approve the option for the future delivery of the estate cleaning service. Reason for deferral from April Cabinet to November Cabinet: To enable a more in-depth analysis into the range of options being proposed. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<p>Tenant Management Organisations To agree the management allowances and terms of the Management Agreement for Kilburn Square TMO and Watling Gardens TMO.</p> <p>Reason for deferral to November Cabinet meeting: Officers to undertake further work.</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	External Contracts Manager Tel: 020 8937 1261 Geeta.LeTissier@brent.gov.uk
<p>Estate Parking Project To seek Cabinet's approval on the proposed set of consultation principles pertaining to parking controls across defined estates.</p> <p>Reasons for deferral from July to November: To enable further consideration and development of final options.</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Met Patrol Plus Funding Review The decision for the extension of the Partnership Tasking Team for the final year under the S.92 Agreement. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Community Safety (Councillor Tom Miller)	12 Nov 2018	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk
Business Rates and Associated IT Support Contract Award To approve the award and ancillary recommendations relating to the contract for Business Rates and Associated IT Support. KEY Report: Part exempt	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
December					
No items currently scheduled					

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
January					
Performance Report, Q2 This will be the second quarter's performance report of 2018/2019. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	14 Jan 2019	Head of Performance & Improvement Tel: 020 8937 8937 irene.bremang@brent.gov.uk
Quarter 3 Budget Monitoring Report Projected financial position for Quarter 3 KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2019	Head of Finance Tel: 020 8937 1731 benjamin.ainsworth@brent.gov.uk
February					

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Determination of Brent Council's Community School Admissions Arrangements for 2020/21 To approve Local Authority determination of arrangements for school admissions 2019. Previous title: Local Authority determination of arrangements for school admissions 2019 KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	11 Feb 2019	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
i4B Business Plan 2019/20 To present i4B Holdings Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
March					
No items currently scheduled					
April					

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
Performance Report, Q3 This is the performance report for the third quarter of 2018/2019. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Apr 2019	Head of Performance & Improvement Tel: 020 8937 8937 irene.bremang@brent.gov.uk