





Brighton & Hove  
City Council

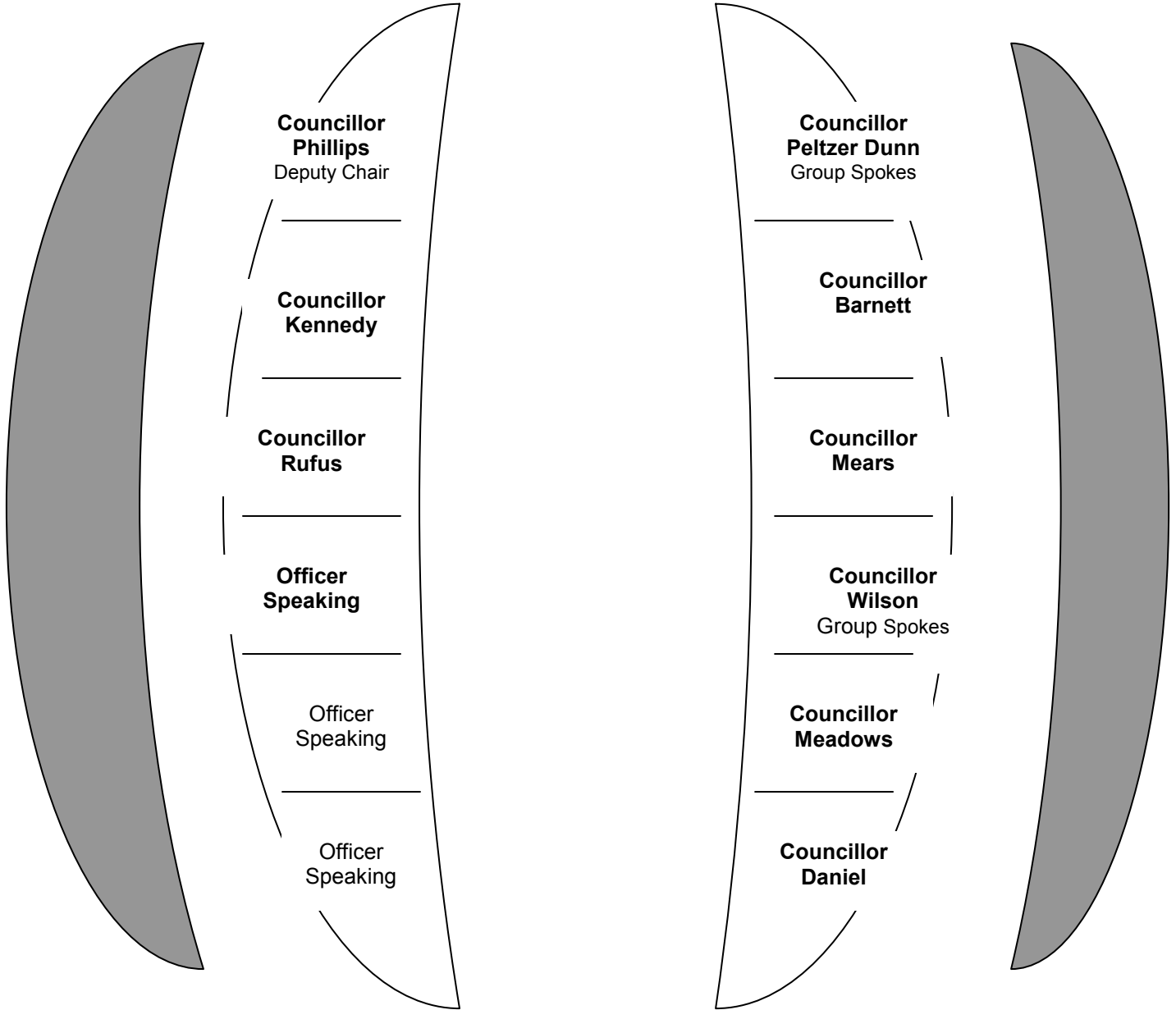
# Housing Committee

Title:	<b>Housing Committee</b>
Date:	<b>10 September 2014</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Councillors:	Randall (Chair), Phillips (Deputy Chair), Barnett, Daniel, Kennedy, Meadows, Mears, Peltzer Dunn (Opposition Spokesperson), Rufus and Wilson (Group Spokesperson)
Contact:	<b>Caroline De Marco</b> Democratic Services Officer 01273 291063 caroline.demarco@brighton-hove.gcsx.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
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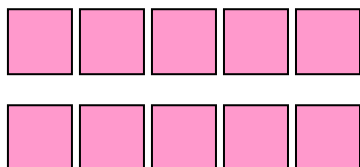
# Democratic Services: Housing Committee

Head of Housing	<b>Councillor Randall</b> Chair	Executive Director of Environment, Development and Housing	Lawyer	Democratic Services Officer
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Public Speaker	Public Speaker
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Public Seating



Press



## AGENDA

### PART ONE

Page

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#### 13 PROCEDURAL BUSINESS

**(a) Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

**(b) Declarations of Interest:**

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

**(c) Exclusion of Press and Public** - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

**NOTE:** *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

#### 14 MINUTES

1 - 14

To consider the minutes of the meeting held on 18 June 2014 (copy attached).

Contact Officer: Caroline De Marco

Tel: 01273 291063

#### 15 CHAIR'S COMMUNICATIONS

## HOUSING COMMITTEE

### 16 CALL OVER

- (a) Items 19 to 30 will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

### 17 PUBLIC INVOLVEMENT

15 - 18

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 3 September 2014;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 3 September 2014 (copy attached).

### 18 ISSUES RAISED BY COUNCILLORS

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

### 19 ANNUAL REPORT TO COUNCIL TENANTS AND LEASEHOLDERS 2014

19 - 32

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Ododo Dafe  
Ward Affected: All Wards

Tel: 29-3201

### 20 PRIVATE SECTOR HOUSING HMO LICENSING UPDATE

33 - 74

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Martin Reid  
Ward Affected: All Wards

Tel: 201273 93321

### 21 HOUSING ADAPTATIONS UPDATE

75 - 86

Report of the Executive Director Environment, Development & Housing (copy attached).

## HOUSING COMMITTEE

*Contact Officer:* Sarah Potter, Martin Reid      *Tel:* 01273 29-3168, *Tel:*  
201273 93321

*Ward Affected:* All Wards

### **22 HOUSING MANAGEMENT PERFORMANCE REPORT QUARTER 4 AND END OF YEAR 2013/14 87 - 108**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer:* Ododo Dafe      *Tel:* 29-3201

*Ward Affected:* All Wards

### **23 PROCUREMENT OF A CONTRACT FOR GAS SERVICING, MAINTENANCE AND INSTALLATIONS. 109 - 116**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer:* Sharon Davies      *Tel:* 01273 121295

*Ward Affected:* All Wards

### **24 HOUSING STRATEGY UPDATE 117 - 122**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer:* Daniel Parsonage      *Tel:* 01273 293081

*Ward Affected:* All Wards

### **25 RETRO-FITTING SPRINKLERS TO HIGH RISE BLOCKS 123 - 132**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer:* Brett Wells      *Tel:* 01273 296676

*Ward Affected:* All Wards

### **26 TENANTS AND RESIDENTS ASSOCIATIONS RECOGNITION POLICY 133 - 164**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer:* Becky Purnell      *Tel:* 29-3022

## HOUSING COMMITTEE

*Ward Affected: All Wards*

**27 NEW HOMES FOR NEIGHBOURHOODS - FINAL SCHEME APPROVAL 165 - 176**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer: Sam Smith*

*Tel: 01273 291383*

*Ward Affected: Withdean*

**28 PROCUREMENT OF TEMPORARY ACCOMMODATION FRAMEWORK AGREEMENTS AND APPROVED LIST OF PROVIDERS - UPDATE REPORT 177 - 182**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer: Martin McCurdy*

*Tel: 01273 293786*

*Ward Affected: All Wards*

**29 HOUSING ICT BUSINESS PLAN 183 - 198**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer: Hilary Edgar*

*Tel: 01273 293250*

*Ward Affected: All Wards*

**30 HOUSING TENANCY FRAUD UPDATE 199 - 204**

Report of the Executive Director Environment, Development & Housing (copy attached).

*Contact Officer: Tony Barnard*

*Tel: 01273 291330*

*Ward Affected: All Wards*

**31 ITEMS REFERRED FOR COUNCIL**

To consider items to be submitted to the 23 October 2014 Council meeting for information.

*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of*

## HOUSING COMMITTEE

*the Committee meeting.*

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Caroline De Marco, (01273 291063, email [caroline.demarco@brighton-hove.gcsx.gov.uk](mailto:caroline.demarco@brighton-hove.gcsx.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

### WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy (Guidance for Employees' on the BHCC website).

For further details and general enquiries about this meeting contact Caroline De Marco, (01273 291063, email [caroline.demarco@brighton-hove.gcsx.gov.uk](mailto:caroline.demarco@brighton-hove.gcsx.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

### ACCESS NOTICE

The lift cannot be used in an emergency. Evac Chairs are available for self-transfer and you are requested to inform Reception prior to going up to the Public Gallery. **For your own safety please do not go beyond the Ground Floor if you are unable to use the stairs.**

Please inform staff on Reception if this affects you so that you can be directed to the Council Chamber where you can watch the meeting or if you need to take part in the proceedings e.g. because you have submitted a public question.

Date of Publication - Tuesday, 2 September 2014