



Housing Management and Almshouses Sub (Community and Children's Services) Committee

Date: MONDAY, 16 JANUARY 2017
Time: 1.45 pm
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members: Virginia Rounding (Chairman)
Ann Holmes (Deputy Chairman)
Randall Anderson
Deputy John Barker
John Fletcher
Deputy the Revd Stephen Haines
Deputy Henry Jones
Deputy Catherine McGuinness
Gareth Moore
Dhruv Patel
Deputy Elizabeth Rogula
Mark Wheatley

Enquiries: Philippa Sewell
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Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting on 28 November 2016.

For Decision
(Pages 1 - 6)
4. **RESIDENT COMMUNICATIONS & ENGAGEMENT STRATEGY REVIEW**
Report of the Director of Community & Children's Services.

For Decision
(Pages 7 - 32)
5. **MAIS HOUSE DECANT PROGRAMME - UPDATE**
Report of the Director of Community & Children's Services.

For Decision
(Pages 33 - 36)
6. **TENANCY POLICY**
Report of the Director of Community & Children's Services.

For Decision
(Pages 37 - 58)
7. **SHORT LETS (BREACH OF LEASE)**
Report of the Director of Community & Children's Services.

For Decision
(Pages 59 - 64)
8. **VOLUNTARY PAY TO STAY AND GOVERNMENT POLICY UPDATE**
Report of the Director of Community & Children's Services.

For Decision
(Pages 65 - 68)
9. **HOMES FOR LONDONERS: AFFORDABLE HOMES PROGRAMME 2016 - 2021**
Report of the Director of Community & Children's Services.

For Information
(Pages 69 - 70)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
12. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Reports

13. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 28 November 2016.

For Decision
(Pages 71 - 72)
14. **FORMER TENANT ARREARS - PROPOSAL TO WRITE OFF UNRECOVERABLE DEBTS**
Report of the Director of Community & Children's Services.

For Decision
(Pages 73 - 76)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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HOUSING MANAGEMENT AND ALMSHOUSES SUB (COMMUNITY AND CHILDREN'S SERVICES) COMMITTEE

Monday, 28 November 2016

Minutes of the meeting of the Housing Management and Almshouses Sub (Community and Children's Services) Committee held at Committee Rooms, West Wing, Guildhall on Monday, 28 November 2016 at 1.45 pm

Present

Members:

Virginia Rounding (Chairman)	Deputy Catherine McGuinness
Ann Holmes (Deputy Chairman)	Dhruv Patel
Deputy John Barker	Deputy Elizabeth Rogula
Deputy Billy Dove	Mark Wheatley
Deputy the Revd Stephen Haines	

Officers:

Philippa Sewell	-	Town Clerk's Department
Mark Jarvis	-	Chamberlain's Department
Ade Adetosoye	-	Director of Community & Children's Services
Jacquie Campbell	-	Community & Children's Services Department
Amy Carter	-	Community & Children's Services Department
Wendy Giaccaglia	-	Community & Children's Services Department
Michael Gwyther-Jones	-	Community & Children's Services Department
Martin Hammond	-	Community & Children's Services Department
Robert Jacks	-	Community & Children's Services Department
Paul Jackson	-	Community & Children's Services Department
Paul Murtagh	-	Community & Children's Services Department
Jacqueline Whitmore	-	Community & Children's Services Department

1. APOLOGIES

Apologies were received from Randall Anderson, John Fletcher, Deputy Henry Jones and Gareth Moore.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 26 September 2016 be approved as a correct record.

Matters Arising

Housing and Planning Act

Officers reported that the 'Pay to Stay' requirement had been dropped but could be adopted on a discretionary basis, and Members noted a report would be

brought to the Sub Committee meeting in January with recommendations. In response to Members' questions, officers advised that if Pay to Stay were to be adopted it would require extensive administration to support it.

4. **PRESENTATION: TENANCY SUPPORT TEAM**

The Sub Committee welcomed Martin Hammond, Manager of the Tenancy Support Team, to the meeting. Mr Hammond had presented in 2015 and gave an update on the Team's work. He advised that the main changes from last year stemmed from the effects of austerity measures and welfare reform, and detailed some case studies to demonstrate the depth and breadth of the work the Team undertook. Tenants were becoming more vulnerable, needing further management to secure access to services, welfare casework, and budgeting in light of universal credit.

Members discussed the presentation, raising the issue of lack of technological access and skills of those applying for benefits, and the possibility for those in need to fall through cracks in the welfare system. As such, officers undertook to raise the issue with partners at London Councils.

The Sub Committee thanked Mr Hammond for the work of him and his team, and for his presentation today.

5. **HOUSING UPDATE**

The Sub Committee received a report of the Director of Community & Children's Services which provided an overview of Housing Service performance and progress on key issues from 1 April to 30 September 2016. In response to a Member's question regarding the CP12 gas safety certificates, officers advised that, from a landlord's perspective, the Corporation was fully compliant.

RESOLVED - That the report be noted.

6. **HOUSING ESTATES - ALLOCATED MEMBERS' REPORT**

The Sub Committee received a report of the Director of Community & Children's Services which provided an update on events and activities on the City of London Corporation's social housing estates.

RESOLVED – That the report be noted.

7. **MAIS HOUSE DECANT PROGRAMME - UPDATE**

The Sub Committee received a report of the Director of Community & Children's Services which updated Members on the arrangements for decanting the sheltered housing scheme at Mais House, which begun in May 2016. Officers advised that a further eight people were expected to move in January and that the decant programme was on track. Members requested that future update reports include a timeline of the project from the beginning.

RESOLVED – That the report be noted.

8. **ESTATE SATISFACTION SURVEY DATA REPORT**

The Sub Committee received a report and presentation of the Director of Community & Children's Services regarding the results of the 2015/16 survey of residents of the City of London's social housing estates, including the sheltered housing schemes and the City of London and Gresham Almshouses. Although the majority of results were very positive, the Chairman noted that any negative findings would be used to target improvements.

RESOLVED – That the report be noted.

9. **HOUSING DELIVERY PROGRAMME - COMMUNICATIONS STRATEGY**

The Sub Committee considered a report of the Director of Community & Children's Services which sought Members' engagement regarding the development and implementation of the new Communication Strategy and Action Plan for the Housing Delivery Programme. Members noted this would in addition to the existing communications to residents. A new Communications Manager post was expected to join the Corporation in January 2017, who would be charged with overall responsibility for the implementation of the Housing Delivery Programme Communications Strategy and the associated Action Plan.

Members discussed the draft Strategy and how best to engage in its development and implementation, and agreed that an Member/Officer working party be set up to discuss the overall strategy and plan, which would set the strategic direction and key principles for smaller micro-groups to develop their own action plans for each location. This would ensure effective links with the Corporation's existing communications strategies as well as addressing the level of detail needed for individual estates.

RESOLVED – That John Fletcher and Deputy Henry Jones be asked to sit on the Member/Officer working party along with the Chairman of the Sub Committee.

10. **WINDSOR HOUSE - COMMUNAL AND ESTATE WIDE REPAIRS**

The Sub Committee considered a report of the Director of Community & Children's Services regarding the Windsor House repairs.

RESOLVED – That:

- a) the provision of £16,900 be approved for staff and consultant fees in order that a condition survey be undertaken;
- b) following procurement and subject to tender analysis and adequate budget provision, a consultant be appointed to carry out the survey and options report; and
- c) that officers report back in order to seek approval for any further spending necessary for any works to proceed.

11. **CITY OF LONDON ALMSHOUSES REVENUE AND CAPITAL BUDGETS 2016/17 AND 2017/18**

The Sub Committee considered a joint report of the Chamberlain and the Director of Community & Children's Services regarding the 2017/18 City of London Almshouses revenue budget.

RESOLVED – That the 2017/18 revenue budget be approved.

12. **MIDDLESEX STREET ESTATE, PETTICOAT TOWER - REPLACEMENT OF WINDOWS AND BALCONY DOORS**

The Sub Committee considered a report of the Director of Community & Children's Services regarding the works to replace windows and doors to flats in Petticoat Tower on the Middlesex Street Estate.

RESOLVED – That the works proceed and long-leaseholders not be recharged.

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

On behalf of the Sub Committee, the Chairman extended thanks and best wishes to the Director and the Area Manager (Central) at this, their last meeting.

15. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item	Paragraph
16	3
17	-
18	2

16. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 26 September 2016 be approved as a correct record.

17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There was one non-public question.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of other business.

The meeting ended at 3.05 pm

Chairman

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Committee	Dated:
Housing Management and Almshouses Sub-Committee	16/01/2017
Subject: Resident Communications and Engagement Strategy	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Kirsty Leitch, Community and Children's Services	

Summary

This report is presented to outline the purpose of the Resident Communications and Engagement Strategy. It sets out the key principles of our work and what we expect to achieve in 2017-18. The corresponding Resident Communications and Engagement Strategy Principles Diagram summarises the strategy and the four key principles.

Recommendation

Members are asked to:

- Approve the Resident Communications and Engagement Strategy to support the shaping of this work in the Housing & Neighbourhoods department. This will support officers in their work and offer clarity to residents about what the department is looking to achieve.

Main Report

Background

1. The Resident Communications and Engagement Strategy was first published in 2014. The strategy led to a number of notable successes:
 - An active Housing User Board (HUB) with a membership of 180 residents
 - Events and activities organised on estates by residents. The publication of our 'Community Events Toolkit' has given both residents and staff more confidence to plan and organise activities.
 - Residents consistently putting in over 500 hours per quarter into their community and being recognised through the Time Credit programme. 46% of those earning Time Credits have not given their time before and 69% report their level of social contact has increased as a result.
 - The publication of our Tenants Handbook which puts all information for tenants in one place.
 - Weekly bulletins that go out on all estates with key updates.
 - Working more closely with residents for example, having a joint resident and staff working party to coordinate and facilitate our Residents Celebration Day.

2. Overall, the impact of the strategy can best be seen in the results of the 2016 Resident Satisfaction Survey, in which:
 - 96% of sheltered and 90% of general needs residents are satisfied with their neighbourhood as a place to live. This has increased significantly across both sheltered and general needs since the 2015 satisfaction results. It is an increase in satisfaction of 7% for sheltered and 14% for general needs residents.
 - There has been an increase of 6% in satisfaction levels with how we listen to views and act upon them amongst general needs residents.
 - 88% of general needs and 93% of sheltered residents are satisfied with the information we provide about their housing.

Current Position

3. The new Resident Communications and Engagement Strategy has been developed to continue and expand on the work of the 2014 strategy. Consultation has been carried out with staff across the Housing & Neighbourhoods teams and with residents.
4. This strategy is the public-facing document which provides residents with our Resident Communications and Engagement vision and the principles we will adopt to ensure success.
5. The strategy will offer clarity to residents over what we are looking to achieve and support to officers in their community development and communications work. An action plan will be developed for each principle so we can clearly measure the implementation and success of the strategy
6. This strategy will develop upon the work of the 2014 strategy and build on achieving success in slightly less developed areas such as, supporting social wellbeing and setting up our Community Connectors project. Our ambition is to achieve Landlord Accreditation through the Tenant Participation and Advisory Service (TPAS) who will measure and accredit our work against our four key principles.
7. There is no legislative requirement for landlords to undertake consultation, other than Section 21 consultation with leaseholders under the Landlord & Tenants Act of 1985. Because of the lack of formal requirements, this strategy has been developed with regard to existing good practice within the department and across the City, good practice amongst other social landlords and recommendations made by TPAS.

Corporate & Strategic Implications

8. Having and using a Resident Communications and Engagement Strategy supports two priorities in the Department of Community & Children's Service Business Plan These are:
 - Priority 4: Homes and communities – Developing strong neighbourhoods and ensuring people have a decent place to live.

- Priority 5: Efficiency and Effectiveness – delivering value for money and outstanding services.

Conclusion

9. In conclusion, this strategy has been developed as a matter of good practice to support officers in their work, and to assist with the understanding and expectations of our residents.

Appendices

The following are attached as appendices:

- Appendix A - The Resident Communications and Engagement Strategy
- Appendix A1 - The Resident Communications and Engagement Strategy Principles Diagram
- Appendix A2 - Protocol on Estate Meetings & Drop-ins
- Appendix A3 – Protocol for Working with Groups

- Appendix B - The Equality Analysis for the Resident Communication and Engagement Strategy

Kirsty Leitch

Neighbourhoods Development and Engagement Manager

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City of London Housing Service

**Resident Communications &
Engagement Strategy**

DRAFT

Approved by:	Housing Management & Almshouses Sub Committee
Approved:	
Review Date:	<i>2 years from approval date</i>

1. Equal opportunities

The City of London operates an Equality & Diversity policy and this applies to all aspects of its services. When communicating and engaging with residents, we will ensure that no resident is treated less favourably on the grounds of age, race, religion or belief, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership

This strategy and all related information can be made available in different formats and languages on request.

2. Legislative and Policy framework

There is only one legislative requirement for landlords to undertake consultation with leaseholders under the Landlord & Tenants Act of 1985 (revised by the Commonhold and Leasehold Reform Act of 2002) on works and services which will result in direct financial charges to them over specified limits.

Owing to the lack of formal requirements this strategy has been developed with regard to existing good practice within this department and others across the City, good practice amongst other social landlords and recommendations made by the Tenant Participation Advisory Service (TPAS).

3. Scope of the strategy

The strategy applies to the City of London Housing Service's work with tenants and leaseholders of its thirteen social housing estates. It also applies to work with other residents on the estates, such as freeholders and the tenants of private landlords. We have used the term 'residents' throughout to reflect all of these groups.

The strategy does not formally apply to our work with tenants of commercial properties on our estates; however, general principles regarding communication do apply to them.

We are working to bring together communities and neighbourhoods that reach across estate boundaries, therefore, the principles of this strategy also apply to those who do not live on our estates but live, work, study or trade in the surrounding area. There is a Communications Manager for Property Services who will develop the approach relating to major works and new development projects.

4. Introduction

The City of London believes that high quality and consistent communication and engagement with residents are vital to a positive landlord and resident relationship. This strategy has built upon the previous successes and recognises the need to continue to improve our approach to involvement and engagement across our services.

Resident's views are central to the continuing development of our strategic direction. Residents have supported the drafting of this strategy and we will continue to work closely with residents to develop the themes and the work that is delivered under this strategy.

The aim of resident communications and engagement in the Housing Service is to keep our residents fully informed about their homes and estates and to engage and consult with them

about matters affecting them. We encourage our residents to engage in a dialogue with us in a variety of ways that suits them, and support a range of activities which build strong communities, individual skills and inclusive groups, working together.

5. Vision

Our vision is to engage effectively and work collaboratively with residents so that they may influence our priorities and the way we work. We believe that true customer satisfaction is experienced where services have been developed, shaped and reviewed in conjunction with our customers, our residents.

The four key principles that capture our strategic vision are:

- Commitment to working together
- Sustainable community engagement
- Supporting Social Wellbeing
- Communicating effectively with our residents.

In the next section we set out the key strands of work under each of these principles. The Resident Communications and Engagement Strategy Principles Diagram (Appendix 1) which sits alongside this strategy also summarises these principles.

6. Principles

6.1 Commitment to working together – from idea to implementation

We commit to working collaboratively on projects and new initiatives with residents, our City colleagues and our external partners. We will be clear about available options and the decisions that will be taken. This co-operation means issues can be raised in a constructive manner and appropriate solutions found in a way that involves residents and officers.

- Collaboration – our estate teams and our Neighbourhood Development and Engagement Team together with our colleagues across the City of London and our external partner will work together with residents.
- Projects and the HUB – we will establish working groups to develop projects such as Residents Celebration Day and local, estate-based projects. We will develop and expand our Housing User Board (HUB). This will enable residents to shape the work that we do from an early stage.
- Landlord Accreditation – we will undertake a programme of work leading towards a nationally recognised accreditation in resident involvement and engagement.

6.2 Sustainable Community Engagement – supporting residents to participate

We believe true community development is more than one-off events. We will work with residents to think through their proposals and assist them to develop and undertake activities that are inclusive and enjoyable for all which in turn leads to long-term, workable community groups.

- Resources – we will assist residents to identify funding and other avenues for resources. This will enable community members and groups to become self-sufficient and skilled on a longer-term basis.

- Mediation and Time Credits – we will use mediation to improve communications with both newly-established and existing groups, to secure on-going relationships. We will use Time Credits as an empowerment tool for both estate staff and residents.
- Evidence – we will measure what we are doing and the impact it has to showcase the value of our work with residents. We will encourage resident groups to cross estate boundaries and share what they do with others, working towards a City of London Community.

6.3 Supporting Social Wellbeing – connecting residents to activities and services

We recognise that a strong and inclusive community can help people to feel less socially isolated. We commit to supporting the public health agenda to improve social wellbeing by working with our residents to develop their communities.

- Community Connectors – we will pilot a community connectors project, which is intended to encourage neighbourliness and support within the community, decreasing feelings of social isolation.
- Neighbour Network – we will develop and expand our existing Neighbour Networks, providing support where necessary to foster these growing communities.
- ‘Remembering Yesterday, Celebrating Today’ – we will continue to support this programme of events which enables integration and cross-generational relationships to thrive.

6.4 Communicating effectively with our residents – sharing our work through a variety of channels

We believe communication is vital to building strong and effective relationships with our residents. We deliver our statutory duties in relation to resident consultation. We are continually working to ensure the right information is shared in good time, and where we receive feedback we will act upon it appropriately.

- Accessibility – we will provide readily accessible and timely information via a range of methods, from newsletters to noticeboards, to ensure all residents are informed of necessary information.
- Diversity – we recognise that different customers wish to communicate in different ways. We will continue to explore methods of communication, ask for feedback and adapt our service to meet our customer’s needs.
- Technology – we will continue to develop our use of technology, including expanding our website in consultation with residents and reviewing our use of social media and email, whilst ensuring that those who do not engage with technology are not excluded from engaging with us.

7. Delivering this Strategy

This strategy builds on the work of our 2014 Resident Communications and Engagement Strategy. We remain committed to the approach we have delivered to date. Our approach to delivering communications and engagement with our residents continues to develop to meet their needs, therefore the following list is not exhaustive, however a number of highlights of our work are set out below:

- Estate-specific Newsletters, published four times a year and made available to all households and a one-page Estate Bulletin, published weekly.
- Estate Plans – produced in conjunction with our residents.
- Inviting and welcoming feedback via an annual satisfaction survey, the HUB, and the complaints process.
- An Annual Report of our performance, provided to all residents.
- Regular Estate Meetings or drop-ins open to all residents and held at least twice a year, and estate ‘walkabouts’ where staff and residents review the estate together.
- Offering small grants to individuals and groups to support the costs of running community activities and events, through a simple and transparent application process.
- Supporting a range of community groups, including Resident Associations and working groups for specific projects.
- Continuing the Remembering Yesterday, Celebrating Today programme of community development activities.
- An annual Resident Celebration Day to recognise our achievements together.

Appendix 2, Protocol on Meetings & Drop-ins and Appendix 3, Protocol for Working with Groups give more detail of our commitment in these specific areas.

8. Monitoring the strategy

The Projects & Improvements Manager is responsible for monitoring the implementation of this strategy. Reports will be brought to the Housing Management & Almshouses Sub-Committee to update Members on resident communications and engagement.

The efficacy of the strategy will be monitored through the following key performance indicators:

- % of residents satisfied or very satisfied with communications and customer service on their estate
- % of residents who feel their views are taken into account
- % of residents getting involved in community activities are completely new to volunteering
- % of residents in the Time Credit programme reporting an increased quality of life

These will be measured by the annual satisfaction survey, the Time Credit impact survey and the STAR survey usually held every three years.

9. Appendices

Appendix 1 – Resident Communications and Engagement Strategy Principles Diagram

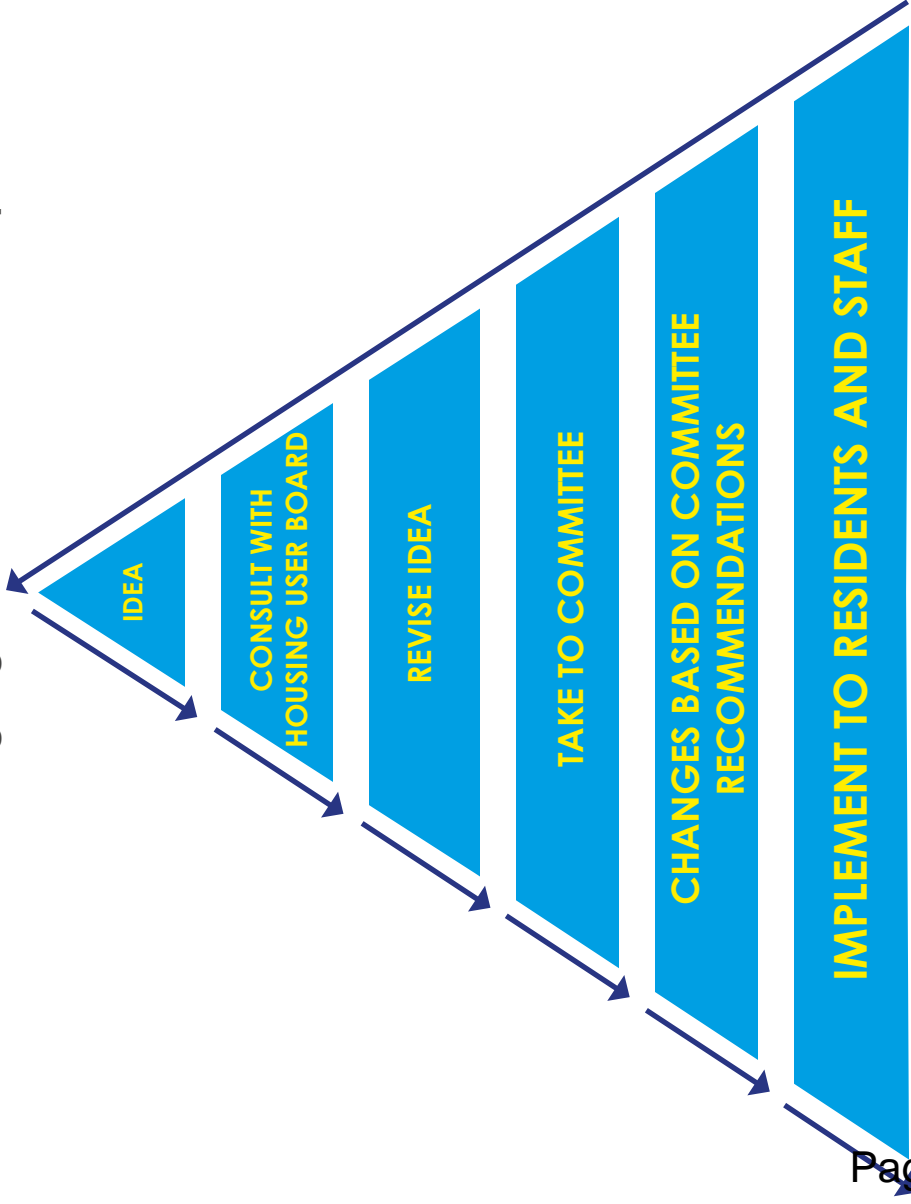
Appendix 2 – Protocol for Estate Meetings & Drop-ins

Appendix 3 – Protocol for Working with Groups

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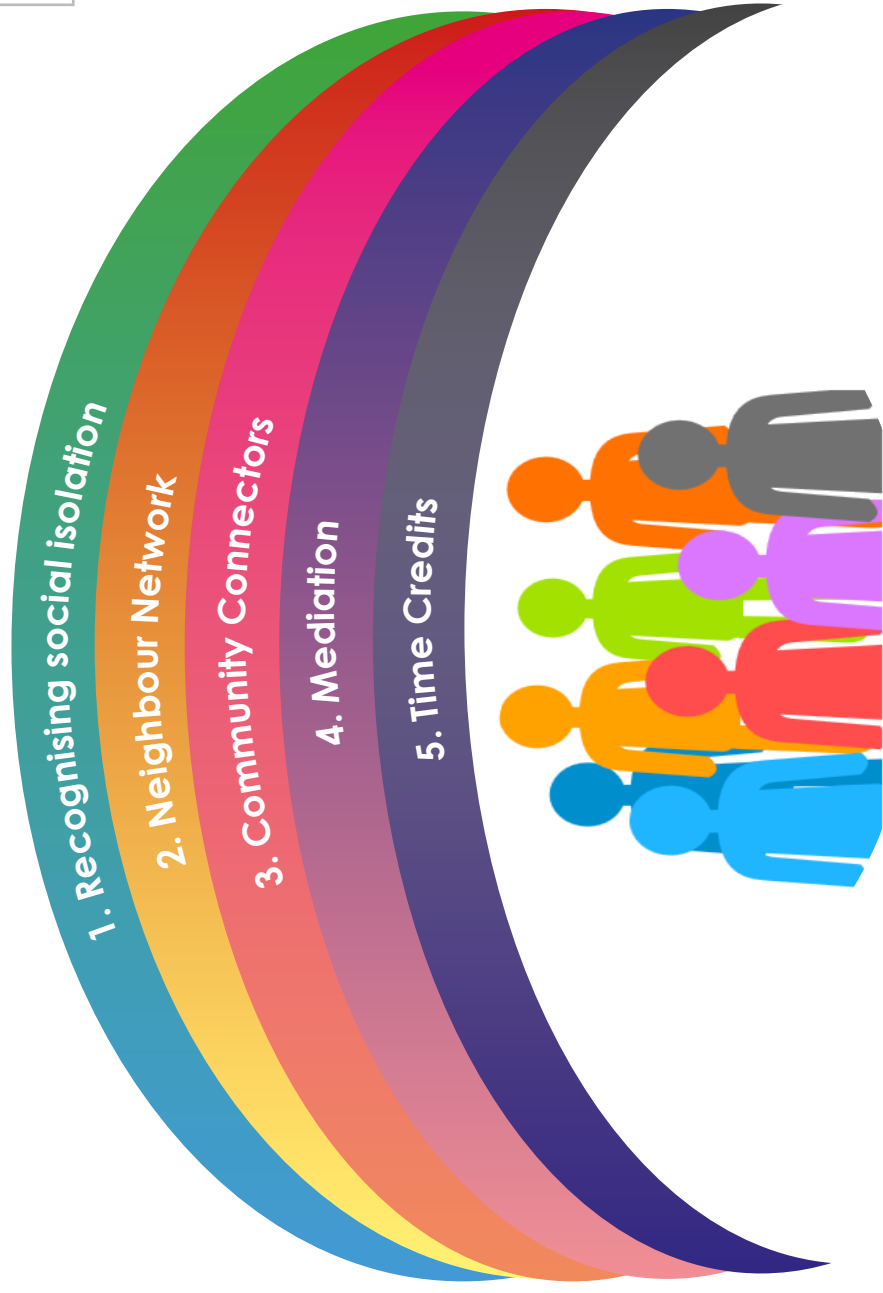
Resident Communications and Engagement Strategy Principles

Commitment to working together - from idea to implementation



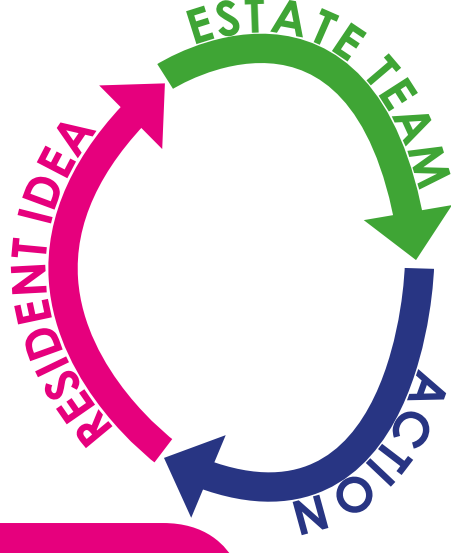
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Supporting Social Wellbeing - connecting residents to activities and services



Sustainable Community Engagement - supporting residents to participate

- Start a community group
- Put on an event
- Apply for external funding
- Set up working group on specific topic

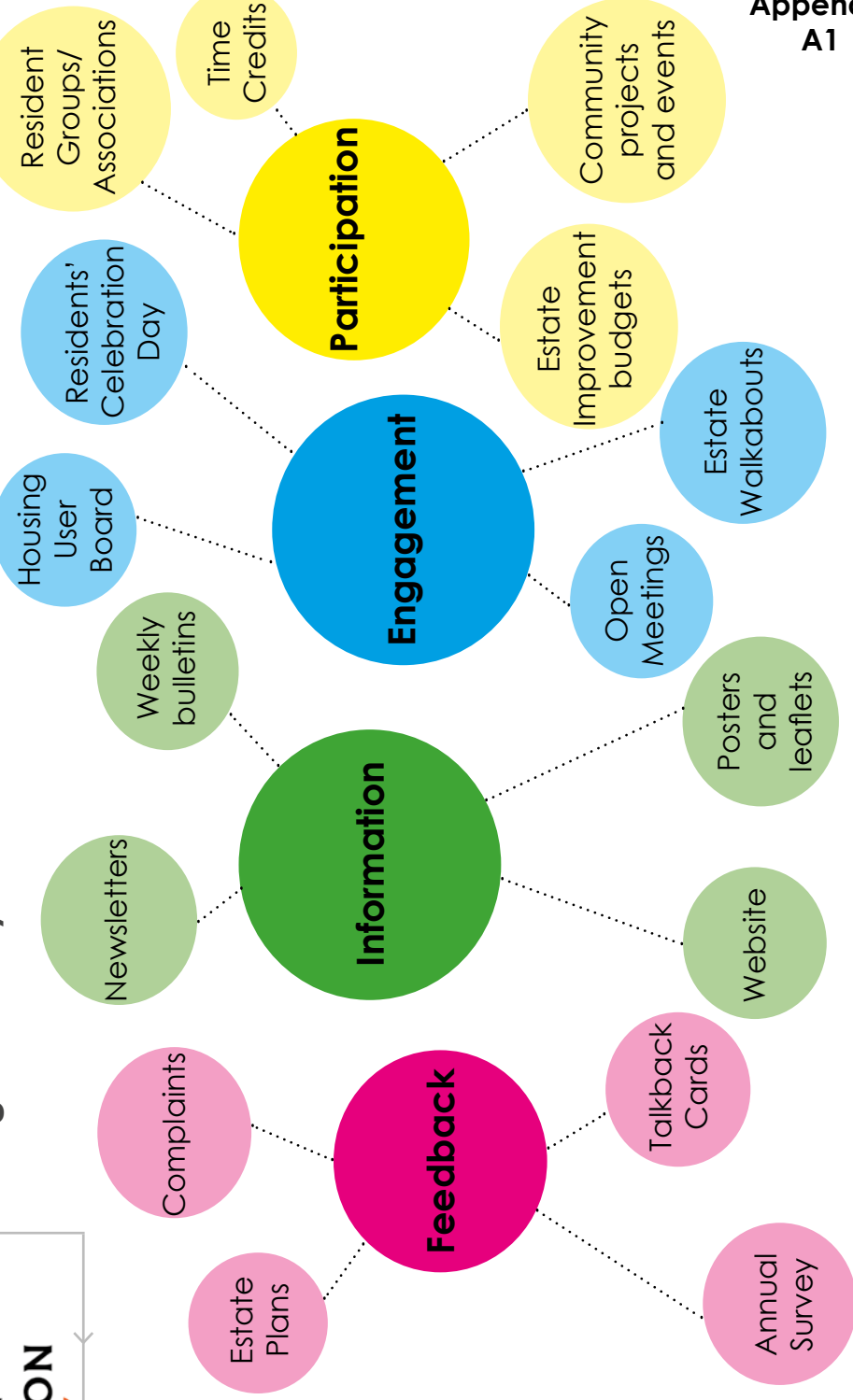


- Discussions with Estate Team
- Set up meetings
- Use Toolkit
- Funding applications
- Resources

- Organise event or activity
- Signposting internally and externally
- Partnerships
- Evidence/success measured
- Legacy project



Communicating effectively with our residents - sharing our work through a variety of channels



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Protocol on Estate Meetings and Drop-ins

1. Introduction

- The City of London Housing Service believes that holding regular meetings and drop-ins, open to all residents on an estate can be an effective means of building relationships, sharing information and answering resident questions.
- Estate meetings and drop-ins are organised by the Housing Service four times a year on our larger estates and at least twice a year on our smaller estates. They are held in the afternoon and evening and are open to all residents to attend.

2. Purpose of meetings and drop-ins

- The purpose of the meetings and drop-ins is to discuss matters which relate specifically to the City of London's function as landlord. They allow officers to share information with residents and to enable residents to raise issues with and ask questions of their landlord.
- Other matters may be discussed if they relate directly to residents on the estate. Officers from other departments or agencies may be invited to discuss these matters. Examples would be; the local police attending to discuss crime or security on an estate; inviting a contractor to tell residents about some work they are carrying out; asking someone to come and talk about changes in welfare benefits which might affect the ability of residents to pay rent or service charges.
- The meetings and drop-ins are not to be used for the discussion of matters which are not Housing-related or to discuss political issues.

3. Organising and publicising meetings and drop-ins

- Meetings and drop-ins are organised by the Estate Manager, who advertises the time, date, venue and main items for discussion in advance. Allocated Members and Ward Members are notified of the meeting or drop-in as early as possible to allow them to attend if they wish.
- Residents will be invited to suggest discussion items and to submit questions in writing in advance. Residents submitting questions may ask to remain anonymous if they wish.

4. Management of meetings and Drop-ins

The City of London, as landlord, has no obligation to hold open meetings or drop-ins on our estates; we do so because we wish to build positive, ongoing relationships with residents. If at any stage officers feel that the meetings or drop-ins on any estate are being consistently disrupted and/or are being used to generate conflict, the Assistant Director, Housing & Neighbourhoods has the right to cancel one or more meetings or drop-ins, or discontinue them for the foreseeable future.

- If the event is a meeting, it will be chaired by a senior Housing Manager or, on occasion, by an Allocated Member.

- The Chair will manage the meeting, ensuring that any agreed ground rules are observed, that speakers are kept to time and that residents are given a fair chance to ask questions and make comments, as appropriate.
- If any attendee behaves in a way which is disruptive or disregards the agreed ground rules, the Chair may ask them to leave the meeting. If they refuse to do so, it is the Chair's right to close the meeting.
- The meetings are not minuted, but the Estate Manager takes notes of issues raised and any actions agreed. Information updates are then published in the newsletter which follows each meeting or via other channels to the whole estate.
- If the event is a drop-in, there is no Chair or formal agenda, however, a number of matters will be brought to the drop-in and staff members from relevant teams will be present.

5. Recording of meetings

- The City can arrange for a meeting to be either filmed or audio recorded if residents express a wish for this to take place.
- Requests for recording to take place should be made to the Estate Manager at least one week before the meeting to allow equipment and staff to be organised.
- Any camera used will be focused on the speakers only. Any member of staff not wishing to be filmed can speak from the side of the room.
- The Chair will draw to residents' attention that recording is taking place at the start of the meeting. Arrangements will be made for any resident not wishing to be recorded to ask questions via a member of staff.
- If there are objections raised to the filming or recording, attendees will be asked to vote on whether or not to continue with it. If a majority of residents object to the filming, it will not take place.
- If at any stage the view of the Chair is that recording is, in some way proving detrimental to the good conduct of the meeting, it is his/her right to discontinue it.
- A link to the recording will be placed on the estate pages of the City's website within one week of the meeting so that residents not able to attend can view it. These will remain online for a minimum of three years.
- If the event is a drop-in, it is not possible to record it, owing to the fact multiple discussions will be taking place at the same time.

Protocol for Working with Groups

1. Introduction

- The City of London Housing Service believes that community groups and resident associations enhance the richness of life on our social housing estates by encouraging residents to meet each other and to be part of the community.
- We support the right of any group, which is non-political, inclusive and exists for the benefit of residents, to form on an estate. We are committed to treating groups fairly and equally.

2. Registering group details

- We have a simple form which groups must complete and return to the Estate Manager if they wish to benefit from the support available to them. The form should be renewed annually so that the Estate Office has up to date contact details.
- Where appropriate, a list of current groups on the estate and their contact details will be printed in each Estate Newsletter. A link can also be shared online if groups wish.

3. Support available for groups

- Groups can find out about and apply for small grants by contacting their Estate Manager. Applications may be made for help with ongoing running costs, or the cost of running an event or activity for residents.
- Training for groups and individuals may also be arranged if requested. Examples of the type of training which may be provided are:
 - Chairing and running meetings;
 - Note taking;
 - Running events;
 - Carrying out risk assessments;
 - Equality and diversity matters;
 - First aid.
- The Housing & Neighbourhoods Service pays for indemnity insurance to cover events run by staff and/or residents on its estates.
- Facilities such as printing, copying, use of meeting space may be available from the Estate Office, depending on the number of groups requesting this and what availability there is. Materials such as printer paper may also be available.
- Model constitutions and policies are available for groups to use if they wish.
- The Estate Office may allow access to estate noticeboards for displaying A4 posters and may also be able to arrange for information to be sent out to residents via email or social media. The Estate Manager has the right to refuse to display or distribute any material which he/she considers to be misleading, inappropriate or offensive.

4. Consultation and issues raised

- We believe that we should communicate and directly engage with the entire estate community. We do so via newsletters, meetings and drop-ins, bulletins, walkabouts and other means of communications.
- The focus of Estate Managers' time is on working with the entire estate community, and may not be dedicated solely to one group. Therefore, there is no obligation for the Estate Manager to attend the meetings of any group unless he/she considers on occasion, that this is an appropriate use of time. Members of any group have the right to attend all open meetings, drop-ins, walkabouts and other events as residents of the estate.
- All consultation will be with the whole population of the estate or, in the case of items such as major works, with the residents affected. However, we welcome the views of resident groups, so they may submit a collective response to any consultation exercise, in addition to their individual responses as individual residents. Any group views will be taken into consideration when the consultation feedback is analysed.
- On occasion, a group, through its Chair or other nominated individual, may raise any issue or question with the Estate Manager. The Estate Manager will look into the issue raised and will send a response to all residents on the estate, through the Estate Newsletter or other channels. The response will record that the issue was raised by a specific group.

5. Unacceptable behaviour from resident groups

- The majority of our groups wish to work with the Housing Service in a collaborative and constructive way.
- We understand that there will be times when a group will give negative feedback or criticism to the Housing Service and we welcome this being done in an appropriate way so that we can address areas of concern.
- If any person representing a group behaves in a way which is unacceptable or becomes vexatious, then we will take action. Examples would be abusive or intimidating behaviour or excessive and/or inappropriate correspondence. In such cases, our first action would be to draw the issue to the attention of the Chair or where appropriate another officer of the group, asking for it to cease. If the unacceptable behaviour continues, it may be necessary to withdraw altogether from communicating with or recognising the group. This will only take place with the agreement of the Director of Community & Children's Services. If approval to such a request is given, the group will cease to be eligible to apply for grants or to receive other support from officers.

EQUALITY ANALYSIS (EA) TEMPLATE

Decision

Date

What is the Public Sector Equality Duty (PSED)? [Double click here for more information / Hide](#)

What is an Equality Analysis (EA)? [Double click here for more information / Hide](#)

How to demonstrate compliance [Double click here for more information / Hide](#)

Deciding what needs to be assessed [Double click here for more information / Hide](#)

Role of the assessor [Double click here for more information / Hide](#)

How to carry out an Equality Analysis (EA) [Double click here for more information / Hide](#)

Page

The Proposal *Click and hover over the questions to find more details on what is required*

Assessor name: Amy Carter

Contact details: Amy.Carter@cityoflondon.gov.uk / 0207 332 1653

1. What is the Proposal?

The proposal is to review our existing Resident Communications & Engagement Strategy.

2. What are the recommendations?

The recommendations are to update the Strategy; the 2014 version contains some information that is no longer relevant relating to the service.

3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

The Resident Communications & Engagement Strategy applies to our work across our 13 housing estates, both within the Square Mile and across London. However, the policy relates to the non-statutory aspects of the Housing Service, therefore the majority of the services are optional and residents can choose to engage as they wish. The Strategy also recognises that our work extends beyond estate boundaries and into the wider community.

Age [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics:

The City has proportionately more people aged between 25 and 69 living in the Square Mile than Greater London. Conversely there are fewer young people. Approximately 955 children and young people under the age of 18 years live in the City. This is 11.8% of the total population in the area. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Age

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

2016/17 Spice Data – which demonstrates the level of involvement using Time Credits across the Department of Community and Children’s Services shows: 23.5% of participants were under 16 and 15.4% over 65 with a relatively even split for age ranges in between.

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Age

The majority of the Housing Service work relates to engagement with residents, by definition tenants and leaseholders will be over 18, so there will be some elements of the strategy which are not applicable to those under 18. However, we offer events and activities which are aimed at families which will ensure those under 18 may access some of the benefits of community engagement work.

We have an Action Plan which supports this Strategy and as part of the local work which the team do, should residents identify that they wish us to provide further services for young people we can implement this.

Furthermore, the DCCS department has a Family & Young People's Information Service and partners with organisations such as City Gateway which we can signpost young people to if they wish.

Disability [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics:

Day-to-day activities can be limited by disability or long term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (86%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

The 2011 Census identified that for the City of London's population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Disability

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

2016/17 Spice Data – which demonstrates the level of involvement using Time Credits across the Department of Community and Children's Services shows: 89.9% of those who responded to the question regarding Disability selected the option 'No Disability'.

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on those with Disabilities; however, we recognise that the actions we take under this strategy may impact differently upon those with disabilities.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To mitigate any negative impact, we will ensure the services we offer are diverse and inclusive, and we will ensure our Communications are accessible – both the formatting on the website and providing in appropriate formats where necessary.

For example, our Housing User Board is open to all to access via the internet, this means that residents can use this method to engage with our service at a time and place that suits them.

Pregnancy and Maternity [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Pregnancy and Maternity

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals.*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on those who are pregnant or have children, however we recognise that the actions we take under this strategy may impact differently upon those with these characteristics.

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What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To mitigate against any negative impact, we arrange the timing of meetings as flexibly as possible, for example, we avoid traditional ‘school-run’ times, to ensure those with childcare responsibilities may still attend.

Furthermore, we will respond to needs where identified, for example, where we stage events we have previously offered childcare to enable parents to become involved in activities.

Race [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key Borough Statistics:

Our resident population is predominantly white. The largest minority ethnic groups of children and young people in the area are Asian/Bangladeshi and Mixed – Asian and White. The City has a relatively small Black population, less than London and England and Wales. Children and young people from minority ethnic groups account for 41.71% of all children living in the area, compared with 21.11% nationally.

White British residents comprise 57.5% of the total population, followed by White – Other at 19%.

The second largest ethnic group in the resident population is Asian, which totals 12.7% - this group is fairly evenly divided between Asian/Indian at 2.9%; Asian/Bangladeshi at 3.1%; Asian/Chinese at 3.6% and Asian/Other at 2.9%. The City of London has the highest percentage of Chinese people of any local authority in London and the second highest percentage in England and Wales. The City of London has a relatively small Black population comprising 2.6% of residents. This is considerably lower than the Greater London wide percentage of 13.3% and also smaller than the percentage for England and Wales of 3.3%.

[See ONS Census information](#) or [Greater London Authority projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below

[Double click here to show borough wide statistics / hide statistics](#)

Race

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

2016/17 Spice Data – which demonstrates the level of involvement using Time Credits across the Department of Community and Children’s Services shows: 55.4% of respondents identified as White British and 14.4% of respondents identified as Asian or Asian British Bangladeshi.

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on race; however, we recognise that the actions we take under this strategy may impact differently upon those of different races.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

We recognise that whilst we would like all of our resident groups to be open to all, there may be occasions where supporting an exclusive group may initially encourage involvement and address cultural barriers. This is intended to encourage the members of the group to become further involved and integrated into other groups or activities in future. For example, the Community Development Team supports a Bangladeshi women’s group in Portsoken and we hope the members of that group will become involved in other projects such as the Aldgate Community Events programme.

We also acknowledge that language barriers may prevent residents from becoming involved. We will signpost residents to appropriate options such as ESOL classes.

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Religion or Belief [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Religion or Belief

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on Religion or Belief; however, we

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

For example, we work within the communities that surround our estates. This means

Religion or Belief

recognise that the actions we take under this strategy may impact differently upon those with these characteristics.

we work alongside the church on the Avondale Square Estate and with the synagogue near the Middlesex Street Estate. Within our Action Plan we will ensure that we are not discriminating against certain religions or beliefs, for example, Sabbath days vary between religions and we will ensure we do not repeatedly schedule certain events on the same day.

Furthermore, we will ensure our programme of events and activities does not become too heavily focused on one religion or belief, to ensure that those of a differing or no belief are not excluded from participation.

We will fund specific projects which seek to foster good relations among communities for example, through the small grants process we have funded the 'Talking Matters' project for older Jewish people to share their history with the wider City community.

Sex [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics:

At the time of the [2011 Census the usual resident population of the City of London](#)

should be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sex

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

2016/17 Spice Data – which demonstrates the level of involvement using Time Credits across the Department of Community and Children’s Services shows: 48.8% male and 51.2% female participation.

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on sex; however, we recognise that the actions we take under this strategy may impact differently upon those with these characteristics.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To mitigate against negative impact, we recognise that whilst we would like all of our resident groups to be open to all, there may be occasions where supporting a group that is specifically established for one purpose may initially encourage involvement which leads the members of the group to become further involved.

Sex

We are aware of a number of women's and girls' community groups, and we are aware that a number of our male residents attend an existing men's group in Islington.

Currently on the Golden Lane Estate, our partner City Gateway run a 'girls group' before the main mixed youth group on a Wednesday this is designed to help the girls feel more confident within themselves and they then join the mixed group afterwards.

If residents wish to see a higher proportion of activity designed for separate groups, we can build this in to our work programme.

Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics – suggested sources include:

[Sexual Identity in the UK – ONS 2014](#)

[Measuring Sexual Identity – ONS](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sexual Orientation and Gender Reassignment

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on sexual orientation or gender reassignment however, we recognise that the actions we take under this strategy may impact differently upon those with these characteristics.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

For example, through the Social Isolation review it was identified that the City has a relatively high proportion of older, LGBT households who are disproportionately likely to be socially isolated. To tackle this, the City has commissioned some work from a specialist LGBT charity to assist with reducing isolation and support social wellbeing for those households. The outcomes of that work may lead to longer term activities for this specific group, alternatively it may highlight ways in which we can alter our existing services to meet this community's needs.

Marriage and Civil Partnership [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics - sources include:

- [The 2011 Census contain data broken up by local authority on marital and civil partnership status](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Marriage and Civil Partnership

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Strategy does not specifically impact on Marriage and Civil Partnership however, we recognise that the actions we take under this strategy may impact differently upon those with these characteristics.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To mitigate against any negative impact, we will ensure our Codes of Conduct/Constitutions in relation to projects are not so restrictive to prevent those who are married or have a civil partnership from both representing their individual views.

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Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims. In addition to the sources of information highlighted above – you may also want to consider using:

- Equality monitoring data in relation to take-up and satisfaction of the service

- Equality related employment data where relevant
- Generic or targeted consultation results or research that is available locally, London-wide or nationally
- Complaints and feedback from different groups.

[Double click here to show borough wide statistics / hide statistics](#)

Additional Impacts on Advancing Equality & Fostering Good Relations

Additional Equalities Data (Service level or Corporate)

Type response here

Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?

The purpose of the Resident Communication & Engagement strategy is to foster good relations among all of our residents by encouraging active participation in a range of community development activities.

What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above? Provide details of how effective the mitigation will be and how it will be monitored.

When implementing the Strategy we commit to preserving diversity wherever possible and exclusive groups or activities are only supported where it is essential to engage the community.

Conclusion and Reporting Guidance

Set out your conclusions below using the EA of the protected characteristics and submit to your Director for approval.

If you have identified any negative impacts, please attach your action plan to the EA which addresses any negative impacts identified when submitting for approval.

If you have identified any positive impacts for any equality groups, please explain how these are in line with the equality aims.

Review your EA and action plan as necessary through the development and at the end of your proposal/project and beyond.

Retain your EA as it may be requested by Members or as an FOI request. As a minimum, refer to any completed EA in background papers on reports, but also include any appropriate references to the EA in the body of the report or as an appendix.

This analysis has concluded that...

Type response here

Outcome of analysis - check the one that applies

Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality. Are you satisfied that the proposed adjustments will remove the barriers identified?

Outcome 3

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Outcome 4

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

Signed off by Director:

Name:

Date:

Agenda Item 5

Committee	Dated:
Housing Management and Almshouses Sub- Committee	16 January 2017
Subject: Mais House Decant Programme - Update	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Paul Jackson – Department of Community and Children's Services	

Summary

This report provides an update for information on the decant programme currently underway at the Corporation's sheltered housing scheme at Mais House. It also seeks approval for minor variations to the Corporation's Allocations Policy with regard to the way in which refusals of offers of accommodation are treated during a decant.

The decanting of the sheltered housing scheme at Mais House began in May 2016. It was agreed that update reports be brought to every meeting of the Housing Management and Almshouses Sub-Committee. This is the fourth update report and reflects rehousing activity during November 2017. There are 62 units of accommodation at Mais House, 52 of which were occupied at the start of the decant programme. During this period three more units at Mais house were vacated. The current number of occupied units is 38. More details are set out in paragraphs 4, 5, and 6 of the main report.

Under the Corporation's Allocation Policy conditions are attached to housing applications which restrict eligibility for further consideration, in the event of refusals of accommodation. In view of the purpose of the rehousing programme at Mais House it is not considered to be in the Corporation's interest to defer the housing applications of residents who refuse an offer or to reduce their priority for rehousing. It is therefore proposed that these conditions be waived for the purposes of rehousing Mais House residents and that, where residents refuse an offer, they continue to be considered for further offers in the interests of securing a satisfactory outcome.

Recommendation

Members are asked to:

- note the update report;
- approve the proposal outlined in paragraphs 11 and 12.

Main Report

Background

1. The decanting of Mais House began in May 2016. It was agreed to bring regular progress reports on the decant programme to the Housing Management and Almshouses Sub- Committee. This is the fourth report and reflects activity during November 2016.
2. The preparatory work for the decant programme included a housing needs survey. A majority of residents expressed a preference to be rehoused within the Corporation's own social rented stock, either in sheltered or general needs accommodation. Others expressed a wish to be rehoused in areas in which the Corporation does not have any social rented housing. This will require the cooperation of other housing providers in the social rented and charitable sector if we are to meet these requirements.
3. Officers have established a reciprocal rehousing agreement with LB Lewisham to try to meet some of the demand and are seeking a similar arrangement with LB Greenwich. Officers have also held exploratory discussions with a large charitable provider of a newly-developed scheme at St Clement Heights in Sydenham. The City does not have any nomination or reciprocal agreements with this provider. However officers have written to all residents advising them about this scheme and offering assistance should they wish to register an interest in it. Officers will provide further assistance to residents should they come under consideration for rehousing at this development.

Current Position – rehousing activity in this period and cumulative totals

4. There are 62 units at Mais house. Forty-one were occupied at the end of the last reporting period (September to October 2016). Since that time nine further offers have been made and three more properties have been vacated. A summary of the total number of vacated units and occupancy levels since the start of the programme to the end of November is shown in the table below.

Occupied units at start of programme - May 2016	Total number of vacated units at the end of Nov 2016	Occupied units at the end of Nov 2016
52	14	38

5. More vacancies are expected throughout January 2017 as offers are accepted and residents move into new accommodation. These will be reported to the next meeting of your Sub-Committee.
6. Rehousing activity has been greater than usual in recent weeks due to a higher number of vacancies than usual at the Corporation's other sheltered schemes and three newly developed properties becoming available at the Avondale estate. This level of supply is not expected to be sustained and the rate at which

properties become vacant at Mais House is expected to slow in 2017 as demand amongst residents for rehousing within Corporation property reduces.

Rehousing process under the decant scheme

7. Mais House residents are being rehoused in accordance with the Corporation's allocations policy. All residents have been registered on the housing waiting list and awarded the category of management move. This gives them top priority for rehousing. Because all Mais House residents have equal priority for rehousing, their length of residence is used to determine the order in which they should receive suitable offers of accommodation. Residents who have lived there longest generally receive offers first.
8. There are two ways in which Mais house residents can receive offers of rehousing from the Corporation. Members are asked to note the following about the two methods and the proposal to waive certain conditions attached to them under the current allocation policy (see paragraph 10).
9. The first method is to receive a direct offer of suitable accommodation from our allocations team. This is the way sheltered and other specialist housing is normally allocated and offered and is the primary method by which Mais House residents are likely to be rehoused by the Corporation. The second method is for residents to make a bid for an available property using the Corporation's Choice-Based Lettings system. This is the way general needs accommodation is allocated (and some residents have indicated a willingness to consider general needs accommodation). Officers make bids on behalf of Mais House residents to secure suitable properties for residents and then arrange the viewing with them.
10. Normally there are restrictions on the number of offers that applicants can receive and refuse under each method. For applicants in the management move category, once one reasonable offer has been made their management move category is normally removed. (They remain eligible to bid under the choice-based lettings system but with reduced priority). For applicants using the choice-based lettings system, once three bids have been won and are considered "reasonable" then, if none have been accepted, their application is effectively deferred for a year.

Proposal

11. In view of the purpose of the rehousing programme at Mais House (ie a decant programme for redevelopment) it is not considered to be in the Corporation's interest to defer the housing applications of residents who refuse an offer or to reduce their priority for rehousing. It is therefore proposed that these conditions be waived for the purposes of rehousing Mais House residents under the decant programme and that where residents refuse an offer they continue to be considered for further offers as outlined in paragraphs 7, 8 & 9 in the interests of securing a satisfactory outcome.
12. At present the number of refusals to date is very low and at this early stage in the programme there is no need to consider whether refused offers are reasonable

and should be enforced. Should this change, the decant policy provides for the Director of Community and Children's Services to consider the reasonableness of offers which have been refused in conjunction with action, as a last resort, to ensure vacant possession through legal action.

Corporate & Strategic Implications

13. The redevelopment of Mais House is a key objective in the Community & Children's Services Business Plan and contributes to the delivery of Strategic Priority 4 - *Supporting homes and communities: Developing strong neighbourhoods and ensuring people have a decent place to live.*

14. The development will contribute to the corporate commitment that the City will build 700 new homes on Housing Revenue Account land within the next 10 years.

Appendices

None.

Background Papers

None.

Paul Jackson

Programme Manager

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E: paul.jackson@cityoflondon.gov

Committee:	Dated:
Housing Management and Almshouses Sub-Committee	16/01/2017
Subject: Tenancy Policy	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Amy Carter, Community and Children's Services	

Summary

This report is presented to outline the purpose of the Tenancy Policy.

The Tenancy Policy has been developed, in line with current legislation, as a public-facing document to support the decisions made and enacted by the City's Estate Management teams in relation to our social housing tenancies.

The document includes our approach to undertaking key tenancy changes, such as creating joint tenancies, and managing succession and assignment. The policy also confirms our commitment to preventing fraud throughout these processes.

Recommendation

Members are asked to:

- Approve the Tenancy Policy for use by the Housing & Neighbourhoods department as part of our Estate Management practice.

Main Report

Background

1. There is a statutory obligation to have a Tenancy Strategy, which is already in place. This policy has been developed to sit alongside the Tenancy Strategy, providing more operational detail. It is good practice to have a policy to set a framework for the actions that may be taken by officers, this policy assists in demonstrating fairness and transparency of decision making.
2. Our work is supported by a full range of Estate Management Procedures. This policy is proposed to provide a public-facing document which provides residents with information regarding decisions which may affect them.

Current Position

3. The Tenancy Policy has been developed. Consultation has been carried out with residents and with staff across the Housing & Neighbourhoods department.
4. The policy reflects the impact of recent changes to law, incorporating the detail of the Housing and Planning Act 2016 that has been released to date. We recognise that future amendments may be necessary as further regulation is issued by the government.
5. In accordance with the Housing Act 1996, local authorities have the option of granting introductory tenancies. These tenancies enable action to be taken more rapidly should a tenant fail to meet the conditions of the tenancy for the first year. In 1996 and again in 2002, the Community Committee confirmed the adoption of Introductory Tenancies. This policy again sets out our intention to continue to use Introductory Tenancies.

Corporate & Strategic Implications

6. The formulation and use of a Tenancy Policy supports two priorities in the Department of Community & Children's Service Business Plan:
 - Priority 4 – Homes and communities – Developing strong neighbourhoods and ensuring people have a decent place to live.
 - Priority 5 – Efficiency and Effectiveness – delivering value for money and outstanding services.
7. The use of the Tenancy Policy is expected to offer clarity to residents and support officers in their decision making, which will reduce time spent discussing and explaining tenancy changes to residents.

Conclusion

8. In conclusion, this policy has been developed as a matter of good practice, to reflect the current legal position and to support officers in their work. This policy will also assist with the understanding and expectations of our residents in regards to the management of their tenancy.
9. A resident-facing leaflet will also be produced which highlights the key messages.

Appendices

Appendix 1 – The Tenancy Policy.
Appendix 2 – The Equality Analysis for this policy.

Amy Carter

Projects & Improvements Manager

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E: Amy.Carter@cityoflondon.gov.uk



City of London Housing Service

Tenancy Policy

DRAFT

Approved by:	Housing Management and Almshouses Sub-Committee
Approval Date:	
Review Date:	<i>2 years from approval date</i>

1. Equal opportunities

The City of London Corporation operates an Equality & Diversity policy and this applies to all aspects of its services. We will ensure that no resident or service user is treated less favourably on the grounds of age, race, religion or belief, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, marriage or civil partnership status. This policy and all related information can be made available in different formats and translated upon request.

2. Aims

We are committed to providing excellent services that meet agreed service standards. The aim of this policy is: to set out the approach that we will take when issuing new tenancies to existing tenants or occupants and when undertaking changes to an existing tenancy.

3. Legislative and regulatory framework

The Housing Act 1985, 1988, 1996 as amended
The Landlord and Tenant Act 1985
The Housing & Planning Act 2016 (further regulations pending)
The City of London Housing Service Tenancy Agreement

4. Related Policies and Strategies

City of London Decant Policy
City of London Housing Allocation Policy
City of London Social Housing Tenancy Fraud – Anti-Fraud & Prosecution Policy
City of London Tenancy Strategy

5. Scope of the policy

The policy applies to current tenants, occupants and prospective tenants of residential properties owned and managed by the City of London Corporation on our social housing estates.

6. Introduction

Tenancies will be issued to eligible people in accordance with the City's Housing Allocation Policy requirements and priorities. This policy applies to changes to existing tenancies. The tenancy changes covered by this policy are:

- Ending a Sole tenancy
- Creating a joint tenancy
- Ending a joint tenancy
- Succession - where an existing tenant has died and the tenancy is 'passed' to another individual
- Assignment – where an existing tenancy is 'passed' by the tenant to another individual
- Mutual Exchange
- Name Changes relating to an existing tenancy
- Moving Home

This policy is supported by Estate Management Procedures which detail the actions that officers will take and includes the documentation that officers will issue.

7. Types of Tenancy

Sole Tenancy

A sole tenancy is where only one person is named on the tenancy agreement. They are the only legal tenant even though other people may live in the property with them. A sole tenant is responsible for all aspects of the tenancy.

Joint Tenancy

A joint tenancy is where two people are named on the tenancy agreement. They are 'jointly and severally liable', meaning both tenants are responsible for all aspects of the tenancy.

All of the following types of tenancy may be sole or joint tenancies.

Introductory Tenancy

As first agreed by the Community Committee in 1996 and confirmed again in 2002, the majority of new tenants will be introductory tenants for the first year of their tenancy. All introductory tenants will receive a tenancy agreement setting out the introductory tenancy period and terms and the type of tenancy that it will convert to (e.g. secure or assured shorthold) subject to the compliance with the tenancy terms during the introductory tenancy period.

Secure Tenancy

Secure tenancies are lifetime tenancies with the right of one succession to the tenancy. To date, these are the types of tenancy that have been issued by the City of London Corporation.

Assured Shorthold Tenancy (Fixed Term Tenancy)

Assured shorthold tenancies are a form of tenancy that gives tenants the right to live in a property for a certain amount of time. They are therefore not 'lifetime' tenancies; however, they may be renewed or extended at the discretion of the landlord.

At the time of writing, the City has the option, but is not obligated to issue Fixed Term Tenancies and our policy is to continue to issue Secure Tenancies where appropriate. In certain circumstances, in accordance with the City's Tenancy Strategy, Fixed Term Tenancies may be offered. This policy will be updated should the situation change.

8. Preventing Fraud

In every tenancy change outlined in this document, our staff will take all reasonable steps to confirm identities and prevent fraud. The actions to be taken will include, but are not limited to:

- Requiring up-to-date identity documents and proof of address – including checking current passport, driving license, utility bills, council tax bills and any immigration or leave to remain documents.
- Undertaking a credit check to both ascertain links to the property and verify the information provided by the applicant. This may also identify where another property may be owned or occupied by the applicant, tenant or successor that may mean they are ineligible for the City of London property.
- Taking a photograph of the tenant(s).
- In any cases where an immigration concern is identified or suspected, these will be referred to the City's Anti-Fraud Team who will undertake further checks with the Home Office.

- In any cases where Fraud is identified or suspected, these will be referred to the City's Anti-Fraud Team for consideration of formal investigation.
- The City may undertake or participate in data-matching exercises designed to detect and prevent fraud, this includes the National Fraud Initiative (NFI).

9. Ending a Sole Tenancy

Sole tenants may end their tenancy at any point if they wish to. To end a tenancy, the tenant must write to the City and give 28 days of notice and the tenancy must end on a Sunday.

In certain circumstances tenancies must be ended, for example if the tenant will not be able to occupy the property for a significant period of time, such as those who move abroad or those who must serve a prison sentence. In such circumstances, if the tenant does not end their tenancy, the City will take the appropriate legal steps to end the tenancy.

10. Creating a Joint Tenancy

A tenancy is capable of being placed in the names of more than one individual, which is referred to as a joint tenancy. The tenancy agreement is the same for joint tenants as it is for sole tenants and each tenant must sign the agreement.

Joint tenants have equal rights of occupation of the dwelling and can only be excluded or evicted from the property by a Court Order. Each joint tenant is 'jointly and severally liable' meaning both tenants are equally responsible for meeting all obligations of the tenancy including paying the rent. On the death of one joint tenant, the tenancy automatically continues for the surviving joint tenant.

Where a joint application was submitted for housing, a joint tenancy will be issued at the point of a new letting. If the application for housing was made in one person's name, a sole tenancy will be issued.

The City policy is to only create joint tenancies between couples. This is because inter-generational or family tenancies may lead to future conflict when lifestyles and needs change.

There is no legal right to add another tenant onto a tenancy. Where a request is received to create a joint tenancy, the City will consider the request carefully. Both parties to the proposed joint tenancy will be interviewed separately to ensure both parties are equally willing to enter into the joint tenancy.

For a joint tenancy to be created, the following conditions are required to be met:

- The current tenant must not be the subject of any legal action relating to the property including possession proceedings or a possession order whether it is final, suspended or postponed.
- The proposed new tenant must be eligible, have the necessary immigration status, for example 'access to public funds' or 'leave to remain in the United Kingdom'.
- Any rent arrears or other debts owed to the City of London Corporation must be paid before the process may take place.

11. Ending a Joint Tenancy

A joint tenancy may be ended for a number of reasons including a relationship breakdown or the desire of one tenant to live elsewhere. The party who intends to leave the joint tenancy must be aware that they may not have the right to housing provided by the City of London in future; at a minimum they must maintain a current connection with the City, as outlined in the City's Housing Allocation Policy.

Where a couple mutually agree to end the joint tenancy, the party who wishes to leave the property must put their request in writing, to relinquish their 'half' of the tenancy.

Where both parties wish to stay in the property and for the tenancy to be put in their sole name, they must seek independent legal advice. The City cannot decide for them which should have the tenancy.

A Court Order may be issued to end a joint tenancy and instruct for the creation of a sole tenancy in one person's name, where this is the case, the City will enact the order.

In cases of domestic abuse or other criminal behaviour being caused by one joint tenant against the other, and the victim wishes for the other joint tenant to leave the home, we encourage tenants to approach us. Dependent upon the circumstances, the City may be able to offer a sole tenancy to the victim. Where it is possible to do this, the agreement to offer a sole tenancy will be confirmed in writing before the tenant takes any action, such as giving notice to end the joint tenancy.

Where one tenant reports that the other has left, the City is required to seek evidence and ensure that the absent tenant has permanently left before taking action to end the joint tenancy and create a sole tenancy in the remaining tenant's name. The remaining tenant will need to supply:

- evidence of when the absent tenant left
- any available evidence that they do not intend to return
- contact details for the absent tenant.

12. Succession

Each secure tenancy has one statutory right to assign or one succession right.

Tenancies that Started Prior to 1st April 2012

For all secure tenancies granted prior to 1st April 2012, upon the death of a tenant, the following people would have the right to succeed to the tenancy (in order of priority):

- The deceased tenant's joint tenant;
- The deceased tenant's spouse or civil partner provided they were residing with the deceased tenant at the time of their death as their main home, or
- A member of the deceased tenant's family who had been residing with the deceased tenant for a minimum of twelve months prior to the tenant's death as their main home. Family members are defined as; parents, grandparents, children, grandchildren, siblings, uncles, aunts, nephews and nieces and partner.

The law does not allow for joint succession, so if there are a number of potential successors they either need to decide between them who will take over the tenancy. If they cannot agree, they should seek legal advice and the courts may confirm the successor if necessary.

Tenancies that Started On or After 1st April 2012

For all new tenancies granted on or after 1 April 2012 the law allows one statutory succession to a spouse or civil partner of the deceased tenant, who was living in the property as their main home at the time of the tenant's death. A person that was living with the tenant as their husband or wife will be treated as their spouse and a person who was living with the tenant as if they were civil partners will be treated as the tenant's civil partner. The statutory right of succession of a member of the family has been removed.

Government regulations are currently being drafted which are expected to require all successions to be treated as per 'Tenancies that Started On or After 1st April 2012'. This policy will be updated should the situation change.

Under 18

Those under the age of 18 can succeed to a tenancy. In such cases, a trustee would need to be agreed to hold the tenancy in trust for the child. The trustee is not a guarantor and is not liable for the rent.

Under-occupation

The right of succession is linked to the tenancy rather than the property. If the successor is a family member (i.e. not the deceased tenant's spouse or registered civil partner), and the property that was occupied by the deceased tenant is larger than their needs (defined in accordance with the City's Housing Allocation Policy) then the successor will be offered one reasonable offer of suitable alternative accommodation.

If the successor chooses not to move into the suitable accommodation, appropriate legal action will be taken where necessary.

Property adapted for disabled use

The right of succession is linked to the tenancy rather than the property. If the successor is a family member (i.e. not the deceased tenant's spouse or registered civil partner), and the property that was occupied by the deceased tenant has been designed or adapted for the needs of a disabled person and the successor has no such requirements, the successor will be offered one reasonable offer of suitable alternative accommodation.

If the successor chooses not to move into the suitable accommodation, appropriate legal action will be taken where necessary.

No Right of Succession – Move On

Where the right of assignment or succession has been used, and there are occupants remaining in a property after the death of a tenant, the City will confirm the situation and offer advice and support to assist them to move on. The City should seek possession of the home within a reasonable time frame, but not allow more than six months to pass.

No Right of Succession – Discretionary Succession

In exceptional circumstances, the City may offer a 'Discretionary Succession' which is where there is no legal right of succession, but an occupant meets the requirements of a statutory succession and is offered a tenancy agreement. This will only apply where the occupant meets all requirements for high priority in accordance with the City's Allocation Policy.

13. Assignment

A tenant may assign their tenancy to another, this means they transfer their 'interest' in the property to this person. The tenancy continues and the tenancy terms and conditions do not change, a new tenancy does not commence but the tenant changes.

If the tenancy is assigned, the right to statutory succession is used and there is no further right of succession.

There are three situations when a City of London secure tenancy may be assigned:

- Assignment to a Potential Successor
- Assignment by Court Order
- Mutual Exchange.

Assignment to a Potential Successor

An assignment to a potential successor is to a person who would be qualified to succeed the tenancy if the tenant died. The tenant wishing to assign must not be a statutory successor or have become a sole tenant upon the death of a joint tenant or have become a tenant by an assignment. In this circumstance only a sole tenancy can be assigned and it can only be assigned to a sole person. A sole tenant cannot assign a sole tenancy to two people as a joint tenancy. In effect the assignee becomes a successor and there can be no further succession.

The person assigning the property must not remain in the property after the assignment and must not be transferring to another City of London property.

A number of checks will be made before the assignment may proceed; these include but are not limited to:

- Whether the property will be under-occupied or overcrowded after the assignment.
- Whether the property has adaptations which the proposed new tenant has no need for.
- The current tenant or assignee must not be the subject of any legal action relating to the property, including possession proceedings or a possession order whether it is final, suspended or postponed.
- The proposed new tenant must be eligible, have the necessary immigration status for 'access for public funds'.
- Any rent arrears or other debts owed to the City of London Corporation must be paid before the assignment could take place.

The officer managing the case will also undertake identity and fraud checks, and require appropriate documentation from both the tenant and the assignee in order to process the change.

The officer managing the case will explain the legal situation carefully to ensure both the current tenant and assignee fully understand the legal rights and responsibilities involved.

Assignment by Court Order

A tenancy can be assigned by Court Order in a number of circumstances, including family law or relationship breakdown.

Where a Court Order is received, the assignment decreed by the court must be accepted by the City of London, no assessment of the suitability of the property may be carried out. The

signing of the Deed of Assignment is not required as the Court Order itself implements the assignment. The date of assignment is effective from the date specified by the court.

14. Mutual Exchange

Existing City of London tenants can register for a mutual exchange as a means of gaining suitable housing. Mutual exchanges can only occur between those with appropriate tenancies e.g. assured or secure. The tenants are responsible for finding the exchange partner and the property that they would like to exchange with. The following conditions must also be met to ensure the exchange may proceed:

- There must be no rent arrears, outstanding repairs charges or possession orders on file.
- There must be no existing tenancy management issues such as anti-social behaviour.
- The incoming tenant must accept the current condition of the property, subject to safety checks such as gas safety.

15. Name Change

We accept that an existing tenant may wish to change their name, for example if they have married or for religious reasons. Where we receive a request to change a name, we will endeavour to meet the request.

We will require supporting evidence such as a deed poll or marriage certificate to effect the name change, and we will undertake checks to confirm identity and prevent fraud.

We will not alter the original tenancy documentation, however, we will provide a letter confirming the recognition of the name change, and we will make amendments to our Housing Management System to ensure items such as letters are addressed appropriately.

16. Moving Home

Management Transfers

A management transfer occurs in situations where a tenant has an immediate need to move from their current property. Management transfers are carried out in accordance with the City's Allocation Policy. We will ensure that no tenant gains or loses tenancy rights if they need to move.

Decants

A 'decant' is the term used where a tenant is required to move from their current property. This may be due to redevelopment or major works. The City has a Decant Policy which sets out the steps that will be taken and support that will be provided.

Downsizing

Tenants may apply to move to a smaller home, and we provide a financial incentive to do so. Downsizing is carried out in accordance with the City's Allocation Policy. We will ensure that no tenant gains or loses tenancy rights if they need to move.

17. Right to Appeal

If current tenants, occupants or prospective tenants disagree with the decision made by the Estate Manager, they have the right to appeal the decision. The reasons for the appeal must be provided in writing to the Area Manager. The Area Manager will make the decision, and the decision and reasons for the decision will be provided in writing to the relevant parties.

18. Policy Exceptions

In exceptional circumstances, the City of London Corporation may consider variations to this policy. The variation will depend upon the individual situation, any extenuating circumstances and the evidence available. The decision and reasons for the decision will be provided in writing to the relevant parties.

19. Monitoring the policy

The Estate Managers are responsible for enacting the tenancy changes within this policy. The Area Housing Managers will monitor the tenancy changes that take place on the estates in each of the areas they are responsible for, to ensure this policy is being implemented consistently and fairly.

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EQUALITY ANALYSIS (EA) TEMPLATE

Decision

Date

What is the Public Sector Equality Duty (PSED)? [Double click here for more information / Hide](#)

What is an Equality Analysis (EA)? [Double click here for more information / Hide](#)

How to demonstrate compliance [Double click here for more information / Hide](#)

Deciding what needs to be assessed [Double click here for more information / Hide](#)

Role of the assessor [Double click here for more information / Hide](#)

How to carry out an Equality Analysis (EA) [Double click here for more information / Hide](#)

Page 4

The Proposal *Click and hover over the questions to find more details on what is required*

Assessor name: Amy Carter

Contact details: Amy.Carter@cityoflondon.gov.uk / 0207 332 1653

1. What is the Proposal?

The proposal is the approval and implementation of a Tenancy Policy. The policy document will broadly cover resident's rights and responsibilities relating to their tenancy with the City of London Corporation. The policy is intended to provide a transparent source of information which will support the decisions we make.

2. What are the recommendations?

There is no current policy, the recommendation is to draft one for publication. This policy will not represent a change in our approach, but the transparent publication of the approach we already take.

3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

The groups affected by the proposal will be:

- Current tenants
- Relatives of current tenants including joint tenants, the tenant's spouse or civil partner, 'common law' partner, parents, grandparents, children, grandchildren, siblings, uncles, aunts, nephews and nieces.
- Applicants who are currently on the Housing Register.
- Those who become our tenants via Mutual Exchange.

These tenants or relatives of tenants could fall into any one of the protected characteristics as outlined below, as such, this analysis documentation will refer to 'those affected', throughout with examples where appropriate.

Age *Double click here to add impact / Hide*

Check box if NOT applicable

Key borough statistics:

The City has proportionately more people aged between 25 and 69 living in the Square Mile than Greater London. Conversely there are fewer young people. Approximately 955 children and young people under the age of 18 years live in the City. This is 11.8% of the total population in the area. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

Double click here to show borough wide statistics / hide statistics

Age

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

Those directly affected by the policy will be over the age of 18, as tenancies may only be granted to those over 18. For those over 18, age will have no bearing on the application of the policy.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

In order to mitigate any negative impact on those under 18, where a potential successor is under 18, arrangements will be put in place to hold the tenancy in 'trust' until the child reaches 18 and can take on the tenancy.

Disability [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics:

Day-to-day activities can be limited by disability or long term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (76%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

The 2011 Census identified that for the City of London's population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

[Double click here to show borough wide statistics / hide statistics](#)

Disability

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

For existing tenants, if there was an urgent need to move caused by a disability, this would be supported by the City's existing Allocations Policy.

Within this policy, those succeeding to a property that has been designed or adapted for the needs of a disabled person, and the successor has no such requirements, will be required to move to alternative accommodation.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Whilst successors may feel the approach requiring them to move has a negative personal impact, the policy approach is designed to mitigate against the negative impact of those with adapted property needs waiting for long periods of time for suitable properties to become available.

Pregnancy and Maternity [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Pregnancy and Maternity

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals.*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The Tenancy policy does not directly impact upon pregnancy and maternity. However there are two clear situations where these characteristics may be relevant.

Firstly, pregnancy and maternity is relevant in relation to succession when determining the appropriate property size for the household when a household is required to move home.

Secondly, pregnancy and maternity may be a relevant factor in the ending of a joint tenancy. As set out in the policy, the onus is on tenants to decide or get legal advice to determine which joint tenant retains the tenancy. If a case is raised, the court will take the factor of children into account when deciding.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

In relation to succession, in order to mitigate the negative impact of a property being allocated to an under-occupying household, the child will only be taken into consideration once born.

Should a court be asked to determine the recipient of the tenancy the City has no influence on the matter and will enact the order.

Race [Double click here to add impact / Hide](#)

Check box if NOT applicable

Religion or Belief [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key borough statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Religion or Belief

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

It is recognised that residents may wish to change their name for reasons of religion or belief. The policy allows for name changes for any reason of the resident’s choosing, subject to appropriate evidence being provided.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

No further action required.

Sex [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key borough statistics:

At the time of the [2011 Census the usual resident population of the City of London](#) could be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sex

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Sex	
The proposal has been developed to advance equality by recognising same-sex couples equally to opposite-sex couples in relation to succession and assignment.	No further action required.

Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#) Check box if NOT applicable

Key borough statistics – suggested sources include: <ul style="list-style-type: none"> Sexual Identity in the UK – ONS 2014 Measuring Sexual Identity – ONS 	NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.
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[Double click here to show borough wide statistics / hide statistics](#)

Sexual Orientation and Gender Reassignment

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? <i>Look for direct impact but also evidence of disproportionate impact i.e. where a decision affects a protected group more than the general population, including indirect impact</i> The proposal has been developed to advance equality by recognising same-sex couples equally to opposite-sex couples in relation to succession and assignment.	What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations? No further action required.
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Marriage and Civil Partnership [Double click here to add impact / Hide](#) Check box if NOT applicable

Key borough statistics - sources include: <ul style="list-style-type: none"> The 2011 Census contain data broken up by local authority on marital and civil partnership status 	NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.
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[Double click here to show borough wide statistics / hide statistics](#)

Marriage and Civil Partnership

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Type response here

What is the proposal’s impact on the equalities aims? <i>Look for direct impact but also evidence of disproportionate impact i.e. where a decision affects a protected group more than the general population, including indirect impact</i> The policy allows for joint tenancies between partners regardless of marital status.	What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations? No further action required.
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Marriage and Civil Partnership

Where there is a sole tenancy, the tenant's partner will be the recipient of the succession right, over and above other family members, regardless of marital status.

Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims. In addition to the sources of information highlighted above – you may also want to consider using:

- Equality monitoring data in relation to take-up and satisfaction of the service

- Equality related employment data where relevant
- Generic or targeted consultation results or research that is available locally, London-wide or nationally
- Complaints and feedback from different groups.

[Double click here to show borough wide statistics / hide statistics](#)

Additional Impacts on Advancing Equality & Fostering Good Relations

Additional Equalities Data (Service level or Corporate)

Type response here

Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?

The Tenancy policy will foster good relations by presenting the City's approach in a transparent way. A resident leaflet will also be produced which presents the information in an easy-to-read format. The City's intention is to comply with the law and offer a fair service.

What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above? Provide details of how effective the mitigation will be and how it will be monitored.

To prevent negative impact, owing to the complexity of family relations and housing law we have included the following clause in the policy:
In exceptional circumstances, the City of London Corporation may consider variations to this policy. The variation will depend upon the individual situation, any extenuating circumstances and the evidence available.

This enables us to ensure we have the capacity to make decisions that are appropriate dependent upon circumstances that may arise.

Conclusion and Reporting Guidance

Set out your conclusions below using the EA of the protected characteristics and submit to your Director for approval.

If you have identified any negative impacts, please attach your action plan to the EA which addresses any negative impacts identified when submitting for approval.

If you have identified any positive impacts for any equality groups, please explain how these are in line with the equality aims.

Review your EA and action plan as necessary through the development and at the end of your proposal/project and beyond.

Retain your EA as it may be requested by Members or as an FOI request. As a minimum, refer to any completed EA in background papers on reports, but also include any appropriate references to the EA in the body of the report or as an appendix.

This analysis has concluded that...

Type response here

Outcome of analysis - check the one that applies

Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality. Are you satisfied that the proposed adjustments will remove the barriers identified?

Outcome 3

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Outcome 4

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

Signed off by Director:

Name:

Date:

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Committee	Dated:
Housing Management & Almshouses Sub-Committee	16/01/2017
Subject: Short Lets (Breach of Lease)	Public
Report of: Director of Community and Children's Services	For Decision

Summary

A number of City of London residents have raised concerns with Estate Management staff regarding properties being used for short-term lets on the Airbnb website. Property owners can use this website to let out their properties on a short-term basis for a nightly rate. Using properties in this way raises a number of housing management issues including the potential for anti-social behaviour, communal security problems and breach of the terms of our standard lease.

The Barbican Estate management team has a procedure for dealing with properties used as short lets. This is proving effective and it is suggested that a similar approach should be adopted across the City's housing stock.

Recommendation

Members are asked to:

- Endorse the approach and proposals as set out in paragraph 15 of this report, namely that leaseholders will be reminded of their obligations under their lease, with enforcement action to be taken in individual cases where breaches persist despite warnings.

Main Report

Background

1. The Airbnb website allows users to set themselves up as "hosts" and advertise available accommodation for short-term use in return for payment. Listings can be placed by hosts offering shared rooms, individual rooms or entire properties. Accommodation is advertised at a nightly rate, though some owners also offer weekly or monthly rates. Other websites offer a similar service, though Airbnb is considered the market-leader and is immensely popular in London.
2. The Airbnb website states that the average weekly income from an 'entire property' let for two guests in London is £959.00, so it is a potentially lucrative source of income for hosts, particularly in the City where demand for leisure and business short-term lets is high. A search of the Airbnb website shows numerous

available properties on City of London estates ranging from a 1-bed apartment for £105.00 per night, to another 1-bed apartment for £255.00 per night¹.

3. A debate is growing about the impact of Airbnb short-term lets on the local housing economy and communities within London. Research² suggests that around 240 properties are available in the City of London for short lets via Airbnb on an 'entire property' basis. Of these, 179 of the listings belong to hosts with multiple available properties. One argument is that these properties could be used to house those seeking longer-term tenancies in a crowded city with a competitive lettings market.
4. This report is concerned with the advertising of entire properties where the leaseholder is absent during the guest's stay, as opposed to guests staying in a spare room while the host remains resident in the property. The former arrangement is of greater concern, as the leaseholder is absent for the duration of the guest's stay. In many cases the host will not live in the property at all and will use it solely for short-term lets via Airbnb.
5. Many of the hosts offering City of London properties on Airbnb have received multiple reviews from past guests, meaning that they have allowed their homes to be used as short-term lets on many separate occasions.

Current Position

Tenancies

6. The position regarding tenants using their properties for short lets is governed by their tenancy agreement and is straightforward. Tenants are not permitted to sublet the whole of their home, though they may take in lodgers subject to obtaining permission first. Any resident claiming income-contingent benefits would also need to declare any income received from this arrangement to the relevant agency.

Lease provisions

7. The City's powers as landlord are contained in Clause 4(8) of the standard lease which requires tenants to observe the covenants and restrictions in the Sixth Schedule to the lease. The following restrictions are relevant to short-term subletting:
 - *The tenant will not do or permit or suffer to be done in or upon the premises or any part thereof anything of an illegal or immoral nature or any act matter or thing which in the opinion of the Corporation may be or grow to be or become a danger nuisance or an annoyance to or to the prejudice of the Corporation its tenants or lessees or to the owners lessees or occupiers for the time being of any premises in the neighbourhood*

¹ Based on a search conducted on the Airbnb website on 1st December 2016

² www.insideairbnb.com – a website that extracts publicly available data from Airbnb and presents it in statistical form

- *The tenant will not carry on or suffer to be carried on upon the premises any manufacture trade or business whatsoever but will use the premises as a private dwelling in the occupation of one individual only and his or her immediate family*³.

Nuisance and security concerns

8. Officers have been contacted by a number of residents who have become aware of properties on their estates being advertised on the Airbnb website. They have raised concerns about the security and nuisance implications of short-term letting on City estates, as well as unease around the loss of the community spirit gained from knowing your neighbours.
9. These concerns are quite general in nature and appear to be raised in anticipation of problems occurring, rather than in response to specific instances of anti-social or criminal behaviour, or breaches of security.
10. Concerns include:
 - Possible increase in anti-social behaviour, including noise, drunkenness, parties in properties or communal areas
 - Guests using flats for illegal or immoral purposes
 - Using a property for frequent short lets could constitute operating a commercial enterprise from the address, which is prohibited under the lease
 - Persistent use leading to loss of community cohesion and sense of safety
 - Guests not following 'estate rules' such as those relating to proper disposal of waste
 - Guests allowing access into block to non-residents
11. It should be noted that problems of this type can occur regardless of the basis on which a property is let, though it is arguable that these issues could be particularly acute if a property was used for frequent short lets.

Planning implications

12. Prior to May 2015, using a residential property for short-term or holiday letting required planning permission as it was considered a material change in use of the premises. The Deregulation Act 2015 amended the Greater London Council (General Powers) Act 1973 with the effect that properties may now be used as short-term lets for up to 90 days per year without the need for planning permission.

³ A recent case in the Upper Tribunal (Lands Chamber) found that a lessee had breached her lease by repeatedly letting her flat on Airbnb as this contravened the requirement to use the property "as a private residence"; see *Nemcova v. Fairfield Rents Ltd* [2016] UKUT 303 (LC)

13. Airbnb recently announced plans to prevent London residents from letting their homes through their website for more than 90 days per year without 'official consent'. This would not prevent home owners using other means of organising short lets.

Options

14. There are a number of options open to the City in responding to these issues. **Option one** is to do nothing and to respond to issues arising out of properties being let as short lets as and when they arise, using existing estate management procedures.

15. A **second option** is to raise awareness among residents about the implications of letting their homes in this way, making it clear that the City regards it as a breach of lease conditions. If evidence justifies the City taking action following any estate management issues being identified, a staged warning and enforcement process can be initiated. Whether action is initiated will be a question of fact and degree in each case.

16. The **third option** is to actively search for evidence of breaches of lease and to take a strict line in enforcing the leases of people letting properties through Airbnb, to prevent anticipated problems.

Proposals

17. It is proposed that Officers will adopt the second option described in paragraph 14, which involves general reminders about lease obligations followed by staged warnings and then enforcement action if a breach of lease persists. This is intended to use resources effectively while ensuring that our response to the situation is proportionate.

18. Officers will send a general letter to leaseholders explaining the implications of using their properties for short lets. The Estate Management team will then monitor resident complaints and estate management issues to identify any "problem" properties. The leaseholders of these properties will then receive staged warnings should the breach of lease not be remedied. Enforcement action will then follow where this is proportionate.

19. Awareness can be further raised by discussing the subject at estate meetings or drop-in sessions, as well as estate-based publicity.

Implications

20. The proposed approach can be incorporated into estate management procedures with minimal effort. No additional resources will be expended as Estate Managers frequently write to residents once estate management issues are identified. This process would simply follow a more distinct and trackable process.

Conclusion

21. The use of leasehold properties for short lets is a matter of concern for residents, and could amount to a breach of lease or planning conditions. Evidence suggests that concerns are being raised in anticipation of problems happening, rather than as a response to incidents of nuisance behaviour.

22. A proportionate response involving awareness-raising and appropriate use of warnings should be adopted in order to balance the use of our resources with the nature and extent of the concerns raised by residents so far.

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Committee	Dated:
Housing Management and Almshouses Sub Committee	16/01/2017
Subject: Voluntary Pay to Stay and Government Policy Update	Public
Report of: Director of Community and Children's Services	For Decision
Report author: Adam Johnstone, Strategy Officer	

Summary

The Autumn Statement 2016 contained several announcements on housing policy. Most significant is the decision not to proceed with compulsory Pay to Stay, which would have required councils to increase rents for households with a combined income of over £40k.

Ministers have subsequently reminded local authorities that, should they wish to, they retain the power to implement an earlier, voluntary, version of Pay to Stay. The City Corporation therefore faces a choice between reaffirming a commitment to social rent or investigating the business case for a local version of Pay to Stay.

The Autumn Statement also contained an announcement on Housing Association Right to Buy. A second, expanded, pilot of the scheme will take place over the next five years. As the pilot discounts will be fully funded by the Government this means there is no requirement on housing authorities to sell their higher value vacant stock in 2017/18.

Recommendation

Members are asked to:

- note the report;
- consider the two options set out at paragraphs 13-17;
- reaffirm the City Corporation's commitment to social rents (as per Option One)

Main Report

Background

1. The Housing and Planning Act 2016 included provisions for higher income social tenants to pay up to market rents. This was intended to work on a taper basis, with rents increasing by 15 pence for every pound of household income over a £40k threshold.
2. Local authorities would have been allowed to retain a reasonable amount to cover administration costs, but any additional revenue raised through the policy would have gone to the Treasury.

Autumn Statement

3. In the Autumn Statement, the Government announced that they would not be proceeding with Pay to Stay, citing representations made by tenants, local authorities and others. They accepted that the policy as envisaged in the Housing and Planning Act did not meet the aims of supporting ordinary working families or delivering savings for the taxpayer.
4. The Housing Minister, Gavin Barwell, has reiterated the Government's aim to ensure that social housing goes to those who need it most. The Minister stated that fixed term tenancies, another product of the Housing and Planning Act, will instead to be used to achieve this aim.
5. The Minister also reminded local authorities that they retained a voluntary power to implement an earlier version of Pay to Stay.

Fixed Term Tenancies

6. The City Corporation currently offers new tenants secure (also known as lifetime) tenancies as standard. The Housing and Planning Act 2016 will require fixed term tenancies to be used by default. A fixed term tenancy will be granted for a fixed period of between two and 19 years and will only be renewed if the tenant meets set criteria.
7. Regulations setting out suitable fixed term lengths, renewal criteria and when local authorities can exercise their discretion to offer lifetime tenancies are expected in early 2017. Based on the Minister's statement, it is likely that tenants' incomes will be a key factor the City Corporation will have to consider during the renewal process.
8. The City Corporation will need to review its Tenancy Strategy, Tenancy Policy and standard tenancy agreement when the regulations are set out.

Voluntary Pay to Stay

9. Social landlords have had a discretionary power to charge higher rents to higher earners since 2012. This version of Pay to Stay remains in place and allows landlords to charge higher rents to households with incomes of at least £60k.
10. Any additional income raised from implementing this policy is retained by the landlord. Despite the potential to raise additional revenue from the policy, few social landlords have adopted voluntary Pay to Stay.
11. Landlords not adopting the voluntary policy have cited many reasons, including the high administrative cost of assessing all tenants' incomes and frequent changes of circumstance, relatively few households earning above the threshold (in 2013 the Centre for London estimated only 1.9% of London households in social rented housing earned above £60k) and unintended consequences; creating disincentives to work and impacting on mixed communities.

12. The City Corporation's Tenancy Strategy currently states that tenancies will be offered at social housing target rents. The Strategy encourages other social landlords operating in the Square Mile to do likewise. Given the changes in national policy, however, Members may wish to consider re-examining this policy or reaffirming their commitment to maintaining rents at social levels.

Options

Option One – Reaffirm a commitment to social rents

13. Reaffirming the preference for social rent defined in the City Corporation's Tenancy Strategy would reassure working tenants and enable them to better plan for the future, maintain work incentives and avoid taking on a large and unnecessary administrative burden.

Option Two – Investigate voluntary Pay to Stay

14. Implementing a voluntary version of Pay to Stay has the potential to raise additional revenue that could be retained in the Housing Revenue Account.

15. The policy would require officers to establish the income of every tenant household, which would be a logistical and administrative challenge. There is a risk that the policy may cost more than it would raise, especially if the threshold for the scheme was set higher than the £60k minimum.

16. If Members wish to investigate voluntary Pay to Stay, it is proposed that a business case identifying the expected costs, revenues and other effects is developed and brought back to this Committee for consideration.

17. Given the likely administrative burden of implementing voluntary Pay to Stay, and the negative impact on some tenants, officers would recommend that Members choose Option One and reaffirm the City's commitment to social rents..

Other Elements of the Housing and Planning Act

18. The Government also used the Autumn Statement to announce an expanded pilot of the scheme offering Housing Association tenants the Right to Buy. This second pilot will test elements not covered in the first pilot such as the portable discount and the replacement of homes sold on a one-for-one basis.

19. The expanded pilot is due to run for five years and will report its findings in 2021. The Government will provide £250m to fund the 3,000 discounts expected to be offered during the pilot period.

20. As a result, the Government have confirmed they will not require Higher Value Asset payments from local authorities in 2017/18 and there is not yet a requirement on the City Corporation to sell Higher Value housing stock.

Conclusion

21. The decision not to proceed with Pay to Stay removes a significant future administrative burden from the City Corporation and will better enable working tenants to plan for the future. The City Corporation retains the power to implement a voluntary version of Pay to Stay.
22. The juxtaposition of this decision with a reiteration of the Government's commitment to fixed term tenancies makes it likely that the renewal process for these tenancies will focus on household incomes. A review of the City Corporation's Tenancy Strategy, Policy and standard tenancy agreement will be required once further guidance is available.
23. A second pilot of Housing Association Right to Buy means that no High Value Asset Sales will be required in 2017/18. The National Housing Federation is seeking clarity on the position for the remaining four years of the pilot.

Appendices

- None

Background Papers

- 04/07/2016 - Housing and Planning Act

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Committee:	Dated:
Housing Management and Almshouses (Community and Children's Services)	16/01/2017
Subject: Homes for Londoners: Affordable Homes Programme 2016 – 2021	Public
Report of: Director of Community and Children's Service	For Information
Report author: Daniel Pasha, Graduate Trainee	

Summary

This report informs Members of the Mayor of London's *Homes for Londoners: Affordable Homes Programme 2016 – 21* funding prospectus, which seeks to support the delivery of 90,000 new affordable homes. This funding programme offers an important opportunity for the City of London Corporation (City Corporation) to bid for grant to deliver its planned social housing.

Recommendations

Members are asked to note the report.

Main Report

Background

1. The Mayor of London has published his housing funding prospectus – *Homes for Londoners: Affordable Homes Programmes 2016 – 2021*. The prospectus sets out guidance for those wishing to bid for a programme to deliver at least 90,000 new affordable homes.
2. The prospectus seeks to deliver three affordable housing products:

London Affordable Rent

This is for people on low incomes who are unable to secure or sustain housing on the open market. The rents for these properties will be set according to target rent benchmarks, the mechanism previously used to set social rents.

London Living Rent

This is aimed for Londoners on average incomes. It echoes aspects of the Government's Rent to Buy scheme with sub-market rents on time-limited tenancies, aimed to encourage home ownership in the longer term.

London Shared Ownership

This scheme will help home buyers to purchase shares in a new home, whilst paying a regulated rent on the remaining, unsold share.

3. The programme will be funded by £3.15bn for new affordable homes in London announced by the Government in the Autumn Statement. In line with the

government's requirement, the programme will deliver 58,500 shared ownership homes and the Mayor intends for 29,000 new London Affordable Rents homes.

4. The programme announced represents a marked change in approach for rented homes, in that it proposes higher grant rates per unit in order to secure rent levels that are far closer to target social rents than the existing Affordable Rent (up to 80 per cent of market rent) model.

Funding for Affordable Housing

5. The funding will be administered by the Greater London Authority – with the first funding round opening on 31 January 2017 until 13 April 2017, with a decision on successful bids expected in May 2017. The GLA does not expect to allocate its entire grant in the initial bidding round, and further opportunities to bid will be available.
6. The programme presents an opportunity for the City Corporation to bid to deliver its planned programme of new homes under the London Affordable Rent scheme – where such schemes can start on site before 31 March 2021. This programme offers a fixed rate of £60,000 per home when rent is set at or below benchmark levels.
7. The funding is not available for use through an authority's Local Housing Company (where such exists), and requires certain conditions to be met. It is also likely to require compliance with the Mayor's broader affordable housing policies. In addition there will be value for money and affordability assessments as part of the bidding process. It should be noted that this funding cannot be used in conjunction with any Right to Buy re-provision receipts.
8. The GLA is actively encouraging all local authorities in London to submit bids for funding. As such the City Corporation will investigate the potential to bid for grant funding for its planned delivery programme of new homes on its existing social housing estates.

Conclusion

9. The City Corporation's commitment to build 700 affordable homes aligns closely to the ambitions of the Mayor of London's Affordable Homes Programme. Therefore, this new programme provides an important opportunity for the City Corporation to bid for substantial funding to support its planned programme.

Appendices

None

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