

**COMMUNITY SERVICES SCRUTINY COMMITTEE
2007/08 PROJECT**

**HOUSING – A STUDY TO HIGHLIGHT SOME OF
SOUTHEND’S MOST CRUCIAL HOUSING ISSUES**

FINAL REPORT AND RECOMMENDATIONS



April 2008

Community Services Scrutiny Committee

Southend-on-Sea Borough Council



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Foreword by Chairman

Councillor Mrs Lesley Salter, Chairman of Southend-on-Sea Borough Council's Community Services Scrutiny Committee:

The Community Services Scrutiny Committee decided that its in-depth scrutiny project for 2007/2008 should be on housing. This project was chosen for a number of reasons, and reflected our aspiration that Southend needs to offer a wide range of housing opportunities which support our ambition for a strong community and attractive environment where people can live, learn, work and play.

I would like to thank all those who have been involved in the in-depth scrutiny project, those who took the time to attend meetings to give their evidence, and members on the Community Services Scrutiny Committee, the Project Team, and most especially the officer Project Team who have given unstintingly of their time and energy to support us in this study.



'The project team'

1. SCOPE, OBJECTIVES AND METHODOLOGY

The scope of the scrutiny: objectives and outcomes

- 1.1 In the municipal year 2007/08, the Council's Community Services Scrutiny Committee agreed that the in-depth scrutiny project would be on housing¹ and that the terms of reference would cover the following issues, reflecting the parameters of the project:
- (a) The provision of housing within the borough to meet residents' needs;
 - (b) The responsiveness of social landlords to meeting the needs and desires of tenants;
 - (c) The role of the Council in supporting people to access housing.
- 1.2 The outcomes and objectives agreed by the Committee in July 2007² were - having regard to resource implications, both in terms of staffing, revenue and capital funding:
- (a) The provision of housing within the borough to meet residents' needs:
 - Establish levels of accommodation in the Borough & examine the findings of the 2007 Housing Market Assessment (which is being undertaken to inform the sub-regional housing strategy);
 - Consider and assess the condition of housing stock in the Borough;
 - Examine the effectiveness of initiatives established by the Council and its partners to improve the condition of, and access to, private sector housing.
 - (b) The responsiveness of social (and private) landlords to meeting the needs and desires of tenants:
 - Consider the views and experiences of private landlords and tenants;
 - Identify problems affecting the community from private rented accommodation, including issues around absentee landlords;
 - Look at how the Government Decent Homes Standard can be promoted and sustained within the private rented sector;

¹ Community Services Scrutiny Committee held 12th June 2007, Minute 107 refers

² Community Services Scrutiny Committee held 10th July 2007, Minute 260 refers

- Consider the possibility and effectiveness of providing training for private landlords on the effective management of tenancy arrangements.

(c) The role of the Council in supporting people to access housing:

- Examine the powers available to the Council in respect to private sector housing and how these powers are exercised;
- Look at current allocation system and the move towards a system of choice based lettings;
- Inform the Housing Strategy and the strategic older peoples' housing review (now to October 2007);
- Make recommendations to the Cabinet and other relevant organisations on how housing needs can be more effectively met.

Methodology/Process

1.3 The scrutiny study was carried out by the Community Services Scrutiny Committee supported by an officer Project Team comprising:

- Fiona Abbott, project coordinator
- Strategic support from Simon Leftley, Corporate Director Adult & Community Services, Morag Cuthbertson and Martin Elliot (from September 2007 onwards) Adult & Community Services
- Helen Carrick, Adult & Community Services (until October 2007)
- Janice White, Adult & Community Services (from October 2007)
- Sally Faulkner, Adult & Community Services (from October 2007)
- Jacqui Lansley, Adult & Community Services
- Jane Whalley, Administrative Support

1.4 The following Members were attached to the Project Team in order to provide guidance and to act as a consultative body during the course of the Scrutiny:

- Councillor Mrs Lesley Salter, Chairman
- Councillor Mrs Elizabeth Day, Vice-Chairman
- Councillor Mrs Ann Robertson
- Councillor Mrs Margaret Borton
- Councillor Mrs Carole Roast
- Councillor Mrs Anne Holland
- Councillors Mrs Painton and Cox also expressed an interest in being involved in the project, and were specifically invited to meetings of the project team.

1.5 The scrutiny project commenced on 10th July 2007, when the Community Services Scrutiny Committee approved the project plan. An update report was agreed on 16th October 2007.

- 1.6 The briefing material provided the necessary background information for the two formal public evidence-giving sessions ('witness' sessions) at which the Committee received oral, written and presentational evidence from a large number of key stakeholders.
- 1.7 Prior to the commencement of the witness sessions, Members and the project team identified, devised and documented the questions which were to be asked of each witness.

Evidence Gathering

- 1.8 The Committee³ agreed who should be approached as possible 'witnesses' and invitations were sent out for the witness sessions scheduled for November 2007, as follows:
- Private Sector Landlords (Forum) & Registered Social Landlords (Management Forum), Abbeyfields, Estuary Housing;
 - Voluntary sector – Age Concern, Citizens Advice Bureau (CAB) (also to cover views of residents), YMCA, Anchor Staying Put, Salvation Army;
 - Executive Councillor;
 - Relevant local authority officers from Housing, Housing Benefits and Strategic Planning;
 - Southend University;
 - Moat Housing (approached for written views).
- 1.9 In order to facilitate the process all witnesses were informed, in writing, of the questions that were to be asked at the witness session. All the evidence was received in public.

Stakeholders

- 1.10 Through the witness sessions, the Committee received evidence from the following individuals and associated organisations, to whom the Council is grateful:-

Witness Session 1 - held on 14th November 2007

- (a) Voluntary sector:
- Miles Richardson – Citizens Advice Bureau;
 - Syrie Cox and John Levy – Southend YMCA (Celia Bailey, Crowstone Estates also present);
 - Major Francis Frost – Salvation Army;
 - Jeanette Anderson – Anchor Staying Put Southend.
- (b) Landlords:
- Louise Healey and Mark Newman – PACE Plc;

³ Agreed 10th July 2007 (minute 260 refers), amended on 16th October 2007 (minute 540 refers) and by project team on 29th October 2007.

- Paul Durkin – Chief Executive Estuary Housing;
- Peter Scott – Abbeyfields.

Witness Session 2 - held on 22nd November 2007

- (a) Councillor Mark Flewitt – Executive Councillor;
- (b) Mavis Bishop – Customer Relations Manager (Housing Benefits);
- (c) Alison Nicholls - Housing Needs Team Manager.

- 1.11 A copy of the questions posed to each witness / evidence giver is attached in the [Annex to the Report \(Document 1\)](#). The responses from the evidence givers at the witness sessions held on 14th and 22nd November 2007 are attached in the [Annex to the Report \(Documents 2 and 3\)](#). The Corporate Director, Enterprise, Tourism and the Environment submitted written views and these are attached in the [Annex to the Report \(Document 4\)](#).

2. BACKGROUND AND MAIN ISSUES FOR THE SCRUTINY

- 2.1 The initial phase of the scrutiny exercise involved research into the main issues in relation to the subject matter of the project.
- 2.2 Provision of housing in the borough to meet residents' needs – The provision of housing in Southend is directed at meeting local housing need and is further shaped by national, regional and local policy.

Southend is currently working with its neighbouring local authorities, (Rochford, Castle Point, Basildon and Thurrock), and key Registered Social Landlords, to conduct a housing Market Assessment in order to update our understanding of need in the borough and the wider area known as the Thames Gateway South Essex sub-region. This work is due to be completed in early 2008, and will inform our new housing strategy for the sub-region and any local strategic statement for Southend. The current strategy for Thames Gateway South Essex is based on four strategic priorities: providing new homes; meeting the needs of vulnerable groups; improving existing homes; and building sustainable and inclusive communities.

The scrutiny project informs the developing Housing Strategy, and the housing vision will be referred to scrutiny when available, as part of the scrutiny project.

- 2.3 Responsiveness of landlords - this information was essentially gathered through the witness sessions. However, there are essentially three types of landlords in the borough, and the local authority has varying degrees of 'influence' over them.

2.3.1 South Essex Homes – the Council obviously has a strong influencing role on the arm's-length management organisation (ALMO) and Members receive regular reports on progress through the improvement plan etc.

2.3.2 Private Sector landlords – Every year, there are a number of complaints received from private sector tenants who say that their landlords have not been receptive to their requests for repairs or improvements to their properties.

All such complaints are recorded in a database and may be analysed on a numerical basis for trends e.g. 214 non-HMO disrepair complaints in 2006/07.

A number of private owners keep their properties vacant for a long period for a variety of reasons. Properties confirmed to be vacant for more than three years are progressively added to the Empty Homes Register kept by the Empty Homes Officer in the Private Sector Housing Team.

Empty homes information from the Council Tax Section, including the date of vacation, has in the past enabled analysis of general trends to indicate the numbers vacant against the years since last occupation.

At the last count, Council Tax recorded 1,463 private homes vacant for more than 6 months, of which the Empty Homes Officer notes that 2 have been empty for over 20 years, 30 between 10 and 20 years and 32 between 5 and 10 years. Further breakdown could be provided subject to more recent Council Tax information being made available.

2.3.3 Social landlords – Registered Social Landlords (RSLs) are keen to ensure that housing they develop within the borough is meeting local need. There are two monthly programme meetings where the Council and the RSL exchange information on new developments or pipeline schemes in the borough. If a developer approaches an RSL regarding affordable housing as part of an application under the Section 106 planning obligation, the RSL contacts the council to confirm mix and tenure required on the site to meet local need. RSLs will also work in partnership with the Council to redevelop under-utilised land or buildings which are no longer fit for purpose.

2.4 Role of the Council in supporting people to access housing

2.4.1 Housing authorities retain their statutory obligations regarding housing allocation, homelessness and the provision of housing advice regardless of:

- whether or not they retain ownership or management of the housing stock; and

- whether or not they contract out the delivery of any of their statutory functions.

2.4.2 A housing authority which passes ownership of all (or part of) its housing to another landlord remains a housing authority. Regardless of stock ownership, the housing authority retains important responsibilities for:

- Broader strategic duties including
 - ❖ the duty to undertake a periodic review of housing conditions
 - ❖ considering aggregate housing needs
 - ❖ developing a Housing strategy to ensure adequate supply of housing
- Tackling and preventing homelessness
- Housing allocations
- Meeting the decent homes standards
- Private sector housing

2.5 Information from other areas -& accreditation schemes – other authorities were identified to see what if anything they have done on the issue of private sector landlords and HMOs, to see if there is anything we could learn regarding enforcement and raising the quality.

The focus of this investigation led us to look at private sector accreditation schemes.

2.6 All the above issues were explored in more detail through the next stage of the project.

3 ISSUES TO EMERGE DURING THE EVIDENCE GATHERING FROM STAKEHOLDERS

3.1 As indicated earlier in this report, whilst background knowledge and understanding of the issues were obtained from officers and a range of data sources, including document review and statistical information bases, formal evidence-taking sessions with key witnesses informed the scrutiny process through their experience and knowledge working in the key sectors.

3.2. The questions for the witnesses were sent to them prior to their attendance at the Committee. Letters were sent to other evidence givers, inviting them to comment on the questions posed by the Committee.

3.3. A detailed record of general comments and specific responses to questions posed by Members of the Committee was prepared. This record of evidence was forwarded to the representative in order to ensure that the recorded evidence was factually correct.

- 3.4. All the witness statements and other contributions were reviewed and key statements extracted. This information is extrapolated on the table which starts on [page 15 below](#).
- 3.5. One of the key issues to emerge was on private sector landlord accreditation schemes.
- 3.6. There are four types of private sector accreditation schemes:
- ❖ Voluntary Landlord Accreditation Scheme – All properties owned by a named Landlord will be accredited under the scheme. Any property not meeting the required standard will exclude all properties.
 - ❖ Voluntary Property Accreditation Scheme – Each property will be judged on its own merits.
 - ❖ Compulsory accreditation scheme – applicable to single dwellings, streets or small areas, whereby landlords have to join the scheme or the Council can enforce any works to be done.
 - ❖ Tenant accreditation Scheme – Whereby tenants are accredited based on their rent record, anti-social behaviour and other criteria showing they are a good tenant.
- 3.7 We looked at voluntary accreditation schemes, as Salford Council are the only local authority who have received Ministerial approval to run a compulsory scheme, and the following information was gathered as represented below:

Local Authority	Scheme Type	Scheme Size	Costs
Bath and North East Somerset	Property based	700+	£25,000 per annum staffing
Blackpool	Property based Landlord based	60+ 10 Landlords	£5,000 ad hoc staff
Calderdale (West Yorkshire Partnership)	Property based Landlord based	400 +	£16,000 p.a. towards partnership
Darlington	Landlord based	46 (402 properties)	£25,000 p.a. staffing
Poole	Landlord based	31 (450 properties)	£3,000 ad hoc staff
Wirral	Property	900+	To be clarified

- 3.8 There are opportunities as identified below to charge landlords a small annual fee, although the advantages and disadvantages would have to be evaluated, as it may act as a deterrent to some landlords.

Local Authority	Charge details
Leeds City Council	£20 for 1st property with scale for additional ones. i.e. £60 for 4 per annum
Newham Council	£75 for 3-year membership
Selby District Council	£30 for 1st property then £5 for each additional one

- 3.9 Incentives can be offered to landlords in order to encourage them to join the scheme: for example - easy access to energy efficiency grants, inclusion in choice based lettings, access to mediation services, and advertising properties on Council website. Wirral negotiates a subsidy for adverts in the local paper, which they then pay for, in order that accredited landlords can advertise free. Their funding comes from Housing Market Renewal Monies.

Analysis of Key Findings

	Issues Raised	Witness evidence	Current provision	Possible Recommendations
1.	Lack of housing across tenure and across needs and affordability	<p>Concern that private sector isn't responding to needs – security of tenure and quality</p> <p>Young people – and issue of sofa-surfing for the under 25s</p> <p>Southend:</p> <ul style="list-style-type: none"> - 70,000 households in borough; - has higher than national average owner occupation; - has below average council stock - has lower RSL rented property; <p>has higher private sector housing stock</p>	<p>Regulation of HMOs</p> <p>Homeless Prevention Strategy</p> <p>Interim Housing Needs Study</p>	<p>To develop a voluntary landlord accreditation scheme in the borough.</p> <p>The scheme will need to be well promoted with 'good incentives' (e.g. access to advice & training, advertising of properties to let on the Council's website).</p> <p>When the accreditation scheme is worked up, ensure consult on requirements in the scheme with stakeholders – such as Councillors, landlords, emergency services etc. (e.g. the need for appropriate fire controls, waste collection arrangements etc).</p> <p>At a later stage, investigate the possible accreditation of managing agents.</p> <p>Tenants' scheme – to be investigated following on from the landlords' scheme for good tenants. The investigation should include positive/negative issues which will need to be fully assessed.</p>
2.	Planning system deliver better mix of housing – in terms of size, type and tenure	Officers	Adopted Core Strategy DPD contains RSS Housing targets for Southend of 6,500 additional dwellings during the	Complete the TGSE Strategic Housing Market Assessment (SHMA) and commission update to the Housing Needs Study.

			<p>period 2001 – 2021 and the Council's expectations with regard to proportions of affordable housing in new development proposals. Performance to date (2007) includes 2,575 dwellings completed. Affordable housing provision has been limited during this period to 154 units (6%). The mix (type and size) of new dwellings is as follows:</p> <ul style="list-style-type: none"> ❖ 75% flats 25% houses ❖ 27% 1 bedroom; 51% 2 bedroom; 15% 3 bedroom and 7% 4+ bedroom <p>Policies to protect residential amenities and existing stock set out in Core Strategy DPD, Design & Townscape guides and Saved Borough Local Plan Policies.</p> <p>Garage site strategy.</p> <p>Concept statement – tower blocks</p>	<p>Based on findings of SHMA and other evidence set out in future LDF documents:</p> <p>(a) plan for appropriate mix of market housing including low cost market</p> <p>(b) set overall target for the amount of affordable housing to be provided</p> <p>(c) set separate targets for social rented and intermediate affordable housing</p> <p>(d) specify the size and type of affordable housing</p> <p>(e) set out the approach to seeking developer contributions</p> <p>(f) set out measures to protect existing stock</p>
3	High density issues and	Witness session	Core Strategy DPD sets out	Future LDF documents:

	over development – garden grabbing and loss of small family dwellings, in inappropriate locations	evidence	the spatial distributions of housing growth in the town. It also sets out key development principles for protecting residential amenities/character and ensures high quality development. Specialised and detailed policies and guidance on how this should be achieved on development sites is set out in the Saved Borough Local Plan and adopted Design and Townscape Guide SPD.	<p>(a) refresh Design and Townscape Guide to incorporate adopted policy approach from Core Strategy DPD, and reinforce how the Council will expect high quality design, particularly with regard to minimum room sizes related to Lifetime Homes Standards to ensure quality family housing</p> <p>(b) Prepare Planning Obligations policy/guidance to support delivery of affordable housing</p> <p>(c) Prepare up to date criteria based policies (Development Control Policies)</p>
4	Private sector landlords need forum to discuss issues	PACE; LA officers	-	Reform the Private Sector Landlords' Forum – this action is already being progressed.
5.	<p>Perception of availability and how access housing.</p> <p>Private sector – an alternative form of housing provision.</p> <p>Lack of larger sized accommodation</p>	<p>Officers; portfolio holder</p> <p>officers</p>	<p>Lettings Policy (under review at moment)</p> <p>LAA targets</p>	<p>As part of preventative agenda, take issue into schools as part of PHSE (education)</p> <p>Develop planning policy based on findings of the Strategic Housing Market Assessment and Housing Needs Study – see 3 above</p>
6.	Supporting People and	YMCA	Strategic direction/ change	Will monitor and review through Supporting People

	move to floating support funding			Commissioning body.
7.	Level of management/ maintenance of private sector rented sector	Witness session evidence	Enforcement – untidy site notices. Home Improvement Zones	Private Sector Landlords' Forum role – explore codes of conduct – so becomes self enforcing and share best practice. The Forum is asked to develop a booklet on 'improving management skills' for new or poorly performing landlords.
8.	Balancing communities' issues and building sustainable communities in new developments	Witness session 2	Building sustainable communities is a fundamental principle behind Core Strategy DPD Planning Policy - Core Strategy policy CP8 Interim Housing Strategy	All developers to have regard to mix (in line with PPS3), type, size and tenure (pepper potting). Further detailed policy and Guidance developed through LDF documents (see 2 above). Take forward concept statements for Home Improvement Zones. Address issues in Shoeburyness through the LDF process i.e. Shoeburyness Development Brief SPD.
9	Dealing with empty homes in borough	Witness session 2	Empty Homes management Orders Interim Housing Strategy	Investigate developing a partnership to enable the local authority to enforce Empty Dwelling Management Orders (EDMO)
10	Changes to Housing Benefit payment rules	Perception changes will reduce stock availability (PACE)	Government policy	Reassure private sector landlords via Forum

11	Social isolation for older people remaining in own homes	Abbeyfields	National policy direction	Part of social inclusion agenda
12	Rent deposit scheme for private rented sector	YMCA and others	Included in the Homeless Strategy	That the issue of rent deposit scheme for the private rented sector be explored further.
13	Discretionary Payments	Witness evidence on under occupation of property	Consultation on Choice Based Lettings ongoing	The Tenants' Forum is asked to consider some form of publicity around discretionary payments. South Essex Homes be asked to ensure that all tenants are aware of discretionary payments for moving to small accommodation – possibly via the Tenants' Federation.
14	Social landlords & landlords accreditation scheme	Abbeyfields Estuary Housing Scheme covering private sector seen as bringing other landlords 'up to same standard'.	Managed by Housing Corporation	The social landlord sector is already well regulated.

4 CONCLUSIONS

- 4.1 The Committee undertook a thorough review, in line with the objectives of the study, including a significant and wide-ranging input from stakeholders, which gave it a comprehensive understanding of the issues and concerns of stakeholders and residents.
- 4.2 The final stage of the scrutiny study was to develop its recommendations. In developing its recommendation, the Committee was mindful of the need to have regard to any resource implications, both in terms of staffing, revenue and capital funding.
- 4.3 The evidence we gathered suggests that:
- ❖ Southend has a stable housing market;
 - ❖ Southend has a higher proportion of private rented homes than the national average;
 - ❖ That the majority of people who rent in Southend are in the private sector;
 - ❖ The public sector, houses in multiple occupation (HMO's) and social landlords are already well regulated;
 - ❖ The private rented market is a key player in the economic vitality and well being of Southend and will play an important role in meeting future housing demands. It provides homes for young people in higher education, young workers bringing skills into the town and families unable or not wishing to become owner occupiers.
- 4.4 The following key areas and recommendations were identified:
- 4.4.1 Develop a landlord based voluntary accreditation scheme including both local letting agents and owners with the aim of raising standards and recognising good practice in the private sector. It will also offer a systematic way of identifying and listing properties which meet the code of practice. We are recommending the Voluntary Landlord Accreditation scheme because it will be cost effective and be more efficient to monitor.
- 4.4.2 Re launch the Landlords Forum to promote professional management. There was agreement that this would be progressed as soon as possible.
- 4.4.3 Develop a partnership to enable the Council to use Empty Dwelling Management Orders for example in order to bring more homes back into the market.
- 4.4.4 Explore using powers such as s215 of the *Town and Country Planning Act 1990 (Land Adversely Affecting Amenity of Neighbourhood)* to improve the environmental quality of life for residents and help improve the appearance of the town.

- 4.4.5 Planning and development to take into account balance demands in the town and through use of the Design and Townscape Guide, work to bring appropriate and higher quality design into Southend for the benefit of all residents across all wards.
- 4.4.6 Following the introduction of the private sector landlords accreditation scheme, examine the possibilities for a bringing in a private sector tenants accreditation scheme.

5. RECOMMENDATIONS

That Cabinet consider the in-depth scrutiny report on housing and agrees the conclusions arising from the study:

- 5.1 That a landlord based voluntary accreditation scheme including both local letting agents and owners, with the aim of raising standards and recognising good practice in the private sector, be developed in the Borough – see [Key Finding 1](#).
- 5.2 That following the successful introduction of the private sector landlords accreditation scheme, to examine the possibilities for introducing a private sector tenants accreditation scheme – see [Key Finding 1](#).
- 5.3 That the TGSE Strategic Market Assessment (SHMA) be completed and commission update to the Housing Needs Study – see [Key Finding 2](#).
- 5.4 Explore using powers such as s215 of the *Town and Country Planning Act 1990 (Land Adversely Affecting Amenity of Neighbourhood)* to improve the environmental quality of life for residents and help improve the appearance of the town – see [Key Finding 3](#).
- 5.5 That the Private Sector Landlords Forum be re launched to help promote professional management – see [Key Findings 4 and 10](#).
- 5.6 That the issue of public perception of availability/ access to housing be progressed as part of the preventative agenda – see [Key Finding 5](#).
- 5.7 That the changes in the Supporting People funding be monitored and reviewed through the Supporting People Commissioning body – see [Key Finding 6](#).
- 5.8 That the Private Sector Landlords Forum be asked to develop a booklet on 'improving management skills' – see [Key Finding 7](#).
- 5.9 Planning and development to take into account balance demands in the town and through use of the Design and Townscape Guide, work

to bring appropriate and higher quality design into Southend for the benefit of all residents across all wards – [see Key Finding 8](#).

- 5.10 Develop a partnership to enable the Council to use Empty Dwelling Management Orders for example in order to bring more homes back into the market – [see Key Finding 9](#).
- 5.11 That the issue of rent deposit scheme for the private rented sector be explored further – [see Key Finding 12](#).
- 5.12 That the Tenants Forum be asked to consider some form of publicity around discretionary payments and South Essex Homes be asked to ensure that all tenants are aware of discretionary payments for moving to small accommodation (possibly via the Tenants Federation) – [see Key Finding 13](#).
- 5.13 That the Corporate Director Adult and Community Services be asked to progress the recommendations in the report and report back to scrutiny in 12 months.

6 LIST OF INFORMATION INCLUDED IN THE ANNEX TO REPORT

<u>Document 1</u>	Questions posed to evidence givers
<u>Document 2</u>	Notes from witness session No.1 held 14 th November 2007
<u>Document 3</u>	Notes from witness session 2 held 22 nd November 2007
<u>Document 4</u>	Contribution from Enterprise, Tourism and the Environment

7 CONTACT DETAILS

For further information relating to this report, or general enquiries about scrutiny, please contact:

By post:

Southend-on-Sea Borough Council
PO Box 6
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ER

By e-mail:

fionaabbott@southend.gov.uk

By telephone:

01702 215104

Copies of previous scrutiny studies can be found on www.southend.gov.uk and click on the 'council & democracy' section of the website.

LIST OF BACKGROUND INFORMATION

Reports

1. In-depth Scrutiny Project – Housing - Report of Corporate Director Support Services – 10th July 2007.
2. In depth Scrutiny project – Housing – update report – Report of Corporate Director Support Services – 16th October 2007.

Witness sessions

3. Notes from witness session held 14th November 2007.
4. Notes from witness session held 22nd November 2007.
5. Information from Enterprise, Tourism and the Environment - December 2007.

Minutes

6. Agreement to selected topic – Community Services Scrutiny Committee held 12th June 2006 (minute 107 refers).
7. Extract from Community Services Scrutiny Committee held 10th July 2007 (minute 260 refers).
8. Extract from Community Services Scrutiny Committee held 16th October 2007 (minute 540 refers).
9. Minutes of Community Services Scrutiny Committee held 14th November 2007 (witness session 1) (minutes 696 – 699 refers)
10. Minutes of Community Services Scrutiny Committee held 22nd November 2007 (witness session 2) (minutes 700 – 703 refers).
11. Minutes of Community Services Scrutiny Committee held 1st April 2008 (minute 1174 refers)

Project Team meetings

12. Meetings of the Member Project Team were held on the following dates - 5th July 2007, 17th September 2007, 29th October 2007, 23rd January 2008 and 5th March 2008. The notes are available on request.

Other information

13. Power Point presentations given at witness session 2 - Councillor Mark Flewitt; Mavis Bishop.
14. Information on landlord accreditation schemes.

15. North Tyneside Review April 2006 – *Private Sector Housing*
www.cfps.org.uk
16. Pendle Council November 2006 - *Selective licensing and landlord accreditation* www.cfps.org.uk
17. Basildon Council December 2007 – *Housing Allocation Policy*
www.cfps.org.uk
18. ‘Effective questioning in health scrutiny’ – July 2006 -
www.cfps.org.uk
19. ‘10 questions to ask if you are assessing evidence’ - May 2007 –
www.cfps.org.uk
20. Housing Green Paper ‘Homes for the Future: more affordable, more sustainable’ – Joint Report of Corporate Director Adult and Community Services and Corporate Director Enterprise, Tourism and the Environment – Cabinet 15th January 2008
21. Interim Housing Strategy – Report of Corporate Director Adult & Community Services – Cabinet 15th January 2008
22. Allocations Policy and Choice based Lettings – Report of Corporate Director Adult & Community Services - Cabinet 15th January 2008

In-depth Scrutiny Project
April 2008