

Priority 1 – Increase the supply of housing

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
1.1 Implement JCS housing policies through the development management process.	Strategic Housing & Enabling Officer (SHEO), Planning Policy Manager (PPM) + Development Manager (DM)	March 2019	Provide consistent advice to developers through pre-application and application discussions, and consistent use of JCS policies in decision making.
P1.2 Identify TBC owned land suitable for future Affordable Housing development.	SHEO + PPM	December 2018	Land identified, Property Services hold portfolio. Drafting policy/statement of intent for sites. Property Services to determine whether to dispose of sites and present to Executive Committee.
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 + DM	December 2018	A task group has been created through the S106 working group to consider and map the process for commuted sums. A guidance note will be produced as part of this exercise.

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<p>P1.4 Identify long-term empty homes and use a range of enforcement and incentive options to bring vacant homes back into use; where possible evaluating and encouraging their use to benefit the council's housing services</p>	<p>Environmental Health Manager (EHM)</p>	<p>September 2019</p>	<p>Produce Empty Homes Action Plan: Maintain up to date list of Empty Homes Develop a methodology for assessing and prioritising the feasibility of bringing empty homes back into use. Identify the range of tools available to the Council that can be used to bring homes back into use. Identify what resources and support would be required to utilise these tools. Confirm which tools will be used by seeking relevant approval. Carry out analysis of the effectiveness of these tools, how they are being applied and the overall contribution they are making to the Boroughs housing needs. Apply feasibility methodology to prioritise properties and produce rolling program of bringing properties back into use.</p>
<p>P1.5 Evaluate potential for additional promotional activities with private sector landlords to boost availability of homes in the Borough.</p>	<p>EHM + Housing Services Manager (HSM)</p>	<p>June 2018 Sep 2018 Sep 2018 March 2019 March 2019</p>	<ul style="list-style-type: none"> • Produce plan setting out how we will work with private sector landlords to boost availability of homes. • Produce ongoing plan of promotional activities. • Reinvigorate the landlord accreditation 'Fit to Rent Scheme'. • Work with partners in other districts to develop incentives for landlords to join scheme • Monitor number of landlords in the borough participating in the scheme

Priority 2 – Homelessness and Homelessness Prevention

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
<p>P2.1 Implement changes associated with the forthcoming Homelessness Reduction Bill.</p>	<p>HSM</p>	<p>Progress of the bill</p> <p>Ongoing from previous action plan</p> <p>March 2018</p>	<p>Previous action to be continued</p> <p>Progress to date:</p> <p>County Training from Department for Communities & Local Government (DCLG) delivered at Tewkesbury Borough July 2017</p> <p>Training on security of tenure – s21 notices post the Tenancy De-regulation act December 2017</p> <p>Suite of new letters ready to publish which reflect new duties – November 2017</p> <p>Retain until after April 2018 – action ongoing</p> <p>Continue to develop the new homeless database with the Homeseeker Plus partners</p> <p>Allocate burdens funding for additional staff resource and IT upgrades.</p>
<p>P2.1a Improve advice process in prevention paperwork to incorporate action plans which include customer actions</p>	<p>HSM</p>	<p>June 2018</p>	<p>Continuing action - Further changes will be necessary to keep in line with new duties associated with the Homelessness Reduction Act once new code of guidance is issued.</p> <p>Updates for advice and supportive leaflet suite will be necessary</p>
<p>New: P2.1b Reduce homeless acceptances and increase homelessness preventions and reliefs</p>	<p>HSM</p>	<p>March 2019</p>	<p>New target – to enable monitoring of activities</p> <ul style="list-style-type: none"> • Monitor Homelessness preventions, reliefs and full homeless duties to ensure that the new duties are successfully introduced.

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<p>P2.1c Develop solutions for homeowners with special housing needs in mortgage difficulty</p>	<p>HSM</p>	<p>March 2019</p>	<ul style="list-style-type: none"> • To identify solutions – establish if this work can be linked to s106 working group on commuted sums • Where possible introduce policy based on tenets of old mortgage rescue scheme
<p>P2.1d Work with county local authority partners to find solutions for high risk/high support/multiple needs homeless households</p>	<p>HSM</p>	<p>March 2018 March 2020</p>	<ul style="list-style-type: none"> • Work with partners on recommissioning domestic abuse services • Monitor delivery from above projects and rough sleeping in the borough
<p>P2.2 Work with local authority partners on Gold Standard Programme</p>	<p>HSM</p>	<p>Dec 2019</p>	<ul style="list-style-type: none"> • The authority can now make applications for challenges associated with Bronze Award (1-4 challenges) to be completed
<p>P2.3 Introduce an early intervention protocol for tenants affected by welfare reform including transitional support and assistance to find work</p>	<p>HSM + Revenues & Benefits Manager</p>	<p>April 2018 Sep 2018</p>	<ul style="list-style-type: none"> • Pilot budgeting advice scheme being introduced by the Revs and Bens service for those affected by Universal Credit • Evaluate pilot & develop plan to roll out scheme if successful
<p>New: P2.3a Evaluate the implications of welfare reform and establish options to minimise the risk of homelessness – particularly following the introduction of universal credit for housing costs.</p>	<p>HSM</p>	<p>April 2019</p>	<ul style="list-style-type: none"> • Housing services will monitor any rise in presentations from residents threatened with homelessness as a result of welfare reform. • Establish options to minimise risk which recognise new benefit regime based on monitoring results.
<p>P2.4 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</p>	<p>HSM</p>	<p>April 2019</p>	<ul style="list-style-type: none"> • Working group to recommend temporary accommodation solution • Funding to be allocated to temporary accommodation • Increase the amount of temporary accommodation within the borough

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<p>P2.5 Stop the use of private bed and breakfast accommodation except in emergencies</p>	<p>HSM</p>	<p>April 2019</p>	<p>Previous action to be retained:</p> <ul style="list-style-type: none">• The average length of time households stay in b and b has been successively reduced by prevention and is now 39 days. There has, however, been a rise in the number of households approaching the service and needing emergency accommodation. <p>This priority is linked to P2.4</p> <ul style="list-style-type: none">• Monitor use of b and b
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Priority 3 – Meeting the housing needs of those who need it most

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
P3.1 Commissioning, along with the other district councils in Gloucestershire and other partners as appropriate, a Strategic Housing Market Assessment (SHMA).	PPM + SHEO	December 2018	Action delayed through 2017 pending Government consultation on SHMA commissioning. Consultation now complete and we await resulting guidance.
P3.2 Establish a local connection policy which ensures rural affordable housing development, via rural exception, is prioritised for the needs of the local community.	SHEO, PPM + HSM	Sep 2018	Progress publication of document through One Legal and Corporate Services.
P3.4 Profile accommodation-based support that the council has access to in the County.	HSM	March 2019	Accommodation profiled by county commissioners. Continue to work with county regarding suitability of accommodation by monitoring access to provision for those who approach in housing need.

Priority 4 – Improving the health and wellbeing of local people

Actions linked to Strategy Priorities	Responsible Officer	Target Date	Planned activity
4.1a 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	September 2018	Update Fit to Rent Policy Update website to reflect updated scheme Produce communication plan setting out how scheme will be promoted.
4.1b 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	September 2018	Develop action plan in conjunction with residential providers identifying what services and support can be provided to vulnerable and elderly residents. Develop and maintain communication plan setting out how vulnerable/elderly can be made aware of support available
4.1c Monitor levels of private sector housing complaints.	EHM	Sept 2018	Identify a baseline to compare quarterly. Review current way of recording complaints; ensure complaints are recorded so as to allow for the production of a monthly report. <i>(Current response time to customer complaints about housing conditions is 3 working days)</i>
4.1d Identify existing Houses of Multiple Occupation (HMOs) and implement new regulations concerning HMOs. <i>(Previously – Regulate the standards of larger houses in multiple occupation and caravan sites by enforcing mandatory license conditions.)</i>	EHM	April 2019	Develop HMO strategy to; Identify potential HMOs, contact landlords to confirm status. Licence those that fall within current definition, risk asses and implement an inspection programme.

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<p>4.2 Reduce poor quality housing by taking appropriate action to deal with identified Housing Health and Safety Rating System Category 1 hazards.</p>	<p>EHM</p>	<p>April 2019</p>	<p>Ensure appropriate enforcement action that's taken in line with EH enforcement policy. Monitor how landlords resolve category 1 hazards i.e. carry out improvements or remove property from availability to occupy.</p>
<p>4.2a Carry out the actions within the Strategy for Gloucestershire and South Gloucestershire Action for Affordable Warmth 2013-2018.</p>	<p>EHM</p>	<p>April 2019</p>	<p>Continue to support the Warm and Well Partnership and deliver actions set out in the Action for Affordable Warmth.</p>
<p>4.3 To work with the council's community development team to ensure all council services are signposting residents to the 'Going the Extra Mile' Project.</p>	<p>HSM</p>	<p>April 2019</p>	<p>Housing Services to make referrals to community based support provider (Greensquare) and continue to work with financial inclusion partnership to promote partner agencies.</p>