

Housing Strategy 2017-21 ■ Year 1 Action Plan Progress 2017  
January to March 2017

*Priority 1 Increase the supply of housing*

| Ref  | Action   | Lead      | Deadline | On Target | Achievement   | Further comments and actions as required  |
|------|--|-----------|----------|-----------|---|---|
| P1.1 | Investigate how alternative construction methods can deliver new affordable housing on council-owned land  | SHEO      | Jul-17   | YES       | Conversations have commenced between TBC and SVHS with a site in Winchcombe likely to be the first site coming into planning this year. | Meeting with SVHS development colleagues in April to assess local housing needs for development proposal.   |
| P1.2 | Establish detailed affordable housing policies for the Tewkesbury Borough local plan   | SHEO      | Jul-17   | YES       | Drafting has commenced; Planning Policy and Housing Services meeting in April to review.  | Actions from meetings to be achieved according to Planning Policy deadlines.  |
| P1.3 | Produce a guidance note that determines the use of commuted sums (financial contributions in lieu of on-site affordable housing) and seek Executive Committee approval | SHEO      | Mar-17   | NO        | Drafting commenced Jan 2017; Initial officer discussions held; Advice from One Legal being sought April 2017                            | Initial target deadline has been exceeded but work is in line with affordable housing policy development. There are limited risks associated with the delay at this time. |
| P1.4 | Identify long-term empty homes and evaluate their potential benefit to the council's housing service.  | EHM       | Dec-17   | YES       | Request to Council tax team for properties claimed to be vacant.  | Up to date list will be required to achieve other actions with appropriate priorities assigned.   |
| P1.5 | Use a range of enforcement actions to bring vacant properties back into use  | EHM       | Dec-17   | YES       | No feedback to report   | We will be reviewing all enforcement actions required in addition to refreshing the vacant homes work stream  |
| P1.6 | Evaluate potential for additional promotional activities with private sector landlords to boost availability of homes in the borough.                                  | EHM & HSM | Dec-17   | YES       | No feedback to report   | We will be reviewing options to incorporate a section on our website for landlords and increase publicity of the Fit to Rent Scheme.                                      |

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*Priority 2 Homelessness and Homelessness Prevention*

| Ref  | Action   | Lead | Achievement   | Deadline | On Target | Further comments and actions as required   |
|------|--|------|---|----------|-----------|--|
| P2.1 | Improve advice process in prevention paperwork to incorporate action plans that include customer actions.  | HSM  | Paperwork reviewed and incorporated into housing options work.  | Jun-17   | Completed | Further changes may be required following new legislation (Homelessness Reduction Bill)                            |
| P2.2 | Contact all housing associations and private landlords who have worked with us to prevent homelessness to develop an eviction/ prevention protocol | HSM  | We have commenced contacting local agencies who have accessed deposits and discussed assistance we can offer to support tenancies. See Action P2.7 below for progress with housing associations | Jun-17   | Yes       | We will continue to contact private landlords.   |
| P2.3 | Develop solutions for homeowners with special housing needs in mortgage difficulty   | HSM  | No feedback to report   | Apr-18   | No        | We will continue to look for grant opportunities following the end of the Mortgage rescue scheme.                  |
| P2.4 | Improve housing services website and include a landlord advice section   | HSM  | No feedback to report   | Jun-17   | Yes       | Time has been allocated to work on the website in June 2017  |
| P2.5 | Update the housing services housing options/homelessness form  | HSM  | A re-draft of the form has been completed and the team are piloting how well it works for them.   | Jun-17   | Yes       | Further changes may be required following pilot.   |
| P2.6 | Work with local authority partners on Gold Standard Programme and achieve 60% in peer review   | HSM  | The peer review for Tewkesbury Borough has been pencilled in for June 2017; confirmation of the dates will be available in the next 2 months.   | Sep-17   | Yes       |  |
| P2.7 | Introduce an early intervention protocol for tenants affected by welfare reform including transitional support and assistance to find work         | HSM  | Process has commenced. Home visit proforma for housing associations has been drafted and approved by our financial inclusion partners.  | Jul-17   | Yes       | The Protocol needs to be written to support use of the agreed proforma.  |
| P2.8 | Stop the use of private bed and breakfast accommodation except in emergencies.   | HSM  | Delayed pending announcement of flexible homelessness support grant. Grant amount now known at this time.   | Apr-18   | Yes       | We will work with partners to find emergency accommodation. Further places of safety also procured/ being sourced. |

Housing Strategy 2017-21 ■ Year 1 Action Plan Progress 2017  
January to March 2017

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| P2.9  | Procure cost effective temporary accommodation within Tewkesbury Borough for accepted households with poor tenancy histories who are difficult to rehouse including properties suitable for households with mobility needs | HSM | As above P2.8 – Flexible homelessness support grant allocation essential to calculate numbers of temporary accommodation possible | Apr-18                | Yes |   |
| P2.10 | Work with county local authority partners to find solutions for high risk/high support/multiple needs homeless households  | HSM | Successful Social Impact Bond (SIB) bid made to the DCLG for these households.  | Apr-18                | Yes | Currently working with the other district Councils in Gloucestershire, the County Council and Clinic Commissioning Gloucestershire (CCG) to procure a provider and accommodation within the County for up to 110 chaotic homeless clients |
| P2.11 | Implement changes associated with the forthcoming Homelessness Reduction Bill  | HSM | Local training organised at Council offices on 13 <sup>th</sup> July for all housing staff.                                       | Progress of the Bill. | Yes | Awaiting final details before implementation  |

Housing Strategy 2017-21 ■ Year 1 Action Plan Progress 2017  
January to March 2017

*Priority 3 Meeting the housing needs of those who need it most*

| Ref  | Action  | Lead       | Achievement   | Deadline | On Target | Further comments and actions as required  |
|------|---|------------|---|----------|-----------|---|
| P3.1 | Commissioning, along with the district councils in Gloucestershire and other partners as appropriate, Strategy Housing Market Assessment  | PPM & SHEO | All councils are happy for the SHMA procurement process to move ahead. The open market engagement exercise will be published in due course for a period of two weeks on contracts finder and the GO Shared Services portal. | Dec-17   | YES       | Following the Housing White Paper and the announcement of a standardised OAN methodology and changes to the approach to AH tenures it has been decided to pause the procurement exercise until the Government provides further details. |
| P3.2 | Evaluate the accommodation needs of Travellers and Non-Travellers (as determined by the 2016 updated Gypsy Traveller and Travelling Showpeople Accommodation Assessment (GTTSA))        | PPM & SHEO | The 2016 update has been published (March 2017) following approval by all 6 council's lead officers.  | Dec-17   | YES       | Tewkesbury Borough Council will need to plan a thorough approach to assessing sites as well as using financial contributions to bring appropriate accommodation forward.  |
| P3.3 | Establish a local connection policy that ensures rural affordable housing development, via rural exception, is prioritised for the needs of the local community.                        | SHEO & HSM | Drafting has commenced  | Jul-17   | YES       |   |
| P3.4 | Establish a strategic managers group consisting of housing, health and social care to build relationships and create a joined-up way of working to better support vulnerable residents. | HSM        | No feedback to report   | Dec-17   | YES       | Ascertaining appropriate contacts.  |
| P3.5 | Profile accommodation-based support that the council has access to in the county.   | HSM        | No feedback to report   | Dec-17   | YES       | Work will commence in due course.   |

Housing Strategy 2017-21 ■ Year 1 Action Plan Progress 2017  
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*Priority 4 Improving the health and well-being of local people*

| Ref  | Action   | Lead | Achievement  | Deadline                    | On Target | Further comments and actions as required |
|------|--|------|--|-----------------------------|-----------|--|
| P4.1 | Maintain and promote the “Fit to Rent” Landlord Accreditation Scheme for landlords wanting to work with the council and be better trained to provide quality accommodation and management.             | EHM  | No feedback to report  | Dec-17                      | YES       | County partnership scheme to be reviewed |
| P4.2 | Work with RP's and partners to offer advice and assistance with grants, loans and support services (e.g. handyman services) to vulnerable and older people to help insulate, adapt and maintain homes. | EHM  | <ul style="list-style-type: none"> <li>• Home Energy Conservation Act (HECA) report submitted.</li> <li>• Warm and Well contract awarded.</li> <li>• County project review of DFG process and provision underway.</li> </ul> | Dec-17                      | YES       |  |
| P4.3 | Respond within 3 working days to customer complaints about housing conditions.   | EHM  | 10 housing condition service requests received – responses all within 3 days   | Dec-17                      | YES       |  |
| P4.4 | Reduce poor quality housing by taking appropriate action to deal with identified Housing Health and Safety Rating System Category 1 hazards.   | EHM  | Warrant executed for prohibition order served last year – prosecution pending.   | Dec-17                      | YES       |  |
| P4.5 | Carry out the actions within the Strategy for Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013-2018   | EHM  | Document monitored by Stroud District Council; progress as per current Action Plan Report <sup>1</sup>   | As per Strategy action plan | YES       | Update due 2017.                         |
| P4.6 | Regulate the standards of larger houses in multiple occupation and caravan sites by enforcing mandatory license conditions   | EHM  | No feedback to report for Jan – March 2017   | Dec-17                      | YES       | Work stream refresh required.            |

<sup>1</sup> Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013 -2018: Action Plan <https://drive.google.com/file/d/0B4KyFQA43JaOeE81YnA0UjBGSVU/view>

Housing Strategy 2017-21 ■ Year 1 Action Plan Progress 2017  
January to March 2017

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| P4.7 | To work with the council's community development team to ensure all council services are signposting residents to the 'Going the Extra Mile' Project | HSM | The Tewkesbury Navigator met with TBC departments 26th January 2017. | Sep-19 | Yes | The council continues to refer residents to the Navigator as appropriate |
|------|--|-----|--|--------|-----|--|