



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 23 January 2024

To: Members of the
**RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND
SCRUTINY COMMITTEE**

Councillor Tony Owen (Chairman)

Councillor Thomas Turrell (Vice-Chairman)

Councillors Josh Coldspring-White, Will Connolly, Christine Harris, Colin Hitchins,
Tony McPartlan, Chris Price, Alison Stammers and Pauline Tunnicliffe

Non-Voting Co-opted Members

Tommy Velvick, Bromley Youth Council (Part 1 only)

A meeting of the Renewal, Recreation and Housing Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre, Stockwell Close, Bromley, BR1 3UH
on **WEDNESDAY 31 JANUARY 2024 AT 7.00 PM**

TASNIM SHAWKAT

Director of Corporate Services & Governance

**Paper copies of this agenda will not be provided at the meeting. Copies can
be printed off at <http://cds.bromley.gov.uk/>. Any member of the public
requiring a paper copy of the agenda may request one in advance of the
meeting by contacting the Clerk to the Committee, giving 24 hours notice
before the meeting.**

**Items marked for information only will not be debated unless a member of the
Committee requests a discussion be held, in which case please inform the
Clerk 24 hours in advance indicating the aspects of the information item you
wish to discuss**

A G E N D A

PART 1 AGENDA

Note for Members: Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

STANDARD ITEMS

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, members of the public may submit one question each on matters relating to the work of the Committee. Questions must have been received in writing 10 working days before the date of the meeting - by **5.00pm on Wednesday 17 January 2024.**

Questions seeking clarification of the details of a report on the agenda may be accepted within two working days of the normal publication date of the agenda – by **5.00pm on Thursday 25 January 2024.**

a QUESTIONS FOR THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER

b QUESTIONS FOR THE CHAIRMAN OF RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

4 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 15 NOVEMBER 2023 (Pages 5 - 12)

5 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME (Pages 13 - 18)

6 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT

a HOUSING, PLANNING AND REGENERATION PORTFOLIO PLAN UPDATE - 2023/24 Q3 UPDATE (Pages 19 - 56)

7 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

a HOUSING ALLOCATION SCHEME AND CHOICE BASED LETTINGS (APPROVAL TO ADOPT NEW POLICY) (Pages 57 - 128)

b AFFORDABLE HOUSING - POLICY AND STRATEGY DOCUMENTS (Pages 129 - 184)

c HOUSING MANAGEMENT CONTRACT (AWARD) PART 1 (PUBLIC REPORT) (TO FOLLOW)

8 POLICY DEVELOPMENT AND OTHER ITEMS

- a RENEWAL, RECREATION AND HOUSING PORTFOLIO DRAFT BUDGET 2024/25 (Pages 185 - 202)**

9 RENEWAL, RECREATION AND HOUSING INFORMATION BRIEFING

The briefing comprises:

- Park Buildings Lease Process and Grant Payments
- Empty Homes in Bromley

This briefing is circulated for information only, but issues can be debated at the meeting at the request of any member of the Committee. Such requests should be made to the Democratic Services Officer at least 24 hours before the meeting and should set out which aspects of the information briefing need to be discussed.

Members have been provided with advance copies of the briefing via e-mail. The briefing is also available on the Council's Website at the following link:

<http://cds.bromley.gov.uk/ieListMeetings.aspx?Cld=559&Year=0>

Printed copies of the briefing are available on request by contacting the Democratic Services Officer.

PART 2 (CLOSED) AGENDA

10 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

- 11 EXEMPT MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE HELD ON 15 NOVEMBER 2023 (Pages 203 - 204)**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

12 PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) EXECUTIVE REPORTS

- a HOUSING MANAGEMENT CONTRACT (AWARD) PART 2 (EXEMPT) REPORT (TO FOLLOW)**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 15 November 2023

Present:

Councillor Tony Owen (Chairman)
Councillor Thomas Turrell (Vice-Chairman)
Councillors Will Connolly, Christine Harris,
Tony McPartlan, Chris Price, Will Rowlands,
Alison Stammers and Pauline Tunnicliffe

Tommy Velvick, Bromley Youth Council (Part 1 only)

Also Present:

Councillor Yvonne Bear, Portfolio Holder for Renewal,
Recreation and Housing
Councillor Jeremy Adams (observing)

33 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Colin Hitchins.

The Chairman welcomed Councillor Jeremy Adams who was attending the meeting as an observer.

34 DECLARATIONS OF INTEREST

There were no additional declarations of interest.

35 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

No questions were received.

36 MINUTES OF THE RENEWAL, RECREATION AND HOUSING PDS COMMITTEE MEETING HELD ON 6 SEPTEMBER 2023

The minutes were agreed subject to the first sentence of the third paragraph of Minute 26a: HPR Portfolio Plan Update being amended to read:

“A Member asked how a time-limited Mayor of London grant of £37,500,000 to deliver more affordable homes in Bromley was being monitored.”

RESOLVED: That the minutes of the meeting held on 6 September 2023 be agreed and signed as a correct record, subject to the above amendment.

37 MATTERS OUTSTANDING AND FORWARD WORK PROGRAMME
Report CSD23135

The report set out progress against outstanding actions from previous meetings and the Committee's Forward Work Programme.

The Chairman reported that the Thematic Session on Railway Station Development had been deferred to the next meeting of the Committee on 31 January 2024 to allow additional time to secure attendance from Network Rail. Another Member queried the review of parks buildings and was advised that whilst this was a joint workstream with Environment and Community Services PDS Committee, decision making responsibility was held by the Portfolio Holder for Environment.

RESOLVED: that the report be noted.

38 HOLDING THE RENEWAL, RECREATION AND HOUSING PORTFOLIO HOLDER TO ACCOUNT

The Portfolio Holder for Renewal, Recreation and Housing provided an update to the Committee on her activities.

The majority of projects being delivered across the Portfolio were on schedule with the exception of the York Rise Housing Project, the completion of which had been further delayed by the developer going into administration. Key milestones had been reached for the development of Bromley North Station Car Park which had secured planning permission and Crystal Palace Park which had been handed over to the new Trust. Other events of note included the successful delivery of the Light-Up Bromley event on 25 October 2023 that had attracted a high number of visitors to Bromley Town Centre as well as the adoption of the Bromley Supplementary Planning Document.

RESOLVED: That the update be noted.

A HOUSING, PLANNING AND REGENERATION PORTFOLIO
PLAN UPDATE – 2023/24 Q2 UPDATE
Report HPR2023/003

The report presented the 2023/24 Quarter 2 update to the Housing, Planning and Regeneration Portfolio Plan.

In considering the update, Members noted the ongoing pressures on housing in the Borough. Temporary accommodation costs continued to rise and a complete non-supply of homelessness accommodation alongside a reduction in the availability of privately rented accommodation had required the Local

Authority to make placements in hotel accommodation. Work was underway to mitigate costs arising from these placements, including block-booking, and a new key performance indicator would track the average cost of temporary accommodation placements going forward. A Member queried whether the Local Authority delivered satellite support services to those accommodated in hotels and was advised that a rolling visiting programme was in place for all those in temporary accommodation. There was also a well-established Council outreach programme at venues across the Borough and dedicated outreach surgeries could be arranged at any hotel where there was a quantum of residents in temporary accommodation. Another Member asked about support for those with complex needs and the Director: Housing, Planning, Property and Regeneration advised that the accommodation pathway brought together key partners to provide a wraparound service for vulnerable individuals and families and that this was further supported by a casework system. The Local Authority would continue to encourage housing providers and developers to increase the amount of adapted accommodation available for those with complex needs.

A Member asked whether the Government's 'Rent a Room' scheme was being promoted to Bromley residents and was advised that the Local Authority's website gave basic advice about this and similar opportunities and that this type of accommodation would also be considered for inclusion in the Local Authority's Homeless Strategy in future. Another Member asked about Government plans to address the ongoing housing pressures and the Portfolio Holder explained that whilst she could not speak for the Government, the Local Authority was working closely with other local authorities, including via London Councils, to share best practice, maximise funding opportunities and lobby for change in particular areas of policy. Housing and temporary accommodation pressures and concerns were widely acknowledged and shared at every level of government, and it was evident that there were no easy answers. In response to a question from another Member, the Director: Housing, Planning, Property and Regeneration listed some of the schemes that the Local Authority had in place to support and sustain private tenancies, including a scheme in which the Local Authority leased properties directly from the landlord.

In response to a question from Member on Key Performance Indicator (KPI) H2, the Director: Housing, Planning, Property and Regeneration was pleased to report that the Housing Options team was now fully staffed and that specialist HR packages would encourage future retention and future recruitment. Another Member observed that KP1 H5 showed that over 75% of the Local Authority's temporary accommodation was located outside the Borough and the Director: Housing, Planning, Property and Regeneration confirmed that whilst every effort was made to identify temporary accommodation within the Borough, this was increasingly difficult for reasons of cost. The Member raised a further concern regarding KPI P12 which showed that the market share of the Building Control Service remained consistent with 2022 and the Director: Housing, Planning, Property and

15 November 2023

Regeneration explained that this was highly competitive market but that the Local Authority was working to increase its market share.

RESOLVED: That the progress on the actions associated with the Housing, Planning and Regeneration Portfolio Plan for Quarter 2 of the 2023/24 financial year be noted.

39 PRE-DECISION SCRUTINY OF RENEWAL, RECREATION AND HOUSING PORTFOLIO REPORTS

The Committee considered the following Part 1 (Public) reports where the Portfolio Holder for Renewal, Recreation and Housing was recommended to take a decision:

A BUDGET MONITORING 2023/24 Report FSD23070

The report provided the revenue budget monitoring position for the Renewal, Recreation and Housing Portfolio for 2023/24 based on expenditure and activity levels as at September 2023.

A Member expressed concern at the increase in the average cost of temporary accommodation. The Director: Housing, Planning, Property and Regeneration outlined a range of work being undertaken to mitigate these costs, including block booking, and clarified that the current cost of temporary accommodation as stated in the report was for new entrants only with many existing service users on lower rates.

RESOLVED: That the Portfolio Holder be recommended to note the projected net overspend of £2,881k on controllable expenditure based on information as at September 2023.

B CAPITAL PROGRAMME MONITORING - QUARTER 2 2023/24 Report FSD23077

On 29 November 2023, the Council's Executive would receive a report summarising the current position on capital expenditure and receipts following Quarter 2 of the 2023/24 financial year and would be asked to agree a revised capital programme for the five-year period 2023/24 to 2027/28. This report highlighted changes to be put to the Council's Executive in respect of the capital programme for the Renewal, Recreation and Housing Portfolio.

RESOLVED: That the Portfolio Holder be recommended to note and acknowledge the changes to be put to the Council's Executive on 29 November 2023.

40 PRE-DECISION SCRUTINY OF EXECUTIVE REPORTS

The Committee considered the following reports on the Part 1 (Public) agenda for the meeting of the Council's Executive on 29 November 2023:

A CASTLECOMBE YOUTH CENTRE AND MOTTINGHAM COMMUNITY SUPPORT CENTRE Report HPR2023/064

The report sought approval from the Council's Executive to co-locate the Mottingham Community Support Centre with the Castlecombe Youth Centre and to proceed to procurement for the planned refurbishment of this site to make it fit for purpose for both services.

A Member and Ward Member for Mottingham spoke on behalf of himself and his ward colleague in strongly supporting the proposed co-location of the Mottingham Community Support Centre with the Castlecombe Youth Centre which would relocate a much-valued service to the heart of the community. In response to a question by a Member who also supported the proposed co-location, the Assistant Director: Culture and Regeneration advised that it was hoped to utilise the existing building for both services prior to the refurbishment works. There would be a period of closure whilst works were undertaken and discussions were underway with the Youth Service around service continuity during this period.

RESOLVED: That the Council's Executive be recommended to:

- 1) Agree to the relocation of the Mottingham Community Support Centre to be co-located with Castlecombe Youth Centre;**
- 2) Note that up to £1.153m of the Operational Property Review budget be used for the repair and remodelling works for Castlecombe Youth Centre to make the site fit for purpose for both services;**
- 3) Agree to proceed to procurement for the works contract at an estimated value of £1.038m as set out in paragraphs 3.18 to 3.21 of Report HPR2023/064, with delegated authority to the Director: Housing, Planning, Property and Regeneration to determine the detailed procurement strategy; and,**
- 4) Delegate authority to the Director of Corporate Services and Governance to enter into and manage legal matters relating to these works to allow works to progress.**

**B HOUSING MANAGEMENT CONTRACT (AWARD REPORT)
PART 1 (PUBLIC) REPORT**

This report was withdrawn.

41 POLICY DEVELOPMENT AND OTHER ITEMS

**A DIGITAL INFRASTRUCTURE WORK PLAN UPDATE
Report HPR2023/057**

The report presented an update on progress in delivering the Digital Infrastructure Work Plan across the Borough.

In response to a question from a Member, the Economic Development Manager explained that Cellnex UK was finalising negotiations with landowners in order to install two masts in the Anerley/Penge area as part of a wider scheme to improve 4G/5G connectivity on Network Rail mainline trains from London to Brighton as well as for residents and business in the surrounding area. Further improvements to mobile network coverage and capacity in the Borough were being delivered via a scheme which encouraged mobile network operators to install mobile small cells on existing lamp columns which also generated rental income for the Local Authority.

RESOLVED: That the update be noted.

**B REGENERATION STRATEGY 2020-2030 UPDATE REPORT
Report 2023/063**

The report provided an update on the Regeneration Strategy 2020-2030.

The Assistant Director: Culture and Regeneration advised that five parks had been selected for a study by the Parks Department on how the current composition, condition and facilities within open spaces could help to facilitate growth in local economies and town centres and further details would be provided to Committee Members following the meeting.

RESOLVED: That the update be noted.

**C CRYSTAL PALACE PARK REGENERATION PLAN UPDATE
Report 2023/060**

The report provided an update on the delivery of the Crystal Palace Park Regeneration Plan, including the National Lottery Heritage Fund works, disposal of the residential sites and the Crystal Palace Subway restoration project, which was being delivered outside of the Regeneration Plan capital works programme.

In response to a question from a Member, the Assistant Director: Culture and Regeneration confirmed that National Lottery Heritage Funding totalling £5M

had been secured for Crystal Palace Park. A portion of this funding had already been released but the remainder would be held in a ring-fenced fund until development works at the park had been completed. On a related note, the Chairman advised that he had requested a Member visit be arranged to the Crystal Palace Subway once restoration works had been completed.

RESOLVED: That the update be noted.

**D CONTRACT REGISTER REPORT
Report HPR2023/059**

The report presented an extract from the Contracts Register detailing contracts with a whole life value of £50k or higher as at 30 August 2023.

RESOLVED: That the Contracts Register be noted.

**42 RENEWAL, RECREATION AND HOUSING INFORMATION
BRIEFING**

The items comprised:

- Provision of Library Service - Contract Performance Report

RESOLVED: That the Information Briefing be noted.

PART 2 (CLOSED) AGENDA

**43 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL
GOVERNMENT (ACCESS TO INFORMATION) (VARIATION)
ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000**

RESOLVED that the Press and public be excluded during consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries
refer to matters involving exempt information**

**44 PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) EXECUTIVE
REPORTS**

The Committee considered the following reports on the Part 2 (Exempt) agenda for the meeting of the Council's Executive on 29 November 2023:

**A HOUSING MANAGEMENT CONTRACT (AWARD REPORT)
PART 2 (EXEMPT) REPORT**

This Part 2 (Exempt) report was withdrawn.

45 PART 2 (EXEMPT) POLICY DEVELOPMENT AND OTHER ITEMS

A PART 2 (EXEMPT) CONTRACTS REGISTER APPENDIX

The Committee considered a Part 2 (Exempt) appendix for Item 9d: Contract Register Report.

The Meeting ended at 7.57 pm

Chairman

Agenda Item 5

Report No.
CSD24013

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

Date: Wednesday 31 January 2024

Decision Type: Non-Urgent Non-Executive Non-Key

Title: MATTERS OUTSTANDING & FORWARD WORK PROGRAMME

Contact Officer: Kerry Nicholls, Democratic Services Officer
Tel: 020 8461 7840 E-mail: kerry.nicholls@bromley.gov.uk

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: All Wards

1. Reason for report

1.1 This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings; and,
- Developing the Committee's Forward Work Programme.

2. **RECOMMENDATION(S)**

2.1 **That the Renewal, Recreation and Housing PDS Committee reviews and comments on:**

- **Progress on matters arising from previous meetings; and,**
- **The Forward Work Programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
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Transformation Policy

1. Policy Status: Not Applicable
 2. Making Bromley Even Better Priority (delete as appropriate): Not Applicable
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Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £366k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: None
 2. Call-in: Not Applicable: Non-Executive reports are not subject to call-in
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Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
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Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
-

Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
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Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable
-

Customer Impact

1. Estimated number of users or customers (current and projected): This report is intended primarily for the benefit of Committee Members.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

Matters Outstanding from Previous Meetings

3.1. **Appendix 1** sets out matters outstanding from previous meetings (if any).

Work Programme

3.2 Each PDS Committee determines its own work programme, balancing the roles of (i) pre-decision scrutiny and holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. ERC PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.

3.3 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a select committee style meeting focused on a single key issue, or another method.

3.4 **Appendix 2** sets out the RRH PDS Committee Work Programme for the current municipal year, including: the provisional report title (or activity); the Report Author; and Committee's role. The Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate.

3.5 Other reports will be added to the Work Programme as items arise. In addition, there may also be references from other committees, the Renewal, Recreation and Housing Portfolio Holder, or the Executive.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children, Transformation/Policy Implications, Financial Implications, Personnel Implications, Legal Implications, Procurement Implications, Property Implications, Carbon Reduction/Social Value Implications, Impact on the Local Economy, Impact on Health and Wellbeing, Customer Impact, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

Minute Number/Title/Date	Action/PDS Request	Update	Action by	Expected Completion Date
37: Matters Outstanding and Forward Work Programme (15 November 2023)	Network Rail to be invited to attend a future meeting of the Committee for a Deep Dive on the development potential of stations.	Chairman liaising with representatives of Network Rail with a view to securing attendance at an upcoming meeting.	Chairman	In progress.
41b: Regeneration Strategy 2020-2030 Update Report (15 November 2023)	Further details of five parks selected for a study by the Parks Department on how the current composition, condition and facilities within open spaces could help to facilitate growth in local economies and town centres to be provided to Committee Members.	Details of the five parks were provided to Committee Members following the meeting.	Clerk	Completed.
41c: Crystal Palace Park Regeneration Plan Update (15 November 2023)	A Member visit to be arranged for the Crystal Palace Subway once restoration works were completed.	A Member visit was scheduled.	Regeneration Team	Completed.

**RENEWAL, RECREATION & HOUSING PDS COMMITTEE
WORK PROGRAMME 2023/24**

Meeting Date: 21 March 2023	Division	Committee Role
Matters Outstanding and Work Programme	Democratic Services	Standard Items
Budget Monitoring 2022/23	Financial Management	Pre-decision Scrutiny (PH Decision)
Capital Monitoring Programme Q3	Financial Management	Pre-decision Scrutiny (PH Decision)
Adoption of Leisure Strategy	Culture and Regeneration	Pre-decision Scrutiny (Executive)
Update for HPR Portfolio Plan including grants register (additionally, Risk Register reported bi-annually)	Housing Compliance and Strategy	PDS Committee
Local London Annual Update	Economic Development	PDS Committee
Library Repair Works Programme	Culture and Regeneration	PDS Committee
Contract Register (<u>Public and Non-Public Reports</u>)	Culture and Regeneration	PDS Committee
More Homes Bromley annual report	Housing Service	PDS Committee
Pinnacle annual contract performance report	Housing Service	PDS Committee
Local Plan Progress Update	Planning Policy and Strategy	PDS Committee
Thematic Session	To Be Confirmed	PDS Committee
To be Scheduled	Division	Committee Role
HRA Business Plan and Policies	Financial Management	PDS Committee

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Report No.
HPR 2024/005

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL, RECREATION AND HOUSING POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 31 January 2024

Decision Type: Non-Urgent Non-Executive Non-Key

Title: HOUSING, PLANNING AND REGENERATION PORTFOLIO
PLAN UPDATE - 2023/24 Q3 UPDATE

Contact Officer: Tracey Wilson, Head of Compliance and Strategy
Tel: 020 8464 3333 E-mail: tracey.wilson@bromley.gov.uk

Chief Officer: Sara Bowrey, Director of Housing, Planning and Regeneration
Tel: 0208 313 4013 E-mail: sara.bowrey@bromley.gov.uk

Ward: N/A

1. REASON FOR REPORT

1.1 This report presents the Renewal, Recreation and Housing Policy Development and Scrutiny Committee with the update for Q3 2023/24 in respect of the following:

- RRH Portfolio Plan HPR Q3 Strategic Project Tracker
 - Portfolio Plan - HPR Operational KPIs FY - DEC23
 - HPR Grant Register Q3
 - HPR Risk Register Q3 2023-24
-

2. RECOMMENDATION(S)

2.1 Members are asked to note the information presented outlining progress in Q3 2023/24

Impact on Vulnerable Adults and Children

1. Summary of Impact: The Council has a statutory responsibility to ensure that services are provided to vulnerable members of the community.
 2. Through the management of resources and risk the Council is able to ensure that those most in need are able to secure housing and access support when required.
 3. The efficient utilisation of available grant funding helps to support the aims of the Council in providing these services.
 4. The Council's house building programme is focused on the delivery of good quality, affordable and sustainable housing for its tenants.
-

Transformation Policy

1. Policy Status: Existing Policy
 2. Making Bromley Even Better Priority
 - (1) For children and young People to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (3) For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
 - (4) For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
 - (5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
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Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A
 3. Budget head/performance centre: N/A
 4. Total current budget for this head: N/A
 5. Source of funding: N/A
-

Personnel

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: N/A
 3. Call-in: Not Applicable: No Executive decision.
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Procurement

1. Summary of Procurement Implications: N/A
-

Property

1. Summary of Property Implications: N/A
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All vulnerable adults and older people within Bromley.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Background

3.1 The following documents are contained as an appendix to this report:

- Appendix A: RRH Portfolio Plan HPR Q3 Strategic Project Tracker
- Appendix B: Portfolio Plan - HPR Operational KPIs FY - DEC23
- Appendix C: HPR Grant Register Q3
- Appendix D: HPR Risk Register Q3 2023-24

3.2 It continues to be a challenging time for the Department. The number of households approaching as homeless are rising steadily despite proactive prevention and partnership work to address this. Continuing uncertainty in the housing market means that the number of private sector vacancies are reducing alongside a reduction in social housing lets. This puts an increased reliance on the provision of temporary accommodation, which is increasingly volatile; with prices escalating and supply drying up. Bromley, along with all other London authorities, are therefore being forced to secure homes further and further away from the borough boundaries in order to ensure that we are able to meet our statutory obligations in respect of Housing.

3.3 The Culture and Regeneration team continue to make good progress in relation to grant applications and receipts, and are in the process of submitting a detailed CHAPs funding application for the GLA's acquisition grant programme. The cost of construction continues to be a challenge with the impact of inflation continuing to negatively impact scheme deliverability. Bromley High Street lighting works are still not complete however progress is being made; the shopping parade minor works remain a focus for the team to complete this summer; and the leisure strategy continues to be developed. Although the timescales have slipped on the leisure strategy this has been an active decision to enable the prioritisation of other work areas, for example the time sensitive delivery of the tennis court refurbishments, as the leisure strategy is not time critical. The department is already using the data gathered on our indoor and outdoor facilities to inform projects, which was a primary reason for the strategy. Excellent progress is being made on a number of schemes which are due completion shortly, including the Changing Places toilets. Bromley received the highest grant and has delivered the most Changing Places toilets of any London borough.

3.4 As is expected when there is a wider slowing of the economy the incoming application numbers across all of the Planning and Building Control teams have dropped slightly over the last year compared to recent years. This has given the teams time to focus on the year long project to replace our case management software which is currently on track to complete in May 2024 and will bring about an improved more reliable experience for the teams and the public.

3.5 The Strategic Property team continues to be engaged in the delivery of the Council's core objectives. Alongside its day-to-day business supporting other Council Services that operate out of the Council's operational properties it undertakes management of the Council's property assets for their occupation, repair, maintenance, rent/service charge collection and maximisation of income from its investment portfolio to support the delivery of Council services. Following its acquisition of Churchill Court, Strategic Property continues to have a lead role in the move to the new Civic Offices through the procurement and management of the fit out works, delivery of the proposed Health & Wellbeing Centre and letting of space that is surplus to requirements. The sale of surplus assets (including the existing Civic Centre) to fund the delivery of the Operational Property Repair (OPR) Programme in a challenging property market that has been impacted by rising interest rates and inflation is a key area of work that the team is focused on delivering alongside the Capital Programme

works. Strategic Property reviews its projects on an ongoing basis to provide best value and to ensure the future best use of the Council's property portfolio.

Non-Applicable Sections:	Financial implications; Personnel Implications; Procurement Implications; Impact on Vulnerable Adults and Children; Policy Implications; Legal Implications; Procurement Implications.
Background Documents: (Access via Contact Officer)	N/A

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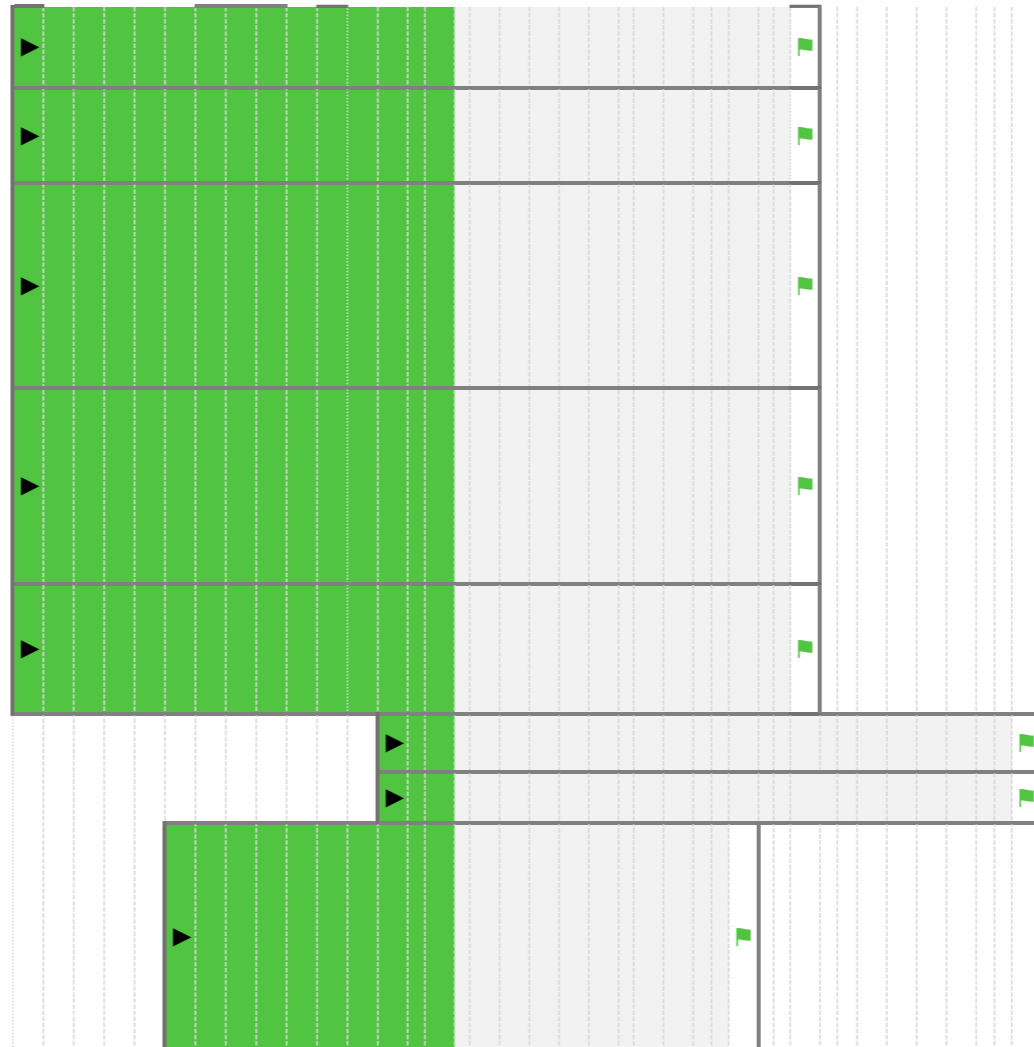
Planning	③	Bromley Town Centre SPD Document that provides detailed guidance to assist with the implementation of adopted Development Plan policies - Bromley Local Plan and the London Plan - that relate to Bromley Town Centre.	Phase 1: Preparing documents for consultation.	Sep-22	Completed		
			Phase 2: Documents out for consultation.	Jan-23	Completed		
			Phase 3: Review consultation responses, making any necessary changes before adoption.	Oct-23	Completed		
Planning	③	Urban Design Guide SPD Document that provides guidance on urban design to inform and engage developers, applicants, planning officers and other interested parties in bringing forward proposals for development in Bromley.	Phase 1: Preparing documents for consultation.	Sep-22	Completed		
			Phase 2: Documents out for consultation.	Dec-22	Completed		
			Phase 3: Review consultation responses, making any necessary changes before adoption.	Jul-23	Completed		
Planning	③	Local Plan Review Review of the Bromley Local Plan to reflect new Council priorities and changes to national and regional planning policy.	Phase 1: Regulation 18 'Issues and Options' consultation – consultation covering each of the topic areas to be included in the Local Plan.	Mar-23	Completed		
			Phase 2: Full draft Local Plan (Regulation 18) consultation - consultation on a detailed draft of the Local Plan, with draft policies.	Jun-24	On-Track for revised deadline		
			Phase 3: Submission draft Local Plan (Regulation 19); and submission to SoS - the final draft Local Plan that is intended to be submitted for Examination.	Dec-24	Not Started		
			Phase 4: Examination - Independent examination by a planning inspector (or inspectors), including a series of examination hearings.	Jun-25	Not Started		
			Phase 5: Inspector's Report and Adoption - If the plan is found 'sound' and legally compliant (set out in an inspector's report), it can then be adopted; this would be subject to any modifications required by the inspector in their report. Adoption of the Local Plan is a matter for Full Council.	Sep-25	Not Started		
Planning	⑤	New IT system Procurement of case-management software that will enhance workflows, remove reliance on paper and improve interaction with both the public and other services.	Phase 1: Establishing requirements, specification and supplier research.	Nov-22	Completed		
			Phase 2: Authorisation and procurement of the management system.	Feb-23	Completed		
			Phase 3: Preparation for installation and data migration.	Aug-23	Completed		
			Phase 4: UAT (User Acceptance Testing)	Mar-24	On-Track		
			Phase 5: Training, installation and implementation of the new software.	May-24	On-Track		
							Completed SEP22.
							Completed JAN23. Public consultation has been finalised - transition to Phase 3 started.
							Completed OCT23. Approved for adoption at Executive on 18OCT23.
							Completed SEP22.
							Completed DEC22.
							Completed JUN23. SPD now adopted.
							Completed JUN23.
							Aim to publish document for consultation around MAR/APR24.
							Not yet commenced. Expected to meet the 'potential overrun' deadline of JAN24.
							Not yet commenced. Expected to meet the 'potential overrun' deadline of JUL24.
							Not yet commenced. Expected to meet the 'potential overrun' deadline of JAN25.
							Completed NOV22.
							Completed in FEB23, contract with IT vendor has now been signed.
							Completed AUG23.
							Testing has started and is underway as of NOV23.
							The installation and implementation phase is at risk of being delayed.

HPR	③	Future Sites	Phase 1: Operational Property Review undertaken to be approved by Executive.	Nov-22	Completed		Completed NOV22.
HPR	③	Future Sites	Phase 2: Feasibility work to be undertaken following the Operational Property Review report being approved by the Executive.	Sep-23	Completed		Options appraisals completed - reported to Executive in SEP23. This approved progression for next 3 housing sites.
HPR	③	Meadowship Phase 1	Property purchasing scheme for homeless households and to reduce the use of temporary accommodation.	Mar-24	On-Track for revised deadline		238 properties currently tenanted. 249 properties exchanged and completed on. Total portfolio of 255 properties of which 29% are in-borough. 6 are in conveyancing.
HPR	③	Meadowship Phase 2	Phase 1: Create documents for the property purchasing scheme	Nov-22	Completed		Completed NOV22.
HPR	③	Meadowship Phase 2	Phase 2: Purchasing the properties to reduce the use of temporary accommodation	Jul-25	On-Track		As of DEC23, 6 properties have been tenanted. In total, 20 properties have been exchanged and completed on.
Regen	③	Bushell Way	Housing site delivering 25 affordable units.	Jul-22	Completed		Completed JUL22.
Regen	③	Anerley	Housing site delivering 10 affordable units.	Jul-22	Completed		Completed JUL22.
Regen	③	Burnt Ash	Housing site delivering 25 affordable units.	Nov-22	Completed		Completed NOV22.
Regen	③	York Rise	Housing site delivering 35 affordable units.	Sep-24	At-Risk		New contractor appointed to complete PCSA and Enabling works. Construction works anticipated to recommence MAR24 with revised completion date of SEP24.
Regen	③	West Wickham Library and housing	Housing site delivering 14 affordable and 12 private units.	Nov-24	At-Risk		Delays due to TFL works. Further EoT likely to be considered.
Regen	③	Bromley North (appraisal)	Housing site being assessed for feasibility and planning application outcome delivering 38 affordable and 37 private units.	Oct-23	Completed		Appraisal complete OCT23. RIBA 4 due to commence MAR24.
Regen	③	Beckenham Triangle (appraisal)	Housing site being assessed for feasibility.	Mar-24	On-Track for revised deadline		Project team still continue to work towards public consultation in FEB24. Planning submission due MAR24.
HPR	③	Travellers Sites Conditions Survey and Options Appraisal	Phase 1: To review the condition survey and options appraisals for the travellers sites	May-23	Completed		Completed MAY23.
HPR	③		Phase 2: Complete options and feasibility appraisal	Dec-24	On-Track for revised deadline		Report requesting initial funds for feasibility and clearance works went to Executive in SEP23. Project Manager has been internally appointed. Works for feasibility stage are in progress. Completion deadline has been moved to DEC24 and will remain under review. A definitive completion date to be confirmed once a full operational team has been set up.
HPR	③		Phase 3: Complete refurbishment	Dec-25	Not Started		Refurbishment works to commence once funding has been awarded following the completion of the feasibility. Anticipated completion time 12 month, to be determined.
Regen	③	Bromley High Street Improvement Works	Town centre capital works including electrics, planting, paving and lighting.	Apr-24	On-Track for revised deadline		Physical infrastructure complete, waiting on image corrections.
Regen	③	Penge High Street Works	Town centre capital works including electrics, planting, paving and lighting.	Apr-23	Completed		Completed APR23. Main works complete - in final snagging period.
Regen	③	Beckenham High Street Works	Town centre capital works including electrics, planting, paving and lighting.	Apr-23	Completed		Completed APR23. Main works complete - in final snagging period.
Regen	③	Crystal Palace Park Regeneration	Phase 1: Regeneration of the historic 200 acre park. Planning permission secured and subway restoration completed.	Feb-24	On-Track for revised deadline		Partial completion and handover to the Trust JAN24. Full completion FEB24.
Regen	③		Phase 2: Restoration of the dinosaurs and the Italian terraces.	Sep-26	On-Track		Submission of reserved matters FEB24 for determination in JUN24. Works due to start on site JAN25.
Regen	③	Transfer of Crystal Palace Park Lease to Trust	New form of governance for Crystal Palace Park.	Sep-23	Completed		Completed SEP23.

Regen	③	Make small shopping parades improvements	Improvements to parades across the borough such as planters, pavers and CCTV works.	Aug-24	On-Track for revised deadline		All works to be completed by AUG24. Local parades round 3 now live.
Regen	③	Develop Orpington town centre including a refurbished or new leisure centre	Refurbish the Walnuts leisure centre.	Dec-28	On-Track		Feasibility on track, nearing completion of RIBA 3. RIBA 4 due to complete JUN24, construction to commence late 2024.
Regen	③	Beckenham Public Hall	The future of this building is to be considered as part of the Operational Property Review.	Jan-23	Completed		Completed JAN23. Disposal agreed through OPR report.
Regen	③	Review potential for commercial and community uses of disused park buildings and instigate action plan to bring buildings back into use.	Review to be undertaken in partnership with the parks team.	Jun-24	On-Track for revised deadline		Project is now with Enviromental Services.
Regen	③	Star Lane Traveller Site	Redevelopment of Star Lane Traveller site. Potential expansion of pitch availability. Uniform pitches to be provided with modern facilities and access to all utilities.	Jul-26	On-Track		Tender exercise complete. Contract award reward process ongoing. Due to start with consultants in FEB24.
Regen	④	Belle Grove Housing Scheme	Investigating feasibility for demolition and construction of social/affordable housing with some assisted living units	Dec-26	On-Track		Tender exercise ongoing. Evaluation in FEB24, start work with consultants in MAR24.
Regen	②	Changing Places	Delivery of 6 grant funded changing places units.	Mar-24	On-Track		4 of 6 delivered, remaining sites to complete by end of 23/24 FY.
Regen	⑤	Library Repair Works Programme	Repair programme covering nine of the borough's libraries	Aug-25	On-Track		Lead consultant appointed, works contractor tender ongoing for Southborough Library.
Regen	⑤	Crofton Roman Villa Repairs	Repairs to the building housing the Crofton Roman Villa	Apr-26	On-Track		Procurement of PM QS EA to complete JAN24. Procurement of multi disciplinary team to complete MAR24.
Regen	④	Bromley North Housing Scheme	Delivery of 75 homes and three commerical units	Jul-26	On-Track		Planning granted in OCT23. Enabling works due to commence on site MAR24. Tender for main construction to be released JUL24 with works starting on site JAN25.
Regen	⑤	Bromley Central Library Feasibility	Relocation of Central Library to Highstreet feasibility.	Jun-24	On-Track		Appointment of multi-dis team due MAR24.

OPR and Strategy	Regen	③	Options Appraisal Community Resource Centres	Options on the future of the service.	Jul-22	Completed		Committee report on findings of the options appraisal was presented to RR&H PDS in NOV22
	Regen	③	Community Resource Centres	Review buildings suitable for relocation.	Feb-23	Completed		Completed FEB23.
	Regen	③	Leisure Strategy and Review (Sport & Physical Activity Strategy)	Briefing paper to be prepared for Portfolio Holder and report for January cycle to also include Playing Pitch Strategy	Mar-24	Off-Track		Leisure Strategy now expected to be taken to RRH PDS in MAR24 with view of adoption.
	Regen	③	Production of playing pitch strategy for the borough to support decision making particularly through planning and enable access to funding.	Playing Pitch Strategy to be incorporated into report for November cycle - seeking committee approval	Jul-22	Completed		Completed JUL22. While the PPS is complete it has not been formally adopted by the Council. In the meantime an abridged PPS has been produced which planning officers can use.
Culture Events	Regen	③	Platinum Jubilee	Programme of activity to celebrate HM Queen's jubilee.	Jun-22	Completed		Completed JUN22. Activity programme successfully delivered to timescale and budget.
	Regen	③	Access to Sport and Royal Visit	Part of the Platinum Jubilee, visit by HRH Duke of Gloucester to the Access to Sport HAF programme for disadvantaged young people.	Jul-22	Completed		Completed JUL22. 1500 local young people benefitted from the week, trying free, new activities with others, receiving nutritious, balanced food.
	Regen	③	Cultural events and activity	Open House 2022	Sep-22	Completed		Completed SEP22. Open House took place 08-21SEP22. The festival ran for a longer period of two weeks to celebrate its 30th Anniversary. 22 venues in Bromley participated.
	Regen	③	Cultural events and activity	Open House 2023	Sep-23	Completed		Completed SEP23. Open House took place 08-17SEP23. LBB hosted events related to Crystal Palace Subway; Battle of Britain Lace Panel; The Old Palace.
	Regen	③	Cultural events and activity	Open House 2024	Sep-24	Not Started		Programme not started as of DEC23.
	Regen	③	Cultural events and activity	London Festival of Architecture 2023	Jun-23	Completed		Completed JUN23. Activity programme successfully delivered to timescale and budget.
	Regen	③	Cultural events and activity	London Festival of Architecture 2024	Jun-24	On-Track		On track to host the LFA activity across the Borough in JUN24. Working with Your Bromley BID, Chislehurst Society, Orpington 1st and Penge SE20 BID as delivery partners.
	Regen	③	Re-development of WW Leisure centre	Refurbishment of the West Wickham leisure centre site to a standard that allows the site to be leased for a rental income on a FRIL.	Jan-28	On-Track for revised deadline		Feasibility on track, nearing completion of RIBA 3. RIBA 4 due to complete JUN24, construction to commence late 2024.
	Regen	③	Armed forces covenant	Production of new armed forces covenant. Adoption of the new covenant by the Council. Production and implementation of the accompanying action plan.	Feb-23	On-Track for revised deadline		A draft Action Plan for the Armed Forces Covenant was written in NOV23 and circulated among involved officers/teams for review. Currently awaiting feedback prior to sharing with committee.
	Regen	③	Coronation	Programme of activity to celebrate the Coronation of King Charles the III.	May-23	Completed		Completed MAY23. Activity programme successfully delivered to timescale and budget.
Page 29	Regen	③	Orpington BID renewal	Business improvement district re-ballot.	Jul-22	Completed		Completed JUL22.
	Regen	③	Penge BID renewal	Business improvement district re-ballot.	Oct-22	Completed		Completed OCT22.
	Regen	③	Beckenham BID renewal	Business improvement district re-ballot.	Feb-23	Completed		Completed FEB23. Outcome - BID to discontinue 31MAR23.
	Regen	⑤	Bromley Economic Evidence Base	Review of the borough's current economic position and opportunities.	Oct-22	Completed		Completed OCT22.
	Regen	③	Night Time Enterprise Zone	GLA funded improvements to town centre to encourage evening activity.	Mar-24	On-Track		Second claim submitted SEPT23, final claim due 31JAN24
	Regen	③	Business Friendly Licensing & Regulation Fund EOJ	Grant application.	Oct-22	Completed		Completed OCT22, Grant application was unsuccessful.
	Regen	③	CARF	COVID business support grants through business rate relief.	Aug-22	Completed		Completed AUG22.
	Regen	③	FSB Local Government Awards	Award application.	Aug-22	Completed		Completed AUG22.
	Regen	⑤	UKSPF business support project funding allocation specifications	Grant specifications submitted to the GLA.	Aug-22	Completed		Completed AUG22.
Regen	⑤	UKSPF Community & Place projects	West Wickham library enhancements	Mar-25	On-Track for revised deadline		Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes.	

Regen	5	UKSPF SLB Business Hub	Bromley online business support portal	Mar-25	On-Track
Regen	5	UKSPF SLB StartUp Bromley Advisor	StartUp Bromley 1:1 Business Advice for entrepreneurs/startups	Mar-25	On-Track
Regen	5	UKSPF SLB Business Advisors	Bromley 1:1 general business advice for existing 'everyday' businesses	Mar-25	On-Track
Regen	5	UKSPF SLB Local Supply Chains	Bromley 1:1 specialist business advice on supply chain opportunities	Mar-25	On-Track
Regen	5	UKSPF SLB Employment Land & Space Study	An evidence review to assess the demand and supply of land for employment uses. This project will impact on businesses space needs, building the evidence for the future supply of employment land and the typologies needed by existing businesses for grow on and move on space.	Mar-25	On-Track
Reger/Regen	2	Labour shortage	Jobs and skills brokerage delivered by LSEC at Orpington campus for economically inactive participants (UKSPF P&S)	Mar-25	On-Track
Reger/Regen	1	Care Leavers employment support	1-1 trauma informed brokerage, working with Leaving Care team (UKSPF P&S)	Mar-25	On-Track
Regen	5	Strategic Investment Fund (SIF) proposal to GLA	Investment in the development of local dark-fibre broadband network to enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough.	Dec-24	On-Track



Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes.

Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes.

Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes. Tender awarded to Goldsmiths, University of London. Currently undertaking stakeholder engagement and soft launch of programme, following pre-election period with formal launch of Bromley Business Growth programmes planned in Jan 2024.

Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes. Tender awarded to Newable. Currently undertaking stakeholder engagement and soft launch of programme, following pre-election period with formal launch of Bromley Business Growth programmes planned in Jan 2024.

Submitted Claim 3 Borough Return to GLA in Oct 2023 for existing UKSPF SLB and Community & Place programmes.

Awaiting Grant Funding Agreement from Local London, working towards launch date 23JAN24.

Tender awarded to Drive Forward with contract to commence JAN24.

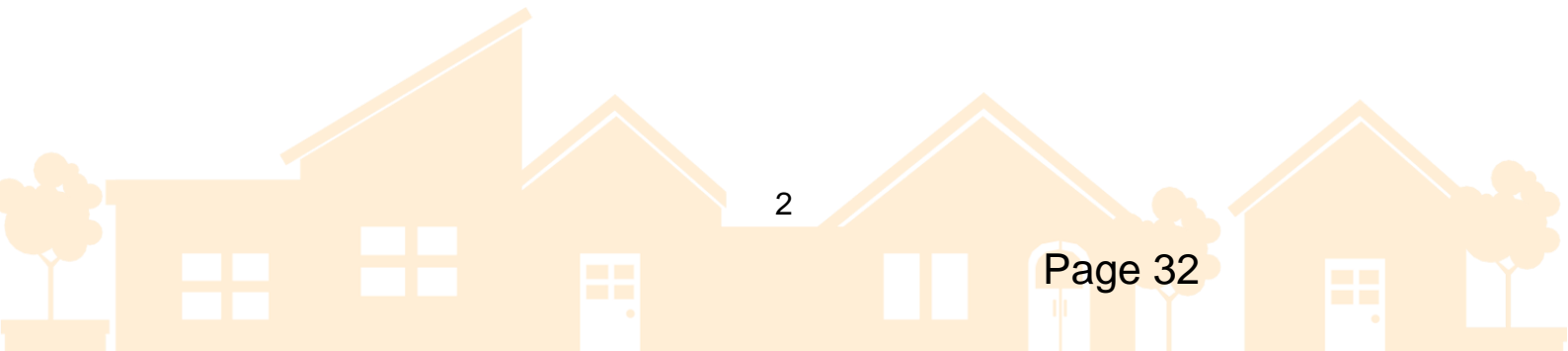
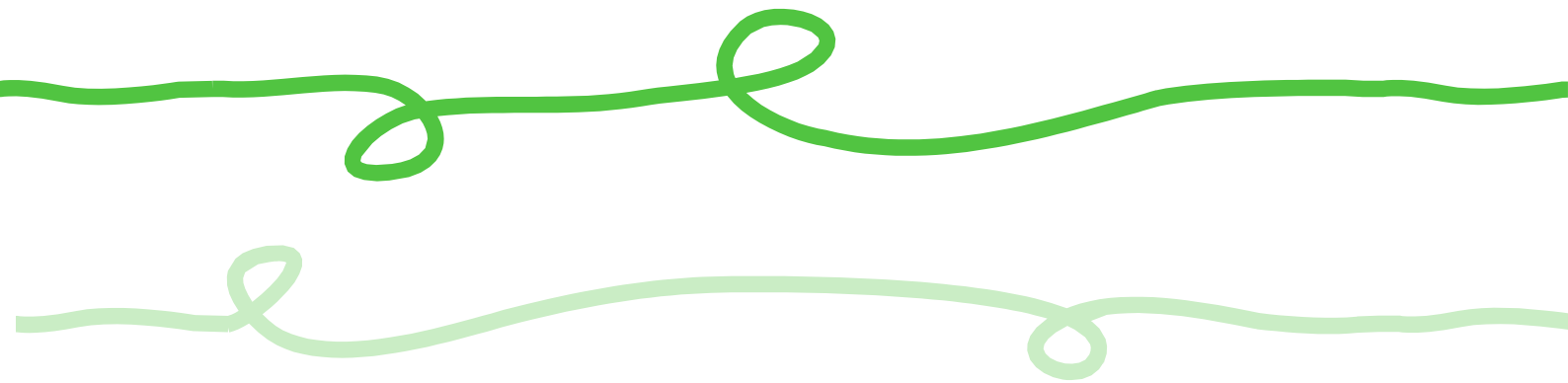
Grant in-kind agreement signed by Council in Dec 2023 with TFL for investment of £937,744 for costs incurred by their contractor (Boldyn Networks) to implement the new dark-fibre network. This follows the final negotiations after success in GLA initial review stages. Match funding £48,600 to be provided from Council's Growth Fund earmarked reserve for some CCTV sites.

HPR Operational KPIs

Q3 2023/4 Oct-Dec

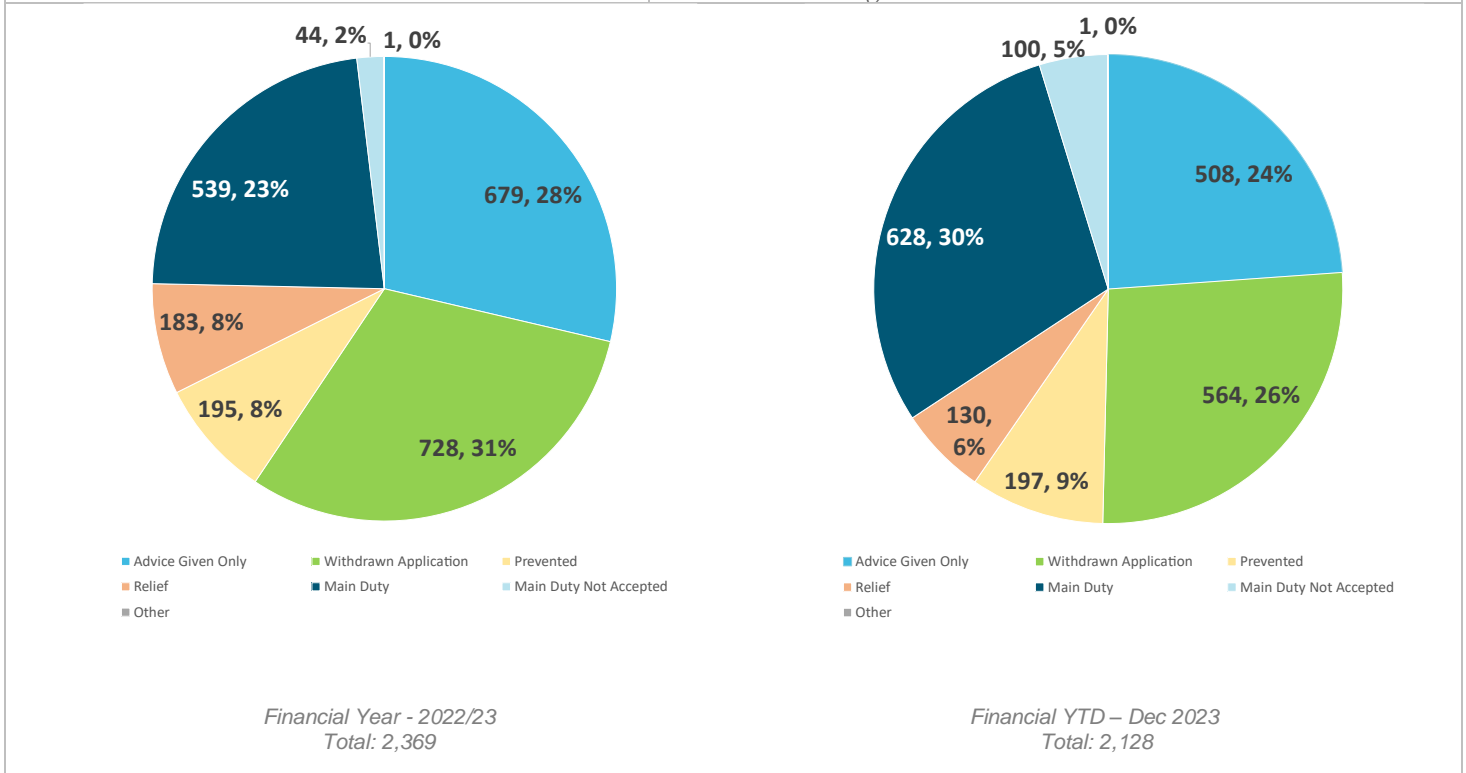
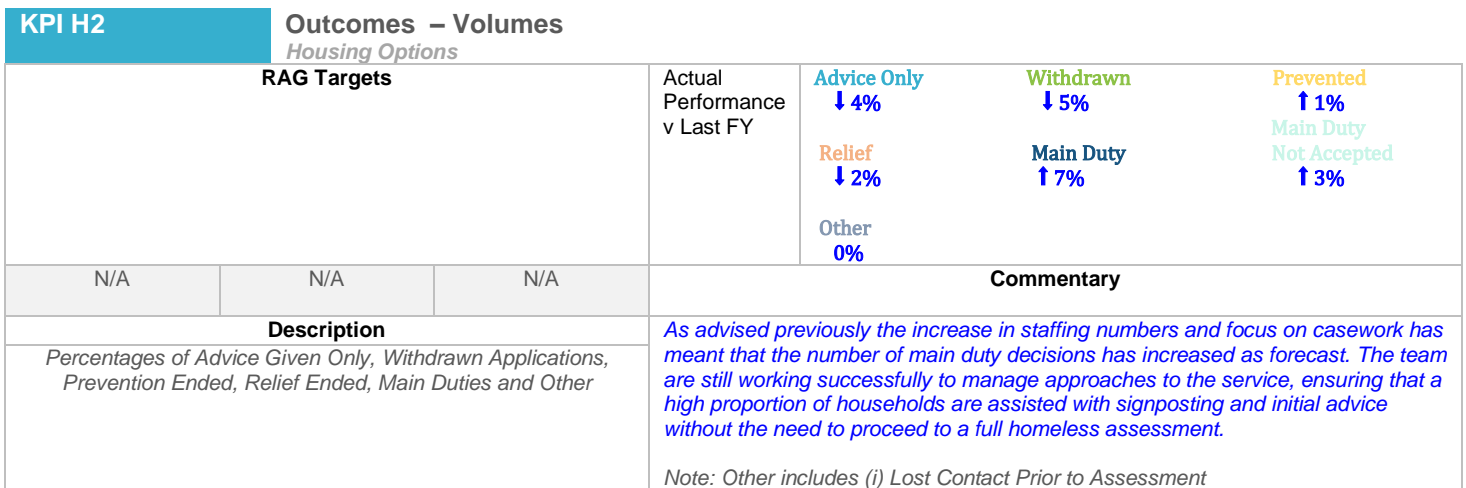
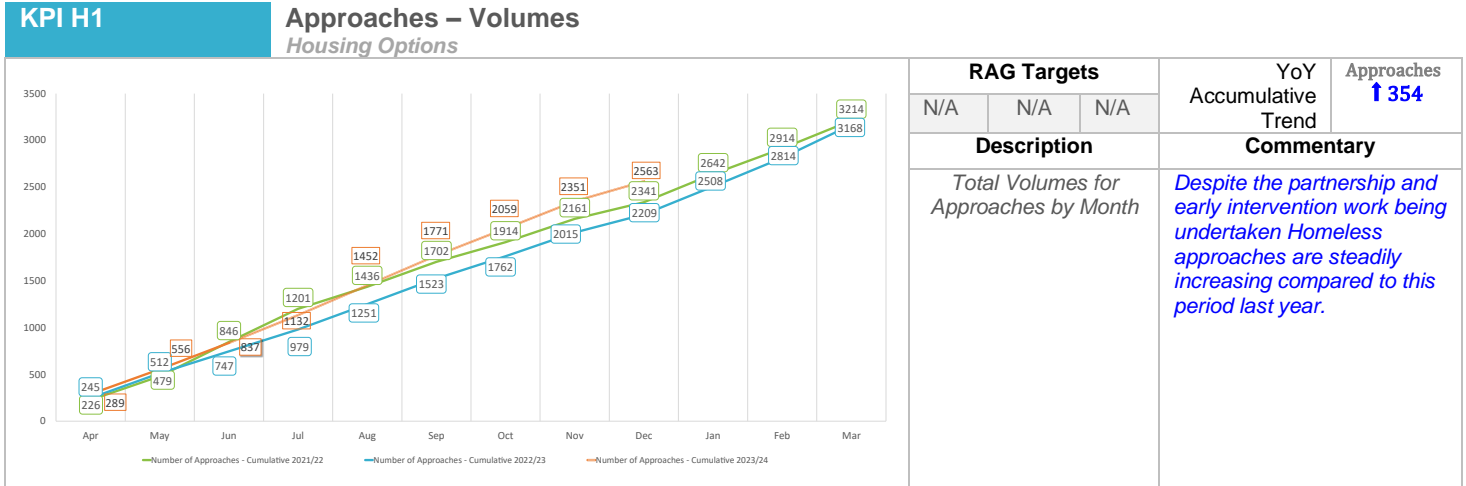
Prepared by Compliance & Strategy

Housing KPIs



RRH Portfolio Performance Report

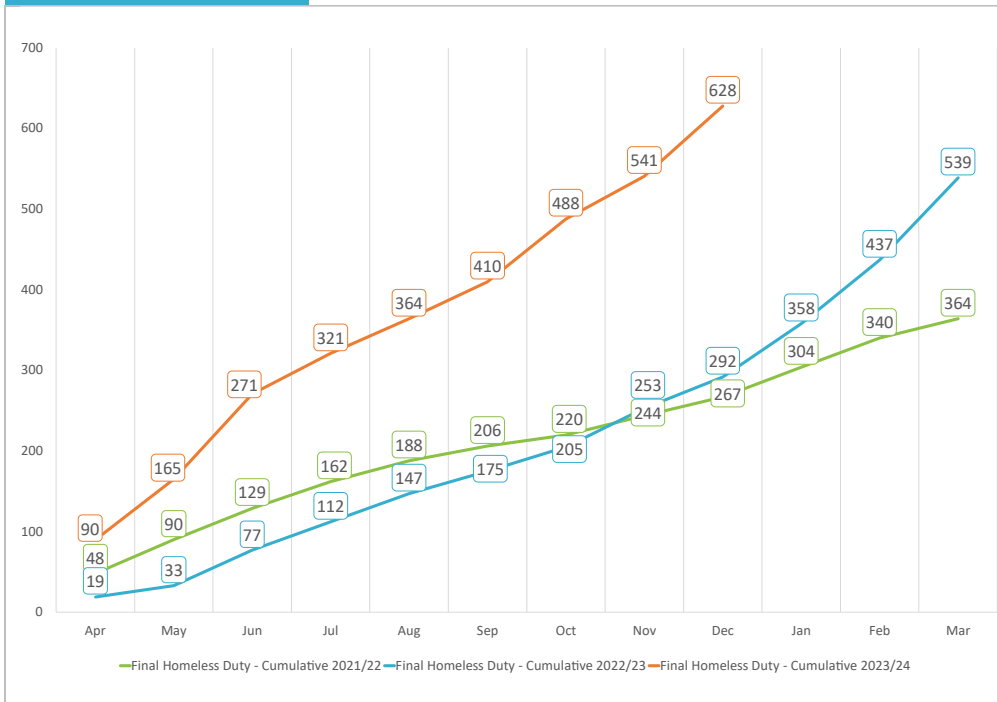
HPR Monthly Operational KPIs – December 2023



RRH Portfolio Performance Report

HPR Monthly Operational KPIs – December 2023

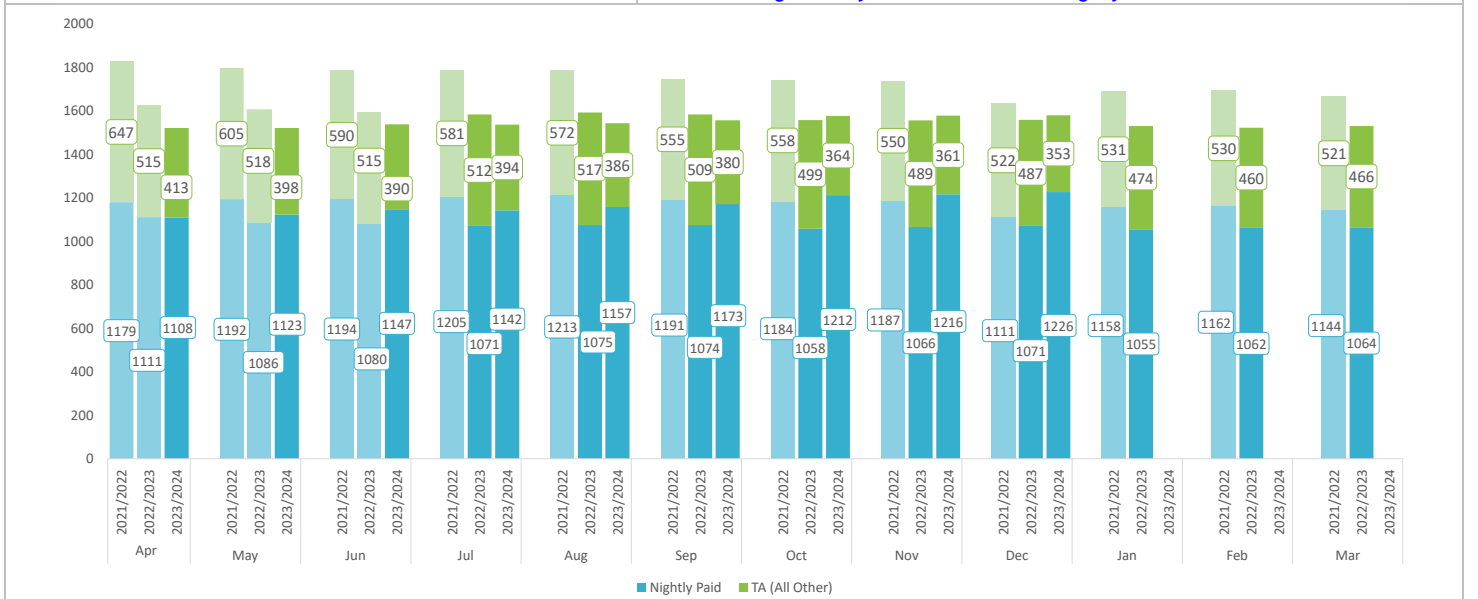
KPI H3 Main Duty Assessments – Volumes Housing Options



RAG Targets			YoY Accumulative Trend	Main Duty
N/A	N/A	N/A		↑ 336
Description			Commentary	
Total Volumes for Main Duty Assessments by Month			As previously forecast the increase in Main Duty homelessness decisions compared to previous years is as a result of the additional staff being recruited. This will stabilise in future as new approaches seek to be dealt with in line with statutory timescales.	

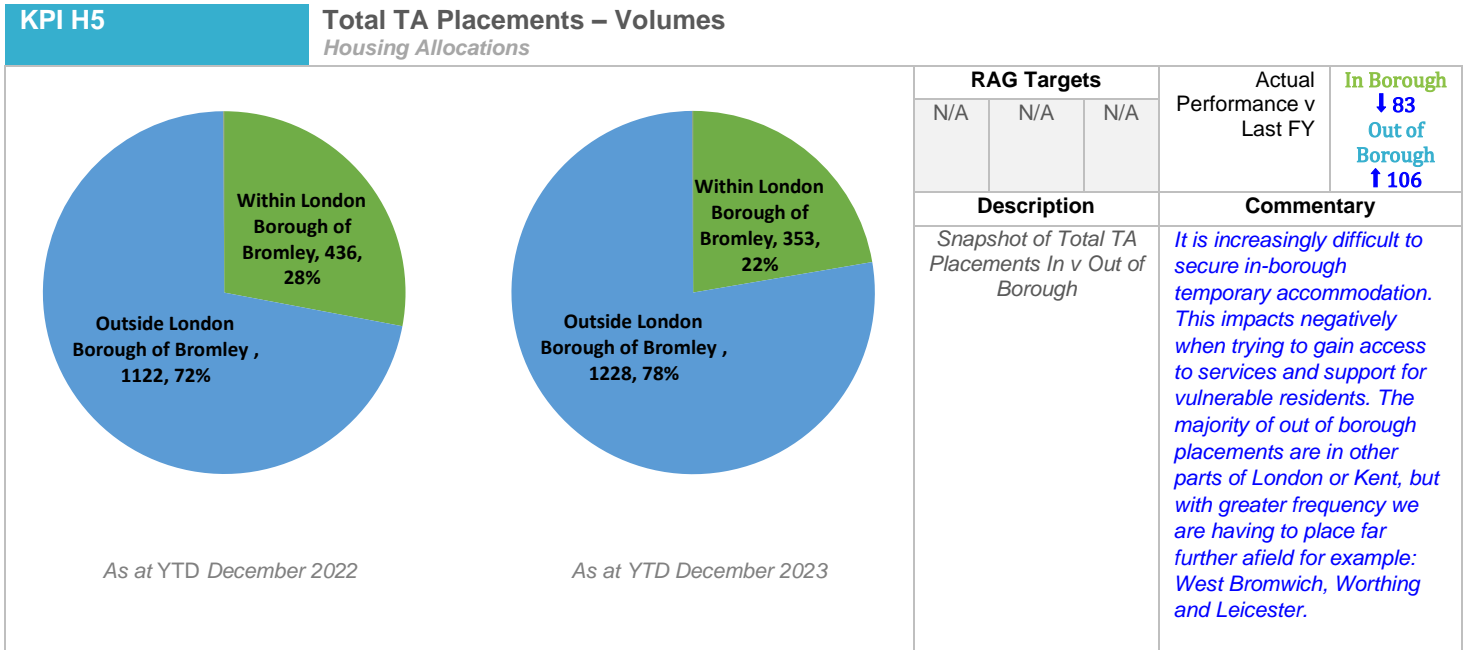
KPI H4 Households In Temporary Accommodation – Volumes Housing Allocations

RAG Targets			Actual Performance v Last FY	Nightly Paid ↑ 155	TA (All Other) ↓ 134
N/A	N/A	N/A		Current Total in TA: 1579	
Description			Commentary		
Total Monthly Volumes for Nightly Paid Accommodation and All Other TA			We are continuing to see an increase in the numbers in Nightly Paid Accommodation whilst numbers in the more affordable forms of TA are decreasing month on month. Difficulties in the housing market continue to make it challenging to secure sufficient accommodation. New accommodation that is sourced is done so at an increased cost. Schemes such as Meadowship Phase Two and the Bromley led developments which have already been agreed will assist but will not be sufficient in isolation to significantly reduce numbers in Nightly Paid accommodation.		



RRH Portfolio Performance Report

HPR Monthly Operational KPIs – December 2023



Banding Key:
 Band E = Emergency, Band 1 = High Need, Band 2 = Medium Need, Band 3 = Low Need, Band 4 = Reduced Priority

KPI H6		Number on Register by Band and Bed Size – Volumes <i>Housing Register</i>										RAG Targets			Actual Performance Month	Number on Register ↑ 378		
		0-1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	7 bed	Total by Band 2023/24 YTD	Total by Band 2022/23	EoY 22/23 v YTD DEC23	N/A	N/A	N/A	Description		Commentary	
Total Number on Register by Band And Bed Size		33.9%	27.3%	28.2%	9%	1%	0%	0%							Monthly Snapshot of Total Volumes on Register by Band and Bed Size		Approaches to the Housing Register are high at an average of 330 a month. Band 2 increased significantly due to the increased number of main duty homeless decisions. Accepted Homeless Households are afforded a Band 2 priority on the Housing Register.	
Band E	5	4	18	9	1	0	0	37	27	10								
Band 1	388	147	180	123	20	7	0	865	781	84								
Band 2	308	539	360	89	10	1	0	1307	1016	291								
Band 3	258	105	284	56	5	0	0	708	581	127								
Band 4	103	62	42	9	3	0	0	219	353	-134								
Total by Bed Size 2023/24		1062	857	884	286	39	8	0	3136									
Total by Bed Size 2022/23		899	757	821	243	33	5	0		2758								
EoY 22/23 v 2023/24 YTD		163	100	63	43	6	3	0										

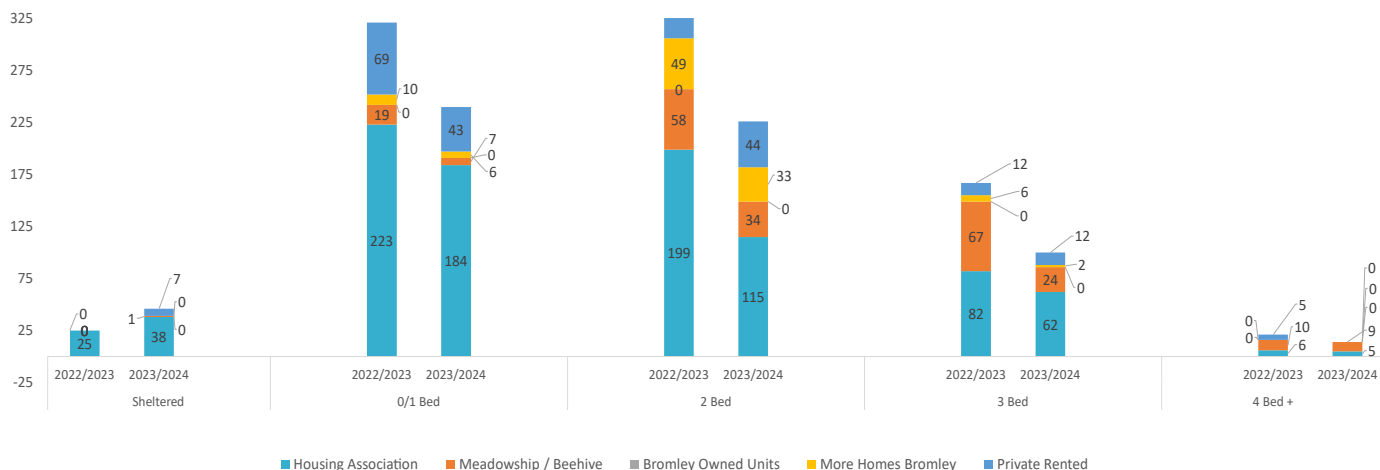
RRH Portfolio Performance Report

HPR Monthly Operational KPIs – December 2023

KPI H7 Housing Outcomes – Secured Housing – Volumes

Housing Register

RAG Targets			Actual Performance this Month	Commentary
N/A	N/A	N/A		
Description			<p>Private rented sector procurement is proving to be increasingly difficult given the market challenges. Whilst the Council has put forward an improved incentive package for landlords there is unlikely to be significant inroads made in this area. Purchasing has begun on phase 2 of Meadowship Homes which will lead to more tenancies being offered in the upcoming months. It remains the case that we have insufficient numbers of properties becoming available to allow us to discharge our statutory duties and therefore numbers in TA are unable to reduce at the present time.</p>	
Last FY v YTD Housing Outcomes – Secured Housing Volumes				



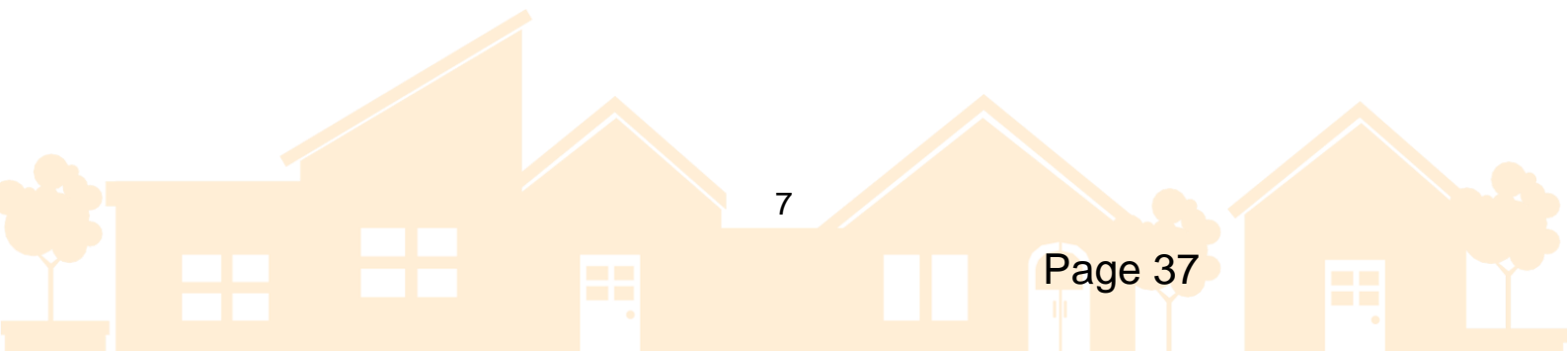
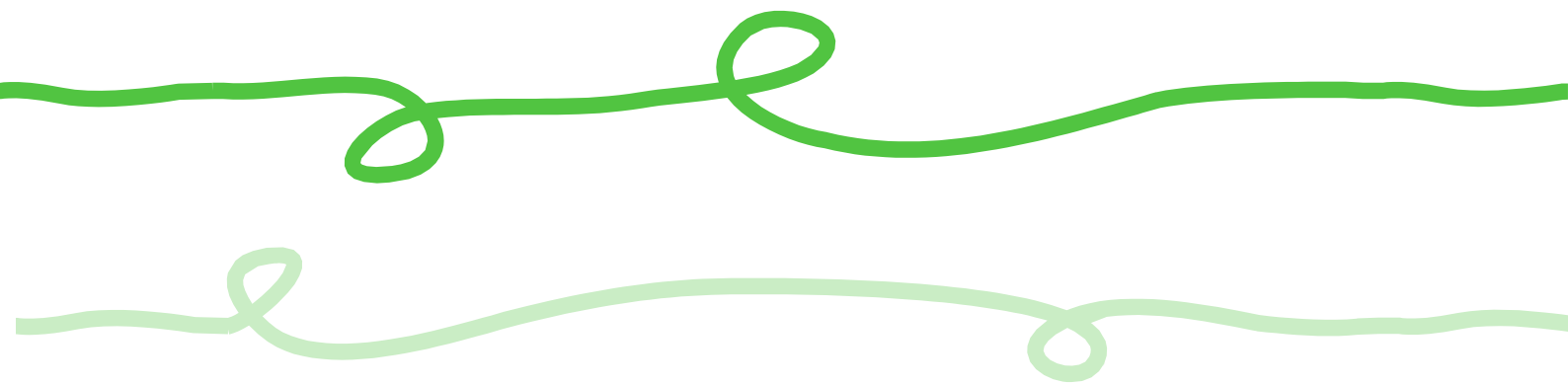
2022/2023

	Sheltered	0/1 Bed	2 Bed	3 Bed	4 Bed +	Total
Housing Association (CBL)	25	223	119	82	6	455
Meadowship	0	19	58	67	10	154
Beehive	0	2	1	1	0	4
More Homes Bromley	0	10	58	6	0	74
Private Rented	0	69	48	12	5	134
Total By Size	25	323	284	168	21	821

2023/2024 YTD

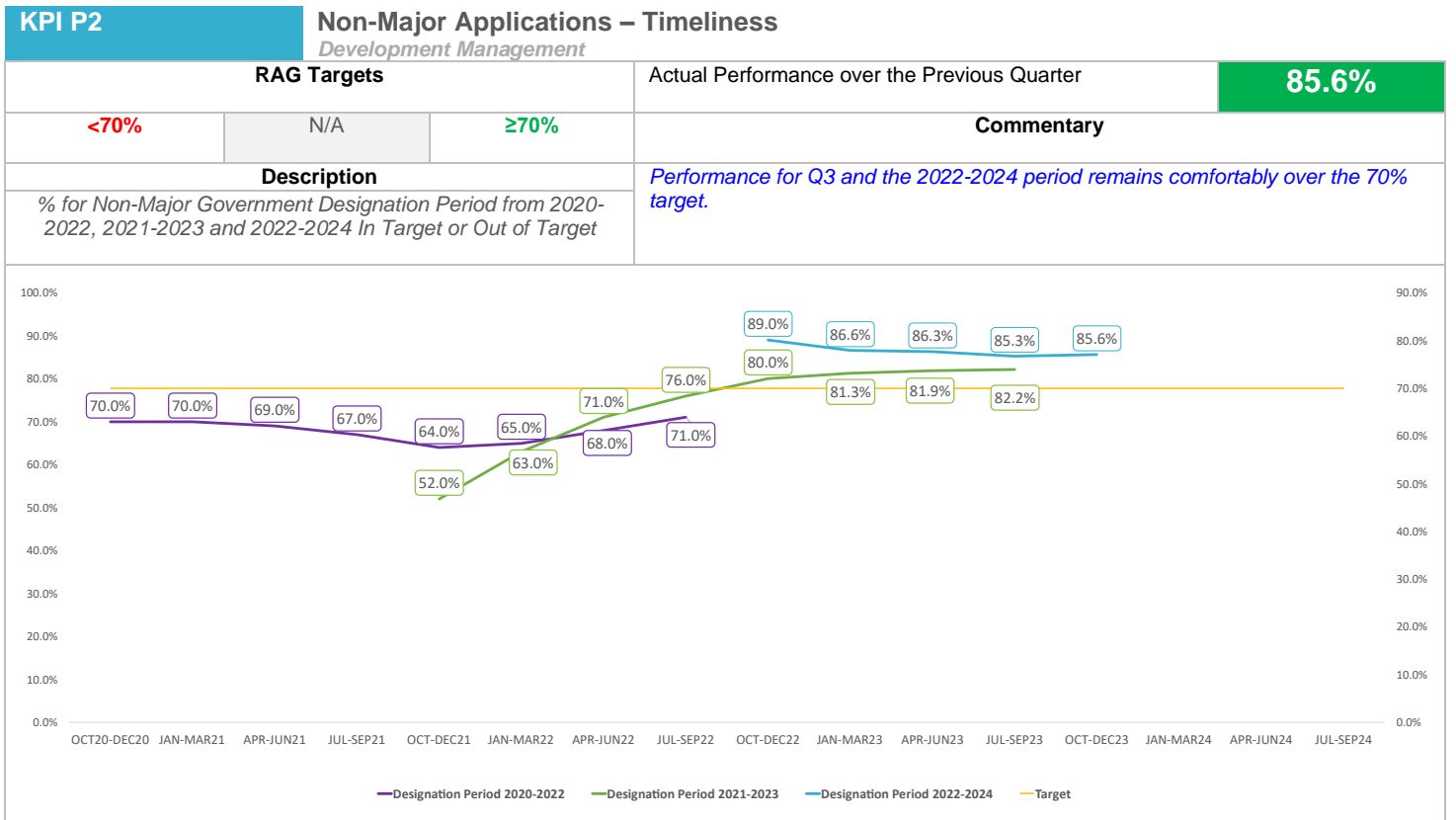
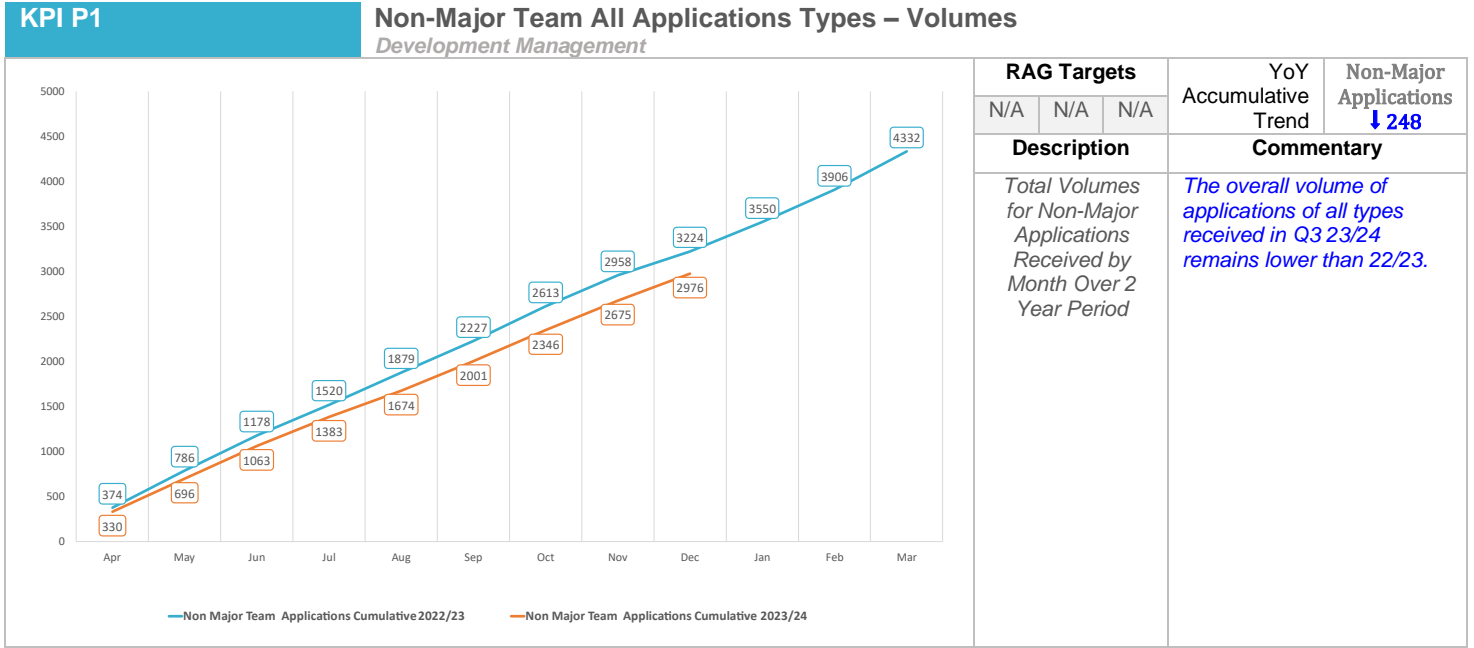
	Sheltered	0/1 Bed	2 Bed	3 Bed	4 Bed +	Total
Housing Association (CBL)	38	184	115	62	5	404
Meadowship	1	7	34	24	9	75
Beehive	0	0	4	0	0	4
More Homes Bromley	0	6	33	2	0	41
Private Rented	7	43	44	12	0	106
Total By Size	46	240	230	100	14	630

Planning KPIs



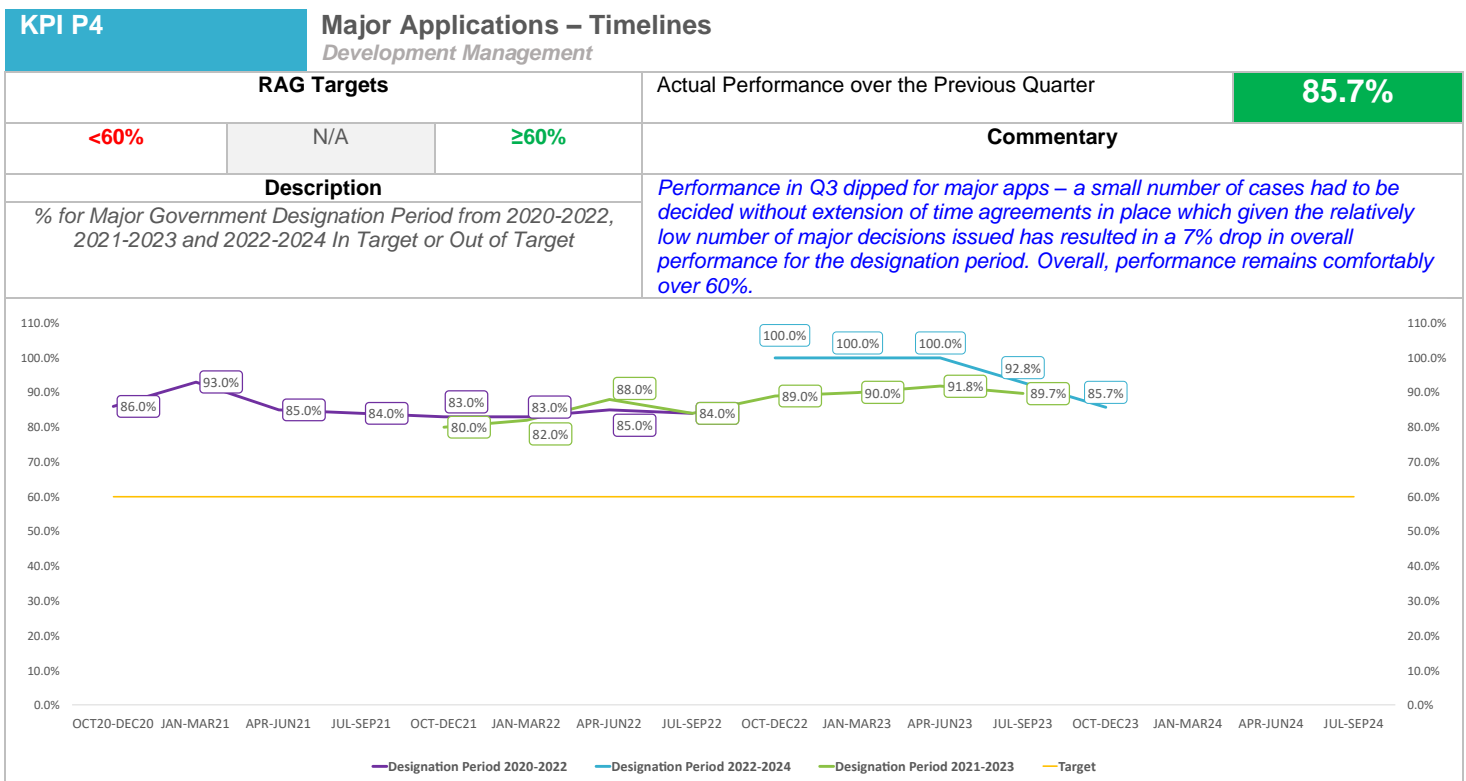
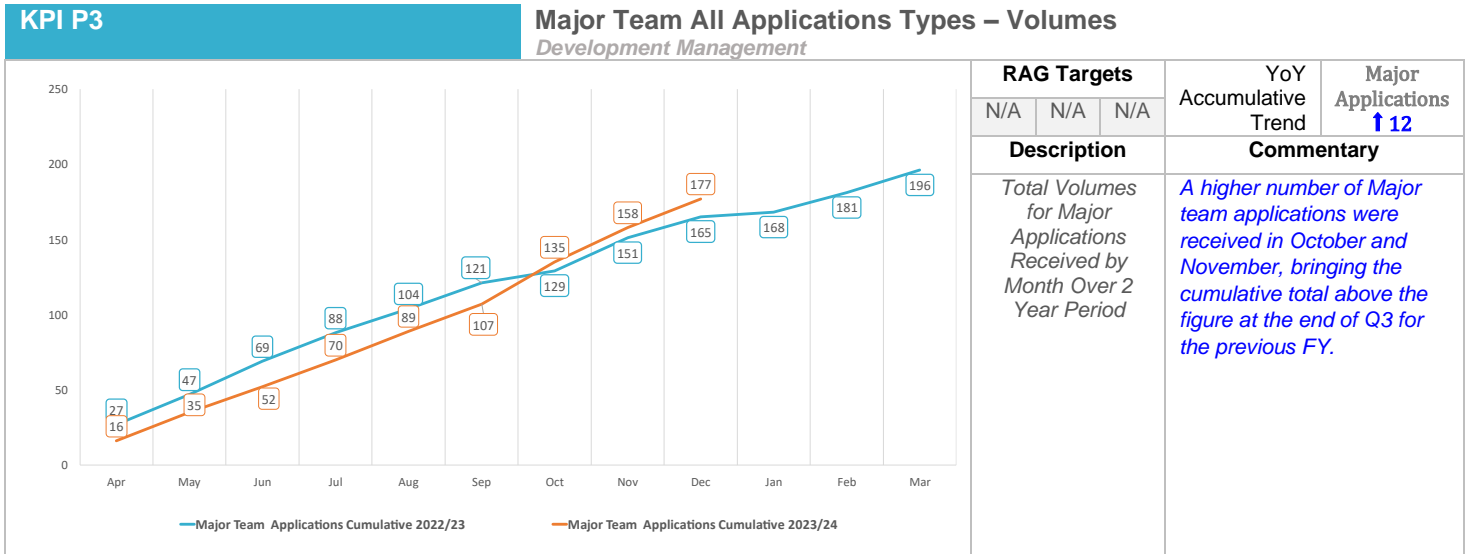
RRH Portfolio Performance Report

HPR Monthly Operational KPIs – December 2023



RRH Portfolio Performance Report

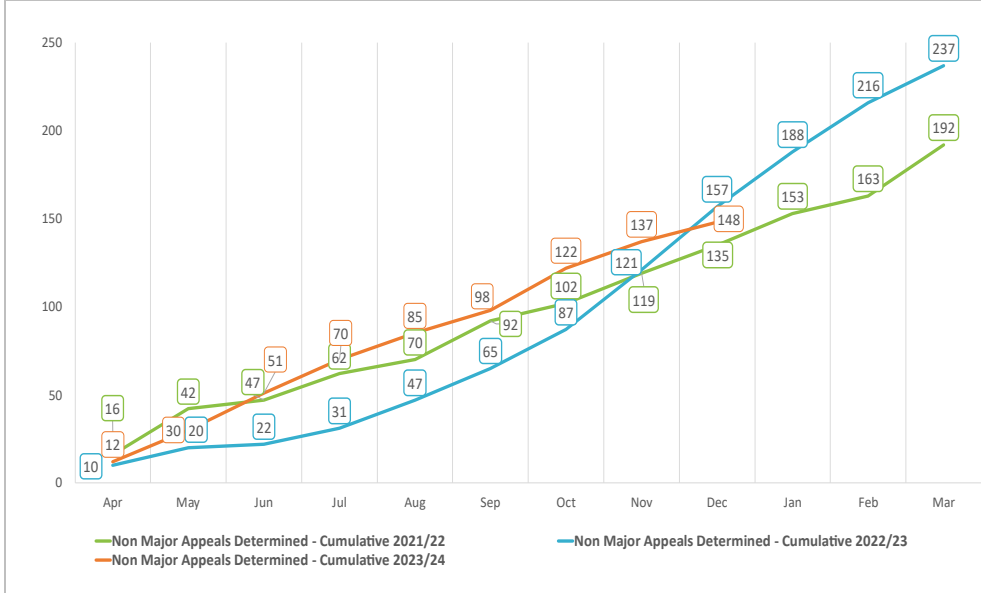
HPR Monthly Operational KPIs – December 2023



RRH Portfolio Performance Report

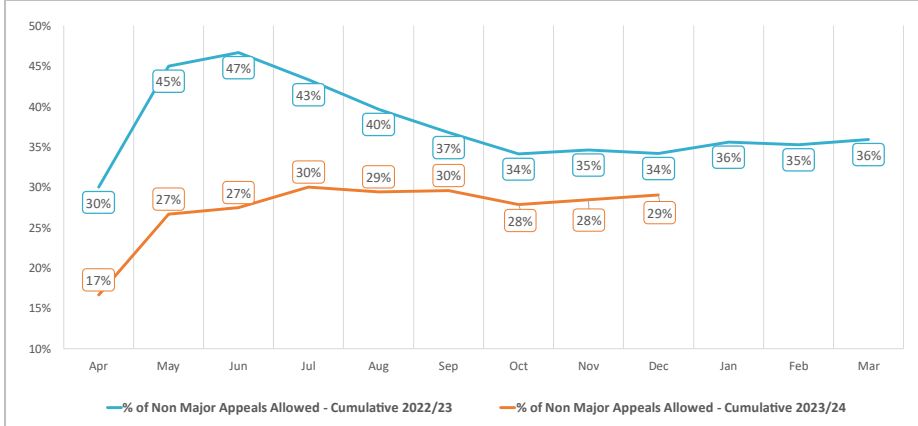
HPR Monthly Operational KPIs – December 2023

KPI P5 Non-Major Appeals Determined – Volumes



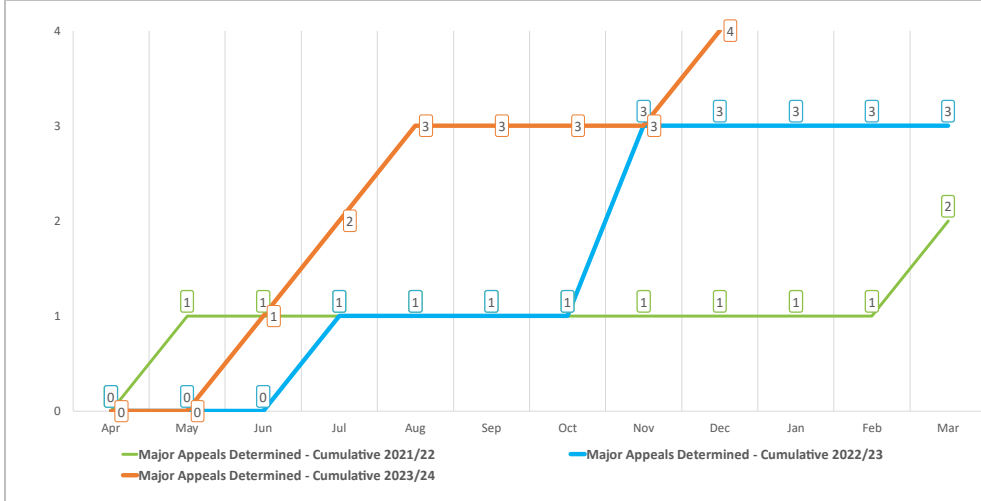
RAG Targets			YoY Accumulative Trend	Non-Major Appeals
N/A	N/A	N/A		↓ 9
Description			Commentary	
Total Volumes for Non-Major Appeals Determined by Month			The number of appeals determined has decreased slightly compared to last year following the clearing of the application backlog.	

KPI P6 Non-Major Appeals Allowed – %



RAG Targets			Actual Performance this Month	Non-Major Appeals Allowed
N/A	N/A	N/A		↓ 5%
Description			Commentary	
Percentages Average for Non-Major Appeals Allowed by Month Over 2 Year Period			Performance has improved partly due to a larger number of non-determination appeals being submitted last year following the post COVID application backlog, which has now been cleared. Not at risk of designation.	

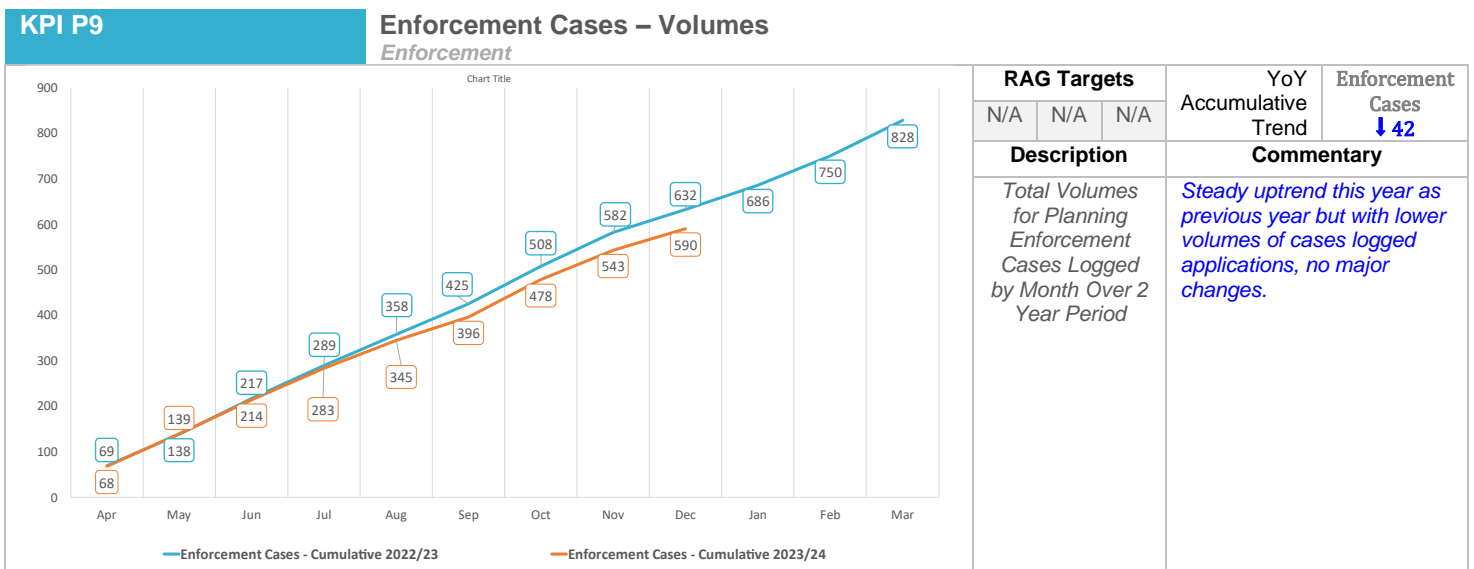
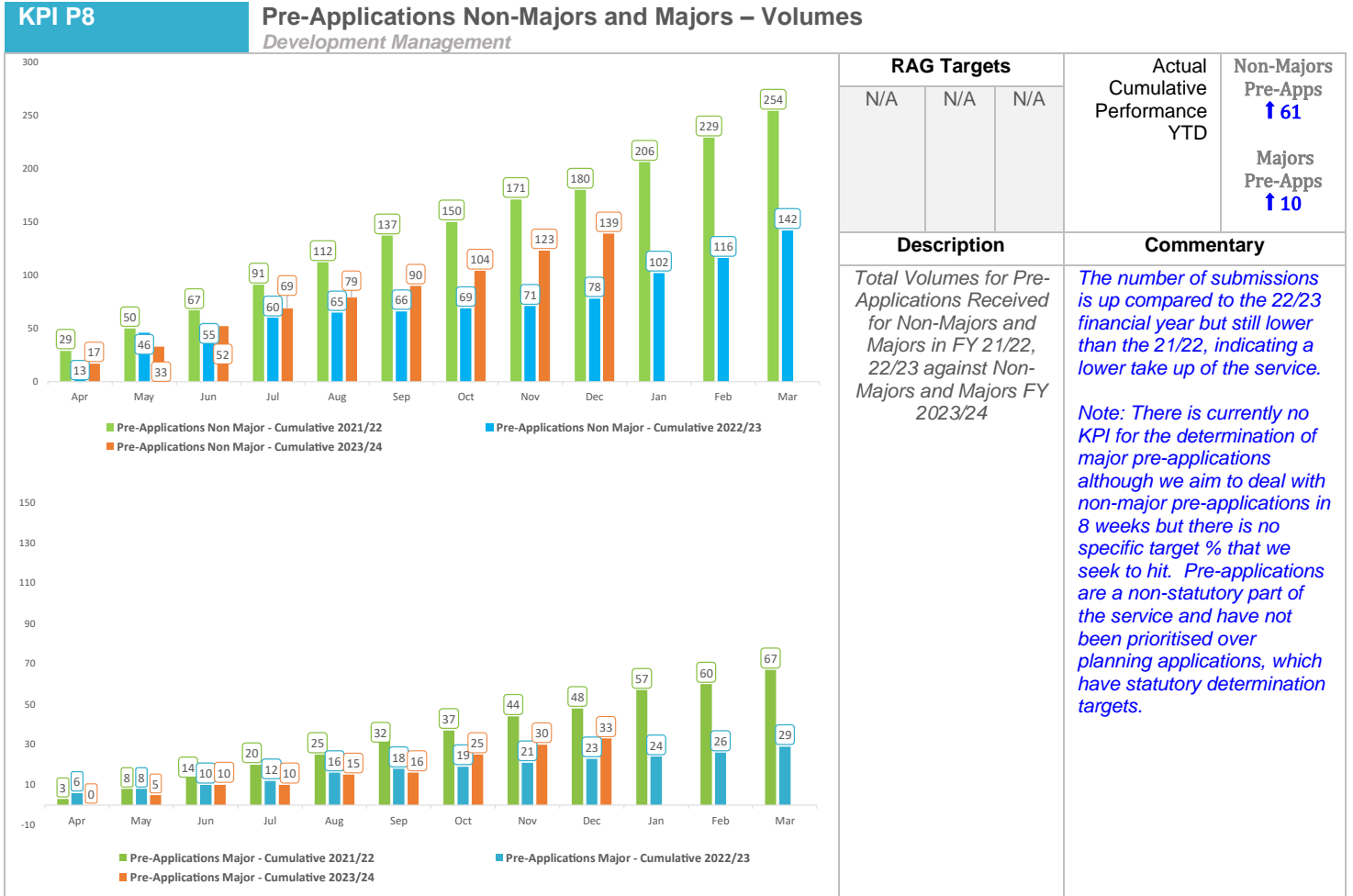
KPI P7 Major Appeals Determined – Volumes



RAG Targets			YoY Accumulative Trend	Major Appeals
N/A	N/A	N/A		↑ 1
Description			Commentary	
Total Volumes for Major Applications Received by Month			There is a consistently small number of major appeals following work by the major applications team to try to avoid refusals for major applications wherever possible by negotiation or encouraging withdrawal - this is a continuing trend. Not at risk of designation.	

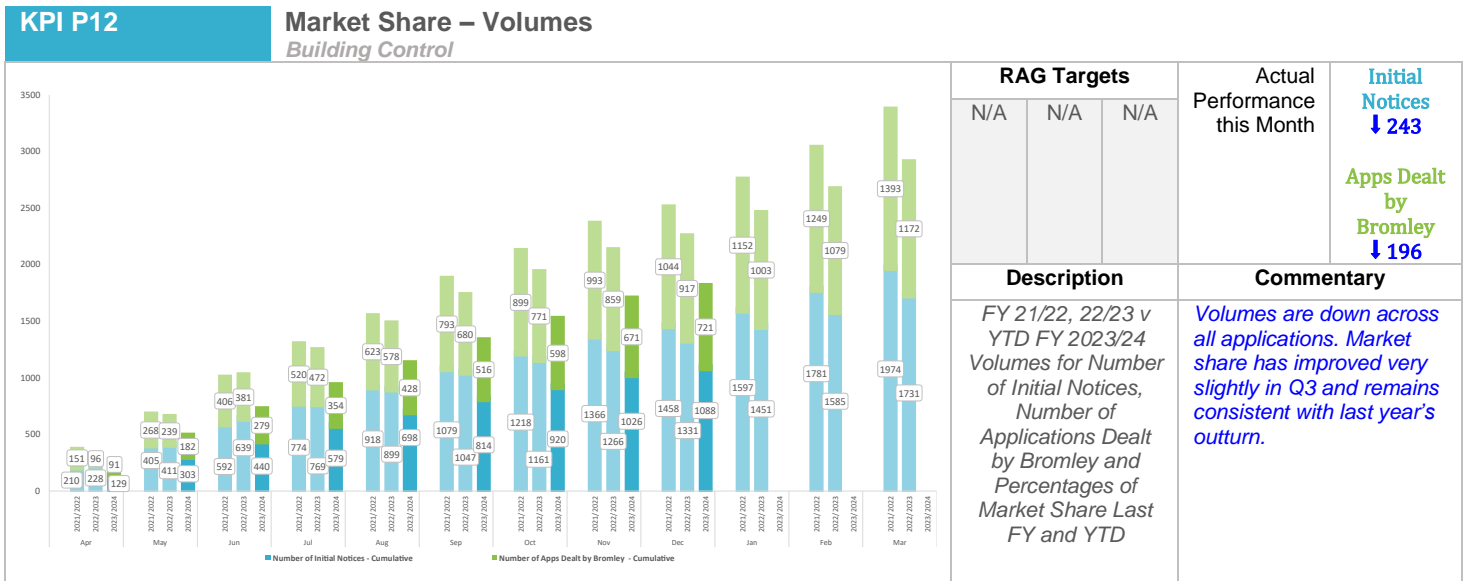
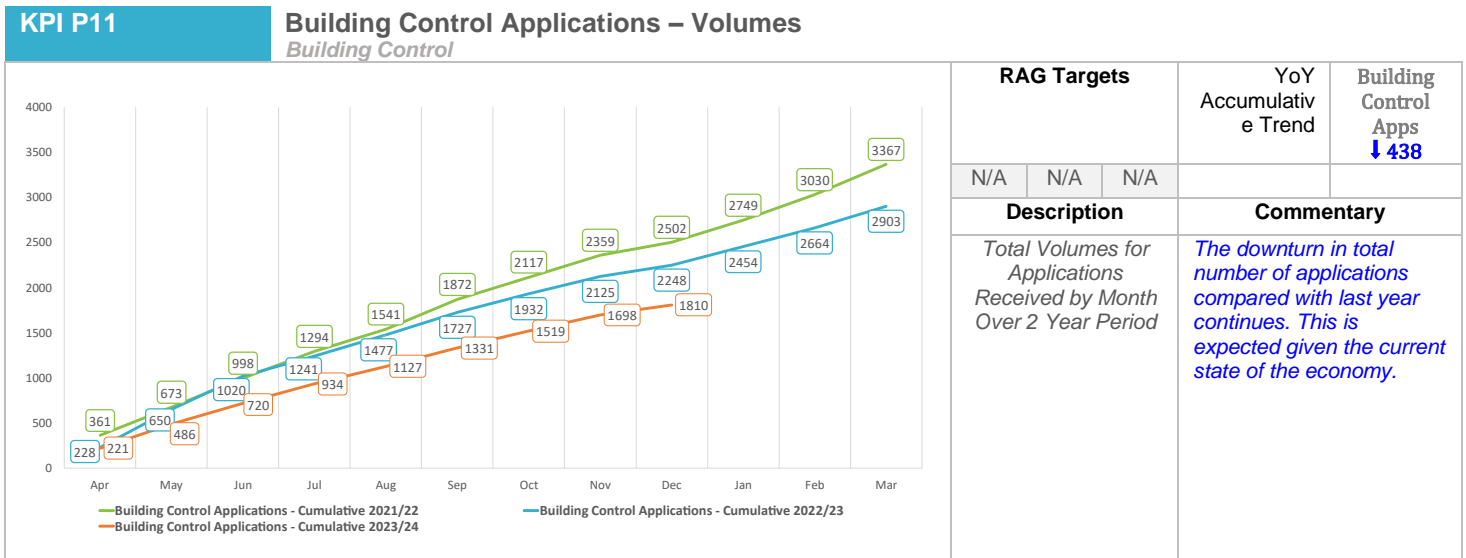
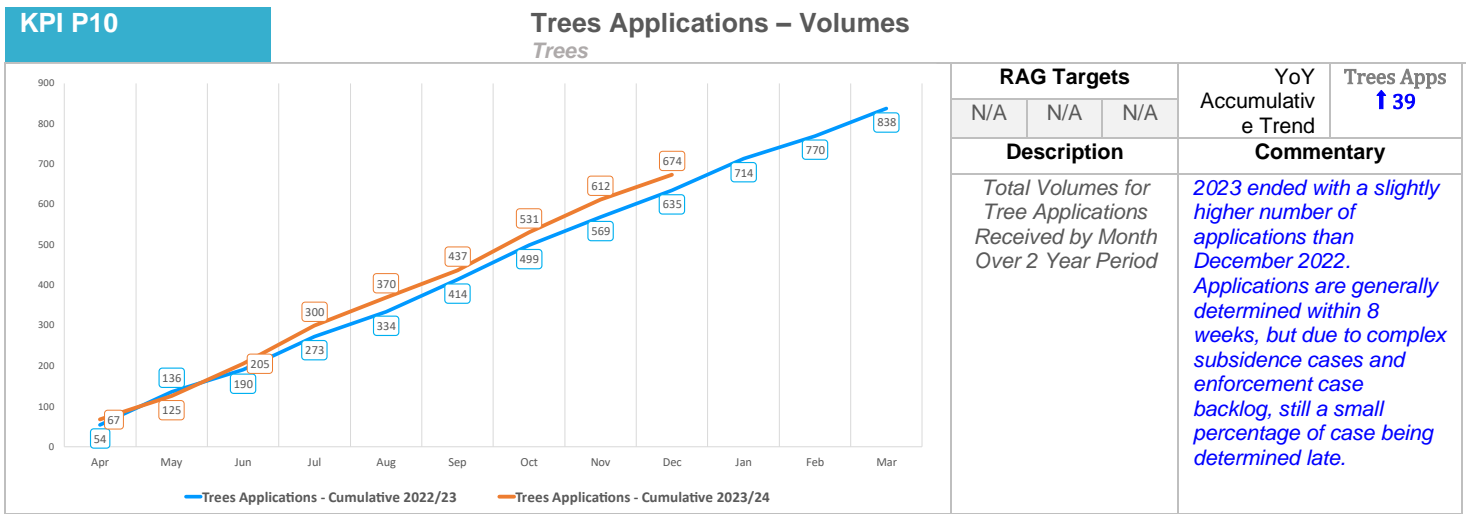
RRH Portfolio Performance Report

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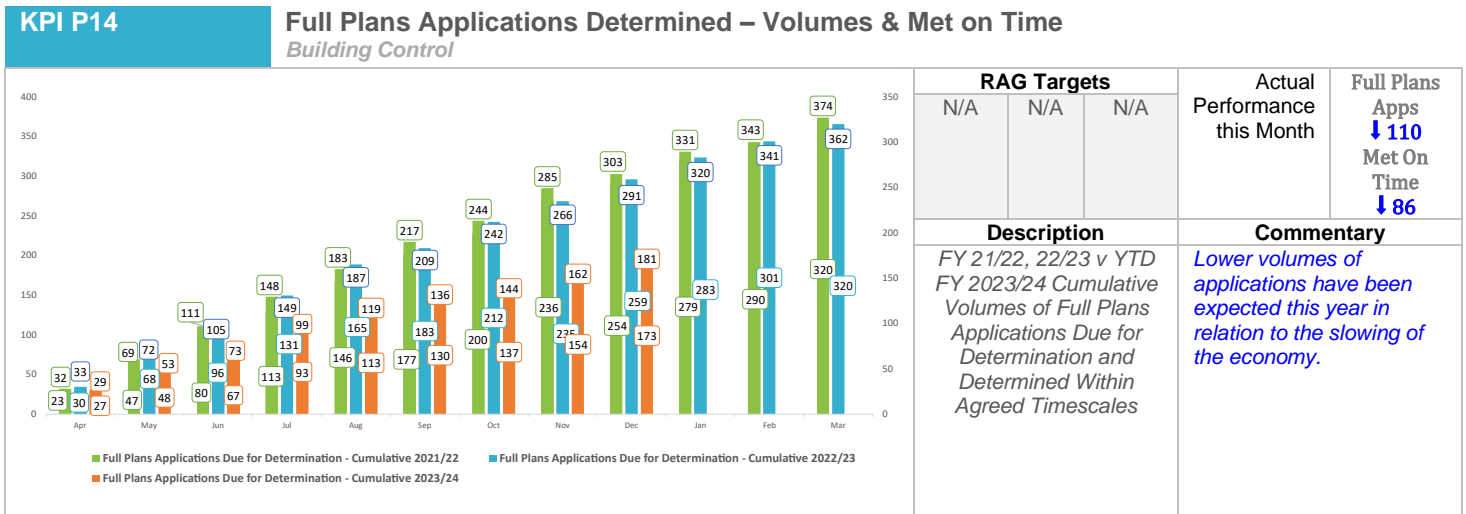
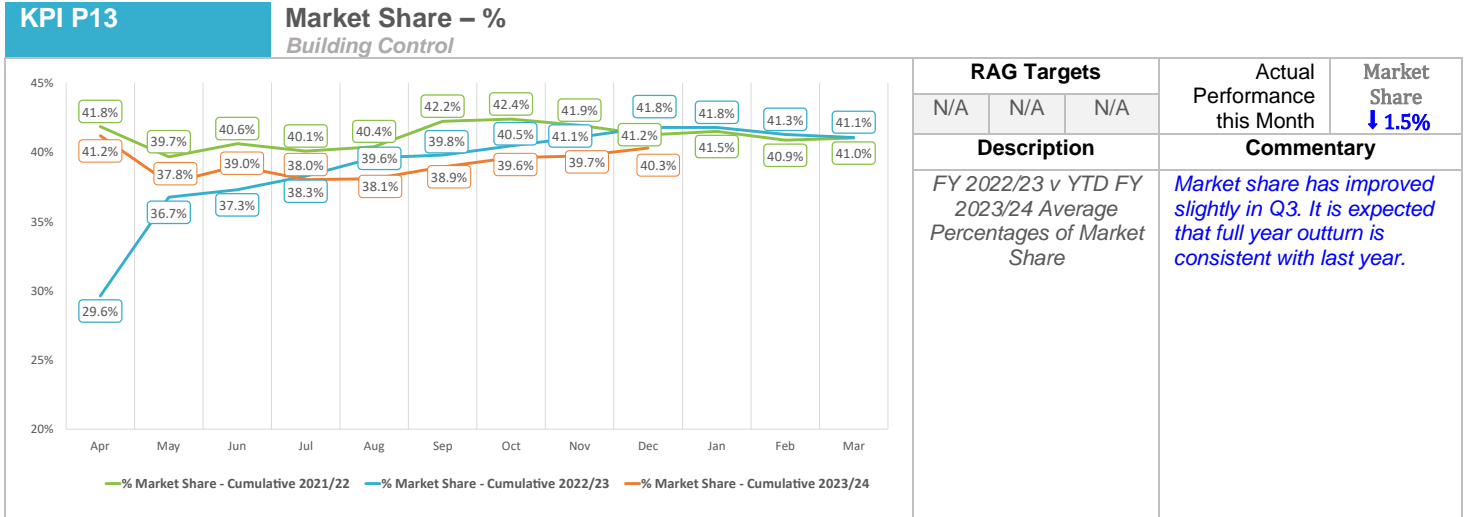
RRH Portfolio Performance Report

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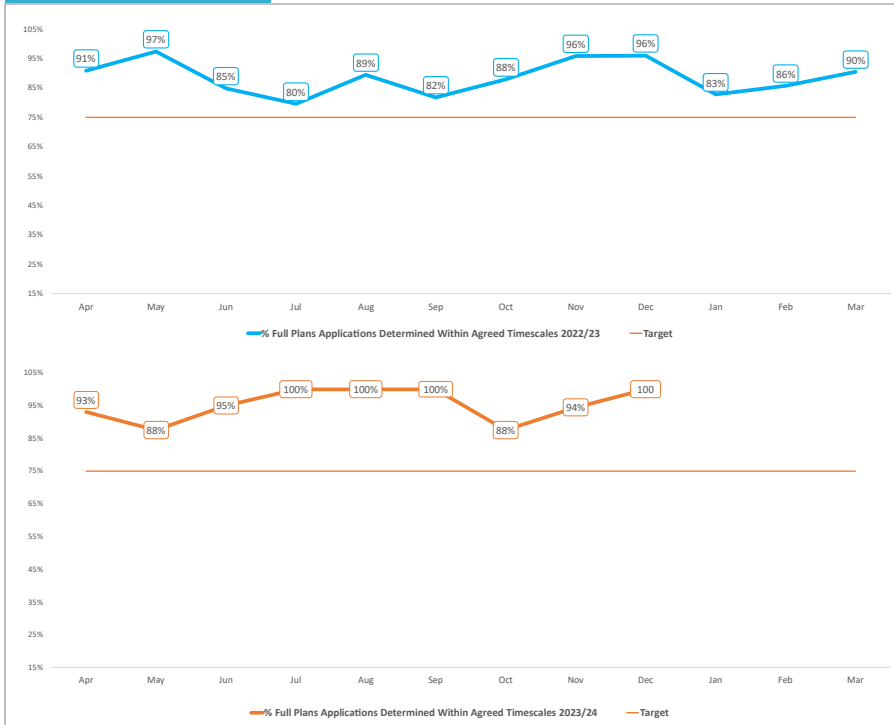


RRH Portfolio Performance Report

HPR Monthly Operational KPIs – December 2023

KPI P15

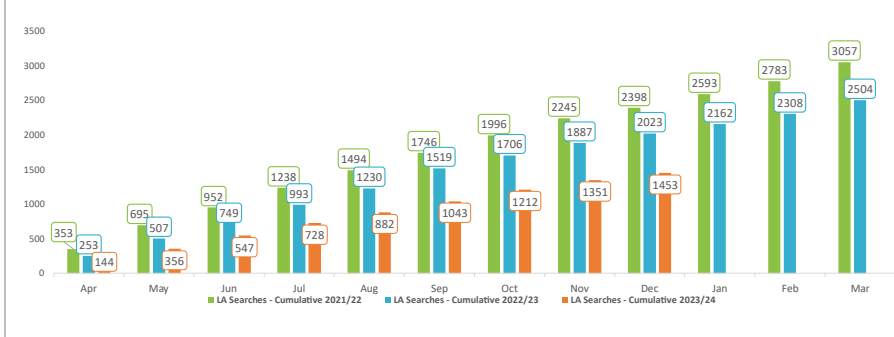
Full Plans Applications Determined – Percentage of Met on Time *Building Control*



RAG Targets			Actual Performance this Month	Full Plans Apps ↑ 4%
<74%	N/A	≥75%		
Description			Commentary	
FY 2022/23 and YTD FY 2023/24 Percentages of Full Plans Applications Determined Within Agreed Timescales			Performance has been consistently above target over the last 12 months. The lower number of applications has enabled a higher level of achievement on Q2 and Q3.	

KPI P16

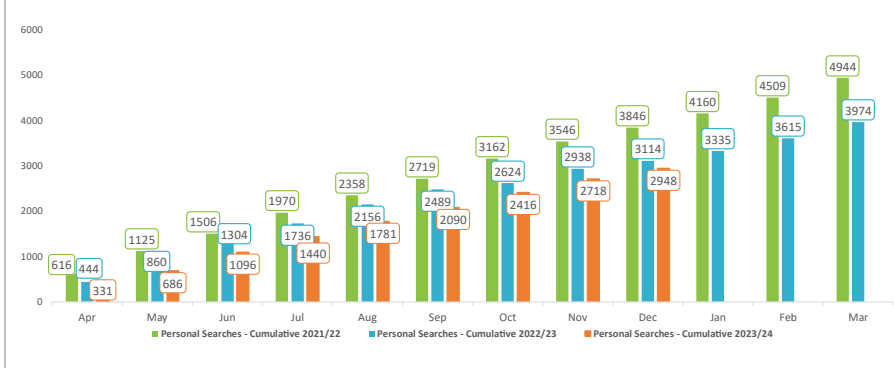
LA Searches – Volumes *Local Land Charges*



RAG Targets			Actual Performance this Month	LA Searches ↓ 570
N/A	N/A	N/A		
Description			Commentary	
FY 21/22, 22/23 v YTD FY 2023/24 Cumulative Volumes for LA Searches by Month			The volumes for local authority searches received have reduced due to the present climate. However, the 24h turnaround time has been consistent.	

KPI P17

Personal Searches – Volumes *Local Land Charges*



RAG Targets			Actual Performance this Month	Personal Searches ↓ 166
N/A	N/A	N/A		
Description			Commentary	
FY 21/22, 22/23 v YTD FY 2023/24 Cumulative Volumes of Personal Searches by Month			The volumes for personal searches received have reduced due to the present climate. However, the 5 working days turnaround time has been consistent throughout the year.	

RRH Portfolio Plan Q3 2023/24

Appendix C

Dept	Name of Grant	Source of Grant (Agency/ Org. Name)	Grant available for following LBB Purposes	Intended LBB Use (Statement of Intent)	Latest Status (as at Dec-23)	Deadlines to Spend	Amount Applied For/Allocated	Amount Awarded	Matched Funding	Spend to Date (as at Dec-23)	Expired and Returned
Housing	Homelessness Prevention Grant (HPG)	MHCLG	Preventing / Resolving Homelessness 2023/24.	Bromley has an established toolkit covering a range of initiatives which seek to prevent homelessness or secure alternative accommodation. For example, rental deposits assist in clearing existing rental arrears to prevent eviction. Included within this funding is a dedicated Domestic Abuse Allocation of £100k for 2024/25.	Confirmed to receive £3,747,432 for Financial Year 2023/24.	Ongoing Annually	£3,747,432	£3,747,432	£0	£2,810,573	N/A - ongoing
Housing	Rough Sleeping initiative 5 (2022-2025)	DLUHC	To build on the successes already established through RSI, to continue the work to reduce the number of rough sleepers and enhance services for those and them for those at risk of sleeping rough.	2022-2023, 2023-2024, 2024-2025, total Sum total £455,238, £428,111, £359,071, £1,242,420 Employment support officer (ETE) £34,968, £47,256, £0, £82,224 Project Support Officer (ex-offenders) £53,550, £109,600, £115,228, £278,378 Rough Sleeping Team (Co-ordinator, and support workers) £121,260 £85,505 £87,593 £294,358. Private Rented Sector Incentives £80,000 £70,000 £60,000 £210,000 Personalisation Fund £4,000 £3,750 £3,750 £11,500 Flexible Surge Funding £112,500 £90,000 £67,500 £270,000 Temporary Accommodation and Resettlement Worker (6 months only) - £20,980 £0 £0 £20,980 Private Rented Sector Officer - £20,980 £0, £0, £20,980 Tenancy Starter Fund- £0, £10,000, £10,000 £20,000 Tenancy Sustainment fund £7,000, £12,000, £15,000 £34,000	Note(s): (a) Awarded amount of £1,242,420 is a 3 year funding. (b) 2022/3 underpend of £42,662.59. This has been carried forward into 2023/24 budget. (c) Grant started April 2022.	Apr-25	£2,089,431	£1,242,420	£0	£141,547	No return required.
Housing	Youth Homelessness	MHCLG	TBC	TBC	None spent to date. This has been carried forward to financial year 2023/24.	Mar-24	TBC Government allocate funding	£89,000	£0	£0	-
Housing	Disabled Facility Grant	DLUHC	Capital funding for the provisions of home adaptations to help older and disabled people to live as independently and safely as possible in their home.	Provision of home adaptations in line with Grant purpose.	Capital budgets under review by Finance, full update should be available next quarter. NB Total figure includes 2.4million in this years award plus 3.7million funds carried forward. Note(s): (a) Capital budgets under review by Finance full update should be available next quarter.	Ongoing	TBC Government allocate funding	£7,147,831	£0	£5,360,871	No return required.
Housing	AFEO Funding	DLUHC	Allowing the Council and Probation Services to boost its partnership work to find suitable and safe accommodation for ex-offenders and help to minimise repeat offending and rough sleeping.	House ex-offenders into PRS accommodation.	MOU received.	2023-2025	TBC Government allocate funding	£296,257	£0	£81,509	-
Compliance & Strategy	Homes for Ukraine	DLUHC	People fleeing the war in Ukraine, following the Governments Homes for Ukraine Programme.	Re-housing people from Ukraine into approved Sponsor Accommodation.	BAU - ongoing project. Note(s): The spending figure for this financial quarter also includes the additional Homelessness Prevention Grant, Homes for Ukraine Top-Up funding.	Ongoing	TBC Government allocate funding	£8,000,325	£0	£2,201,112	-
Compliance & Strategy	Household Support Fund	DWP	Initially Covid response, now for cost of living.	To assist those who are financially vulnerable and physical/mental vulnerability - e.g, benefit capped h/hold, domestic abuse, disabled households, FSM during school holidays.	HSF rolled out in June 2023, distribution proposal signed off at Exec in March 2023.	Mar-24	TBC Government allocate funding	£3,735,765	£0	£3,035,646	-
Housing	HPG - 2023/24 Homes for Ukraine Funding Top-Up	-	-	-	-	Mar-24	TBC Government allocate funding	£1,117,550	£0	£838,163	-

Housing Total: £ 25,376,580 £ - £ 14,469,420 £ -

Economic Development	Night Time Enterprise Zone	GLA	Improving footfall in Bromley town centre, with a focus on evening economy	Interventions include event programme and capital infrastructure investment in Bromley Town Centre.	Preparing for final claim due to be submitted 31st January 2024. Churchill Theatre Lighting Project funded by GLA likely to miss milestone owing to decision making timeframe.	Mar-24	£130,000	£130,000	£110,000	£210,961	-
Economic Development	UKSPF - People and Skills	Local London	brokerage support for economically inactive residents	Care leavers programme, SEND programme and establishing labour shortage/employment and skills centre in Orpington with LSEC.	Confirmation of funding from Local London received, finalising Grant Funding Agreement.	Mar-25	allocation	£733,440	£0	£5,214	-
Regeneration	Changing Places Funding	DLUHC	Improving accessibility across the Borough	To improve access to toilet facilities for all, by providing 4 Changing Places facilities in strategic locations.	£160k received by the Council August 2022. £185k more funding secured in early 2023 for 2 more facilities. Note(s): (a) £10,000 matched funding from Crystal Palace Park Trust	Spend before March 2024	£405,000	£405,000	£10,000	£0	-
Regeneration	Affordable Housing programme (1)	GLA	To improve delivery of Bromley homes for Bromley residents	To deliver affordable homes in Bromley.	Total received to date Burnt Ash Lane, £2.5m Anerley, £1M Bushell, £2,120,502 York Rise (start on site only) £3,825m West Wickham (start on site only) £1,039m please note deadline to spend apply so start on site only which have all been achieved	Mar-24	£10,485,002	£11,160,002	£0	£10,485,002	No return required.
Regeneration	Affordable Housing programme (2)	GLA	To improve delivery of Bromley homes for Bromley residents	To deliver more affordable homes in Bromley.	August 23 - confirmation received successful reallocation of funding.	Spend before end of March 2026-28	£37,500,000	£37,500,000	£0	£0	-
Regeneration	Strategic Investment Fund	City of London	For restoration and conservation of Crystal Palace Subway	For phase 1 of restoration and conservation of Crystal Palace Subway.	Received to date £585k Note(s): (a) Matched funding from Historic England Funding used	Deadline extended to Dec-23	£2,340,000	£2,340,000	TBC	£500,000	-
Regeneration	Heritage at risk grant	Historic England	to remove the subway off the heritage at risk register	Restore subway and remove asset off at risk register.	Received to date 639k Note(s): (a) Matched funding from SIP funding used	Deadline extended to Dec-23	£639,000	£639,000	TBC	£639,000	-
Regeneration	Heritage at risk grant	Historic England	to remove the subway off the heritage at risk register	Restore subway and remove asset off at risk register.	Received £148k to date	Deadline extended to Dec-23	£400,000	£320,000	SIP	£148,000	-
Culture	NTPs (Non Turf Pitches)	London Cricket Trust/England Cricket Board	Installation of Non-Turf Cricket Pitches in Parks	Installation of pitches at the following sites: Goddington Park, Poverest Park, Biggin Hill Recreation Ground, Alexandra Recreation Ground.	Report presented at PDS on June 2023 recommending accepting the external capital funding. Executive supported the decision.	TBC	£20,000	TBC based on quotes for works	£0	£0	-
Culture	Parks Tennis Regeneration Fund	LTA (from DCMS)	Improve existing park tennis courts which refurbishment	Refurbish tennis courts at the following sites: Church House Gardens, Coney Hall Rec, Poverest Park, Goddington Park.	Tender to find Tennis court operator to operate. Work is underway to resurface the tennis courts (included in the project).	Mar-24	£230,510	TBC based on quotes for works	£0	£0	-
Economic Development	UKSPF Borough Allocation - Supporting Local Business (SLB) and Communities and Place (C&P)	GLA	business support 1-1 advisory and regeneration supporting socio-economic outcomes	For business support; Employment land and space study, supply chain programme, business advisor support, start up continuation and online hub continuation. For communities and place, west wickham library scheme.	The 4th claim (Claim 4) for Oct- Dec 2023 was completed for SLB and Communities & Place for submission to GLA in January 2024	Mar-25	£1,622,550	£1,622,550	£0	£883,028	-
Regeneration	National Lottery Heritage Fund	NLHF	To support heritage deficit in Crystal Palace Park	To support first phase of Regeneraetion Plan in CPP, funding it for a total of £4.95m, but given in development and delivery phase. Council have secured development first for now which is £304,350.	Grant added to capital programme in April 2023. Deadline to spend Development Phase is May 25	May-25	£304,350	£304,350	£200,000	£260,726	-
Regeneration	Changing Places Funding	DLUHC	Improving accessibility across the Borough	Sites identified: The Warren and Biggin Hill Leisure Centre.	Projects in scoping, Biggin Hill will be a transfer to Mytime.	Mar-24	£182,000	£182,000	£0	£0	-
Regeneration	Brown Field Release Fund	One Public Estate	To Support development of Bromley North (affordable Housing site)	To support the delivery of affordable housing and unlocking a challenging brown field site.	Funding awarded 01/08/2023. All contracts for site preparation works to be signed by end of FY with evidence provided to OPE by 12/04/2024	Mar-24	£720,000	£720,000	£0	£0	-
Economic Development	GLA Strategic Investment Fund (SIF) WfBG proposal for dark fibre infrastructure	GLA/TfL	Investment in the development of local dark-fibre broadband network to enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough. Grant in-kind agreement with TfL for investment of £937,744 for costs incurred by their contractor (Boldyn Networks) to implement the new dark-fibre network. Match funding £48,600 to be provided from Council's Growth Fund earmarked reserve for some CCTV sites.	To develop the local dark-fibre broadband network and enable upgrade of Council-owned sites/buildings to full-fibre, including extra capacity for additional commercial investment in the Borough.	Grant in-kind agreement signed by Council in Dec 2023 with TfL for investment of £937,744 for costs incurred by their contractor (Boldyn Networks) to implement the new dark-fibre network. This follows the final negotiations after success in GLA initial review stages. Match funding £48,600 to be provided from Council's Growth Fund earmarked reserve for some CCTV sites.	Dec-24	£1,000,000	£937,744 (grant in-kind)	£48,600	£0	-

Regen Total: £ 56,056,342 £ 368,600 £ 13,131,931 £ -

HPR Total: £ 81,432,922 £ 368,600 £ 27,601,351 £ -

RRH Portfolio Plan Q3 2023/24

HPR Grant Register - Ended

Dept	Name of Grant	Source of Grant (Agency/Org. Name)	Grant available for following LBB Purposes	Intended LBB Use (Statement of Intent)	Latest Status (as at Dec-23)	Deadlines to Spend	Amount Applied For	Amount Awarded	Matched Funding	Spend to Date (as at Dec-23)	Expired and Returned
Housing	Homelessness Prevention Grant	MHCLG	Preventing / Resolving Homelessness 2022/23	Bromley has an established toolkit covering a range of initiatives which seek to prevent homelessness or secure alternative accommodation. For example, rental deposits assist in clearing existing rental arrears to prevent eviction.	The full grant has been spent. Details to be removed next quarter.	Ongoing Annually	TBC Government allocate funding	£3,678,364	£0	£3,678,364	N/A - ongoing
Housing	Rough Sleeping Initiative 4	MHCLG	To fund and deliver initiatives targeted to end rough sleeping	Rough Sleeping Initiative 4 - Payments Allocation Funding Award: 1 April 2021 (Q1) A one-off uplift payment to contribute to the costs of additional emergency accommodation, support and move on costs.£130,000.00 Q1 Funding – Advance RSI-4 Payment £25,914.00 Funding Award: 1 July 2021 – End March 2022 (Q2-Q4) Rough Sleeping Co-ordinator (1 x FTE)£48,161.00 Complex Needs Navigator (1 x FTE)£31,328.00 Floating Support Officer (1 x FTE)£41,771.00 PRS Incentives Fund£22,500.00 Personalisation Budget£3,750.00 Flexible Year Round Surge Budget (Temporary Accommodation)£26,250.00 RSI – Personalisation Budget£3,750.00 Total RSI-4 Funding Allocation£314,557.00 NSAP Project / Resource Allocation PRS Procurement and Resettlement Officer£50,000 TA Support and Resettlement Officer£44,000 BEAM£52,000 The Bromley Homeless Shelter - Tenancy Starter Assistance£10,000 Arrears and Tenancy Sustainment Fund£20,000 PRS Incentives Fund£27,500 Health and Treatment Interventions for complex needs or entrenched rough sleepers£22,361 £225,861	This funding has now expired and no longer available for use. The underspend of c.£117k has been taken forward to RSI-5.	Mar-22	TBC Government allocate funding	£314,557	£0	£197,386.86	No return required.
Housing	Next Steps Accommodation Programme (NSAP) Funding	MHCLG	To assist with the move on rough sleepers, who had been placed into emergency accommodation during the COVID period and winter months	PRS Procurement and Resettlement Officer£50,000 TA Support and Resettlement Officer£44,000 BEAM£52,000 The Bromley Homeless Shelter - Tenancy Starter Assistance£10,000 Arrears and Tenancy Sustainment Fund£20,000 PRS Incentives Fund£27,500 Health and Treatment Interventions for complex needs or entrenched rough sleepers£22,361 £225,861	Grant has been fully spent and ended.	Mar-23	TBC Government allocate funding	£391,250	£0	£391,250	No return required.
Housing	Ex-Offender Accommodation Budget	MHCLG	Allowing the Council and Probation Services to boost its partnership work to find suitable and safe accommodation for ex-offenders and help to minimise repeat offending and rough sleeping.	1 FTE Project Support Officer (PSO)£ 45,000.00 Uplift in salary costs for a Team Leader Post to manage the PSO£ 5,000.00 Total financial package of £2500 per service user for 28 service users£ 70,000.00 Expenses to include client provisions on release and travel costs £ 5,000.00	Grant has been fully spent and ended.	Mar-23	TBC Government allocate funding	£69,500	£0	£69,500	No return required.
Housing	Domestic Abuse Funding Grant	MHCLG	To provide vital support services for domestic abuse victims to help them rebuild their lives in a safe environment.	To provide support services for domestic abuse victims.	Grant has been fully spent and ended.	Mar-23	TBC Government allocate funding	£34,892	£0	£34,892	No return required.
Housing	Protect and Vaccinate Grant Funding	MHCLG	To provide emergency accommodation to rough sleepers to protect against COVID-19.	To use to purchase commercial hotels for rough sleepers that are ineligible for TA.	Grant not fully spent and partially returned.	Mar-23	TBC Government allocate funding	£34,717	£0	£16,327	£18,390
Housing	Homelessness Prevention Grant - Winter 2021/Covid-19	MHCLG	To provide local authorities more control and flexibility in managing homelessness pressures and supporting those who at risk of homelessness.	To continue to prevent homelessness or secure alternative accommodation using a range of initiatives.	This funding has now expired and no longer available for use.	Mar-22	TBC Government allocate funding	£771,270	£0	£771,270	No return required.

Housing Total: £ 5,294,550 £ - £ 5,158,990 £ 18,390

Culture	Tackling Inequalities Fund (TIF)	London Sport	Install an Exergame console system which encourages physical activity at Mottingham Library	Intervention to encourage customers to exercise and improve fitness levels	The full grant has been received by LBB	Mar-22	£5,000	£6,000	£0	£6,000	No return required.
Culture	Tackling Inequalities Fund (TIF)	London Sport	Install an Exergame console system which encourages physical activity at Penge Library	Intervention to encourage customers to exercise and improve fitness levels	The full grant has been received by LBB as of Jun 2023 Installed equipment remains in use at Penge Library.	Aug-23	£5,250	£5,250	£0	£5,250	No return required.
Regeneration	High Street for All	GLA	Improving footfall in Bromley town centre, with a focus on young people	To help create a vibrant town centre.	August 23 update - Final claim forms approved in early August. Grant to be paid in 23/24 Q2.	Jul-23	£200,000	£140,000	£0	£140,000	No return required.

Regen Total: £ 151,250 £ - £ 151,250 £ -

HPR Total: £ 5,445,800 £ - £ 5,310,240 £ 18,390

RRH Portfolio Plan Q3 2023/24

HPR Grant Register - Outstanding

Department	Name of Grant	Source of Grant (Agency/Organisation Name)	Grant available for following LBB Purposes	Intended LBB Use	Latest Status	Amount Applied For	Matched Funding (Y/N)
Compliance & Strategy	ESF FAST-CARE	European Social Fund - via DWP (London Councils have submitted a bid on behalf of all 33 London Boroughs	Support for the facilitation of the reception, welcoming and integration of people fleeing the war in Ukraine.	Continued support of arrivals from Ukraine under the HFU scheme including transition support from sponsor accommodation to independent accommodation as required.	Anticipating an update in June 2023.	£788,424	£0

Housing Total: £ 788,424 £ -

Regeneration	National Lottery Heritage Fund	NLHF	Support the Library Repair Works Programme	To install and maintain heritage exhibition spaces across three of the borough's libraries, Beckenham, Chislehurst and Orpington.	Anticipating an update in February 2024.	£250,000	£250,000
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Regen Total: £ 250,000 £ 250,000

HPR Total: £ 1,038,424 £ 250,000

RRH Portfolio Plan Q3 2023/24

HPR Grant Register - Unsuccessful

Department	Name of Grant	Source of Grant (Agency/Org. Name)	Grant available for following LBB Purposes	Intended LBB Use	Latest Status	Amount Applied For	Matched Funding (Y/N)
Economic Development	Business Friendly Licensing & Regulation Fund	GLA	Comprehensive advice for businesses to encourage & support new enterprise, commercial activities, plus later opening hours as well as ensuring the safety & security, plus welfare of patrons/visitors to the town centre.	Local Online Business Toolkit and the engagement of additional Street Marshalls/Ambassadors for extra staffing support.	Unsuccessful bid	£25,000	N/A
Regeneration	Levelling up	DLUHC	To support the delivery of the Regeneration in CPP, including works to the prehistoric animal area and development of the new cultural venue.	To support delivery of the regeneration plan for CPP, and moving the park to a FRIL to the Trust to reduce the Council's ongoing liabilities.	LUF not expected until late this year due to govt department change.	£20,000,000	Y
Regeneration	GLA revenue funding for	GLA	Support the delivery of more affordable housing.	To support the delivery of more affordable housing.	TBC	£397,000	£0
Culture	Library Improvement Fund	ARTS COUNCIL ENGLAND	Enhancement and improvement of library building to roll out new services to increase footfall and attract new audiences.	To improve Mottingham Library by providing a room of requirement which offers enhanced IT equipment not previously available. The equipment is fully portable so can be moved to other libraries if required.	Notified 02/02/23 that our bid was unsuccessful on this occasion	£52,000	£0

Regen Total: £ 20,474,000 £ -

HPR Total: £ 20,474,000 £ -

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Housing, Planning and Regeneration Risk Register

R I S K	D I V I S I O N	R I S K T I T L E & D E S C R I P T I O N (a line break - press shift & return - must be entered after the risk title)	R I S K C A U S E & E F F E C T	R I S K C A T E G O R Y	G R O S S R I S K R A T I N G (See next tab for guidance)			E X I S T I N G C O N T R O L S I N P L A C E T O M I T I G A T E T H E R I S K			C U R R E N T R I S K R A T I N G (See next tab for guidance)			F U R T H E R A C T I O N R E Q U I R E D	R I S K O W N E R
					L I K E L I H O O D	I M P A C T	R I S K R A T I N G	L I K E L I H O O D	I M P A C T	R I S K R A T I N G	L I K E L I H O O D	I M P A C T	R I S K R A T I N G		
1	All	Failure to deliver against Housing Financial Strategy	<p>Cause(s):</p> <ul style="list-style-type: none"> - Demand led statutory services which can be difficult to predict - High number of households meeting criteria for temporary accommodation - Lack of suitable housing - Increased costs at 2 Traveller Sites for repairs and maintenance - Impact and inflation and increased demand on accommodation for temporary accommodation across London - Temporary accommodation not keeping pace with increasing costs of temporary accommodation <p>Increase number of households approaching</p> <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to achieve a balanced budget 	Financial	5	5	25	<ul style="list-style-type: none"> - Match financial planning to Council priorities - Plans to deliver increased housing supply through increased acquisitions - Conditions attached to S106 to ensure it is spent on additional affordable housing provision to reduce the reliance on temporary accommodation - Budget monitoring and forecasting - Regular reporting to CLT and Members via the Committee reporting process - Internal audit framework - Regular review of strategies to prevent homelessness and identify/develop temporary accommodation housing - Determination at planning stage to ensure collection of obligations due (S106) - Conditions attached to S106 funding received to ensure it is spent on preventing homelessness - Constantly reviewing service operations for potential efficiencies - All relevant statutory strategies implemented 	4	5	20	<ul style="list-style-type: none"> - Ensure the continued delivery of the housing schemes as set out in the Transformation Board Housing Plan - Complete the feasibility studies for the Phase 2 housing development sites - Close monitoring required for homeless approaches. This will allow earlier identification of any changes in homelessness demand which could have an impact of adding further financial pressures 	Director, Housing, Planning and Regeneration (Sara Bowrey)		
2	Housing Needs	Failure to deliver effective Housing Needs services The Council is unable to deliver an effective Housing Needs service to fulfil its statutory obligations	<p>Cause(s):</p> <ul style="list-style-type: none"> - Very demand led - Difficulties in recruiting and retaining experienced staff - Homelessness approaches remain high but significant decreases in availability of accommodation and rising cost of accommodation. - Complexity of cases needing maximisation of early intervention - Lack of awareness of where households need to approach services - Lack of suitable housing options. <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in need of Housing Services - Reputational damage - Legal challenge - Financial Impact 	Legal	4	4	16	<ul style="list-style-type: none"> - The homelessness forum has been established and is taking forward the priorities of the homelessness strategy - Implementing the Homelessness Strategy - the multi-agency Homelessness Forum has been established and implemented and other priorities of the Strategy are being taken forward - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Housing Transformation Board programme being implemented - Implementation of new Bromley owned Housing schemes as well as property purchasing schemes to increase the number of units of accommodation in order to reduce the reliance on nightly paid accommodation. - Provide a competitive private sector offer / - All relevant statutory strategies implemented - Ensuring grant funding is pursued and properly utilised. - Comprehensive and flexible approach to managing homelessness with a range of schemes to support households to either remain in their own home or to secure affordable accommodation. 	2	4	8	<ul style="list-style-type: none"> - The majority of officers are now attending the office 2+ days per week. - Recruitment is progressing a number of posts have been recruited to. Training programmes and inductions in place to ensure that staff have the correct skill set. 	Assistant Director, Housing (Lynnette Chamielec)		
3	Housing Needs	Temporary Accommodation Inability to effectively manage the volume of people presenting themselves as homeless and the additional pressures placed on the homeless budgets	<p>Cause(s):</p> <ul style="list-style-type: none"> - Changes in government funding - Rising numbers of placements (approx. 15 per month). - Lack of local affordable sustainable options - Rising energy and other costs households facing increasing risk of homelessness - Uncertainty around the impact of move on requirements for schemes such as Homes for Ukraine, Afghanistan resettlement programme <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - Impact on life chances and outcomes for individuals and families in temporary accommodation - Increased risk of legal challenge due to unsuitable accommodation and increased risk of Out of Borough Placements - Increased risk of legal challenge due to provision of unsuitable accommodation (including shared accommodation) - Pressure on other services - Increase in the number of out of borough placements 	Legal/Social	5	4	20	<ul style="list-style-type: none"> - Focus on preventing homelessness and diversion to alternative housing options through:- - Landlord and Tenancy advice, support and sustainment - Assistance, (including financial aid) to access the private rented sector - Access to employment and training - Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears - Sanctuary scheme for the protection of victims of domestic violence - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Development of social housing on LBB sites and implementation of Meadowship Homes acquisition - Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy - New incentive campaign for private sector landlords embedded and benefits being realised 	4	4	16	<ul style="list-style-type: none"> - Phase 2 of Meadowship homes property acquisition now live. Approval to progress with a further 3 housing sites under the LBB affordable housing delivery programme - Ongoing conversion tenancies in the More Homes Bromley scheme from temporary to permanent. - Undertake rolling programme of SLA agreements and quality assurance programmes for TA to ensure that accommodation procured meets all required accommodation standards. - Review requirement for block bookings to ensure sufficient TA supply - Undertake a review of the support and incentives provided to increase access to PRS accommodation. 	Assistant Director, Housing (Lynnette Chamielec)		
4	Housing Needs (Housing Strategy)	Capital Grant Failure to deliver the Council's affordable housing strategy in support of statutory obligations Lack of infrastructure in place where growth is occurring	<p>Cause(s):</p> <ul style="list-style-type: none"> - Lack of availability of external capital grant (Housing Associations) to deliver key housing schemes - Lack of available suitable sites within the borough on which to develop new affordable housing schemes over the short to medium term together with delays in completing developments - Potential fluctuations in house prices and supply chains - Schemes not granted planning permission to develop identified sites <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfil statutory obligations - An inadequate supply of housing will lead to an inability to meet housing needs of a range of client groups in support of statutory housing and homelessness duties. 	Social	4	4	16	<ul style="list-style-type: none"> - Participation in negotiations on the affordable housing provision on section 106 applications, ensuring that the affordable housing obligation reflects local adopted planning policy and local statutory and high priority housing need - Work underway to streamline the S106 process to ensure that the Council maximises the use of available funding to meet housing needs - Determination at planning stage to ensure collection of obligations due - Conditions attached to funding received to ensure it is spent on preventing homelessness - Development group with Housing Associations established to improve relationships with planners and developers to increase supply of affordable housing - Bromley Federation of Housing Association Meetings are operational. - Working with the GLA to negotiate favourable grant levels to enable proposed affordable housing schemes to proceed 	3	4	12	<ul style="list-style-type: none"> - Discussions held with individual registered providers. - Planning seeking to maximise affordable housing delivery through planning consents and S106 funding - Ongoing negotiations to maximise grant rates for affordable housing delivery 	Assistant Director, Housing (Lynnette Chamielec)		
5	Housing, Planning and Regeneration	Recruitment and Retention Failure to recruit and retain key skilled staff with suitable experience/qualifications	<p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to compete with other organisations to recruit the highest quality candidates to build an agile workforce - Small pool of experienced workers <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to identify and meet service user needs - Provision of service to ineligible clients - Provision of service prior to/without appropriate authorisation - Lack of skill sets result in an inability to deliver effective housing services and planning services as well as progressing housing and regeneration schemes. - Impact on life chances and outcomes of families and young people. 	Personnel	5	4	20	<ul style="list-style-type: none"> - Recruitment drive to convert locums to permanent staff - Council's recruitment web site includes a video virtual tour of the Council in housing - Support in effectively managing staff performance - Bespoke training for first line managers - Training and quality assurance of best practice - Role on Recruitment and Retention Board - Review the recruitment/retention of housing staff including packages for retaining staff - Developing apprenticeship and trainee roles in Planning Services - Grading and role responsibilities for key posts benchmarked - Promotion of employment prospects and career progression in Bromley enhanced - Working with specialist recruiters. - Salary benchmarking and key roles consideration 	2	4	8	<ul style="list-style-type: none"> - Consideration to be given around succession planning across the department - Recruitment and retention package developed. 	Director, Housing, Planning and Regeneration (Sara Bowrey) Supported by Director, Human Resources (Charles Obazuaye)		
6	Housing, Planning and Regeneration	Business Interruption / Emergency Planning Failure to provide Council services or statutory requirements of mass illness/fatalities scenario following a business interruption or emergency planning event	<p>Cause(s):</p> <ul style="list-style-type: none"> - Business Interruption could be caused by Loss of Facility (fire, flood etc.), Staff (illness, strike) or IT (cyber attack). - Mass fatalities or illness has a range of causes and this risk to the council could be caused by council staff being impacted resulting in failure to manage statutory requirements of mass illness/fatalities scenario (e.g. registering of deaths within timescales) <p>Effect(s):</p> <ul style="list-style-type: none"> - Business interruption - failure to deliver services, loss of customer / resident satisfaction. - Emergency planning - failure to deliver statutory duties. 	Personnel	2	5	10	<p>Business Interruption</p> <ul style="list-style-type: none"> - Civil protection and emergency planning policies in place at corporate level overseen by the Corporate Risk Management Group - Business Continuity Plans in place at service level. Reviewed and updated. - Contracts contain business continuity provision - Communication to all staff prior to all impending industrial action, informing of any possible service disruption as well as explaining implications of strike action for individual staff members <p>Emergency Planning</p> <ul style="list-style-type: none"> - Robust plans in place, including Outbreak Plan, Flu Plan and Pandemic Flu Plan - Alert system via the South East London Health Protection Unit (SEL HPU) - Annual Flu vaccination programme in place 	1	5	5	<ul style="list-style-type: none"> - Business Continuity Plans reviewed annually - Review business continuity plan with key partner agencies - Undertake business continuity plan stress test exercise 	Director, Housing, Planning and Regeneration (Sara Bowrey)		
7	Housing, Planning and Regeneration	Health & Safety (Fire and First Aid) Non compliance with legislation	<p>Cause(s):</p> <ul style="list-style-type: none"> - No trained fire responsible person (legal) for some sites - Insufficient numbers of trained fire wardens working from the site to safely manage an evacuation (in accordance with the Fire Risk Assessments). - Insufficient fire safety and fire fighting equipment and insufficient first aid supplies - Property related issues - Insufficient numbers of trained first aiders working from site to ensure sufficient first aid cover - Insufficient arrangements for monitoring who is onsite at any given time - Fire risk assessments not undertaken <p>Effect(s):</p> <ul style="list-style-type: none"> - Non compliance with legislation which could lead to legal and financial consequences - Inadequate plans for fire safety and evacuation - Non compliance with Health and Safety (First Aid) Regulations 1981 in terms of adequate first aid provision in the form of trained first aiders and appropriate equipment if employees are injured or become ill at work 	Legislative Reputational Legal Physical Personnel	5	5	25	<ul style="list-style-type: none"> - Reduced number of staff on site - Check in and check out arrangements adopted at the Civic Centre site - New fire evacuation instructions for the Civic Centre site published - All staff required to complete fire prevention and evacuation e-learning course - Currently trying to recruit more volunteers to be fire wardens and first aiders - To encourage people to become fire wardens and first aiders, monthly allowance volunteers receive was increased - Fire Safety is standing item at Corporate Health and Safety Committee - New Fire Safety policy published - Arrangements for new accommodation implemented and under constant review 	3	5	15	<ul style="list-style-type: none"> - Learning and Development arranging fire responsible person, fire warden and first aider training. - Facilities Management to ensure Fire Risk Assessments are completed. - Facilities Management to engage fire safety supplier to produce Emergency Plans. Civic Centre Emergency Plan is to include the revised fire evacuation procedure which meets the best practice advice from the London Fire Brigade and HSE. - Facilities Management team to implement new signage etc. - Facilities Management team to distribute emergency plan to site occupiers and to arrange training on plan for fire marshals. - Fire drills to be undertaken. - Alternatives to current Civic Centre check in and check out arrangements to be reviewed due to issues with current arrangements. - Out of normal office hours arrangement to be reviewed. 	Director Housing, Planning and Regeneration (Sara Bowrey) Supported by Director, Human Resources (Charles Obazuaye)		

Housing, Planning and Regeneration Risk Register

R E M T	DIVISION	RISK TITLE & DESCRIPTION (a line break - press shift & return - must be entered after the risk title)	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK RATING (See next tab for guidance)			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK RATING (See next tab for guidance)			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
n	Strategy, Performance and Corporate Transformation	Data Collections Failure to undertake statutory statistical data collections, including key housing and planning information, thereby adversely affecting government grant allocations and performance assessments	Cause(s): - Business Interruption - IT systems do not keep pace with legislative reporting requirements Effect(s): - Failure to commission effectively - Adverse impact on the timing and quality of decision making	Data and Information	3	3	9	- Schedule of statutory returns has been incorporated into the Performance and Information team's work programme - Specialist members of the team for each area - Other staff trained to provide 'back up' for specialist members of the team - Good project planning in place to co-ordinate all data collections including contributions from other services	1	3	3	- Complete contract extension for the Orchard Housing system to ensure operational continuity - Reports under continued improvement programme. - Acquire and implement new Planning IT system	Director Housing, Planning and Regeneration (Sara Bowrey) Supported by Assistant Director, Strategy, Performance & Corporate Transformation (Naheed Chaudhry)
9	Strategic Property	Financial Performance Failure to reach expected income through rental income and property disposal	Cause(s): - Failure to lease all properties - Failure to eliminate rent arrears - Downturn in property market - Non-payment of rent on properties - Failure to realise anticipated sale values for property disposal programme Effect(s): - Reduced rental income - Reduced capital income - Impact on overall Council budget	Financial	3	5	15	- A programme of rent reviews, lease renewals, new lettings, lease renegotiations, cost recharges and cost refunds is being carried out by the property team. - Rental deferrals monitored and repayment plans arranged from property portfolio. - Implementing the approved investment portfolio strategy to ensure investment properties are maintained to suitable standards to maximise income	2	5	10	- Continue the disposal programme as approved at November 2022 Executive, the revenue impacts of such disposals have been reported to Finance for their revenue impact monitoring (July 2023) over the financial years 2023/24 and 2024/25 and further updates will follow.	Assistant Director, Strategic Property (Darren Essex)
10	Strategic Property	Contractor Performance Failure to deliver facilities management service	Cause(s): - Inadequate qualified staffing resources - Lack of capacity to deliver outcomes Effect(s): - Failure to deliver statutory obligations - Poor performance impacts on work of Council officers	Contractual and Partnership - Operational	3	5	15	- Regular monitoring of performance and key performance indicators - Contractors make regular reports to Members on delivery of contract - Contract reviewed and escalation for change available subject to Contract Change Notification - Business continuity plans in place and draft Exit Plan received	2	5	10	- New supply chain being formulated which include mitigation factors to ensure performance failure and service is de-risked. - July 2023 Exec approved FM strategy for new Churchill Court building making a direct award to Ascot Services who are the incumbent provider. This will be for a period of max 2 years whilst a full tender for a scope of works bc can be facilitated. - An Exec Committee report will go forwards in March 2024 on the re-tendering strategy for all FM contracts as those that are in place at present were short term solutions following the in sourcing of the FM function from the TFM contract. Intention is that a 2 contract provision for the Council's HQ estate and all other properties is market tested against a pre determined specification and comprehensive asset register for those properties the Council is retaining (with Churchill Court to follow in 2025) - Whilst this external procurement process continues a review of the existing FM team will need to be undertaken to move it into a functioning commissioning / intelligent client model team.	Assistant Director, Strategic Property (Darren Essex)
11	Strategic Property	Capital Financing Shortfall Risk of significant costs increase in the Capital Programme and possible reductions in proceeds from disposals could impact on the Council's ability to fully fund the Capital programme	Cause(s): - Property price reductions as a result of the economic environment could have a negative impact on sale proceeds. - Limited scope to identify further Council assets for disposal - Significant increase in cost of capital schemes due to inflation and supply issues requiring an increase in funding - Significant additional costs and future liabilities across the Council's operational estate arising from any further condition survey liabilities not identified at this stage. - Requirement to obtain funding for significant new Housing Schemes and impact of higher borrowing costs - In January 2023, a report titled Capital Strategy 2023-24 to 2026-27 and Q3 Capital Programme Monitoring to Executive identified a significant increase in the Council's capital programme and resulting funding proposals given the factors identified above there is a risk that significant changes in cost and proceeds could create a new capital financing shortfall that needs to be addressed. The full funding identified excludes the potential works relating to potential works on the Churchill Theatre and library with proposals expected to be reported to Members later this year. - Only limited earmarked reserves available to support the capital programme, once other pressures (inc revenue budget gap) are factored in. Effect(s): - Without alternative funding, the Council would require drawdown from revenue resources. - This would increase the Council's revenue budget gap. - Or many schemes would not progress due to lack of funding available although the scope to do this may be limited given the critical nature of some of the works required.	Financial	4	4	16	- Fundamental review of capital programme undertaken to inform updated Capital Strategy 2023/24 to 2026/27 as reported to Executive in January 2023 - this includes full capital programme, approved asset disposals, mitigations and agreed financing options. - Regular reporting to Members via SAG, FSG and Executive - Tight control and scrutiny [by finance] of capital spending commitments as they reach the level of business case. - Quarterly capital programme monitoring reports to Executive. - Current programme has now had funding agreed (ie Members have approved PWLB borrowing to refinance existing housing schemes (£50m via PWLB) and the additional option of up to £10m support from the Council's revenue earmarked reserves).	3	4	12	- Monitor capital programme costs, disposals sales prices and programme.	Assistant Director, Strategic Property (Darren Essex)
12	Strategic Property	Operational Property Repair The OPR Programme cannot be delivered to budget and within programme	Cause(s): - That building cost inflation and other economic uncertainties continue - The scope of works required exceeds the budget - The programme continues beyond the time anticipated - Resource to deliver the programme not available as anticipated Effect(s): - Not all works required can be implemented - Impacted properties may continue to have repair liabilities beyond those anticipated - Impacted properties may not be compliant for building regulations and health & safety - Works continue beyond the end of the anticipated programme	Financial	5	4	20	- Condition Surveys undertaken across all Workstreams - Original Cost estimates utilised cost per m2. Reviewed based upon Projects in or out of scope and QS assessment of Condition Surveys undertaken. - Executive Report on findings of the review and proposed capital works to repair the properties agreed at Full Council in Dec '22. Update tabled at COE in Dec 23. - Internal Resource increased by way of appointment of Capital Programme and Capital Works Managers. Also services from original consultant reviewed in terms of performance and scope.	4	3	12	- Monitor costs at Programme Board. Review of professional services required to deliver programme, leading to procurement of new multi disciplinary design lead services. Two Consultants to be appointed to manage workload. Tender due to be returned 15 Feb 24. Consultants to be appointed by 10 April 24. Master Programme drafted for discussion with Heads of Service.	Assistant Director, Strategic Property (Darren Essex)
13	Strategic Property	Operational Property Repair Buildings within the OPR Programme fail prior to commencement of works	Cause(s): - Infrastructure that is beyond economic repair fails Effect: - The property cannot be occupied - A Council service or stakeholder is unable to continue to offer a service from the property - There is a health & safety incident 5. The Council suffers financial and/or reputational loss	Financial	5	4	20	- OPR Team working closely with FM to identify any emergency works/repairs that need to be undertaken ahead of the OPR commencing. Engagement with FM through Sub Board and Programme Board meetings. Standard Agenda item to pick any FM related issues. Works on properties known to be at significant will be accelerated if the works are to be undertaken via OPR.	4	3	12	- Monitor Facilities Management reports of infrastructure failure. - FM to monitor/track OPR Programme and scope their FM Programme accordingly to ensure compliance. - Failure of building services to at any property to be reported to the FM property help desk by site. - FM property to engage supplier to attend promptly to investigate and remedy - Where Failure terminal and business critical to be reported to Assistant Director.	Assistant Director, Strategic Property (Darren Essex)
	Culture and Regeneration	Outreach Service Failure to provide service in Cotmandene and Mottingham	Cause(s): - Buildings vulnerable to water and sewerage issues - Small staff base vulnerable to stress, lone working, and staff leaving - Change in locations and competing services Effect(s): - Failure to deliver full service - Closure of outreach centres - Impact on vulnerable adults - Lack of local users finding or using the service - Mottingham service halted during staff consultation due to lack of staff and low usage of service by local residents. Appointments still possible from Mottingham Library.	Social	4	4	16	- Staff experienced in successfully averting aggressive behaviour. - Regular Team Meetings to discuss issues and address staff wellbeing as well as participation in training opportunities to help wellbeing - Co-location opportunities agreed with libraries and integration of service with GLL and other Council services: Cotmandene collocated with St Paul's Cray Library permanently at refurbished site; Mottingham to be permanently relocated to Castlecombe site in 2024	3	4	12	- Progressing TUPE of staff to GLL and libraries contract variation to combine services - Continuing to support St Paul's Cray Library and Community Support Centre to operate as a co-located facility housing Library and Outreach Services	Assistant Director, Culture and Regeneration (Lydia Lee)

Housing, Planning and Regeneration Risk Register

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15	Culture and Regeneration	Vitality and Prosperity of Town Centres Failure of town centres to attract footfall and spend for retail and leisure opportunities	<p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to redevelop High Streets and diversify the offer / - National trend for decline in the traditional retail sector in town centres and competition from out of town developments and online shopping - Risk that established Business Improvement Districts do not succeed at renewal or that planned Business Improvement Districts do not get established resulting in reduced revenue spend to support businesses in town centre locations. - Poor development in town centres / - Lack of investment in town centre facilities and public realm. - Impact of external factors on local economy - Supplier/contractor issues and increased contractor/supplier costs / - Planning applications refused - Lack of stakeholder interest and support for improvements / - General site constraints preventing progress/project delivery - Beckenham rebalot fails <p>Effect(s):</p> <ul style="list-style-type: none"> - Reduction in town centre business occupancy and increase in vacancies - Loss of income from business rates and market charges, and reduction in income from parking charges - Poor public perception and negative publicity. / - Lack of private sector or inward investment. - Reduction in property value. / - Reduction in footfall and spend per head resulting in loss of business. - Delays delivering public realm improvements / - Public Realm Improvements projects have to be terminated - Potential costs to the Council to take on a town centre management service, and a lack of investment in the Town Centre 	Economic	4	4	16	<ul style="list-style-type: none"> - Support to Business Improvement Districts through renewal or ballot processes. - Work in partnership with Business Improvement Districts to drive town centre activity that support business success and include programming and events in town centres. - Secure funding for and deliver public realm improvements in town centres - Work with developers to bring forward suitable development that supports the vitality of town centres - Secure developer contributions for the benefit of town centres. - Investigate options for Renewal opportunities in all town centres. - Prioritise investment in town centre leisure facilities. - Bromley Economic Partnership in place to identify issues affecting local economy - Terms of Reference to define relationship between the Business Improvement Districts have been created to better support the local economy. 	4	3	12	<ul style="list-style-type: none"> - Work with businesses to investigate the viability of a Business Improvement Districts in relevant locations - Terms of Reference to define relationship between the Council and BIDs under regular review to ensure it remains relevant. - Work with developers to bring forward sensitive town centre development that also secures improved facilities for community services. - Finalise town centre public realm improvement schemes. - Night Time Enterprise Zone to encourage vibrancy in Bromley Town Centre after 6pm - Night Strategy for the borough to be developed by DEC24 	Assistant Director, Culture and Regeneration (Lydia Lee)
16	Culture and Regeneration	Capital Schemes Failure to deliver housing schemes	<p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to gain approval from Members for business cases on use of land for housing - Failure to secure funding for schemes - Failure to deliver housing schemes on time and in budget - Issues with land ownership and usage - Planning permission not granted or granted with conditions which impact adversely on costs - Inflation and construction costs - Lack of interest from market in developing sites <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to provide number of accommodation units identified - Failure to produced identified savings as part of Housing Transformation Board programme - Impact on vulnerable families and children - Tenants remain in TA for long periods of time - Increased revenue pressures on TA 	Financial/Social	5	5	25	<ul style="list-style-type: none"> - The York Rise development is under construction - The West Wickham development is under construction - Additional resources in Regeneration and Renewals teams dedicated to assess and bring forward a range of housing sites across the borough. - Crystal Palace Regeneration strategy grant funding secured and consultancy team appointed. RIBA 2 due to complete September 23. - Regular liaison with GLA to negotiate grant rates which reflect increase costs due to inflation - Securing fix price tenders for housing delivery. - Bromley North submitted to Planning April 23, anticipated DCC 5/10/23. £720k secured from BLRF2 to support site preparation for this scheme. 	4	4	16	<ul style="list-style-type: none"> - Further conversations required to be developed with services to understand short and longer term requirements of particular sites - Legal advice sought on ownership and usage issues and actions identified. - Coordination across disposals programme to ensure revenue and housing targets can be met jointly. - Leadership team working with GLA on Crystal Palace. - Further upskilling and knowledge sharing across teams to bring forward development effectively. 	Assistant Director, Culture and Regeneration (Lydia Lee)
17	Culture and Regeneration	Leisure Centres Failure to facilitate and enable the provision of leisure centre services	<p>Cause(s):</p> <ul style="list-style-type: none"> - Service provider ceases to trade due to financial difficulties - Facilities have to close due to plant failure or other serious building maintenance issues <p>Effect(s):</p> <ul style="list-style-type: none"> - Temporary cessation of leisure facilities in the borough - Adverse public response - Social impact on vulnerable adults and families along with the wider population using leisure facilities and activities for health and wellbeing benefits 	Legal Reputational Social	4	4	16	<ul style="list-style-type: none"> - Alliance Leisure contracted to undertake feasibility works for Walnut and West Wickham sites. proposals due to Executive in October 23. - Draft leisure strategy and facility planning works complete. - Playing pitch review complete. - Proactive Bromley established. 	3	3	9	<ul style="list-style-type: none"> - Continue regular informal contact with MyTime in addition to formal meetings and provide support to resolve issues as necessary. - Leisure strategy and associated documents completed. 	Assistant Director, Culture and Regeneration (Lydia Lee)
18	Culture and Regeneration	Library Service Failure to provide statutory library service	<p>Cause(s):</p> <ul style="list-style-type: none"> - Service provider ceases to trade due to financial difficulties - Council terminates contract because service provider fails to consistently meet KPIs - Service does not meet contracted levels because of industrial action - Ongoing projects affecting permanent library buildings causing relocations and changes to available services - Library building projects causing temporary closures or interruptions to regular service <p>Effect(s):</p> <ul style="list-style-type: none"> - Temporary cessation of library service in borough - Adverse public response - Possible impact on partners in shared use buildings - Social impact on vulnerable adults and families using library facilities and activities 	Legal Reputational Social	4	4	16	<ul style="list-style-type: none"> - Ongoing monitoring of service provider to identify potential financial difficulties - KPIs monitored regularly: twice yearly reports to Members and monthly/annual review meetings with service provider. - Exit plan in place to manage any closure of contracted service and bring service in-house which is regularly reviewed and updated. - Library without Walls created as a response to COVID-19 has been retained as the 15th Bromley Library and continues to remain popular with users - Increased provision of activities and events for all age groups - Promotion of e-books, newspapers and magazines - Ongoing contact between Service Provider and LBB project teams where ongoing redevelopment projects interferes with usual library operations 	4	3	12	<ul style="list-style-type: none"> - Continue regular informal contact with contractor in addition to formal meetings and provide support to resolve issues as necessary - Inclusion of service provider in regular project meetings and updating on timescales - Repair programme for library buildings to commence - Churchill Theatre/Central Library move to TopShop project to come on board following public announcement - Particular focus in 2024 to review performance of Bromley Historic Collections including partnership with Earth Museum and resources needed to support Archive service projects with LBB 	Assistant Director, Culture and Regeneration (Lydia Lee)
19	Planning	Planning Service Failure to deliver statutory requirements related to planning	<p>Cause(s):</p> <ul style="list-style-type: none"> - Failure of Planning IT service - Lack of suitably qualified staff to provide expertise within the service - Risk of bribery identified through internal audit <p>Effect(s):</p> <ul style="list-style-type: none"> - Council enters 'designation' status due to poor performance on speed or quality of decision making, resulting in major or minor planning decisions being removed from Council decision-making process leading to income loss to Council and lack of local control - Failure to prevent unauthorised development - Failure to respond to planning applications within statutory timescales - Planning decisions overturned on appeal - Failure to enforce Tree Protection Orders, protect listed buildings and conservation areas - Adverse public response - Reputational damage to the council 	Legal Financial Reputational	3	4	12	<ul style="list-style-type: none"> - Planning software upgraded annually and maintained by software developer. - Review of case management software underway with target date of May 2024 for completion of replacement - Staffing levels and skill set appropriate for current levels of demand - Planning Advisory Service (PAS) review of service in June 2019 resulted in an improvement plan which has been delivered to Members - Appeals reviewed and learning implemented. - Planning Advisory Service (PAS) returned to review improvement plan and committees in July 2021 and further recommendations and actions are being pursued. - Existing checking and sign off process in place - Bribery training carried out - Officers required to declare any interest 	2	3	6	<ul style="list-style-type: none"> - Implementation of new Planning IT system - Ongoing monitoring of work volumes to ensure staffing levels are sufficient for work levels 	Assistant Director, Planning (Tim Horsman)
20	Planning	Community Infrastructure Levy Failure to collect and spend local CIL and use for local infrastructure	<p>Cause(s):</p> <ul style="list-style-type: none"> - Failure to collect the local CIL - Failure to use local CIL appropriately <p>Effect(s):</p> <ul style="list-style-type: none"> - Lack of funding for infrastructure to support new developments - Lack of funding to provide Infrastructure Delivery Team 	Legal Financial	2	3	6	<ul style="list-style-type: none"> - Local CIL has been adopted and commenced in June 2021 - Experienced Infrastructure Delivery Scheme Manager in post to ensure successful adoption of agreed local CIL 	2	3	6	<ul style="list-style-type: none"> - Monitor current impact of inflation on the number of developments coming forward 	Assistant Director, Planning (Tim Horsman)
	Planning	Section 106 Agreements Failure to complete S106 agreements for affordable housing	<p>Cause(s):</p> <ul style="list-style-type: none"> - Lack of appropriately qualified staff to ensure S106 agreements are implemented as appropriate - Lack of S106 Monitoring Officer in post <p>Effect(s):</p> <ul style="list-style-type: none"> - Impact on level of supporting infrastructure in borough - S106 monies not being spent on appropriate infrastructure and housing schemes 	Financial	3	3	9	<ul style="list-style-type: none"> - Officer group in place to monitor and maximise s106 spend - Infrastructure Delivery Team Leader in post acting as s106 monitoring officer and overseeing s106 agreements including financial receipts and payments 	1	1	1	<ul style="list-style-type: none"> - Controls have been implemented and working effectively. The risk exists however given the control effectiveness it is no longer deemed to be a material risk and can be removed from being flagged in this risk register going forward. 	Assistant Director, Planning (Tim Horsman)
	Planning	London Plan Failure to deliver level of housing in Bromley contained in Mayor of London's plan	<p>Cause(s):</p> <ul style="list-style-type: none"> - Mayor of London's Plan requires greater levels of housing to be built in Bromley than in Local Plan - Planning permission for sufficient level of development not granted - Landbanking by developers resulting in targets of new houses not being met in a timely fashion <p>Effect(s):</p> <ul style="list-style-type: none"> - Bromley penalised at planning appeal stage 	Reputational Financial	5	3	15	<ul style="list-style-type: none"> - Local Plan policies being reviewed to identify suitable sites - Planning and Regeneration teams are seeking to promote appropriate housing development in the Borough 	3	3	9	<ul style="list-style-type: none"> - Local Plan review has commenced 	Assistant Director, Planning (Tim Horsman)

R E M	DIVISION	RISK TITLE & DESCRIPTION <small>(a line break - press shift & return - must be entered after the risk title)</small>	RISK CAUSE & EFFECT	RISK CATEGORY	GROSS RISK RATING <small>(See next tab for guidance)</small>			EXISTING CONTROLS IN PLACE TO MITIGATE THE RISK	CURRENT RISK RATING <small>(See next tab for guidance)</small>			FURTHER ACTION REQUIRED	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING		
23	Compliance & Strategy	<p>Homes for Ukraine and other Refugee programmes Inability to effectively manage the volume of people, including unaccompanied minors who may present as homeless due to cessation of sponsor accommodation, safeguarding concerns and the resulting additional pressures placed on the homeless budgets and childrens social care</p>	<p>Cause(s):</p> <ul style="list-style-type: none"> - Volume of refugees arriving increasing - Breakdown in relationship between sponsor and guest - Accommodation coming to an end at the pre-agreed period with no alternatives readily available, other than temporary accommodation or foster care <p>Effect(s):</p> <ul style="list-style-type: none"> - Failure to fulfill statutory obligations - Impact on life chances and outcomes for individuals and families in temporary accommodation, particularly given the vulnerability of the refugees - Increased risk of legal challenge due to provision of unsuitable accommodation (including shared accommodation) - Pressure on Childrens Social Care if the sponsor placement fails and a Foster Placement is required - Impact on available accommodation to meet other statutory duties. 	Housing Social	5	4	20	<ul style="list-style-type: none"> - Focus on preventing homelessness and diversion to alternative housing options through:- - Landlord and Tenancy advice, support and sustainment - Assistance, (including financial aid) to access the private rented sector - Access to employment and training - Debt, money, budgeting and welfare benefits advice, including assistance to resolve rent and mortgage arrears - Sanctuary scheme for the protection of victims of domestic violence - Effective contract monitoring arrangements to ensure acceptable quality of service provision and value for money - Implementation of the More Homes Bromley initiative to ensure the supply reduces the reliance on nightly paid accommodation - Implementing the Homelessness Strategy - setting up the multi agency Homelessness forum and taking forward the priorities of the strategy - New incentive campaign for private sector landlords embedded and benefits being realised - Modelling taking place to forecast how many households may need accommodation around the 6 month mark - Expression of Interest data being utilised and home assessments and DBS checks will be carried out so that alternative sponsor accommodation is available 	4	4	16	<ul style="list-style-type: none"> - Approval to progress housing development schemes and reopening of the HRA. First 3 schemes now in development phases with options appraisals in place for further sites. - Transformation Board action plan in place for next 3-4 years to increase available housing supply with an overall initial target of 1000 additional affordable homes. - Continue to develop partnership working with private sector landlords to assist households to remain in private sector accommodation. - Work innovatively with a range of providers to increase access to a supply of affordable accommodation. - Continue to focus on early intervention and prevention of homelessness assessing trends in approaches to tackle main causes of homelessness. - Beehive acquisition schemes has secured 90 new units of accommodation with Executive approval to enter into an acquisition programme with Orchard and Shipman for c250 homes. - Approval given to continue to operate the dedicated team for the next twelve months. - Deliver incentive scheme for hosts prepared to extend sponsor placement. - Continue to extend and deliver range of floating support schemes. - Implement dedicated housing advice role(s) in place to provide intensive support to families at risk of placement breakdown/move on. - Ongoing dialogue with sponsors to enable modelling of when placements may come to an end. / - Implementing the re matching service. 	Director of Housing, Planning and Regeneration (Sara Bowrey)

Risk Assessment Guidance

Likelihood	Almost Certain (5)	5	10	15	20	25	<table border="1" style="margin-left: 20px;"> <tr><td style="background-color: red;">15+</td><td>High Risk - review controls and actions every month</td></tr> <tr><td style="background-color: orange;">10 - 12</td><td>Significant Risk - review controls and actions every 3 months</td></tr> <tr><td style="background-color: yellow;">5 - 9</td><td>Medium Risk - review controls and actions every 6 months</td></tr> <tr><td style="background-color: cyan;">1 - 4</td><td>Low Risk - review controls and actions at least annually</td></tr> </table>	15+	High Risk - review controls and actions every month	10 - 12	Significant Risk - review controls and actions every 3 months	5 - 9	Medium Risk - review controls and actions every 6 months	1 - 4	Low Risk - review controls and actions at least annually
	15+	High Risk - review controls and actions every month													
	10 - 12	Significant Risk - review controls and actions every 3 months													
	5 - 9	Medium Risk - review controls and actions every 6 months													
	1 - 4	Low Risk - review controls and actions at least annually													
Highly likely (4)	4	8	12	16	20										
Likely (3)	3	6	9	12	15										
Unlikely (2)	2	4	6	8	10										
Remote (1)	1	2	3	4	5										
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	Impact								

Risk Likelihood Key					
	Score - 1	Score - 2	Score - 3	Score - 4	Score - 5
	Remote	Unlikely	Possible	Likely	Definite
Expected frequency	10 - yearly	3 - yearly	Annually	Quarterly	Monthly

Risk Impact Key					
Risk Impact	Score - 1	Score - 2	Score - 3	Score - 4	Score - 5
	Insignificant	Minor	Moderate	Major	Catastrophic
Compliance & Regulation	Minor breach of internal regulations, not reportable	Minor breach of external regulations, not reportable	Breach of internal regulations leading to disciplinary action Breach of external regulations, reportable	Significant breach of external regulations leading to intervention or sanctions	Major breach leading to suspension or discontinuation of business and services
Financial	Less than £50,000	Between £50,000 and £100,000	Between £100,000 and £1,000,000	Between £1,000,000 and £5,000,000	More than £5,000,000
Service Delivery	Disruption to one service for a period of 1 week or less	Disruption to one service for a period of 2 weeks	Loss of one service for between 2-4 weeks	Loss of one or more services for a period of 1 month or more	Permanent cessation of service(s)
Reputation	Complaints from individuals / small groups of residents Low local coverage	Complaints from local stakeholders Adverse local media coverage	Broader based general dissatisfaction with the running of the council Adverse national media coverage	Significant adverse national media coverage Resignation of Director(s)	Persistent adverse national media coverage Resignation / removal of CEX / elected Member
Health & Safety	Minor incident resulting in little harm	Minor Injury to Council employee or someone in the Council's care	Serious Injury to Council employee or someone in the Council's care	Fatality to Council employee or someone in the Council's care	Multiple fatalities to Council employees or individuals in the Council's care

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Report No.
HPR2024/002

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Renewal, Recreation and Housing Policy Development and Scrutiny Committee on 31 January 2024.

Decision Type: Non-Urgent Executive Key

Title: HOUSING ALLOCATION SCHEME AND CHOICE BASED LETTINGS (APPROVAL TO ADOPT NEW POLICY)

Contact Officer: Michelle Bowler – Head of Housing Schemes
Tel: 0208 464 3333 E-mail: michelle.bowler@bromley.gov.uk

Chief Officer: Sara Bowrey, Director of Housing, Planning, Property and Regeneration
Tel 0208 313 4013 E-mail: sara.bowrey@bromley.gov.uk

Ward: All Wards

1. Reason for decision/report and options

- 1.1 The current Housing Allocation Scheme was first published in 2012, amended in 2015 and the last formal update made in 2017 following the introduction of the Homelessness Reduction Act (2017). In order to ensure that the Scheme is contemporary and meets all current legislative requirements a review of the Council's Housing Allocations Scheme was approved in November 2022.
 - 1.2 In September 2023 the Executive approved a revised draft of the Housing Allocations Scheme for eight weeks public consultation. This report contains the findings and outcome of that consultation alongside the final proposed scheme for which approval is sought.
 - 1.3 The report is provided alongside the analysis of the consultation findings in table format (Appendix 1) the final proposed scheme (Appendix 2), an equalities impact assessment (EQIA) relevancy test (Appendix 3), Demographic Profile Housing Register Applicants as of December 23 (Appendix 3A) and Demographic Profile of the Borough census 2021 (Appendix 3B)
-

2. RECOMMENDATION(S)

- 2.1 **Members of Renewal, Recreation and Housing PDS Committee are asked are asked to:**
 - 1) Consider the results of the consultation exercise and note any amendments in relation to the new proposed Allocations Scheme for adoption by the Council; and,
 - 2) Note the report and provide their comments for consideration by the Executive.
- 2.2 **The Council's Executive is recommended to:**
 - 1) Review the results from the consultation exercise; and,
 - 2) Approve the proposed Allocations scheme for adoption by the Council.

Impact on Vulnerable Adults and Children

1. Summary of Impact: The Allocation Scheme ensures that the Council is able to meet its statutory responsibilities in respect of housing. That priority for housing is fairly and consistently prioritised in accordance with all legal and statutory responsibilities.
-

Transformation Policy

1. Policy Status: Existing Policy:
 2. Making Bromley Even Better Priority:
To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Operational Housing
 4. Total current budget for this head: £8.3m
 5. Source of funding: Revenue Budget
-

Personnel

1. Number of staff (*current and additional*): Additional staffing will be required as part of the re-registration and implementation project. The number of those required is to be confirmed and is subject to IT requirements and scoping, a full business case will be drafted.
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
-

Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: See customer impact.
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): More than 5,000 households' approach with housing difficulties which could lead to homelessness each year. At present there are around 3100 households included on the Housing Register. There are currently approximately 1500 households in Temporary Accommodation these are predominantly located outside the borough. 1200 (78%) of homeless households are in costly nightly paid Temporary Accommodation. It costs the Council an average of £8,857PA per household in Nightly Paid accommodation, this in turn puts a strain on LBB's budgets which impacts on other services. Officers believe the proposed changes will allow the Council to better manage the scarce Housing resources available, we understand that it is very difficult to navigate a choice-based lettings system that doesn't have high levels of property availability, this in turn, in some instances, leads to selective bidding and extended stays in temporary accommodation. Under the proposed changes the Council will be able to better manage customer expectations and ensure that no one remains in temporary accommodation for longer than is necessary.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: The revised draft allocations scheme was subject to review and discussion by Renewal, Recreation and Housing PDS committee and The Executive in September 23. All Councillors were invited to participate in the formal consultation which took place for eight weeks closing on 17th December 2023.

3. COMMENTARY

- 3.1 A gap analysis was undertaken of the current Housing Allocations Scheme in January 2023 which identified the areas that needed to be strengthened and revised. This formed the basis for the revised draft presented to Executive in September 2023 for approval to consult. The key drivers for the revised draft are:
- a) To retain and improve the natural flow into eligibility, qualification, application, assessment, allocation, lettings, decisions and reviews.
 - b) To make the document more accessible for customers.
 - c) To remove or change any content that will naturally date.
 - d) To ensure that it meets all regulatory and legislative requirements.
 - e) To ensure that waiting times for those assessed as having an urgent need to move are minimised where possible.
 - f) To reduce the time that households spend in costly and insecure forms of temporary accommodation.
- 3.2 Local authorities are required to undertake formal consultation when proposing to introduce a new/revised Housing Allocations Scheme. To prepare the document for consultation, internal management discussions took place within the Housing Directorate, engaging other key representatives within the Council, as necessary. The discussions supported the production of the draft document which was signed off by the Director of Housing and the Project Steering Group.
- 3.3 Following Executive approval in September 2023, the consultation ran for 8 weeks from the 23 October 2023 to 17 December 2023. External consultation for the revised took place via an online survey as follows:

Stakeholder	Method
Applicants on the Housing Register	Each applicant was contacted in writing either via an email or a letter to inform them of the consultation and to provide them with a link and QR code to the online survey.
Residents of the borough	A communication plan was produced by the Communication Team promoting the consultation through all networks including social media and hard to reach groups. They were all signposted to the online survey.
Elected Members of the Council	Considered both documents in Renewal, Recreation and Housing Policy Development and Scrutiny Committee and The Executive meeting in September 2023.
Registered Providers	Registered providers were emailed a link to the online survey, inviting them to provide feedback.
External Stakeholders	These included voluntary agencies such as the Citizens Advice Bureau and other organisations that advocate on behalf of residents. It also included neighbouring local authorities and key community groups. They were emailed a link to the online survey, inviting them to provide feedback.
Internal Stakeholders	The wider Council was emailed a link to the online survey, inviting them to provide feedback.

3.4 There were 421 responses. 297 were housing applicants, 86 were Bromley residents, 21 were Bromley staff, and 2 were registered providers. This is a 14% response rate which falls within the acceptable range of 10- 20% for an indicative sample size. Overall, the agreement was 40% and over for each of the proposed changes. We monitored a number of equalities characteristics and compared it to the borough demographic profile. The responses mirrored the borough profile.

3.5 Responses to the proposed changes to the Housing Allocations Scheme via the online survey are shown below:

Summation of Change	Strongly Agree	Agree	Neither Agree/ Disagree	Disagree	Strongly Disagree	No response
Hybrid Allocation Model of offering both direct and CBL lets. Adopted	21%	36%	23%	12%	7%	1%
Direct lets (bands 1 and 2). Adopted	29%	35%	15%	11%	10%	0%
16/17 Year Older with suitable adult (not care leavers). Adopted	18%	33%	23%	15%	10%	1%
Safe Surrender Agreements for failing tenancies, where all other measures have been exhausted. Adopted	25%	46%	23%	3%	3%	0%
Decants, with higher priority for those who need to move within 6 months. Adopted	31%	42%	18%	6%	2%	1%
Rehousing Guarantee. Adopted	12%	28%	30%	20%	10%	0%
Right to Move (band 4). Adopted	17%	33%	34%	10%	6%	0%
2 Tier Health Priority System. Adopted	35%	48%	13%	3%	1%	0%
Allocation of Gypsies/Travelers' pitches. Adopted	14%	31%	38%	8%	10%	0%
Sensitive Lets. Adopted	25%	44%	26%	3%	2%	0%
Tenancy Determination (at the point of offer). Adopted	21%	46%	25%	6%	2%	0%
Tenancy Sustainment Measures. Adopted	34%	53%	11%	1%	1%	0%
Annual Re-registration. Partially Adopted	36%	44%	14%	5%	2%	0%
Affordability Checks (point of offer). Adopted	30%	41%	21%	5%	3%	0%

3.6 We monitored the responses during the consultation period and on its conclusion analysed the results. These were discussed within the Council on the 19 December 2023. The industry approach is if there is 20% plus disagreement then you do not proceed with the proposed change unless there is an overriding reason for doing so. The proposed changes falling into this category are:

- a) Direct lets for band 1 and band 2 is 21%; this has been discussed. The main reason for disagreement is the perceived reason of not offering choice. However, the statement already stated that preference and choice would be considered. This has been strengthened and retained.

- b) 16/17 year old who have not been in care housed with a suitable guarantor until they are 18 years old is 25%; this has been discussed and retained to prevent a 2 tier service and also because the EQIA shows a positive impact to this age group.
- c) Rehousing guarantee to previous social tenants who were institutionalised is 30%; this has been discussed and retained. On the rare occasion when a tenant has to surrender their tenancy to live in a medium-long term medical facility and is then well enough to live independently, the rehousing guarantee is the most applicable route to rehousing and has therefore been retained.
- 3.7 It is usual for a proportion to neither agree nor disagree. This ranges from 11% to 38%. It is hard to speculate on the reasons, in these cases, it is usual to deem they have no strong feelings one way or the other.
- 3.8 We have now completed the consultation and the findings are summarised below. The key changes are:
- a) **The flow of the scheme** has been changed to make it more accessible to the reader. It includes an introduction covering compliance, a section of housing options within the borough, eligibility and qualification, assessment of an application, allocation and letting of social housing and a section on reviews.
 - b) **Hybrid Allocations to Social Rented Accommodation;** the Council currently operate a predominately choice based lettings scheme, the proposal is to introduce a hybrid Housing Allocations Scheme which means a greater proportion of lets will be direct offers and the remainder will be advertised online, on the choice based lettings system. The Council will determine the proportion based on the priorities of the Council such as the challenges faced in respect of homelessness and making best use of existing social housing stock. Adopted with 57% agreement.
 - c) **Direct lets:** currently most homes are let through the choice-based lettings system. The proposal is to make direct offers to those placed in the emergency band and bands 1 & 2. Applicants in bands 3 and 4 will continue to be able to bid for accommodation via the choice-based lettings scheme. The consultation did show that people were concerned about choice. The statement of choice in the Housing Allocation Scheme had already been revised to state that preference and choice would be given where practical. Adopted with 64% agreement.
 - d) **16/17 Year Olds;** the Council currently enable a small number of young adults such as those Leaving Care to go on the Housing Register if they are under 18, and the Council's Childrens Services acts as a guarantor. The proposal is to extend this to those who are under 18 and have not been in care but have a suitable guarantor who will accept responsibility for the tenancy and for the support where necessary, whilst the tenancy is held in trust until the young adult reaches 18 and can legally hold a tenancy. This will only be in exceptional choice. The EQIA relevancy test has identified this as a positive impact for the protected characteristic of age. Adopted with a 25% disagreement on the basis that this has a positive impact and minimises the risk of future challenge.
 - e) **Introducing Safe Surrender Agreements;** this is a voluntary agreement between the landlord and tenant that the tenancy has come to an end. Where a social tenancy is failing, the proposal is to work with registered landlords to find a way to keep tenants in their home, and where this is not possible to identify a satisfactory solution which may involve a safe surrender agreement and/or an offer of alternative accommodation via the housing register. Adopted with 71% agreement.

- f) **Rehousing a social tenant – to allow significant repair works to their home;** The Council currently give Band 1 priority to those who need to move within 12 months in order for works to commence in their home. The proposal is to change this to within 6 months in recognition of the need to give the high priority only to those where the need to move is imminent. Adopted with 73% agreement.
- g) **Rehousing guarantee;** where the Council agree, a social housing tenant who will relinquish a property because of hospitalisation or some other institutionalised stay, will be considered for rehousing once they are discharged. They will be given band 3 which is a low priority band. On the rare occasion when a tenant has to surrender their tenancy, the rehousing guarantee is the most applicable route to rehouse them and has therefore been retained. Adopted with a 30% disagreement on the basis that the Council must run a fair scheme.
- h) **Right to Move Scheme;** this applies to existing social housing tenants that currently live outside of the borough boundaries but who need to move into Bromley to take up employment or an offer of employment, such a move is rare and must meet specific criteria as detailed here: Right to Move and social housing allocations - GOV.UK (www.gov.uk). The Council already assess applicants in accordance with the Right to Move scheme. In the current scheme a successful applicant would be awarded an emergency band and, in most instances, made a direct offer. However, under the new scheme the proposal is to award them Band 4 and, in some instances, make them a direct offer. Adopted with 50% agreement.
- i) **Priority on Health Grounds;** The Council already assess medical need and the ability of the applicant or a household member to live in their current home. The proposed scheme has made the assessment process much clearer, in addition to what is detailed in the current scheme, an emergency medical award will be considered if someone is in hospital/residential care and cannot return home because it is not suitable, there is a risk to life, extreme exceptional circumstances. A priority medical award, which is slightly lower will be considered if someone or a member of their household needs care, has a severe long-term limiting illness or permanent and substantial disability. Their health or quality of life must be severely affected by the place they live in to get this award. The Council will take into account, the type of property the applicant needs, the need for outside space and any additional rooms. The EQIA relevancy test has identified this as a positive impact for the protected characteristic of age. Adopted with 83% agreement on the basis that this has a positive impact.
- j) **Pitches for Gypsies or Travellers;** the allocation of pitches on a Gypsy and Traveller site is in accordance with the priority given to all applications. However, in order to ensure the ongoing sustainability of the site community, the proposal is to consider the award of additional priority for pitches to close family members of existing licensees, who already live on site, to relieve overcrowding and to maintain family connections on the site. Adopted with 45% agreement on the basis that this only affects a specific applicant.
- k) **Sensitive lets;** there are two types of sensitive lets, both fairly rare. The first is where a household requires careful placement for their safety or the safety of others, and the second is where a property has a management history which requires the careful selection of the next tenant to ensure harmony in the area where it is located. In these cases the proposal is to select only the most suitable applicants when making an offer of accommodation. Adopted with 69% agreement.
- l) **Tenancy Determination;** the proposal is to introduce a new section on tenancy determination. The Council will have a policy on the types of tenancies they grant. The general principles will be if the applicant has never held a social tenancy before they will be granted an Introductory Tenancy for the first 12 months so the landlord can support them

while they settle in. If the applicant already has an assured or secure tenancy, they will be granted another one. In some cases, a flexible tenancy will be granted, usually if the property is heavily adapted or very large and the landlord wishes to ensure that the tenant continues to need this type of property. These types of tenancies are usually 5 years in length and subject to a renewal process to determine if they still need it. If not, they may register again. Adopted with 67% agreement.

m) Tenancy Sustainment; the proposal is to introduce a new section on tenancy sustainment. We wish to ensure that landlords do everything practically possible to promote tenancy sustainment, to include a range of ways to help a tenant manage their tenancy and what to do if things are going wrong including:

- I. Identifying all support needs as early as possible.
 - II. Making their service accessible to everyone.
 - III. Taking the necessary measures to safeguard a household.
 - IV. Signposting to employment, education and health advice.
 - V. Ensuring you can afford the rent.
 - VI. Ensuring the property suits your need.
 - VII. Assessing you for specialist housing at the earliest opportunity if you need it.
- Adopted with 87% agreement.

n) Band reviews (Re-registration); the Council needs to ensure that it has the most up to date information on applicants. At present there are no specific timescales set when reviewing an application. There was broad support for reviews to be undertaken of housing register applications, however following further review the timescales outlined in the consultation were not deemed achievable in conjunction with the lean staffing structure. We are therefore proposing to review the Emergency band every 3 months, band 1 applications every 12 months, and all other bands every 3 years to ensure we capture accurate information about the circumstances of the household. Partially adopted with 80% agreement.

o) Affordability checks when allocating social housing; the proposal is to introduce a new section on affordability checks. Being able to pay rent and service charges is key to a resident being able to sustain their tenancy. How much a resident can afford to pay for their housing costs will vary depending on the type of accommodation they live in and their financial circumstances. Carrying out affordability checks when allocating a home gives confidence to residents and social landlords that the tenant will be able to afford the home. Adopted with 71% agreement.

3.9 The responses show marked agreement with the revised housing allocations scheme with those agreeing and strongly agreeing exceeding 40% and above. Therefore, based on these percentages, and following consideration of the proposals which showed a 20% plus disagreement, the housing allocations scheme should be adopted.

3.10 The Housing Allocations Scheme has been finalised with analysis of the consultation results provided (Appendix 1), the final proposed scheme (Appendix 2) and an EQIA relevancy test undertaken (Appendix 3) which is accompanied by demographic profile of the housing register (Appendix 3A) and demographic of the Borough (Appendix 3B). The relevancy test showed no adverse impact on any protected characteristics under the Equalities Act and therefore a full EQIA is not required.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The Allocation Scheme ensures that the Council is able to meet its statutory responsibilities in respect of housing. That priority for housing is fairly and consistently prioritised in accordance with all legal and statutory responsibilities.

5. TRANSFORMATION/POLICY IMPLICATIONS

- 5.1 In accordance with the Housing Act 1996 Housing Authorities are required to have an Allocation Scheme for determining priorities and for and for defining the procedures to be followed in allocating housing accommodation; and they must allocate in accordance with that scheme. This is required regardless of whether they own their own housing stock or contract out the delivery of any of their allocation functions.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct financial implications arising from the recommendations of this report. Any additional staffing or IT costs in relation to the implementation of the Allocations scheme will be managed within existing approved budgets. In the event that any implementation costs cannot be managed within existing budgets, this will be reported in future reports to the RRH PDS and Executive.

7. PERSONNEL IMPLICATIONS

- 7.1 Additional staffing will be required as part of the re-registration and implementation project. The number of those required will be determined subject to IT requirements and scoping exercise, a full business case will be drafted.

8. LEGAL IMPLICATIONS

- 8.1 Part 6 of the Housing Act 1996 and other associated legislation and guidance, requires the Council to develop housing allocation schemes which give reasonable preference to certain categories of applicants.
- 8.2 Section 166A(13) of the Housing Act 1996 requires all stakeholders to be consulted on any changes to a Council's Housing Allocations Policy.
- 8.3 Housing Officers must ensure that the text of the proposed new Housing Allocations Policy and Scheme reflects the changes to homelessness duties and categories introduced by the Homeless Reduction Act 2017.
- 8.4 The Executive authorised on 6 September 2023 the requisite consultation exercise required by law pursuant to Section 166A (13) of the Housing Act 1996 in respect of a new Housing Allocations Policy and Scheme. The Executive in this report is asked to consider the responses received from the consultation exercise and give due consideration to the feedback prior to approving the final Housing Allocations Policy and Scheme.
- 8.5 By adopting the new Housing Allocations and Policy Scheme the Council is properly complying with its legal duties under the Housing Acts and as a landlord including the Council's Public Sector Equality Duty.

9. CUSTOMER IMPACT

- 9.1 More than 5,000 households' approach with housing difficulties which could lead to homelessness each year. At present there are around 3100 households included on the Housing Register. There are currently approximately 1500 households in Temporary Accommodation these are predominantly located outside the borough. 1200 (78%) of homeless households are in costly nightly paid Temporary Accommodation.
- 9.2 It costs the Council an average of £8,857PA per household in Nightly Paid accommodation, this in turn puts a strain on LBB's budgets which impacts on other services. Officers believe the proposed changes will allow the Council to better manage the scarce Housing resources

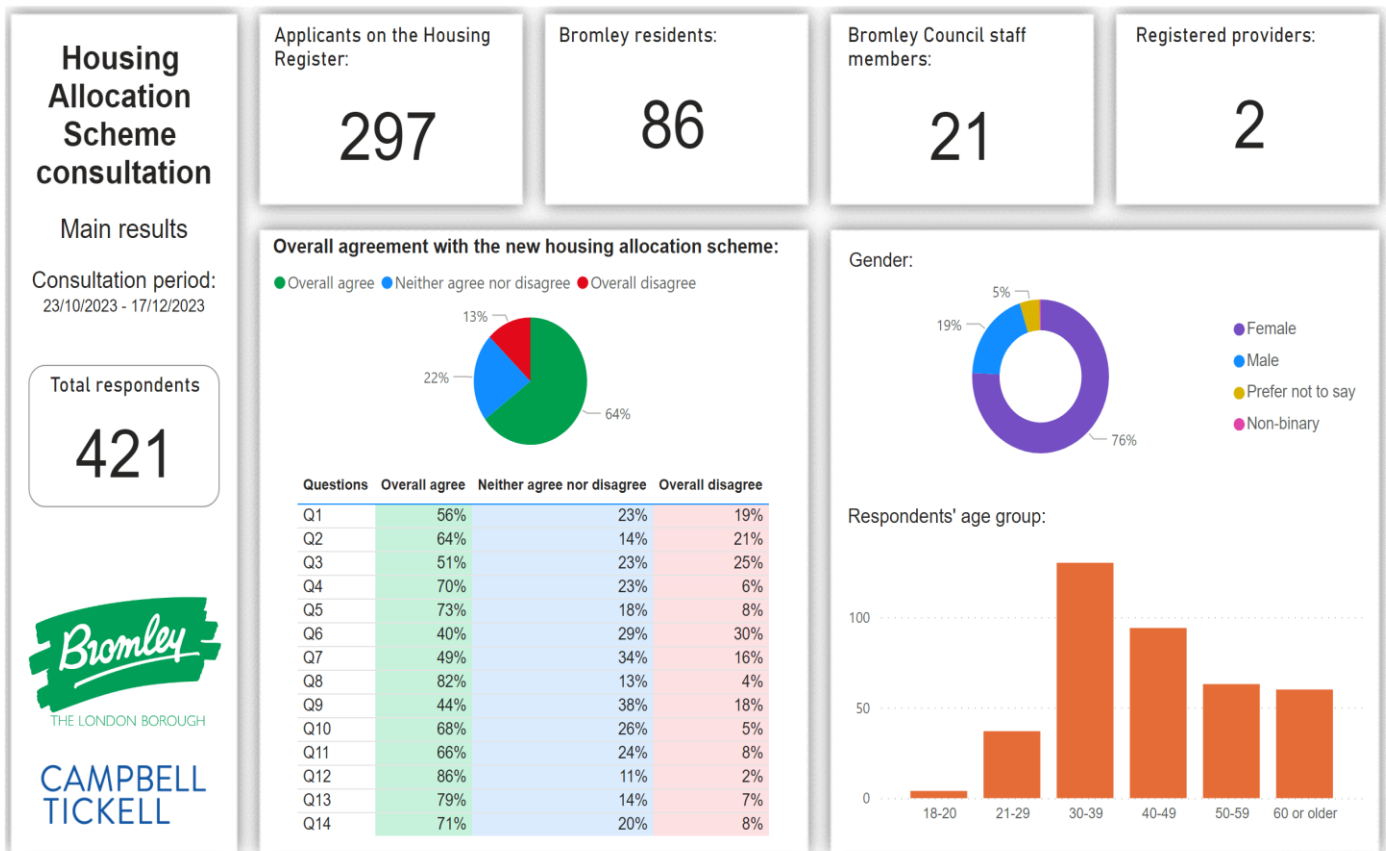
available, we understand that it is very difficult to navigate a choice-based lettings system that doesn't have high levels of property availability, this in turn, in some instances, leads to selective bidding and extended stays in temporary accommodation. Under the proposed changes the Council will be able to better manage customer expectations and ensure that no one remains in temporary accommodation for longer than is necessary.

10. WARD COUNCILLOR VIEWS

- 10.1 The revised draft allocations scheme was subject to review and discussion by Renewal, Recreation and Housing PDS committee and The Executive in September 23. All Councillors were invited to participate in the formal consultation which took place for eight weeks closing on 17th December 2023.

Non-Applicable Headings:	Impact on the Local Economy/ Health and Wellbeing, Procurement/Property/Carbon Reduction/Social Value Implications.
Background Documents: (Access via Contact Officer)	HPR2023/043 Housing Allocations Briefing paper HPR2023/049 Housing Allocation Scheme & Choice based lettings (Approval to proceed to statutory consultation)

Analysis of the results – Housing Allocations Scheme Online Survey Results, the table below shows a summary of the results.



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**London Borough of Bromley
Housing Allocations Scheme 2024**

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Part 1: Introduction

1.1 The Housing Allocation Scheme

This document sets out the London Borough of Bromley Housing Allocations Scheme. The local authority is required by the Housing Act 1996 (as amended) to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating housing accommodation.

This scheme enables the council to consider the individual needs of those applying for housing while making best use of the very limited housing resources available to the council. We assess all applications and if they are eligible and qualify for inclusion, place them on our housing register. This enables us to award priority based on housing need.

It sets out:

- How to apply for housing
- Who is eligible to be accepted onto the housing register
- Who qualifies to be accepted onto the housing register
- Who does not qualify
- The size of property that will be allocated
- The processing of offering a property
- How often an application will be reviewed.
- How to request a review of a decision.

The Housing Allocation Scheme aims to ensure that:

- The assessment process for inclusion onto the Housing Register is clear.
- Our procedures and practices are clear.
- Customers understand what they can expect of us and what their rights are.
- We manage expectations regarding the availability of social housing and promote awareness of alternative housing options and solutions.
- We promote independence and provide fair access to our services regardless of race, gender, disability, age, religion, nationality, social background or sexuality.
- We minimise the use of temporary accommodation, particularly shared or bed and breakfast type dwellings.
- We and partner organisations contribute to the development and maintenance of sustainable communities.
- We encourage long term and consistent partnership working on a local and sub-regional level.
- We make best use of all available social housing stock.

1.2 The Legal Framework

In framing the Housing Allocations Scheme, we have complied with and fully considered the following housing legislation, regulations, and statutory guidance:

- The Housing Act 1996, Part 6 as amended by Localism Act 2011 (England)
- The Housing Act 1996, Part 7 as amended by the Homelessness Reduction Act 2017
- Allocation of Accommodation: Guidance for Local housing Authorities in England (2012, DCLG) “the Code”

- Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (DCLG, December 2013) “Supplementary Code”
- Allocation of Housing (Procedure) Regulations 1997, SI 1997/483 Allocation of Housing (England) Regulations 2002, SI 2002/3264
- Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, SI 2006/1294 and all subsequent amendments
- Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012, SI 2012/1869
- Armed Forces Act 2021
- Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, SI 2012/2989
- The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015
- ‘The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019 (SI 2019/861)’
- Equality Act 2010.
- Data Protection Act 2018 and contained within the UK General Data Protection Regulation 2018 (GDPR).
- Care Act 2014
- Human Rights Act 1998
- Domestic Abuse Act 2021
- Children and Social Work Act 2017
- Anti-Social Behaviour Crime and Policing Act 2014

1.3 Allocation of a tenancy

This scheme sets out arrangements for allocating accommodation within the meaning of Part 6 of the Housing Act 1996 (as amended).

The council allocates accommodation when it:

- Selects a person to be a secure or introductory tenant of accommodation (including flexible tenancies) held by the council. As a flexible tenant, you have tenancy for a fixed period. This is usually for at least 5 years, though in some cases it may be between 2 and 5 years.
- Nominates a person to be a secure or introductory tenant of accommodation held by another local authority. ‘Secure tenant’ includes a person with a flexible tenancy granted under s.107A of the Housing Act 1985 (as amended).
- Nominates a person to be an assured tenant of accommodation held by a registered provider. The term ‘assured tenant’ includes a person with a periodic tenancy, or a fixed term tenancy for a period of 5 years, or 2 years in exceptional circumstances.
- For applicants fleeing domestic violence, they will be nominated to a tenancy aligned with the one they had to vacate. If this was a lifetime tenancy, they will be granted a new lifetime tenancy.

Lettings not covered by the housing allocation scheme [are outlined in appendix 1](#).

1.4 Data Protection

We will ensure the personal information of all applicants (new, existing and former) is:

- a) Stored lawfully
- b) Processed in a fair and transparent manner
- c) Collected for a specific, explicit and legitimate purpose
- d) The data will be kept up to date and held until it is no longer required
- e) Shared only with other organisations for legitimate processing, the prevention of fraud or with the person's explicit consent.

Our Privacy Notice can be located online at: www.bromley.gov.uk.

1.5 Equalities, Diversity and Accessibility

We are committed to ensuring this policy is non-discriminatory and that all applicants are able to access the service, especially taking account of any vulnerability or other specific needs, and also the needs of different groups protected by the Equality Act 2010; the Human Rights Act 1998; and for Children, Section 11 of the Children Act 2004. To identify the needs of our applicants the application contains specific questions relating to vulnerability, ethnic origin, sexual orientation, disability and other relevant criteria. The information obtained will be used to monitor the impact of the policy on minority and specific needs groups and to evidence the need for amendments, as may be required.

Under the Equality Act 2010 and in particular section 149 of the Public Sector Equality Duty, we are required to give due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations between those who share a protected characteristic and those who do not, when exercising a public function such as a Housing Allocations Scheme. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy complies with the council's Equality Policy which is located online at:

<https://www.bromley.gov.uk/equality-diversity/equality-policy>

This scheme was subjected to an Equalities Impact Assessment before being adopted. The impact will continue to be monitored throughout the administration of the policy.

1.6 Force Majeure

We will not be liable for any delay in performing our obligations under this policy if the delay is caused by a Force Majeure (chance occurrence or unavoidable accident for example), provided that reasonable action and notification to customers is taken by the council. More fully, this means, circumstances beyond reasonable control of that party, including without limitation, strikes, lock outs, acts of God, cyber-attack, the act or omission of any governmental or other competent authority, war or national emergency.

1.7 Changes to the Housing Allocations Scheme

All major changes to the Housing Allocation Scheme must be approved at a council cabinet meeting. Minor changes may be approved by a nominated council Officer in consultation with the Portfolio Holder for Housing. Where necessary, the Director of Housing is authorised to make changes to the Scheme in the interest of remaining compliant with the statutory and operational obligations. Where we need to make a significant change to the Scheme, we will measure the impact to households already on the housing register and we will undertake formal consultation.

1.8 Statement on Choice

The Council is committed to offering choice in the allocation of social housing. We will consider preference where possible and practical for direct offers. We will also advertise some homes on our choice based lettings system for applicants to place bids. Homeless applicants also have the choice of accepting an offer of private rented accommodation.

We reserve the right not to advertise, or withdraw from advertising, a property that is required in order to proceed with a specific allocation. This will include, for example, emergency or public protection allocations.

Part 2: Options for Housing in Bromley

2.1 Hybrid Allocations to Social Rented Accommodation

Bromley has a hybrid allocations policy which means the majority of lets in band 2 and above are made via direct lets where we identify a property and make the applicant a direct offer. We reserve the right to let properties using this method as it allows us to control the homeless challenge facing the council as well as making offers to specific applicants or for particular property types. The remainder of the properties will be advertised on Bromley Housing Portal; our choice based lettings system.

2.2 Housing Register

A Housing Register is a way of recording the details of households who have applied to the council for rehousing. Data from a Housing Register can be used to monitor trends, assess demand and provide grounds for future housing development and the creation of tailored housing advice services. Bromley administers a Housing Register in order to fairly assess and record the needs of those who apply for housing assistance.

Whilst having a Housing Register helps to organise the details of those requiring housing it does not in itself increase the number of properties that become available to be let each year. Unfortunately there is insufficient social housing available to meet the needs of all those that approach us for assistance, we use a priority banded system to assess those most in need. Only a small number will be moved via the Housing Register, the wait may be considerable and many of you will need to explore other options to resolve your housing need.

For those who are ineligible or do not qualify to join the Housing Register, advice and access to alternative housing options will be provided by housing staff and the Bromley Housing Portal website.

2.3 Other Housing Options

There is a limited supply of social housing available for letting each year. You are strongly advised to consider all your options for your future housing. The council can help you consider your options by providing information and advice on the range of alternatives available to you.

Some possible alternatives include:

- a. Private rented housing. Around one third of households in Bromley live in private rented housing and you may be able to find good quality accommodation that is available to move into straightaway. You can contact local lettings agencies, respond to adverts in local or London papers and look online to find a home for rent.
- b. Low cost home ownership. There are various types of low cost home ownership including shared ownership which allows you to buy a share in the property and pay rent on the remaining share.

- c. Moving out of the area. There are a range of options available if you would like to move out of the Bromley area and you may be more successful.
- Housing Moves Scheme; for social tenants wishing to move into another London local authority.
 - Seaside and Country Homes Scheme; if you are a social tenant, 55 or over, and interested in moving out of London.
 - Home swapper; where one social tenant can swap with another social tenant with both landlords permission. You must be either an assured or secure tenant.

For more information go online at www.bromley.gov.uk.

2.4 Bromley owned stock

Bromley has a small number of properties, which were built in 2022. Over the next few years, we aim to increase the number of properties and have an active development programme to assist us to achieve this aim.

2.5 Partnership working

Bromley transferred the bulk of its housing stock in 1992. We work in partnership with a variety of external and internal partners to ensure the fair and equitable allocation of social housing within our borough, this includes:

- Council Members including the Policy, Development and Scrutiny Committee and the Housing Portfolio Holder
- A cross section of departments within the council including Housing, Children and Young People, Adult Care Commissioning, Extra Care Housing and Libraries
- Registered Providers
- Representatives from the voluntary and advocacy sectors
- National Witness Mobility Service (NWMS)
- Multi-Agency Public Protection Arrangements (MAPPA)
- Pan London working.

2.6 Registered Providers of Social Housing

We work with registered providers within a nomination agreement where we give the council a percentage of their empty homes to allocate to applicants on the Housing Register. Each registered provider will have their own administration arrangements, and you will be notified of these should you be nominated to one of them.

2.7 National Witness Mobility Service (NWMS)

In order to assist the police both nationally and locally to tackle serious crime and to support witnesses in the legal process, Bromley works in partnership with colleagues in the National Witness Mobility Service (NWMS) and will, as required and where able to do so, accept referrals from this source. Such cases will have been assessed and verified by the NWMS and referrals will only be accepted with the agreement of a named officer within the council's Housing Needs Team. There are particular confidentiality considerations for such cases. Any proposed offer will be checked for suitability by the NWMS before the offer is formally made and details of successful lettings may be anonymised or not be made available for public consumption.

2.8 Multi-Agency Public Protection Arrangements (MAPPA)

If an applicant is shown to be a danger or potential danger to themselves or to others, then appropriate safeguards will be put into place. This may include preventing the applicant from bidding for accommodation, making a direct offer and/or identifying the risk factors on the application and sharing this information with relevant named parties or partner services. Applicants within this category may include, amongst others, those who are referred via the Multi-Agency Public Protection Arrangements (MAPPA) service. Under MAPPA the local authority has a duty to co-operate and when such cases are referred to us a judgement will be made to establish if the client meets the eligibility criteria as set out in this Allocation Scheme and whether they are suitable for general needs social housing. Otherwise, such clients may fall within the category of those who are ineligible for housing. Offers made to MAPPA households will be verified as suitable with the appropriate authorities.

Part 3: Eligibility and Qualification

3.1 Eligibility

Only applicants that are eligible in accordance with S160ZA of the Housing Act 1996 (as amended) and Eligibility Regulations can be included on the register. Eligibility is explained in detail within statutory guidance – “Allocation of Accommodation: guidance for local housing authorities in England”

You will **not** be eligible to join the housing register if you:

- Are subject to immigration control
- Only have a right to reside in the UK because you (or a member of your household) are a jobseeker
- Are not habitually resident in the UK
- Have a right to reside in the UK of less than three months
- Are not allowed to claim housing benefit under s115 of the Asylum and Immigration Act 1999

Applicants should note that their eligibility could change over time, and we reserve the right to verify your immigration status at any point whilst you are on the housing register.

3.2 Right to Move

Under the Right to Move, existing social housing tenants that currently live outside of the borough boundaries but who need to move into Bromley to take up employment or an offer of employment are assessed in accordance with the criteria below:

- The distance and/or time taken to travel between work and home: in accordance with the guidance set out by the Job Centre Plus we consider that a commute of 90 minutes or under (no more than 3 hours per day) is reasonable.
- The availability and affordability of transport, taking into account level of earnings: this will be assessed on a case by case basis.
- The nature of the work or work-based apprenticeship and whether similar opportunities are available closer to home: this will be assessed on a case by case basis. Consideration will also be given to those cases where an offer of work has been made and where the applicant can demonstrate, to the local authority’s satisfaction, that there is a genuine intention to take up that offer.
- Other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move this will be assessed and will take into account how child care and medical needs are currently managed.
- The length of the work contract: this must be for a minimum of 12 months and the applicant must work 16 hours or more per week.
- Whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects, for example, by taking up a better job, a promotion, or an apprenticeship: this will be assessed on a case by case basis.

We must be satisfied that your circumstances meet the above criteria **and** that it is the case that you not just wish to move but need to move in order to avoid hardship.

The following will be excluded from consideration;

- Volunteering e.g. work that is unpaid.
- Work that the local authority considers marginal in nature by either virtue of the hours worked, or job undertaken.
- Work that the local authority considers to be ancillary in nature for example where the applicant works for a period of time within the borough but where this is not their main place of work such as those who are self-employed or who work from home.

Households where the total income of all adults exceeds £90,000 either through employment or benefits will not be considered. [Further details can be found at: Right to Move and social housing allocations - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](#).

3.3 Special Arrangements for 16-18 year olds

- a. Anyone over the age of 16 is eligible to join the Housing Register if their current address is their only home, or sole residence, and they are not already registered through someone else's housing application.
- b. Applicants under 18 cannot legally hold a tenancy. If they are under the jurisdiction of Children Services and owed a duty under the Children Act, Children Services will act as a guarantor for those within 6 months of their 18th birthday under an existing protocol. This is subject to their ability to live independently and manage their tenancy. Children Services will need to provide a support package to prevent the risk of losing the tenancy. The tenancy will be held in trust until they reach 18.
- c. Those not owed a duty of care under the Children Act, may still be granted a tenancy provided they can nominate a suitable person to act as a guarantor such as a parent, legal guardian or relative and also show a willingness to engage with the levels of support identified to help them sustain the tenancy. The guarantor will accept responsibility for the tenancy and for the support where necessary, whilst the tenancy is held in trust until the applicant reaches 18.

3.4 Qualification Rules

In order to join the housing register, you must be eligible as set out in [section 3.1](#) and have a recognised housing need which means you must meet one or more of the following criteria:

- a. The statutory reasonable preference rules:
 - People who are homeless (within the meaning of Part 7 Housing Act 1996 (as amended)) and owed a homeless duty.
 - People who are owed certain homeless duties by any authority.
 - People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
 - People who need to move on medical or welfare grounds (including any grounds relating to a disability).

- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)
 - Those accepted under the Right to Move Scheme.
- b. Local preference rules:
- Tenants of the council or registered providers looking to downsize to smaller accommodation (also known as under-occupiers).
 - Tenants of the council or registered providers looking to free up an adapted property they do not need.
 - Tenants of partner registered provider identified as part of a decant programme.
 - People aged 50 or over who wish to move to older persons' or sheltered housing.

The council reserves the right to review the local preference categories in order to include additional or time limited local preference categories in order to pilot new schemes or to meet the needs of a newly identified priority group. Equally we may remove or suspend preference to any of the local preference groups listed above if there are sufficient grounds to do so.

- c. Additional preference will also be given to serving, or those who have recently served with the armed forces including surviving spouses/civil partners who fall within the reasonable preference categories and are in urgent housing need.
- d. A local connection to Bromley as shown below:
- Have resided in the borough, 5 continuous years at the point of application.
 - A care leaver under 24 years who has been looked after by the council for at least 2 years, including some time before they turned 16, under section 22A of the Children Act 1989.
 - You are a young person looked after by the council and have been placed in care outside the borough
 - You are in receipt of adult social care services provided by the council and have been placed out of the borough in a hospital or residential care or other accommodation under ongoing social care duties with Bromley.
 - Be either giving high levels of support or receiving it from someone living in the borough and it is only possible if they live in Bromley and have evidence to support this.
 - Have resided in the borough for 3 years or more immediately prior to incarceration on conviction or institutionalisation.
- e. Be a gypsy or traveller (as defined in the Caravan Sites Act 1968) who has habitually resided to Bromley.

3.5 Armed Forces Covenant Duty



The London Borough of Bromley is a signatory of the Bromley Armed Forces Covenant. The Armed Forces Act 2021 places a statutory duty on local authorities to give preference to former members of the armed forces and their families for the purpose of allocating housing.

The original Covenant Pledge has since been changed to a statutory duty. However the Council continues to demonstrate its support, to the armed forces community. We believe that those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of housing services. Special consideration is appropriate in some cases, especially for those who have been injured or are bereaved.

We will:

- ❖ Disregard injury and disability payments; whether these are periodic or a lump sum when considering the income of an applicant.
- ❖ Disregard the lack of local connection to the borough.
- ❖ Allow all former service personnel and their families to qualify, provided they have left the service within the preceding 5 years, as defined by s.374 of the Armed Forces Act 2006)
- ❖ Allow former spouse or civil partners of service personnel to qualify where they have to vacate Ministry of Defence accommodation.
- ❖ Award the highest possible medical priority, if you have to move from an unsuitable property as a result of injuries sustained during service.
- ❖ If you have a reasonable preference, we will award additional preference and place you in a higher band than the one you qualify for.

3.6 Non - Qualification Rules

You will not qualify to join the housing register if you fall into one of the following categories set out below.

3.6.1 Out of borough applicants

Anyone currently living outside of the London Borough of Bromley will not normally be included on or placed into a priority band on the Housing Register. Anyone wishing to apply to the London Borough of Bromley who currently resides outside of the borough boundaries should in the first instance seek the support of their own local authority or social housing provider (if applicable) in order to resolve their housing needs.

If your local authority or social housing provider agrees that you have an urgent need to secure accommodation in the London Borough of Bromley, in accordance with their own Allocation Scheme or Transfer Policy, they should submit a request for assistance to the Councils Housing Register team supporting your application. In most instances we will only agree to assist an out of borough applicant where their own borough or landlord is prepared to enter into a reciprocal agreement with us.

This means that, if we are able to assist you to secure accommodation, they will normally offer a property (of the same size and type as you require) for

advertisement on Bromley Housing Portal or for use as a direct offer in order to benefit a local resident. Applications will not normally be considered for those not supported by their local authority or social housing provider by way of a reciprocal agreement.

3.6.2 People who are guilty of anti-social or unacceptable behaviour

Definition of anti-social behaviour

- a) *conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,*
- a) *conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or*
- b) *conduct capable of causing housing-related nuisance or annoyance to any person.*

Definition of unacceptable behaviour:

Those who are guilty of behaviour serious enough to make them unsuitable to be a tenant of a social housing provider at the time of their application.

The following are examples of what is considered anti-social or unacceptable behaviour:

- Noise nuisance;
- Perpetrating domestic violence;
- Harassment, for example on the grounds of race, religion, disability, gender or sexuality;
- Intimidation;
- Drug dealing;
- Gang related activities;
- Causing damage to property;
- Rent or mortgage arrears where the wilful actions of the occupier have caused the arrears to accumulate.

You will not qualify to join the Housing Register if we are satisfied that you or any member of your household, including children, have a history of or are currently engaging in any of the behaviour outlined above.

In reaching a decision that an applicant does not qualify on the grounds of anti-social or unacceptable behaviour we will take into account:

- a. The circumstances at the time of the application.
- b. The needs of the household including dependents or medical requirements.
- c. Relevant supporting information including police or landlords' records.
- d. Timescales i.e. is the alleged behaviour current or historical.
- e. Likelihood of reoccurrence.
- f. Whether or not the behaviour was such that, had the person in question been a secure local authority tenant, a court would have considered it reasonable to grant an outright possession order (under s84 of the Housing Act 1985, Part 1, Schedule 2 excepting Ground 8)

3.6.3 Home owners

A person who owns their own home will not normally be included on the housing register. They will be offered advice and be signposted to suitable agencies in order to resolve their underlying housing difficulties. Only in exceptional circumstances, where a person has a need for rehousing in accordance with the reasonable preference categories and where all other options have been fully explored and ruled out will a person who owns their own home be included onto the housing register. Any outstanding legal interest in their home would normally have to be disposed of prior to them successfully securing alternative accommodation via the housing register.

3.6.4 Financial resources

In considering how to address the shortfall between the supply and demand for social housing it is essential that we take into account the financial circumstances of those that approach us for assistance. Whilst we retain the right in exceptional situations to use our discretion regarding income, capital and savings, in the majority of cases, we will only consider social housing those on lower incomes and with less financial resources available to them i.e. those that are likely to be less able to pursue alternative housing options such as shared ownership or a move to the private rented sector.

When considering what housing options are available to you, we will take into account the incomes (including benefits), savings and capital of all members of the household aged 18 and over. We will not normally include on the housing register households with an income of £90,000 or more.

3.7 Exceptional or Mitigating Circumstances

Each application will be assessed individually. Exceptional and/or mitigating circumstances will be considered at our discretion. If it can be shown that you now qualify, you will be placed in a suitable band. However, if there is still concern in relation to their behaviour or ability to pay the rent, their application may be suspended or made inactive for bidding until a suitable pattern of behaviour has been demonstrated over a period of 6 months or more.

We will consider some of the following mitigating circumstances:

- If you are experiencing harassment or violence or your home requires essential repairs, and these cannot be carried out whilst you reside in the property.
- If you are vulnerable or have a disability.

3.8 Removal or Suspension from the Housing Register

If we decide that an applicant has become ineligible in law or no longer qualifies to remain on the housing register; we may suspend or remove your application. We will confirm our decision in writing, giving clear grounds for taking the action and how to request a review of the decision.

3.9 Safe Surrender Agreements

Possession of a property should be a last resort and every effort should be made to sustain the tenancy where possible. We recognise that may not be possible where the housing needs of the individual may be complex and not suited to the accommodation. We will work with registered landlords and private landlords to find a way to keep tenants in their home and where this is not possible to identify a satisfactory solution which may involve a safe surrender agreement. A surrender is a voluntary agreement between the landlord and tenant that the tenancy has come to an end. It is sometimes known as a mutual surrender. A surrender terminates the tenancy, whether it is fixed term or periodic.

Part 4: Applications and Assessments

4.1 Registering an application for housing

In order to apply for housing, you must register an application online at:

<https://bromleyhousing.bromley.gov.uk/default/www/dashboard>

There is guidance on how to complete the form and information we will need to assess your application. The system will acknowledge your registration, please keep a note of the reference number. If your household is accepted onto the housing register, you are responsible for keeping your records up to date, failure to do so may result in us being unable to offer you accommodation or removal from Housing Register.

If you find it difficult to submit your application online or after reading the guidance, you still need more information, we will be able to help if email us at:

Bromleyhomeseekers@bromley.gov.uk or call us on 020 8313 4098 during office hours.

4.2 Who can be included on your application

Household members who can be included on your application:

- Your partner, providing they are aged 16 or over. This includes married, unmarried and same sex partners. You will be able to make an application jointly unless we consider that one of you is ineligible or has an interest in another property.
- Close relatives including parents, siblings, adult children and grandparents. In order to be included on your application your relative must normally already be living with you and deemed to be a permanent member of the household.
- Consideration may be given to relatives who are living elsewhere and are no longer able to live independently and require a higher level of care and support such as dependent children under the age of 18.
- It must be evidenced to our satisfaction that any children included on your application will be residing with you on a permanent basis i.e. more than 50% of each 7 day week. When considering the residency of children and in order to determine whether or not they qualify to be included as part of your household we will take into account:
 - a. The benefits and tax credits you receive in respect of your children.
 - b. Confirmation from the Courts regarding residency or parental responsibility.
 - c. Referrals from social services in respect of fostering or adoption placements.
 - d. Where the children currently reside.
 - e. Whether or not the children are already included on any applications for rehousing.

Anyone included on your application must not have a legal interest in any other property. You or any member of your household cannot be included on more than one active Housing Register application at any one time.

4.3 People you cannot include on your application

The following are household members who would not normally be included on your application:

- Anyone who does not have recourse to public funds, is an asylum seeker or is not resident in the UK.
- Anyone who does not intend to move into any accommodation offered to you.
- Cousins, aunts, uncles, nieces, nephews, friends, acquaintances, lodgers, sub-tenants. We will give individual consideration where we are satisfied that there are exceptional and reasonable grounds for including one of these on your application.

4.3.1 Carers

A carer is someone who, with or without payment, provides help and support to a partner, relative, friend or neighbour who would not be able to cope independently without their help. This could be due to age, physical or mental health, addiction or disability. In all cases the carer must have been identified by the applicant as the person who is primarily responsible for providing them with care. It must be demonstrated that the carer is able to provide the level of support required and that it is essential for them to live with or close to the person that they are caring for.

Even if a carer is in receipt of a Carer's Allowance it may not be essential for them to reside with the person who is being cared for. A request to include a carer as part of the household will normally only be considered if the carer has been assessed by Social Care as needing to provide overnight support. It is the responsibility of the applicant to provide supporting evidence in order to have any such request considered.

In exceptional circumstances it may be possible to consider cases where the carer is not in receipt of Carer's Allowance. Under these circumstances it will still be necessary for the applicant to demonstrate that the person looked after is in receipt of a recognised disability benefit and it is essential for them to reside with the person.

We will determine whether or not it is essential for a carer to be included as part of your household. As well as taking into account the information listed above consideration will also be given to your current circumstances and that of the person you have listed as your carer.

This may include:

- The level of care that is currently being provided and could reasonably be expected to be provided in the future.
- The ability of your carer to provide the level of stated care required.
- The current residence of you and your carer.

4.3.2 Separated households

If you have included someone on your application who does not currently live with you, we will consider that you are a separated household. In order to assess your eligibility and priority on the Housing Register we will assume that you are living at the address occupied by one of the applicants and that we consider to be most suited to your households combined needs. Your application will be assessed as if all household members are resident at that one address. When considering which home would be most suitable, we will take into account:

- i. The size of each property
- ii. Any medical needs of the household
- iii. Any proven risk to the household at either location.

4.4 False information

We will robustly investigate any circumstances that we believe to be fraudulent. It is an offence to obtain, or attempt to obtain, a tenancy by deception. S.171 of the Housing Act 1996 makes it an offence to knowingly or recklessly provide or withhold information when applying for housing and subsequently if your circumstances should change.

If we discover that you or someone acting on your behalf has supplied false information or have failed to provide us with information that is relevant to your application in order to gain a priority or accommodation, we will immediately cancel your application.

If you have obtained accommodation through the Housing Register and it is discovered that you or someone acting on your behalf has supplied false information or failed to provide us with information that would have been relevant to your ability to secure that accommodation, we will work with your landlord to end your tenancy.

Anyone suspected of giving false information or withholding relevant information is also liable to be prosecuted and may be fined.

4.5 Requesting, sharing and verifying information

We will verify your application and the evidence you provide in support of application, checking that we have what we need to assess your application as well its authenticity. We may conduct arranged and unannounced home visits to confirm that what you have told us about your circumstances is true.

We will do this:

- When you register an application.
- If we review your application.
- If you report a change of circumstances.
- Before we offer you accommodation.

In completing the online application form you, or a person acting on your behalf, gives the council permission to request further information, share information given with appropriate third parties and make further enquiries in order to correctly assess the application or verify the information or the circumstances presented.

In order to offer you appropriate advice and to assess your application, it may also be necessary to contact those people or organisations whose details you have provided in addition to any other relevant parties whose details come to light during our enquiries.

This may include but is not restricted to:

- ✓ Cross checking the information you have given against the Bromley Register of Electors or any other council.
- ✓ Cross checking the information you have given with other departments such as Housing Benefit and Council Tax.
- ✓ Contacting current and previous landlords.
- ✓ Sharing information with registered providers.
- ✓ Sharing information with other local authorities.
- ✓ Cross checking with data matching companies and credit reference agencies. These agencies will record details of any search made whether or not the application proceeds.
- ✓ Other third parties considered relevant to your application.
- ✓ Your employer or prospective employer.

You will be asked for evidence in relation to you application:

- Photographic ID of everyone in your household.
- Proof of benefits and income for all household members over 18.
- Birth certificates for each household member.
- National Insurance numbers for each household member over 18.
- Proof of your current and/or previous addresses.
- Immigration documents where relevant.
- Documents relating to any property ownership.

This list is not exhaustive, full details are provided on our online registration process.

Where appropriate, any information that you provide may be shared with Registered Providers and prospective landlords. Failure to provide information when required to do so or in the event that we are unable to contact the relevant person or organisation or are not satisfied with the information that is provided may mean that;

- i. There is a delay in the assessment of your application
- ii. There is a reduction of any priority awarded to you
- iii. An offer of accommodation is withdrawn
- iv. An offer of accommodation will be treated as a refusal.
- v. Your application is cancelled.

4.6 How priority is determined

In order to assess your housing needs and priority we will:

- Check your eligibility to join the housing register.
- Confirm you qualify under reasonable, local or additional preferences.
- Place you in an appropriate band with a category of need.
- Assess the size of home you require.

4.7 The Bands

Anyone who applies to the Housing Register and qualifies for inclusion will be assessed and placed into a band in accordance with their housing priority, where the emergency band is the highest and band 4 is the lowest. In all cases we will only consider those circumstances that are made worse or prevented from improvement by your current housing circumstances.

4.7.1 Emergency Band

Very few applicants will qualify for this level of priority. This is an emergency band and represents those with only the most critical and immediate need to move.

Examples include but are not limited to:

- i. Where an applicant is homeless and in temporary accommodation and owed a section 189B (2) Relief duty or 193(2) Main duty under the Housing Act 1996 and the council wishes to make a direct let to move applicants out of temporary accommodation to manage any budgetary or legal impact.
- ii. Situations where urgent rehousing is required due to an applicant's existing property being uninhabitable, or where there are serious health and safety or personal protection issues that need to be addressed, or to discharge a statutory homelessness duty.
- iii. Urgent housing need situations where, given the applicant's circumstances, it would not be reasonable to wait for a successful bid through the CBL system to deliver an offer.
- iv. Direct offers to persons who a partner council has a duty to rehouse under section 39 of the Land Compensation Act 1973.
- v. Where a vacant adapted property, or a property designed to disability standards, becomes available and that property could be allocated to an applicant whose disability needs best match that property regardless of the date they were registered.
- vi. Where the decision of the Council is that it is inappropriate for the applicant to participate in CBL. For example, a vulnerable applicant nominated by Adult Social Care or Children Services where the outcome of an assessment is that a direct let is the best letting solution for that applicant.
- vii. Other examples, including individual circumstances of some applicants subject to Multi Agency Public Protection Arrangements (MAPPA), or it is assessed presents a risk to themselves or others.
- viii. Sheltered housing cases where some older applicants are less confident in using the CBL system to increase take up of sheltered schemes.
- ix. To facilitate a decant programme.
- x. A management transfer priority identified for either a council or partner registered provider.

4.7.2 Band 1

This represents those households with a high level of housing need where an urgent move is required to significantly improve their quality of life or to free up accommodation.

Housing Priority	Description
Decants	Council tenants or a partner registered provider tenant subject to decant proceedings within 6 months and where a relevant reciprocal arrangement has been agreed.
Underoccupation	Underoccupiers in council or partner registered provider who are: <ul style="list-style-type: none"> Downsizing within general needs or adapted housing. Moving from general needs into sheltered accommodation.
Release of an adapted property	Council and partner registered providers tenants who are moving from fully adapted into general needs or sheltered accommodation.
Move on from a supported housing scheme	Where the council wishes to provide move on someone from a supported housing schemes to which the council has nomination rights. These include referrals for the following households: supported housing move on, leaving care and learning disability, who have been assessed as ready for independent living.
Prevention homelessness duty	People who are owed a prevention duty by the local authority under the homeless legislation and we are satisfied that all other reasonable options have been explored and where priority is required in order to prevent homelessness within a specific timescale.
Relief homelessness duty	People owed a relief duty and placed in temporary accommodation under the homeless legislation.
Overcrowding (2 or more bedrooms needed)	Households who are overcrowded by two or more bedrooms.
Severe Medical Need	Households with severe medical needs including those requiring adapted accommodation and whose current homes are not and cannot be suitably adapted to their needs.

4.7.3 Band 2

This represents those households with a moderate level of housing need where a move is necessary but not urgent.

Housing Priority	Description
Main homeless duty	People who are unintentionally homeless and in priority need (within the meaning of Part VII of the 1996 Act).
Decants (longer than 6 months)	Council and partner registered provider tenants subject to decant proceedings with a need to move that is longer than 6 months.
Welfare and Hardship	People who need to move on welfare grounds to a particular locality in the district of the local authority, where failure to meet that need would cause hardship (to themselves or to others).

4.7.4 Band 3

This represents those households with a low level of housing need where a move is desirable but not essential.

Housing Priority	Description
Non priority homeless	People who are homeless but not in priority need (within the meaning of Part VII of the 1996 Act).
Overcrowding (needing 1 bedroom)	Social housing tenants who are lacking one bedroom and whose landlord has entered into a reciprocal agreement with the local authority.
Rehousing guarantee	Council tenants who have relinquished property and where the council has agreed to rehouse. This includes deferred transfers of council tenants who have been convicted and have been incarcerated or tenants who have been institutionalised.
Sheltered or Specialist Accommodation	Older people, including existing social housing tenants, who are not classed as underoccupiers but who wish to move from general needs into sheltered housing.

4.7.5 Band 4

This represents those with a significantly reduced level of housing need.

Housing Priority	Description
Intentionally homeless	People who are intentionally homeless (within the meaning of Part VII of the 1996 Act) .
Not ready to move	Those who are awarded a priority in accordance with a reasonable preference category but are not yet ready for move on or may be in rent arrears.
Right to Move Scheme	Those included under the Right to Move. In most instances, unless otherwise notified, applicants who receive this priority will not be able to bid for accommodation and will instead be made a direct offer of accommodation.

4.7.6 Determination of your Effective Band Date

Waiting time determines your position within a band. It begins from the date that the current banding priority was awarded. We call this your effective band date. In order to determine your effective band date, and provided there is no delay in providing the information required within the time stipulated, we use the following:

- ✓ Your first assessment, we will use the date we verified your application.
- ✓ If you have a change of circumstances and your priority need changes and you go up a band, we will use the date we verify your change.
- ✓ If you have a change of circumstances and your priority need changes and you go down a band, we will use the effective band date you already have, and it will remain unchanged.
- ✓ An assessment and award of priority cannot take place without the supporting evidence. If you fail to provide this at the point of submission or the date you advised us of the change of circumstances, we will use the date we verify your application.
- ✓ If you are statutory homeless, the effective band date will be the date you approached the council.

- ✓ In the unlikely event more than one applicant bids for the same property and they have the same effective band date, we will consider the type of priority awarded and the urgency of the priority to determine who will be allocated the property and the earlier registration date. This is rare because all applications are time stamped.

4.7.7 Multiple needs

Your circumstances may be such that you would qualify for priority under more than one reasonable or local preference category. If this is the case your application will be placed into the highest band, reflective of your need, as assessed in accordance with the Housing Allocation Scheme.

4.8 Bedroom Requirements

Bedroom requirements, overcrowding and under-occupation are assessed in accordance with the following reasonable preference and local preference categories:

- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- Council or registered provider tenant looking to downsize to smaller accommodation (also known as underoccupiers).

This is how we assess how many bedrooms you need:

- i. *Underoccupation*; if you have more rooms available than your household is assessed to need, you are under-occupying the property.
- ii. *Overcrowding*; if you have fewer rooms available than your household is assessed to need, you are overcrowded.

In accordance with the Bedroom Standard assessment regarding the number of bedrooms allocated to a household we allow one bedroom for each of the following; where each person is only counted once and for the purpose of statutory overcrowding, we will count a separate dining room or living room as a bedroom:

- ✓ a spouse, civil partner or same sex partner
- ✓ a person aged 21 years or more
- ✓ two persons of the same gender aged 10 years to 20 years
- ✓ two persons (whether of the same gender or not) aged less than 10 years
- ✓ two persons of the same gender, where one person is aged between 10 years and 20 years and the other is aged less than 10 years, except in instances where the relationship is that of parent and child
- ✓ any person aged under 21 years in any case where he or she cannot be paired with another
- ✓ a child who is a main carer and currently sharing with a sibling
- ✓ a bedroom is needed for essential medical equipment.
- ✓ Applicants who approved foster carers will be entitled to one extra bedroom than their household would ordinarily be entitled to as follows:
 - where a child is placed with them
 - in between placements for up to a period of 52 weeks from the date of the last placement
 - newly approved foster carers waiting for their first placement, for a period of up to 52 weeks from the date of the approval

- Prospective foster carers will not be entitled to an additional bedroom until they have been approved.
- Proof of approved status will be required before an additional bedroom entitlement will be awarded.
- If the applicant is no longer an approved foster carer, this entitlement will cease.

4.9 Category of Need

4.9.1 Underoccupation

Since the introduction of the Welfare Reform Act in 2012 social housing tenants who are underoccupying their homes have been required to pay an extra room subsidy in their council tax. Many incur financial hardship as a result of the subsidy and wish to move to smaller properties. Some need to give up their general needs home and move into sheltered or specialist accommodation.

There is a shortage of affordable family sized accommodation within the borough, and we are committed to ensuring that the best use is made of the current housing stock. To this end those underoccupying general needs will be given an underoccupation priority which is higher when releasing a larger property and the council is able to enter into a reciprocal arrangement their social landlord. We may also make direct offers where we can facilitate a chain of moves.

4.9.2 Overcrowding

We award a priority for overcrowding based on the severity. Households that are statutorily overcrowded as deemed by the legislation will be placed in band 1. Those overcrowded by 2 or more bedrooms will be placed in band 1. Those who are assessed as lacking one bedroom will not normally be included on the Housing Register unless they are existing social housing tenants and their landlords have agreed to enter into a reciprocal agreement with the Council, in these instances we will award a band 3 priority.

We will also explore other options where a household needs a very large family sized property because very few 4 bedroom or larger properties become available for letting. As a result larger families may wait many years before they can secure a move into suitably sized accommodation.

Example of options may be:

- i. We may suggest that an older household member considers sheltered accommodation.
- ii. We may suggest children over the age of 18 consider seeking accommodation in their own right.

In such instances we will seek to house the smallest household first, once they have accepted a new property, we will reduce the priority of the larger household.

4.9.3 Homelessness

Applicants presenting as homeless within the meaning of Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act will be subject to a homeless assessment. The council must give a reasonable preference to homeless households and award a priority award on the housing register. Bromley has can exercise discretion as to which award, they will give. Bromley awards the following:

- i. Homeless households owed a prevention duty will be placed in band 1.
- ii. Homeless households awarded a main duty and placed in temporary accommodation under s189b relief duty will be placed in band 2 in recognition of the need to move households quickly especially families and the cost of temporary accommodation to the council.
- iii. Homeless households awarded a s193 main duty will be placed in band 2.
- iv. Non-priority homeless households will be placed in band 3.
- v. Intentionally homeless and non-priority homeless will be placed in band 4

In the first instance all those who are homeless, threatened with homelessness, fleeing violence, subject to harassment, leaving institutional care or the armed forces will have their circumstances considered under the homelessness legislation and an investigation will be undertaken.

Not all households who are accepted as being homeless will be housed via the Housing Register. The Localism Act allows local authorities to fully discharge the full housing duty by a 'private rented sector offer' (s193(7AA)-(7AC) Housing Act 1996 as amended by s.148(5)-(7) Localism Act 2011. The offer must be deemed suitable in line with legislation. If the homelessness duty is discharged into the private sector the household will not be given a priority on the housing register.

4.9.4 Priority on Health Grounds

Priority on health or disability grounds will only be awarded after an assessment if someone in the household has a severe long-term limiting illness, or a permanent and substantial disability **and** their health or quality of life is severely affected by the home they live in.

A priority medical award is not given on the basis of the medical condition or disability alone but upon the effect the housing circumstances are having on a long term and serious medical condition or disability. We will also consider if where you live now can be reasonably adapted to meet your needs. It may also be that there are combinations of serious health or disability concerns that mean that the health or quality of life of a household is being severely affected.

The assessment will be made by the Housing Register Team in consultation with any medical evidence you provide or reports from health professionals such as Housing Occupational Therapists. Any evidence you supply will be considered fully and further evidence may be requested.

There are two levels of additional priority on medical grounds linked to housing circumstances that can be awarded.

Health Priority	Description
Emergency Medical Award	<p>This is the highest priority award and will normally be considered where the criteria for a priority medical award is met and one or more of the following conditions:</p> <ul style="list-style-type: none"> ✓ someone is in hospital/residential care and cannot return home because it is not suitable ✓ risk to life ✓ extreme exceptional circumstances ✓ former members of the armed forces
Priority Medical Award	<p>This recommendation will normally be considered if you, someone on your application or for whom you provide care, has a severe long-term limiting illness or permanent and substantial disability. Health or quality of life must be severely affected by the place you live in now.</p>

Other recommendations that can be made in addition to granting priority on health grounds such as:

- a. The type of property that is most suitable and essential on health grounds. This can include access, space, location, or access to a garden.
- b. When a property with one of these features is advertised, preference for it may be given to applicants where an additional recommendation has been given by the assessing officer.
- c. Use of a garden for safe supervised outdoor play area by a child under 18 in your household with one of the following:
 - a permanent and substantial physical disability
 - severe long-term limiting illness
 - the severest forms of learning disabilities
 - the severest forms of behaviour problems.
- d. Use of a garden for an adult in the following circumstances:
 - if they have a severe cognitive impairment that means they do not sense danger
 - at risk of wandering and so need constant supervision
- e. A garden may be recommended if:
 - if they have a severe, permanent and substantial disability or severe long-term limiting illness
 - limiting illness and caring for children is causing concern such that their continued residence is at risk
 - stress of caring for them is exacerbating the health problems
 - they have a sensory impairment and/or a guide dog and they live alone or only with others with disabilities.
- f. Extra space may be recommended if:
 - you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or the severest forms of

behaviour problems and it is unreasonable for you to share a bedroom as it would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health

- you are having health treatment at home that needs large machinery or a stock of health supplies to be stored e.g. you are having renal dialysis at home
- you need a full-time Carer to provide support night and day
- you have a permanent and substantial disability or long-term limiting illness or severe learning disability and need additional space for specialist equipment
- you have a severe long-term limiting illness and sharing a bedroom will exacerbate your health problems e.g. you have an immune deficiency.

- g. An additional recommendation that can be made is that an applicant must have ground floor on health or disability grounds or must have a ground floor property that is wheelchair accessible category A or B. This may be recommended if you have a permanent and substantial disability or severe long-term limiting illness that means that your mobility or exercise tolerance is so severely restricted you cannot safely manage any stairs.

4.9.5 Decants

If you are a council or partner registered provider tenant, and we are advised that you need to move as part of a decant programme you will be given band 1 if you need to move within 6 months or band 2 if you have longer.

You will normally only be allowed to bid for the size of accommodation that your household is deemed as requiring in accordance with the Allocation Scheme. This may be different from the size of property that you are being decanted from or that you are being offered by your landlord (if also being considered for an internal transfer).

If you fail to move within the proposed timescales your landlord may request that you be made a direct offer of accommodation. If you then fail to accept the direct offer your landlord may seek to terminate your tenancy.

For further information regarding decants please contact your landlord directly.

4.9.6 Insanitary housing conditions

If your home is in a state of disrepair, you will not normally be awarded a priority on the Housing Register. Irrespective of who your landlord is, in the first instance you will be expected to report the problem to your landlord and work with them in order to resolve it.

If your landlord will not discuss these problems with you or is not carrying out the appropriate repairs to your home, then you can contact the Council's Housing Enforcement Team. They may assess your situation either by speaking to you over the phone or by arranging a home visit. If necessary, they will work with both you and your landlord to resolve any outstanding issues.

When making an application to join the Housing Register, you will need to confirm that you have already been in touch with your landlord, and that they have failed to resolve the works that are outstanding within a reasonable timescale, and that you

have contacted the Housing Enforcement Team who have made an assessment and deemed the property unfit for habitation. We will ask to see these reports.

Priority on the Housing Register will only be awarded in exceptional circumstances where your home is assessed as having an irresolvable category 1 hazard and where a Prohibition Notice is required or has been sought on the grounds that the property is deemed prejudicial to health and where continued occupation poses a significant threat to the health and safety of the occupiers.

If you are a homeowner, and you are responsible for maintaining it, you will not normally be awarded a priority on the Housing Register. The Council's Housing Enforcement Team can offer you advice and assistance as well as details of any current schemes and initiatives to help you maintain and remain in your home.

4.9.7 Welfare and social grounds

A priority on welfare and social grounds can be considered in two ways:

- If you need to move closer to a specialist support or services such as a school that is named as essential in a statement of special educational needs or to move nearer someone who will care for you enabling, you to live independently.
- If you need to move to closer to Bromley resident who needs support/care.

When considering whether or not to award a priority on welfare and social grounds we will consider the following:

- i. The ease with which you can travel to be supported or provide support.
- ii. The level of support that is currently provided including details of any care packages and carers allowances.
- iii. The capability and time of the person offering the support
- iv. When considering access to a school that is highlighted in a statement of special educational needs, we will look at the age of the child/children and how long they will remain at the school in question.

There must be exceptional reasons why the support needed cannot be met within their current circumstances or why this support cannot be made available through a reliance on public or personal transport. In order to award a priority of the basis of a welfare and social need we must be satisfied that the support provided is so significant that, without it, the person in question would be at risk of significant harm or would no longer be able to live independently.

4.9.8 Those owed a duty of care by the local authority

People who are owed a duty by any local authority under section 190(2), 193(2) or 195(2) of the Housing Act 1996 (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any local authority under section 192(3) of the 1996 Act will be assessed in accordance with reasonable preference.

The housing team and social care work together for cases where the council owes a duty of care. Consideration will also be given to referrals from other local authorities

where evidence is submitted to support a move to our borough. These will include, but are not exhaustive of, the following:

- Care leavers.
- Those with learning disabilities.
- Those approved for fostering or adoption where a home is required to meet the needs of a particular child or children. [See section 4.8 on bedroom requirements in relation to fostering.](#)
- Children in need in accordance with the Children Act 1989

4.9.9 Moving to Older Persons Accommodation

Applicants must be aged 50 or over and not currently occupying sheltered or older persons accommodation. A priority award for sheltered will be awarded to applicants who will require this type of housing on the proviso that they can **only** be considered for this type of accommodation and will not be able to bid on general needs accommodation unless otherwise notified.

4.10 Council or Registered Provider Employees, Elected Members or their Relatives

Council and registered provider employees, elected members and their relatives are allowed to apply to join the housing register and to have their circumstances assessed in accordance with this Housing Allocations Scheme. Their application will be assessed in the same way as all other applicants and they will not gain any advantage, receive any preferential treatment or be disadvantaged in the course of their application.

We will apply the following:

- An employee who applies for housing must have no direct input into the processing of their application. This includes not inputting, amending, prioritising or making decisions.
- Elected members must have no direct input into processing of their application or of their relatives. This includes not inputting, amending, prioritising or making decisions.

The application will be clearly identified as belonging to an employee, elected member or their relative. Offers must be authorised by a senior member of the housing needs team who is not related to the applicant. Offers made by a registered provider must be authorised by a senior member of their staff.

4.11 Pitches for Gypsies and Travellers

The council owns and manages two traveller sites, containing a mixture of single and double pitches, within the borough.

In addition to the eligibility criteria in section 3.1 applicants wishing to be considered for a pitch on one of the sites must be a Gypsy or Traveller, either by ethnic group or under the current legal definition.

The allocation of pitches on a Gypsy and Traveller site is in accordance with the priority given to all applications. However, additional priority for pitches may be given to close family members of existing licensees, who already live on site, to relieve overcrowding and to maintain family connections on the site.

All applications for pitches will be assessed and registered with the appropriate priority. Applicants must then check on the council's website for information about available pitches and place bids for any pitches they would like to be allocated. The pitch will be allocated to the eligible applicant in the highest priority band and with the earliest priority date in that band.

The ongoing sustainability of the site community will be taken into consideration before any formal offer of a pitch is made.

4.12 Notification of your assessment

We aim to assess your application within 28 days. You will be advised of your band, reasonable preference and effective band date. You will also be advised of the size of property you are entitled to.

4.13 Change in Circumstances

If your circumstances change, you must inform the council. You can do this on the Bromley Housing Portal website against your application. Examples of change(s) you should tell us about include:

- The birth of a child
- A change of address
- Someone joining or leaving the household
- The purchase or acquisition of an interest in a home
- A change in the health or welfare of the main applicant and/or a member of their household
- Or any circumstances that affect either eligibility or qualification or disqualification to the housing register.

4.14 Cancellation of an Application

Applications will be cancelled for one or more of the following reasons:

- a. The applicant requests cancellation
- b. The applicant's circumstances change, and they are no longer eligible or no longer qualifies.
- c. The applicant has not responded to a review of their application within the 28 days requested.
- d. The applicant is found to have made a false or deliberately misleading statement, or to have withheld information in connection with their application.
- e. The applicant has not placed a bid for 12 months.
- f. The applicant has not responded to contact from the Council within the 28 days requested.
- g. The applicant has failed to provide the evidence required to assess their application.

4.15 Deliberately or worsening circumstances

In the event that your actions cause your circumstances to worsen or prevent them from improving we may reduce your priority or cancel your application. In some instances we may choose to disregard any circumstances that you have made worse when assessing your priority.

Some examples are listed below:

- i. Applicants who have allowed family members or others to move into their property, who previously had suitable accommodation or the financial means to secure their own accommodation, and this has resulted in the property being overcrowded.
- ii. Applicants who have moved from previously suitable or more suitable accommodation which it was reasonable for them to continue to occupy, into a less suitable property.
- iii. Homeowners who have intentionally transferred their property to another family member in order to join the housing register.
- iv. Applicants who have given up affordable and suitable private rented accommodation which they are able to maintain, to move in with other relatives or friends, creating a situation of overcrowding and/or sharing of bathroom/kitchen and/or a split household.
- v. Requesting or colluding with a landlord or family member to issue them with a Notice to Quit.
- vi. Homeowners who have transferred the title to their property to a Trust and remain the beneficiaries of that trust.
- vii. Failing to allow repairs to your home to be carried out.
- viii. Unreasonably withholding or failing to make rent or mortgage payments.
- ix. Unreasonably failing to follow advice given by the council in order to prevent homelessness.
- x. Refusing an offer of privately rented accommodation which was made in order to prevent homelessness.
- xi. Refusing an offer of social housing which was made in order to prevent homelessness.

Part 5: Allocations and Lettings

5.1 Direct lets

Not all properties that become available will be advertised and offered through the choice-based lettings system (CBL). The majority will be direct lets, and, in exceptional circumstances, outside of the band and date order criteria set out in this policy. Specifically, this would be where there are urgent operational or financial reasons to depart from the CBL system of lettings.

5.2 Choice based lettings

The remainder of empty properties will be let through choice-based lettings where the property is advertised to allow applicants to bid on them. A shortlist is collated of people that bid in priority order. An offer is made to the most suitable applicant.

5.3 Advertising a Property

Bromley works in partnership with registered providers and other local authorities to advertise properties online. All of the information submitted, including details regarding the number of bedrooms, property type, available facilities, timescales and adaptations, is provided by the social landlord. Whilst we will do all that we can to ensure that the information provided is correct Bromley does not accept responsibility for any inaccurate information supplied another landlord.

Properties will be advertised online during the bidding cycle. Details of when the bidding cycle starts and ends can be found on the website. A weekly property advert sheet can also be downloaded from the website, during

5.3.1 Targeted Adverts

In order to meet the annual or a local lettings plan adverts some adverts may be targeted. It may also state that preference will be given to people of a certain age, for example, if the property is categorised as sheltered or that preference will be given to those with a disability, for example, if the property is adapted or suitable for adaptations. This may mean when we shortlist, that someone from a lower band may be selected for an offer because they meet the criteria.

5.3.2 Withdrawing a property

In exceptional circumstances we may have to withdraw a property that has been incorrectly advertised or where an applicant has been nominated to a registered provider. We may also withdraw a property in order to make an urgent direct offer for a priority household at any point provided it has not yet been offered.

5.4 Bidding

The sections below only apply where we have advertised a property on our choice based lettings system.

5.4.1 Number of bids

You will be able to place up to **two bids** during each bidding cycle. It is essential that you bid each week in order to increase your chance of moving as quickly as possible. However, even if you bid each week, you may still experience a lengthy wait particularly if you do not place sensible bids. Social housing stock is very limited and, in some areas, very few or no homes become available. If you have very specific preferences regarding the type or location of your home, you may find that it is easier to secure a move via the private rented sector or through another housing option such as shared ownership.

5.4.2 Number of bedrooms

You will normally only be able to bid on the size of property that we have assessed as meeting your requirements under this scheme. Occasionally though there may be some exceptions to this, such as if you require a 4 bedroom home or larger you will normally be able to place a bid on a property that is one bedroom smaller than you are assessed as needing, as long as your household does not exceed the maximum number of persons permitted within the home.

5.4.3 Bidding position

Your position on the bid list may alter as the bidding cycle progresses. Bids are held in band order and within each band, date order. If you place your bid as soon as the bidding cycle opens, you may find that your bid position is different once bidding has closed. Your bid position will drop if someone with a higher band or the same band (who has held that band for a longer period of time) bids on the same property as you.

5.4.4 Assisted bidding

Where someone is vulnerable or needs additional help placing bids to ensure the property is suitable for their needs, you will receive assistance from the Housing Register Team. This is because we recognise that it is important to manage the process to get the best result for you when bidding for a suitable property, especially when assisting homeless households. This is called assisted bidding.

5.4.5 Grouped bids

We will use a single advert for identical properties. Where there are grouped advertisements, applicants who place one bid will be considered for all properties within the group.

5.4.6 Withdrawing your bid

When you have placed a bid, you will be able to withdraw it, whilst the bidding cycle is open. You will not be able to withdraw a bid after the bidding cycle has closed. Any such bid will be treated formally in accordance with the guidance set out within the Housing Allocation Scheme. If we assist you with bidding, you will not be able to withdraw your bid.

5.5 Shortlisting

5.5.1 Closing date

Each bidding cycle opens at 6pm on a Wednesday and closes the following Monday at 4pm. Between these times you are able to place a maximum of 2 bids on properties in which you meet the advert criteria for. You can withdraw any bids made, provided the withdrawal happens before 4pm on the Monday. Anything after this deadline cannot be removed or amended. When the bidding cycle closes a shortlist of the top bidders is prepared and we will automatically take into consideration any recent changes to your application if these have taken place since the bidding closed.

5.5.2 Bypassing a bid

Your bid may be bypassed if:

- Your circumstances do not match the “preference given to” criteria outlined in the property advert.
- You have already been successfully shortlisted for another property.
- There are public protection concerns.
- You, or a member of your household, are involved in anti-social behaviour.
- It is identified that you require an adapted home, and we are notified by the social landlord that the property cannot be sufficiently adapted.
- You have rent arrears and are not keeping to an agreed payment plan.

In the case of rent arrears we will normally allow you to be shortlisted for a property if:

- You have less than 4 weeks rent arrears and with a payment plan which you have adhered to consistently for 3 months.
- You have more than 4 weeks rent arrears with a payment plan which you have adhered to consistently for 6 months.

If there are extenuating circumstances, we may allow not bypass for rent arrears if the move is required urgently. Households with high rent arrears may be suspended so that they cannot bid until we are satisfied that you are adhering to a payment plan. If you are in a council property or temporary accommodation and move before you are rehoused, we will pursue the debt as a former tenant arrear.

5.5.3 Successful bidders

More than one bidder will normally be selected to view the property. You will be told if you have been selected for a multiple viewing and what your listed position is. This will enable you to see how likely you are to secure the property. For example if you are shortlisted as 1st out of 6th you have the best chance of securing the property. If you are shortlisted as 6th out of 6th you will be less likely to secure the property.

You can only be shortlisted in first place for one property at a time, all subsequent bids will be bypassed, whilst the first bid is resolved. If we feel there are exceptional reasons, we may allow you to be shortlisted for more than one first bid.

Each registered provider follows their own viewing, offer and sign up process. Some will invite you to view the property first, whilst others may arrange a home visit or request that you attend a meeting at their offices prior to allowing you to view a property. You will be contacted either by phone, email or in writing. You will be advised of what information you will need to take with you to any meetings or viewings.

5.5.4 Unsuccessful bidders

You will not be contacted if your bid is not shortlisted. You will be able to bid during the next bidding cycle as normal. If your bid is bypassed, you will be able to see the reason your bid was unsuccessful by logging into your Homeseekers Account and reviewing your bids.

5.5.5 Rejection by a Registered Provider

If your bid is rejected by a registered provider or you were nominated and then rejected, they must notify us of their reasons before offering the property to another bidder. If the council is satisfied that the reasons are acceptable in accordance with the Housing Allocation Scheme and nominations agreement, the decision will stand, and you will be notified of the outcome.

If we believe the registered provider has been unreasonable, we will ask them to review their decision and allow your bid to proceed. We will attempt to resolve all areas of dispute with them and take the relevant steps, where this is not possible.

5.6 Sensitive lets

Sensitive lets are rare and likely to be due to two main reasons:

- i. Where a household requires careful placement for their safety or the safety of others, we may need to consider where we place in order to minimise any risks.
- ii. Where a property has a management history which requires the careful selection of the next tenant to ensure harmony in the area where it is located. In these cases we may target the advert and select only the most suitable applicants.

5.7 Reciprocal arrangements

The Allocations Management Team may authorise approaching another authority or registered provider with a view to entering into a reciprocal arrangement where this would assist the council to house someone who needs to move. Reciprocals are a way of obtaining a nomination to another council or registered provider and in turn, Bromley will need to provide a matching property. In either case, the property offered should meet the recipient authority's (or registered providers)) normal rules as to property size, and it should be noted that it is up to the other council/registered provider whether they agree to enter into such an agreement.

5.7.1 Reciprocals initiated by Bromley (i.e. outgoing) - factors to take into account:

- a. Is the case an emergency case or otherwise particularly urgent?
- b. Have alternative options been exhausted?
- c. Does another authority or registered provider "owe" the council a reciprocal nomination, if so, is this a good opportunity to get them to discharge that reciprocal nomination

- 5.7.2 Reciprocals initiated by other councils or registered providers (i.e. incoming) - factors to take into account:
- a. Is the case an emergency case, or particularly urgent or important?
 - b. Can rehousing be achieved by the other council or registered provider using their own stock?
 - c. Does Bromley “owe” the other authority or registered provider a reciprocal nomination, if so, this is an opportunity to discharge the debt to them.
 - d. Is the council likely to be in a position to assist within the required timeframe, we will not allow these to take place over a prolonged period of time.

5.8 Offer of accommodation

An offer of accommodation must be deemed suitable. This will take into consideration:

- Household type and size
- Rent and service charges
- Property type, size and condition
- Medical need
- Area in relation to employment and education
- Affordability checks [see Appendix 3](#)

An offer is made in writing (often sent by email) containing all the details of the property. If you view before an offer is made an offer letter will be sent after the viewing. It will be subject to a clear rent account or where the applicant is reducing the debt in line with a repayment arrangement.

5.9 Limited Offers

We limit the number of offers made to each applicant to one reasonable offer in order to ensure that those on the housing register are able to move within a reasonable period of time. An offer is deemed to be reasonable if it matches area, bedroom allocation, floor level, property type for household, criteria for health priority award, takes into account young children, and is an average standard or repair or more. Where an offer is agreed as not reasonable it will be withdrawn and will not count as one of the limited offers.

If you fail to accept the property offered to you, we will review your application. At that stage we may either:

- Reduce or remove your priority.
- Where there is a legal duty to do so, make you one final offer before discharging duty.
- Cancel your application and remove your details from the Housing Register.

We do not consider the following to be one of your limited offers:

- We bypass your bid.
- The registered provider rejects your bid.
- Someone short listed above you accepts the property.
- The property is withdrawn.

5.10 Refusals

The following are considered refusals:

- You fail to attend a viewing.
- You fail to attend an interview with a registered provider
- You fail to provide the information requested by a registered provider.
- You are offered a property, and you decline it.

The consequences of refusing an offer of accommodation will depend on the circumstances in which the offer is made. It is important for a homeless household to understand that the refusal of a suitable offer of accommodation is highly likely to result in cessation of the homeless duty, the potential loss of any temporary accommodation, and a change to their entry under this Housing Allocation Scheme.

For all other applicants, a refusal may result in suspension, reduced priority or removal from the Housing Register.

5.11 Tenancy determination

A tenancy determination involves identifying what type of tenancy you will be granted. The Council will have a tenancy management policy which will outline the tenancies they grant. You will be told in advance of the tenancy type and the conditions attached to the agreement.

The general principles will be:

- i. If you have never held a social tenancy before, or we feel you will benefit from support in the first year of your tenancy, you will be granted an Introductory Tenancy for 12 months; and provided you adhere to the terms of the tenancy agreement; this will convert to a secure tenancy at the end of the period. Introductory tenancies are subject to periodic reviews and if things have not gone well, the landlord may extend this for a further 6 months provided they have given notice.
- ii. If you currently hold a lifetime tenancy, you will be granted another lifetime tenancy. This will be a secure tenancy for council tenants and an assured tenancy for registered providers.
- iii. In some cases a flexible tenancy will be granted, usually if the property is heavily adapted or very large and the landlord wishes to ensure that the tenant continues to need this type of property. These types of tenancies are between 3 and 5 years in length. When they end, they may be renewed, or another type of tenancy may be granted depending on the circumstances. This will be explained when your tenancy commences.

5.12 Tenancy sustainment

We want people to be live happily in their homes and recognise that you may need support and assistance to sustain your tenancy. The Housing Allocations Scheme is designed to sort out longer-term solutions for people, and this means making it possible for you to stay in the home of your choice and one that meets your need.

We wish to ensure that landlords do everything practically possible to promote tenancy sustainment by:

- Ensuring a household is correctly routed to the right team when they approach the council for housing
- Considering the support needs, both immediately and longer – term when you have your new home
- Taking the necessary measures to safeguard you and your household
- Signpost you to employment, education and health advice if you need assistance.
- Assessing your housing priority correctly
- Working with you to provide support and skills to address the behaviour that resulted in a suspension of you application.
- Assisting you and your landlord to find solutions If your tenancy is failing
- Granting the right kind of tenancy for your needs
- Ensuring you can afford the rent.
- Ensuring the property suits your need
- Assessing you for specialist housing at the earliest opportunity if you need it
- Safeguarding community balance when allocating properties.

5.13 Lettings Plans

Lettings plans are an important tool in meeting allocation targets. They are agreed by the council and partner registered providers.

- i. An Annual Lettings Plan sets out how the Council intends to let the number of properties it predicts will become available within a 12 month period.
- ii. A Local Lettings Plan can be introduced in order to support local priorities and non-statutory responsibilities.

Whilst both plans are reviewed annually it is acceptable for specific local lettings plans to be put in place for a limited time frame.

5.13.1 Annual lettings plan

In agreement with partner agencies an Annual Lettings Plan is produced to ensure that we meet our statutory obligations in accordance with letting accommodation. The figures are set in accordance with the number of vacant properties expected to become available within the following twelve month period and all lettings made via this Scheme are counted for the purposes of the Lettings Plan. The plan is subject to regular monitoring and is reviewed annually. If monitoring shows that lettings outcomes are not in line with the Lettings Plan the Council reserves the right to implement a quota system and/or restrictive labelling on adverts to ensure that our statutory obligations are met.

The target groups where a specific percentage of lettings will be set are:

- Homeless households
- Right to move
- Learning disabilities
- Leaving care
- Move on from supported accommodation.

The current annual lettings plan is held on the Bromley Housing Portal.

5.13.2 Local lettings plan

We may implement a local lettings plan in order to meet a local demand or priority. We may also agree a local lettings plan with the Police or individual Registered Providers for specific areas or developments to reflect local circumstances and to facilitate viable and sustainable communities. Any local lettings plan will reflect considerations such as the social mix of residents within a block, estate or area. All local lettings plans may be subject to an equalities impact assessment and may take into account the following factors:

- child density (the number of children in an area)
- age range
- vulnerability of tenants
- access to resources (such as facilities for vulnerable people, schooling or healthcare)
- community stability and cohesion
- areas of low demand

Shortlisting will be undertaken in line with the local lettings plan criteria. In the event of a large scale emergency affecting housing or the need for housing within the borough the council may vary, suspend or review current local lettings plan

5.13.3 Publicising results

We will aim to publish the number of lettings and average waiting times each quarter. This information will be published on our Bromley Housing Portal and is often useful for applicants when considering whether to refuse an offer. We have very few lettings each year, the information will give applicants a better understanding of waiting times for certain areas, types and sizes of accommodation.

Part 6: Decisions, Complaints and Reviews

6.1 Decisions

When we process an application, we will have to make a number of key decisions:

- The decision that confirms or denies your eligibility to join the housing register.
- The decision that confirms or denies whether you qualify.
- The decision that awards your housing need priority.
- The decision to reassess your application as reduced preference or treat it under exceptional or mitigating circumstances.
- The decision to reassess your priority following a change of circumstance.
- The decision to cancel or suspend your application.
- The decision following a submission of a review by you.
- The decision that deems your refusal of a property as unreasonable or that you cannot afford a property.

When contacting you with a decision we will:

- i. We will make decisions with reference to the relevant legislation and our statutory duties.
- ii. We will consider all relevant evidence before making a decision.
- iii. We will not take irrelevant matters into consideration when making a decision.
- iv. We will make every effort to ensure our decisions are reasonable, exercising discretion if the situation warrants it.
- v. All decisions will be made with due regard to the Housing Allocation Scheme.
- vi. We will state the reasons for our decision and a full record will be kept. It will be fair and transparent.

It is important to understand the following:

- ✓ If you provide evidence that you did not provide for your original assessment. This is a **change in circumstance**.
- ✓ If you think we failed to deliver the service properly. This is a **complaint**.
- ✓ If you disagree with a homeless decision under Part 7 of the legislation. This is a **s202 statutory right of review**.
- ✓ If you disagree with your priority award under Part 6 of the legislation or the decision to place you in reduced preference. This is a **statutory right of review**.
- ✓ If we ask for information or review your application following a refusal or failure to view. This is a **band review or re-registration**.

6.2 Complaints

If you are dissatisfied with a decision, see section 6.1. If you are dissatisfied with the way we have delivered our service, then you may consider making a complaint. You can do this on our website at: www.bromley.gov.uk

If a complainant is not satisfied with the action the council takes, having followed the complaints procedure in full, they you may send a written complaint to the Local Government Ombudsman.

If an applicant wishes to make a complaint against a registered provider, they should use the registered provider's complaints policy

6.3 Reviews

6.3.1 Reviews on refusal or failure to bid

We reserve the right to review your application if:

- You fail to bid on suitable properties
- You fail to view a property you have been offered
- You refuse an offer of accommodation we deem suitable.

The action we will take with you may be one or more of the following:

- Extend your bidding time for a further period.
- Discuss your situation with you and look to revise your preferences in order to secure a move.
- Discuss other housing options with you.
- Make a direct offer of accommodation.
- If we think your refusal was unacceptable because the property was suitable, we may also reduce your priority on the housing register or cancel your application.
- If you are homeless and refuse a property, we discharge duty and cancel your homeless application which will also have the effect of cancelling your housing register application.

6.3.2 Band Reviews

It is anticipated that applicants in the emergency band will be reviewed every 3 months and those in band 1 will be reviewed every 12 months. It is anticipated that all other applications will be reviewed (asked to re-register) every 3 years to ensure their circumstances remain the same. You will need to contact the council within 21 days of the review letter, or your application may be cancelled. If your circumstances change, we will reassess your priority.

In order to undertake a band review, we will:

- a. Set the correct review period on your initial assessment and all subsequent reassessments.
- b. Our system will flag the application on its review date.
- c. This will be assigned to an Officer to review.
- d. We will write to the applicant or contact them by their preferred method to confirm if their circumstances remain the same.
- e. You will have 21 days to respond.
- f. If you fail to respond your application will be cancelled.
- g. If you inform us that your circumstances remain the same, we will reset your application for another 12 months.
- h. If you inform us that your circumstances have changed, we will process your application as a change of circumstance.
- i. Suspended applicants will be reviewed once they have reached the end of the period given to you to improve your behaviour. If you have been successful or are showing real progress, we will remove the suspension and your application will be made live. If you have been unsuccessful, we may extend the period to give more time or we may cancel your application.
- j. We reserve the right to review your application at any time, especially where we have received notification of circumstances we must consider.

6.3.3 Statutory Right of Review

If you are not satisfied with a decision, you have a statutory right of review. You will need to inform us in writing.

The process for a Statutory Right of Review is:

- a. The applicant or their representative should make the request within 21 days of the decision preferably in writing. The request should state why they disagree with the decision and if necessary, provide the necessary information they felt should have been considered.
- b. The request will be logged and acknowledged from the date that we receive your correspondence we aim to respond to you within 56 days. If the review is likely to take longer than this we will let you know what the amended response time is.
- c. The review will be assigned to a senior Officer who did not make the original decision.
- d. If the information was not previously provided for the original decision, the review will be closed, and the applicant will be advised in writing that this now being treated as a change in circumstances.
- e. If the senior Officer feels that the applicant is correct or partially correct the outcome will be to uphold the review and the application will be reassessed by the Housing Register Team.
- f. If the senior Officer feels the original decision is correct, they will deny the review and the original decision stands.
- g. The review outcomes will be recorded.
- h. The applicant will be advised in writing of the outcome of the review.
- i. Review decisions are final and there is no right of appeal.

6.3.4 Judicial Review

Where an individual or organisation feels the Housing Allocations Scheme is unfairly prejudicial or their case has been dealt with a prejudicial manner, they may wish to take legal action. They should seek independent advice before doing so.

The case will be heard in Court before a judge. Both sides will appoint counsel. If the judge decides the case against the council to be partly or fully substantiated, the council will be formally advised of the verdict and will need to respond through their counsel. The result may be an alteration to the Housing Allocation Scheme and/or a reassessment of the applicants case. These are termed judicial reviews.

Appendix 1: Lettings outside of the Housing Allocations Scheme

Lettings where a tenancy is created outside of the Allocations Policy include:

- a) **Conversion of an introductory tenancy:** to a secure tenancy under S125 Housing Act 1996).
- b) **Family intervention tenancies:** Introduced by the Housing and Regeneration Act 2008, these are a form of residential tenancy without security of tenure. They may be offered by either a local housing authority or a registered provider to anyone who is a tenant of a lifetime tenancy subject to or could in the future be subject to a possession order on the grounds of anti-social Behaviour or domestic abuse.
- c) **Discretionary succession (tenancies):** Tenants who are awarded a new tenancy under the landlord's discretionary succession provision unless that happens via the Housing Allocation Scheme.
- d) **Non-Secure tenancies or temporary accommodation:** Any accommodation that is provided to meet an interim duty under Part 7 of the Housing Act 1996.
- e) **Temporary decants:** Tenants who need to be moved temporarily whilst major work is carried out on their home will be granted a license to occupy.
- f) **Mutual exchanges:** Between existing tenants under S92 of the Housing Act 1985 or under S158 of the Localism Act 2011.
- g) **Assignment:** To a person who would be qualified to succeed the tenant under S92 of the Housing Act 1985 (secure tenancies) or S134 Housing Act 1996 (introductory tenancies).
- h) **Transfers of tenancies by a court order:** Made under certain provisions contained within matrimonial, family, children, and partnership legislation.
- i) **Land Compensation Act:** Allocation to a person entitled to rehousing under section 39 of the Land Compensation Act 1973.
- j) **Repurchased Homes:** Allocation to a person whose home is repurchased under sections 554 or 555 of the Housing Act 1985 (defective dwellings).
- k) **Management Transfers:** Within a registered provider's stock, where the unit has not been made available to the council.

Appendix 2: Panel for Households in High Needs

The Purpose

The purpose of this panel is to identify, discuss, and find solutions for households in high housing need, where they represent the most vulnerable applicants on the Housing Register. This is particularly important where the household requires an adapted property. The panel's primary aim is to identify suitable permanent accommodation whilst making best use of resources, both within the council and within the social housing stock in the borough.

'High Needs' within the context of the panel relates to applicants whose situation is not reasonably concluded through normal procedures and is deemed exceptional, requiring the attention of housing professionals and/or social care.

Where the household requires adaptations, the panel will consider accommodation that is both specialist or general needs with the potential to be adapted. This includes properties which cannot be funded via Disabled Facilities Grant (DFG).

The household may be a homeless applicant, having made an application through the Part 7 homeless legislation, or a Housing Register applicant having made an application through Part 6 of the housing legislation, or both.

Terms of Reference

1. The panel will meet monthly or more frequently if necessary.
2. Households referred to the panel are captured in a spreadsheet, and this should be updated prior to each meeting by the relevant officer (see roles and responsibilities below).
3. The panel will be chaired and minuted by the Group Manager for Housing Registration and Allocations.

Roles and Responsibilities

Role Title	Responsibilities
Head of Allocations & Accommodation	<ul style="list-style-type: none"> ✓ To have general oversight of the high needs cases being considered for presentation to the panel. ✓ To provide support and guidance to panel members.
Group Manager for Housing, Registration & Allocations	<ul style="list-style-type: none"> ✓ To coordinate and chair the panel. ✓ To maintain panel records. ✓ To facilitate discussion and routes for potential solutions. ✓ To approve cases for referral to the panel.
Housing Allocations Team Manager	<ul style="list-style-type: none"> ✓ To proactively review all available settled accommodation options which could meet the needs of those on the list. ✓ To ensure the timely allocation of accommodation to applicants. ✓ To offer suitability expertise for homelessness offers. ✓ To refer cases to the Group Manager for Housing Registration & Allocations.
Housing Register Team Manager	<ul style="list-style-type: none"> ✓ To proactively review Housing Register applications and banding thresholds for those on the list. ✓ To offer housing expertise in panel discussions. ✓ To refer cases to the Group Manager for Housing Registration & Allocations.

Role Title	Responsibilities
Senior Occupational Therapist	<ul style="list-style-type: none"> ✓ To offer expert advice and guidance relating to the suitability of accommodation and an applicant's needs. ✓ To retain accurate information and knowledge in respect of a household, ensuring offers of accommodation meet their need. ✓ Undertake home visit for the purpose of making an assessment as required. ✓ Undertake a visit to relevant voids as required. ✓ To establish clear routes for adaptations via DFG applications and act as intermediary between the applicant and the landlord/agent in terms of adaptations needed. ✓ To refer cases for to the Group Manager for Housing Registration & Allocations. ✓ In the absence of the Senior Occupational Therapist, an Occupational Therapist will deputise.

Relevance of the Panel

The panel operates for households being considered for placement into temporary accommodation; **Temporary Accommodation Placement Policy** and for households in high need where the most appropriate assessment and/or accommodation is needed for a Part 6 application; **Housing Allocations Scheme**.

Appendix 3: Affordability checks when allocating social housing

Being able to pay rent and service charges is key to a residents being able to sustain their tenancy. How much a resident can afford to pay for their housing costs will vary depending on the type of accommodation they live in and their financial circumstances. Carrying out affordability checks when allocating a home gives confidence to residents and social landlords that the tenant will be able to afford the home.

The law and affordability checks

The allocation of a social rented home is a matter of public law for the council and other social landlords. This extends to mutual exchanges and management transfers. Therefore any decision about an allocation and whether someone can afford to pay the proposed charges can be challenged in court, if that decision was made irrationally, illegally or failing to follow public law procedural requirements.

Therefore:

- Decisions must be made using accurate evidence and at the point of allocation.
- If an applicant states they can afford it, they must be given the benefit of doubt.
- If the landlord concludes they cannot afford it, the applicant must be given the opportunity to provide additional evidence.
- The applicant has a right of review or to make a complaint to the Ombudsman if the applicant is not offered the property, they must be given this information when the decision is made.

Tenants in rent arrears

The Bromley Housing Allocation Scheme clearly sets out qualification rules where a tenant is in rent arrears. Rent accounts are routinely checked at the point of an offer and this is taken into account when an affordability check is undertaken, along with any other housing related debt. Current and former arrears will be examined, arrears repayments must be in place and adhered to. The tenant must be able to pay the new rent in addition to any repayment instalments.

Practicalities of carrying out an affordability check

In order to carry out the check, the following must be considered:

- i. Income of the household including salaries, benefits and investments.
- ii. Rent and other property charges.
- iii. Reasonable living expenses.
- iv. Priority debts.

They must be able to afford to support any dependent children or adults in the household. If the result of the check is that an applicant cannot afford social housing it is very unlikely that they will be able to afford private rented accommodation. Alternative sources of income to meet housing costs should be looked at including discretionary housing allowance or social care allowance.

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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required.

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigor and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken, including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services, and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigor and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing to apply when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However, there is no requirement to:</p> <ul style="list-style-type: none"> • Produce an equality analysis or an equality impact assessment
	<ul style="list-style-type: none"> • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision-making process

Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

Quite often, the answer may not be so obvious, and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed, and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision-making process.

If no negative / adverse impacts arise from the proposal it is not necessary to undertake a full equality analysis.

1. Proposal / Project Title: Revised Housing Allocations Scheme				
2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought): The revised Housing Allocations Scheme sets out how applications for housing will be awarded priority and the allocation and letting of social housing within the borough, The scheme has now been reviewed and stakeholder consultation has taken place. The finalised document is being presented to committee for approval in January 2024.				
3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate whether there may be a positive impact, negative (adverse) impact or no impact for each equality group or any other non-protected groups arising from the proposal:				
Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data, and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Currently only those who have been in care are awarded priority. Those who have not been in care may be awarded priority through a homeless prevention route. However, unless there is a suitable guarantor, they cannot legally hold a tenancy until they are 18. The revised scheme is redressing this and saying that they will be considered with a suitable guarantor whether they have been in care or not.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a medical priority in the current scheme. There is no real transparency in how it is awarded. The revised scheme shows distinction between those who cannot manage now and those where there is a progressive condition or quality of life could be much improved.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex (i.e., gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Are there any other groups not protected by the Public Sector Equality Duty that are adversely affected by the proposal? There are a range of groups that may suffer disadvantage who are not explicitly protected under the Equality Act 2010 such as young people that are not in employment, education, or training (NEET), rough sleepers and the homeless, ex-offenders and care leavers. No				

5. There are no negative/adverse impact(s). Please briefly explain and provide evidence to support this decision: The demographic profiles of applicants and residents of the borough are attached. Both present the demographics of those with protected characteristics, on the Housing Register and within the borough. These have been considered when completing the relevancy test.



Applicants profile
(Bromley).pdf



Borough
Demographic Profile .

6. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:

Please see age and disability above. Both have positive impacts. Demographic profiles for both applicants and residents of the borough have been considered when reviewing this impact.

7. As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes	No	Briefly explain your answer: There are no negative/adverse impacts on an individual. With respect to age and disability there is a positive impact.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

8. Name of Lead Officer: Michelle Bowler	Job title: Head of Housing Schemes	Date of completion: 28/12/2023
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Demographic profile of applicants on the register

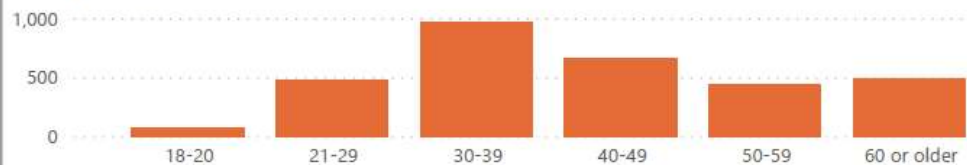
Gender:



Marital status:



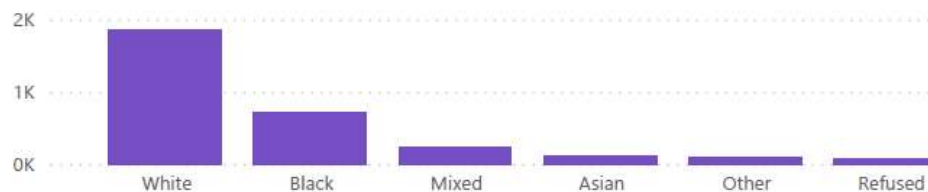
Age group:



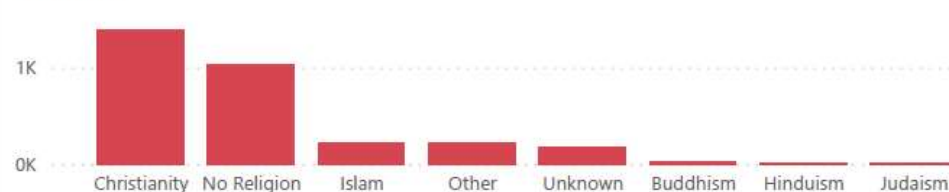
Sexual orientation:



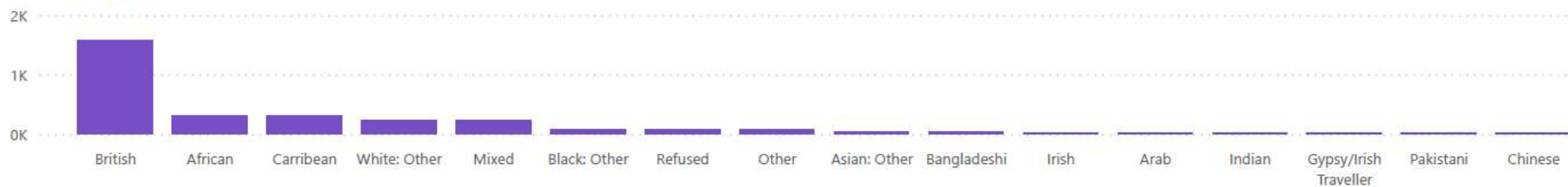
Ethnic group:



Religion:



Ethnic origin:



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Borough Demographic Profile

*LBB Census Data Details - Protected Characteristics summary 2021



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Report No.
HPR2024/001

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Renewal, Recreation and Housing Policy Development and Scrutiny Committee on 31 January 2024.

Decision Type: Non-Urgent Executive Key

Title: AFFORDABLE HOUSING– POLICY AND STRATEGY DOCUMENTS

Contact Officer: Michelle Bowler – Head of Housing Schemes
Tel: 0208 464 3333 E-mail: michelle.bowler@bromley.gov.uk

Chief Officer: Sara Bowrey, Director of Housing, Planning, Property and Regeneration
Tel 0208 313 4013 E-mail: sara.bowrey@bromley.gov.uk

Ward: All Wards

1. Reason for decision/report and options

- 1.1 In July 2020 the Council approved the re-opening and setting up of a Housing Revenue Account (“HRA”) for the provision of affordable housing and has been developing housing on Council-owned land. The Council was registered as a provider of social housing by the regulator on 29 September 2020 (Reg no:5103)
- 1.2 To remain compliant with the regulatory requirements and ensure delivery to our residents, the Council, now a stock holding authority, are required to produce and adhere to various housing policies and strategies. In March 2023, the Executive approved the draft Tenancy Strategy and the draft Tenancy Management Policy for eight weeks public consultation. This report contains the findings and outcome of that consultation alongside final documents for which approval is sought.
-

2. RECOMMENDATION(S)

2.1 The Renewal, Recreation and Housing PDS Committee is asked to:

- 1) Consider the results of the consultation exercise and any amendments; and,
- 2) Review the proposed Tenancy Strategy and Tenancy Management Policy and make any comments available to the Council’s Executive.

2.2 The Council’s Executive is requested to:

- 1) Review the results of the consultation exercise; and,
- 2) Approve the Tenancy Strategy and Tenancy Management Policy for adoption by the Council.

Impact on Vulnerable Adults and Children

1. Summary of Impact: The Council's house building programme is focused on affordable housing. The Strategy and Policy documents ensure that socially owned stock is managed appropriately and that Bromley residents are able to live in good quality, well maintained and well managed homes.
-

Transformation Policy

1. Policy Status: New Policy.
 2. Making Bromley Even Better Priority:
 - (1) For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
 - (2) For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
 - (3) For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
 - (4) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
-

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Operational Housing
 4. Total current budget for this head: £8,334k
 5. Source of funding: Existing Revenue Budget
-

Personnel

1. Number of staff (*current and additional*): Not Applicable
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement: Further Details
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Property

1. Summary of Property Implications: Not Applicable
-

Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: The HRA properties provide much needed affordable rented social homes to meet statutory housing needs. The design and build has also been cognisant to reduce carbon by ensuring that new homes are energy efficient and meet all current relevant standards.
-

Impact on the Local Economy

1. Summary of Local Economy Implications: None
-

Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Well managed and maintained homes enhance the community, ensuring the wellbeing of both tenants and neighbours. Ensuring that homes are let appropriately, and that resident's needs are met, for example through the provision of adapted accommodation supports the wellbeing of residents within their own homes.
-

Customer Impact

1. Estimated number of users or customers (*current and projected*): The Tenancy management Policy is specific to residents in the Councils owned accommodation current number is 60 anticipated to grow to 187 units by 2027. The Tenancy Strategy which is drafted in consultation with housing providers sets the Councils expectations of all social landlords operating in the borough.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: The Tenancy Management Policy and Tenancy Strategy were subject to review and discussion by Renewal, Recreation and Housing PDS committee and The Executive in March 2023. All Councillors were also invited to participate in the formal online consultation.

3. COMMENTARY

- 3.1 As a Local Authority Registered Provider, there are several policies, procedures, and management structures that the Council must have in place, including but not limited to a Tenancy Strategy and Tenancy Management Policy.
- 3.2 The Localism Act 2011 places an obligation on the Council to have a Tenancy Strategy which is drafted in consultation with the housing providers. It identifies areas of best practice of all social landlords operating in the borough and provides guidance on the Council's preferred approach to tenure and affordability.
- 3.3 Social landlords are expected to have a tenancy policy which clearly states the types of tenancies they grant and in what circumstances. They are also expected to outline the measures they will use to assist a tenant where the tenancy might fail or is failing. Equally each social landlord is expected to have a clear succession policy detailing how they will deal with all changes in tenancy, including tenant mobility.
- 3.4 The Tenancy Management Policy sets out the rules around the management of a tenancy in Council stock from a sign up to the end of a tenancy. The Tenancy Strategy influences this document, in so much as the policy demonstrates the Council's commitment to the granting of tenancies as set out within it.
- 3.5 In March 2023 the Executive approved the draft Tenancy Strategy and the draft Tenancy Management Policy for eight weeks public consultation. The Council were also required to undertake an Equality Impact Assessment to introduce both documents. Relevancy tests were undertaken for both documents. Neither indicated a full EQIA to be required as there were neither positive or negative impacts to anyone with one of the protected characteristics under the Equalities Act.
- 3.6 To prepare both documents for consultation, internal management discussions took place within the Housing Directorate, engaging other key representatives within the Council as necessary. The discussions supported the production of the draft document which was signed off by the Director of Housing, Planning, Property and Regeneration and the Project Steering Group overseeing the production of the documents as being ready to enter into formal consultation.
- 3.7 External consultation for the Tenancy Strategy took place via an online survey as follows:

Stakeholder	Method
Residents of the borough	A communication plan was produced by the Communication Team promoting the consultation through all networks including social media and hard to reach groups. They were all signposted to the online survey.
Elected Members of the Council	Considered both documents in Renewal, Recreation and Housing PDS committee and The Executive meeting in March 2023.
Registered Providers	Registered providers were emailed a link to the online survey, inviting them to provide feedback.
External Stakeholders	These included voluntary agencies such as the Citizens Advice Bureau and other organisations that advocate on behalf of residents. It also included neighbouring Local Authorities and key community groups. They were emailed a link to the online survey, inviting them to provide feedback.

Internal Stakeholders	The wider Council staff were emailed a link to the online survey, inviting them to provide feedback either as employees or local residents (if applicable).
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- 3.8 There were a total of 24 respondents, 8 of whom were Bromley residents, 9 were Bromley staff, 4 were external agencies and 3 were registered providers. It is not possible to gauge the response rate as the consultation was not targeted. Given the low number of Council tenants it was anticipated that there would not be a significant response to the consultation despite the work undertaken to promote it. That said 24 is deemed a low number, however the responses were often accompanied by comments which gave a clear indication of opinion.
- 3.9 We monitored a number of equalities characteristics and compared it to the borough demographic profile, the responses mirrored the borough profile.
- 3.10 **Responses to the proposed changes to the Tenancy Strategy via the online survey, are seen below.**

Summation of Change	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree	No Response
Aims of the strategy. Adopted	58%	29%	4%	4%	4%	1%
Discharge of homeless into the private sector. Adopted	33%	46%	13%	4%	4%	0%
Introductory tenancies for new tenants or tenants who need more help in the first 12 months. Adopted	50%	38%	4%	4%	4%	0%
Secure tenancies for existing lifetime tenants who are transferring. Adopted	50%	29%	8%	8%	4%	1%
Lifetime tenancies for vulnerable tenants without an introductory period. Removed	33%	42%	0%	8%	17%	0%
Flexible tenancies for high demand properties. Adopted	33%	29%	25%	4%	8%	1%
Tenancy sustainment measures. Adopted	42%	38%	4%	12%	4%	0%
Safe surrenders for failing tenancies where the landlord has exhausted all other avenues. Adopted	29%	46%	13%	8%	4%	0%
Assignments & successions policies for all social landlords. Adopted	50%	46%	4%	0%	0%	0%
Demotions of lifetime tenancies. Adopted	33%	38%	13%	4%	12%	0%
Possession as a last resort. Adopted	58%	42%	0%	0%	0%	0%
Promotion of incentives to downsize. Adopted	58%	38%	0%	0%	4%	0%

- 3.11 The industry approach is, if there is 20% plus disagreement or more, then the proposed change is subject to review and further discussion. The granting of a lifetime tenancy to vulnerable tenants is 25%. Vulnerable tenants may find the reviews during an introductory tenancy stressful, so the industry often promotes granting a lifetime tenancy.
- 3.12 However, Registered providers were in the main disagreeing with the change on the basis that this is the client group where the most wraparound support and intensive housing is needed, and they prefer to start them on introductory tenancies for the benefit of both parties. As registered providers hold most of the social housing in the borough the project steering group agreed that this should be removed from the strategy.
- 3.13 It is usual for a proportion to neither agree nor disagree. This ranges from 4% to 25%. It is hard to speculate on the reasons for their answers and in these cases, it is usual to deem they have no strong feelings one way or the other.
- 3.14 Overall, the responses show marked agreement with the strategy with those agreeing and strongly agreeing exceeding 63% and above. The sample size of 24 is small and not indicative of the number of residents in the borough. In these cases, we look at the qualitative comments which endorsed many of the changes. Therefore, based on these percentages, the tenancy strategy should be adopted with the exclusion of granting lifetime tenancies, without an introductory period, to vulnerable tenants as previously stated. The Council recognise that vulnerabilities and needs may change, by utilising introductory tenancies this will enable each case to be reviewed on an individual basis and promote longer term tenancy sustainment.
- 3.15 The three registered providers who responded were resistant to the use of flexible tenancies. However on consideration and with 62% of respondents agreeing to the use of Flexible tenancies, the project steering group felt that retaining this option for high demand properties such as larger units or adapted units, allows for important tenancy reviews to ensure a property continues to meet a clients needs and makes best use of high demand accommodation. The project steering group have therefore retained the use of flexible tenancies.
- 3.16 **Analysis of the Results – Tenancy Management Policy**
- 3.17 External consultation for the Tenancy Management Policy was targeted at tenants in Bromley owned stock, all of whom were written to outlining the consultation and signposting them to an online survey via a link or QR code. These letters were hand delivered by the Managing Agents, who also provided a further prompt for responses midway during the consultation period. No other external stakeholder was contacted.
- 3.18 There were a total of 10 out of 60 tenants respond to the survey. There are 60 tenants in Bromley owned properties, and with 10 tenants responding, this approximates to a 10% response rate. A response rate between 10% and 20% is deemed an indicative sample with which to consider the results.
- 3.19 We monitored a number of equalities characteristics and compared it to the demographic profile of the tenants across all 60 properties. The responses mirrored the tenant profile, however more of the older tenants responded.

3.20 Responses to the new to the Tenancy Management Policy via the online survey, are seen below.

Summation of Change	Strongly Agree	Agree	Neither	Disagree	Strongly Disagree	No Response
Affordability checks. Adopted	20%	50%	10%	0%	20%	0%
Rent in advance at sign up. Adopted	60%	10%	20%	0%	10%	0%
Introductory tenancies for new tenants or tenants who need more help in the first 12 months. Adopted	70%	20%	0%	0%	10%	0%
Secure tenancies for existing lifetime tenants who are transferring. Adopted	60%	40%	0%	0%	0%	0%
Lifetime tenancies for vulnerable tenants without an introductory period. Removed	60%	30%	0%	10%	0%	0%
Flexible tenancies for 5 years. Adopted	40%	20%	30%	10%	0%	0%
Flexible tenancies for large/adapted properties. Adopted	10%	40%	20%	30%	0%	0%
Tenancy sustainment measures. Adopted	30%	50%	10%	10%	0%	0%
Assignments & successions policy. Adopted	40%	60%	0%	0%	0%	0%
Demotions of lifetime tenancies. Adopted	30%	50%	10%	0%	10%	0%
Possession as a last resort. Adopted	40%	40%	0%	10%	10%	0%

3.21 The granting of flexible tenancies for large or adapted properties in high demand shows 30% disagreement and affordability checks show 20% disagreement. Both met the 20% rule outlined above and were discussed with the project steering group with their recommendation being:

- a) Flexible tenancies to be retained in line with the Tenancy Strategy to ensure a property continues to meet the client's needs and allows for the Council to make best use of high demand accommodation.
- b) Affordability checks have been retained as part of the offering of social housing as they are industry good practice. It is also a statutory requirement to ensure that an offer of accommodation is affordable in order for the Council to successfully discharge its duties in relation to housing.

3.22 It is usual for a proportion to neither agree nor disagree. This does not exceed 30%. Overall, the responses show marked agreement with the policy, with those agreeing and strongly agreeing exceeding 50% and above. Therefore, based on these percentages, the tenancy management policy is recommended for adoption.

3.23 Tenancy Management Policy Comments, were largely positive; as a result showed the policy can be adopted. The comments in relation to tenancy sustainment showed an objection to the wording "targeted visits" and consequently the wording was softened. With respect to affordability checks, this was made clearer and additionally income maximisation for the tenant was inserted as most landlords should be able to provide this support either at the beginning of a tenancy or for an existing tenant experiencing financial hardship. The policy is now recommended for adoption.

3.24 In summation, consultation is complete and many of the proposed changes were deemed sensible and seen as positive. The ones where there has been disagreement have been fully considered and the change identified where relevant and made within the final drafts of both

documents. Overall the exercise allowed the Council to fine tune the documents further. A full set of online survey result can be made available on request.

3.25 The following appendices are attached for Members' review:

- a) Appendix 1 – Analysis of consultation results in table format
- b) Appendix 2 – EQIA relevancy test for tenancy strategy
- c) Appendix 3 - EQIA relevancy test for tenancy management policy
- d) Appendix 4 - Final Tenancy Strategy
- e) Appendix 5 - Final Tenancy Management Policy

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The Council's house building programme is focused on affordable housing. The Strategy and Policy documents ensure that socially owned stock is managed appropriately and that Bromley residents are able to live in good quality, well maintained and well managed homes.

5. TRANSFORMATION/POLICY IMPLICATIONS

5.1 The increase of housing supply is one of the key priorities within the Council transformation programme to ensure a suitable cost affective supply of accommodation for housing needs. This also supports the Council to meet its statutory duties in respect of housing.

6. FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications arising from the contents of this report.

6.2 The Council has an exemption from the Secretary of State to hold the current properties it has developed/is developing in the General Fund rather than in the HRA. At present, this totals 109 properties either completed or on site, with a potential maximum that can be held outside the HRA of 200.

6.3 It is therefore not intended at this time that these properties will be transferred to the HRA due to the additional administrative burden. However, officers have started work on a draft 30-year HRA business plan in readiness, and future reports will be presented for the consideration of business cases for individual sites and the adoption of the HRA business plan.

7. LEGAL IMPLICATIONS

7.1 Under section 150 Localism Act 2011 ('the Localism Act'), Councils in England must prepare and publish a strategy (a "tenancy strategy"). Section 150 (3) of the Localism Act states that the Council, as a local housing authority, must have regard to its tenancy strategy in exercising its housing management functions.

7.2 The Executive authorised on 29 March 2023 the requisite consultation exercise required by law pursuant to Section 151 of the Localism Act 2011 in respect of (i) a Tenancy Strategy and (ii) Tenancy Management. The Executive in this report is asked to consider the responses received from the consultation exercise and give due consideration to the feedback prior to approving the final strategy.

7.3 By adopting the Tenancy Strategy and the Management Policy the Council is properly complying with its legal duties under the Localism Act and as is required by the Housing Regulator and as a landlord including the Council's Public Sector Equality Duty.

8. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS

8.1 The HRA properties provide much needed affordable rented social homes to meet statutory housing needs. The design and build has also been cognisant to reduce carbon by ensuring that new homes are energy efficient and meet all current relevant standards.

9. CUSTOMER IMPACT

9.1 The Council currently has roughly 1500 households in temporary accommodation. The new housing stock provides good quality affordable housing to meet statutory housing needs.

9.2 All Council tenants were contacted and given the opportunity to engage with the consultation.

10. WARD COUNCILLOR VIEWS

10.1 The Tenancy Management Policy and Tenancy Strategy were subject to review and discussion by Renewal, Recreation and Housing PDS committee and The Executive in March 2023. All Councillors were also invited via email to participate in the formal consultation.

Non-Applicable Headings:	Personnel/Procurement/Property Implications, Impact On The Local Economy/ Health And Wellbeing,
Background Documents: (Access via Contact Officer)	HPR2023/018 Affordable Housing – Policy And Strategy Documents

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Analysis of consultation Results

Tenancy Strategy Online Survey Results, the table below shows a summary of the results.


Tenancy Strategy consultation

Main results


Consultation period:
02/10/2023 - 27/11/2023

Total respondents

24



THE LONDON BOROUGH



Bromley residents:

8

Bromley staff:

9

Organisations working with Bromley Council:

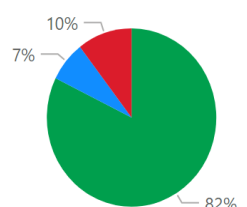
4

Registered providers:

3

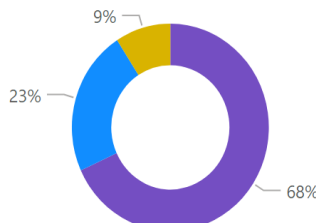
Overall agreement with the new tenancy strategy:

● Overall agree ● Neither agree nor disagree ● Overall disagree



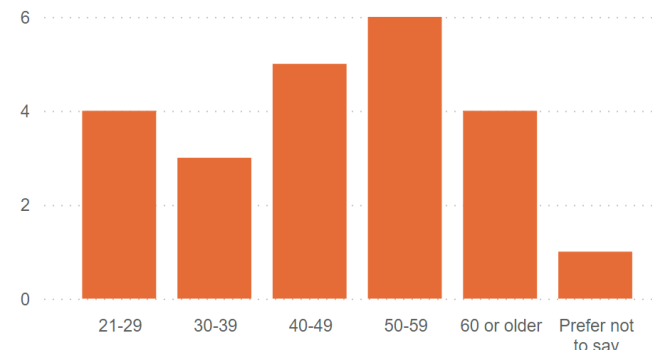
Questions	Overall agree	Neither agree nor disagree	Overall disagree
Q1	88%	4%	8%
Q2	79%	13%	8%
Q3	88%	4%	8%
Q4	79%	8%	13%
Q5	75%	0%	25%
Q6	63%	25%	13%
Q7	79%	4%	17%
Q8	75%	13%	13%
Q9	96%	4%	0%
Q10	71%	13%	17%
Q11	100%	0%	0%
Q12	96%	0%	4%

Respondents' gender:

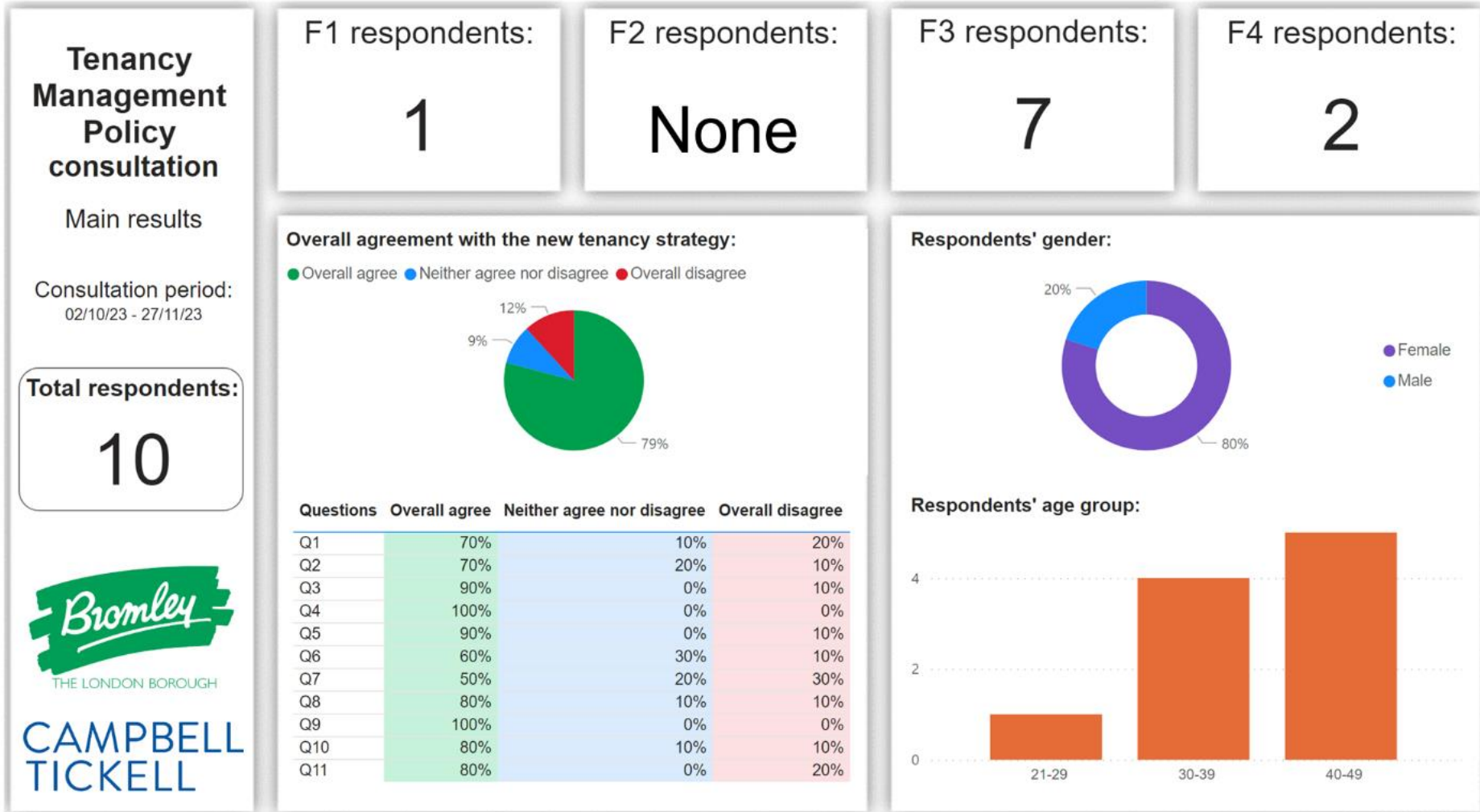


- Female
- Male
- Prefer not to say

Respondents' age group:



Tenancy Management Policy Online Survey Results, the table below shows a summary of the results.



TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required.

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However, there is no requirement to:</p> <ul style="list-style-type: none"> • Produce an equality analysis or an equality impact assessment
	<ul style="list-style-type: none"> • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people’s different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision-making process

Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

Quite often, the answer may not be so obvious, and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed, and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision-making process.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

1. Proposal / Project Title: Revised Tenancy Strategy				
2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought): The tenancy strategy sets out expectations of social landlords in the borough to have tenancy policies in relation to the granting of and managing tenancies. The strategy has now been reviewed and stakeholder consultation has taken place. The finalised document is being presented to committee for approval in January 2024.				
3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate whether there may be a positive impact, negative (adverse) impact or no impact for each equality group or any other non-protected groups arising from the proposal:				
Protected Characteristic (Equality Group)	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
<input checked="" type="checkbox"/>				
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The draft that went to consultation had a proposal to offer lifetime tenancies to vulnerable adults. This would have represented a positive impact. However, the consultation responses were not favorable especially registered providers who feel these client groups should have an introductory tenancy first. On discussion with senior management within Housing, the decision was to remove it as Bromley is very limited stock of its own and is reliant on the stock of registered providers.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex (i.e. gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Are there any other groups not protected by the Public Sector Equality Duty that are adversely affected by the proposal? There are a range of groups that may suffer disadvantage who are not explicitly protected under the Equality Act 2010 such as young people that are not in employment, education or training (NEET), rough sleepers and the homeless, ex-offenders and care leavers. No				

5. There are no negative/adverse impact(s)

Please briefly explain and provide evidence to support this decision: **N/A**

6. Are there positive impacts of the proposal on any equality groups?

Please briefly explain how these are in line with the equality aims: **Please see disability above.**

7. As a result of this screening, is a full EA necessary? (Please check appropriate box using)

Yes

No

Briefly explain your answer: There is no impact on an individual. The strategy sets an expectation of social landlords.

8. Name of Lead Officer: Michelle Bowler

Job title: Head of Housing Schemes

Date of completion: 11/12/2023

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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required.

Introduction

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- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However, there is no requirement to:</p> <ul style="list-style-type: none"> • Produce an equality analysis or an equality impact assessment
	<ul style="list-style-type: none"> • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision-making process

Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

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The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

Quite often, the answer may not be so obvious, and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed, and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision-making process.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

1. Proposal / Project Title: Tenancy Management Policy				
2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought): The tenancy management policy outlines how tenants will be managed in council stock. Stakeholder consultation has taken place with all 60 tenants. The policy has been finalised for approval by committee in January 2024.				
3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate whether there may be a positive impact, negative (adverse) impact or no impact for each equality group or any other non-protected groups arising from the proposal:				
Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The draft that went to consultation had a proposal to offer lifetime tenancies to vulnerable adults. This would have represented a positive impact. However, the consultation responses were not favorable especially registered providers who feel these client groups should have an introductory tenancy first. On discussion with senior management within Housing, the decision was to remove it as Bromley is very limited stock of its own and is reliant on the stock of registered providers.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex (i.e. gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Are there any other groups not protected by the Public Sector Equality Duty that are adversely affected by the proposal? There are a range of groups that may suffer disadvantage who are not explicitly protected under the Equality Act 2010 such as young people that are not in employment, education or training (NEET), rough sleepers and the homeless, ex-offenders and care leavers. **No**

5. There are no negative/adverse impact(s)
Please briefly explain and provide evidence to support this decision: **N/A**

6. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims: **Please see disability above.**

7. As a result of this screening, is a full EA necessary? (Please check appropriate box using)

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Briefly explain your answer:
The tenancy management policy has no impact on an individual. Regardless of the characteristics of an individual, a tenancy will be granted based on whether they have held a tenancy before or not. Further the management of a tenancy is covered under tenancy legislation and a landlord must comply.

8. Name of Lead Officer: Michelle Bowler

Job title: Head of Housing Schemes

Date of completion: 11.12.2023

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**London Borough of Bromley
Tenancy Strategy 2024 - 2029**

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1.0 Introduction

1.1 The Localism Act 2011 places an obligation on the London Borough of Bromley to have a tenancy strategy which is drafted in consultation with the housing providers. It sets our expectations of all social landlords operating in the borough and provides guidance on our preferred approach to tenure and affordability with specific consideration on:

- the types of tenancies they will grant
- the circumstances under which different types of tenancies will be granted
- when they grant fixed-term tenancies, the length of the fixed term and whether they grant a further tenancy when the fixed term expires.

1.2 We value the rights of households some of whom are in the direst need, to be housed in the most suitable accommodation, and to receive the right kind of support in a tenancy which is aimed at providing them with a home which will promote their health and wellbeing. We value the need to listen to our tenants when identifying the support required and the delivery of housing services and we also value the need to identify and deliver sustainable long term housing solutions.

1.3 The Social Housing Green Paper, published in 2018, proposed a new deal for social housing. In November 2020, the Government published its White Paper, 'The Charter for Social Housing Residents', which affirms social rented homes as places where residents can put down roots and build communities. The White Paper also recognises that the COVID-19 pandemic has reinforced the importance of people's homes, communities, and neighbourhoods.

1.4 We want those allocated social housing to see their homes as genuine places to settle, not as temporary welfare provision. Residents should have control over their lives and homes as this can help to build thriving, cohesive communities. Offering lifetime tenancies at social rent levels best supports this in most cases.

2.0 Strategic Context

2.1 Bromley has recently developed some residential properties and there are more planned. Whilst the primary aim for these units is to alleviate the pressures in temporary accommodation, the units also allow the council to rehouse people from the housing register.

2.2 The corporate strategy, "making Bromley even better" sets out five ambitions to be delivered jointly with partner agencies, which dovetail with the tenancy strategy as follows:

- a. For children and young people to grow up, thrive and have the best life chances in families who flourish and are happy to call Bromley home.
- b. For adults and older people to enjoy fulfilled and successful lives in Bromley, ageing well, retaining independence and making choices.
- c. For people to make their homes in Bromley and for business, enterprise and the third sector to prosper.
- d. For residents to live responsibly and prosper in a safe, clean and green environment great for today and a sustainable future.
- e. To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

- 2.2 The purpose of the Housing Strategy 2019 – 2029 is to set out what the Council plans to do over the next ten years to address housing pressures in the borough, and provide good quality housing for its residents, both now and in the future. It sits within a suite of corporate strategies which set out the Council's aspirations and plans for Bromley over the coming years and identifies four key priorities:
- Ensure financial independence and sustainability;
 - Invest in our businesses and people;
 - Ambitious for all our children and young people;
 - Enhance our clean and green borough.
- 2.3 The Homelessness Strategy 2018-2023 which is due for renewal in the next 12 months highlights the following needs:
- a. **Early identification and prevention of homelessness;** support people wherever possible before crisis and provide excellent services to those at point of crisis to prevent homelessness or assist them to secure alternative sustainable accommodation.
 - b. **Achieve positive outcomes for our young people;** preventing youth homelessness and ensuring young people are supported to make a positive transition into adulthood.
 - c. **Increase the supply of accommodation;** explore all available housing options to prevent homelessness and identify more affordable and sustainable long-term accommodation to reduce stays in temporary accommodation.
 - d. **Achieve positive outcomes by improving health and wellbeing and breaking the cycle of homelessness;** ensure services are accessible, person-centred and equip people with the skills and resilience to sustain accommodation and avoid repeat homelessness.
- 2.4 We are currently reviewing our current allocation scheme to reflect the best in industry practice, to work collaboratively with social landlords and to assist Bromley residents with the best housing solution for their needs.
- 2.5 The Council's January 2019 Local Plan which will shortly be reviewed, sets out the planning policies, site allocations and land designations Borough-wide and is the central document in the Borough's Development Plan. It forms part of a suite of development plan documents which comprise of the Bromley Town Centre Area Action Plan, and Supplementary Planning Documents; currently Planning Obligations and Affordable Housing and the London Plan (2016). The London Plan forms part of the Development Plan for each of the London local planning authorities. The Council uses these plans to set out its agenda for the development of residential housing which targets the areas identified in the plan as requiring regeneration.
- 2.6 The challenge in London is how to provide decent, affordable housing. London's housing shortage has been caused by the failure, over decades, to build the new homes the city's growing economy needs. The effects of the housing shortage now reach into every aspect of Londoners' lives. The London Housing Strategy sets out the Mayor's vision and policies for London and the proposals to make it happen.

The Mayor is calling on all organisations that have a part to play in addressing London's housing crisis and the vision and priorities are:

- building homes for Londoners;
- delivering genuinely affordable homes;
- high quality homes and inclusive neighbourhoods;
- a fairer deal for private renters and leaseholders;
- tackling homelessness and helping rough sleepers.

2.7 In introducing this tenancy strategy we aim to:

- Work with social landlords to meet the housing needs of our residents; the provision of support in order to sustain tenancies and where needs change, offer a flexible service designed to accommodate those changes.
- To support communities to thrive through the creation of sustainable social housing offers.
- Assist affordable housing developers to understand what the council requires of social landlords who own, let and manage stock.
- Ensure that the supply of housing is genuinely affordable and built to a good standard which meets the needs of local residents, specifically those on low incomes, ensuring the supply will be linked to the aims set out in the housing strategy in response to climate concerns and net zero.
- Provide a clear development mandate across the borough, specifically with areas subjected to local plans.

3.0 Demographic profile of the Borough

- 3.1 Bromley is the largest London borough by area, covering 59 square miles. Over half the borough is open countryside, much of which is Metropolitan Green Belt land. Bromley has relatively low levels of deprivation – it is the 4th least deprived of the 33 London boroughs.
- 3.2 We are the 8th most populous London borough. There are approximately 331,000 residents living in an estimated 141,000 households.
- 3.3 22% of our population is aged 18 and under - some 71,000 young people. We have the largest population of older people of all London boroughs - 18% of the current population is aged 65 and over (58,700 people) and 15% of our residents are retired, which is approximately double the London average of 7%. The proportion of working age residents (18 to 65 years) will remain fairly stable over the next twenty years, at approximately 60% of the total population (200,500 people).
- 3.4 20% of Bromley's population is made up of different minority ethnic groups. 29% of the borough's current children and young people population are from minority ethnic groups. Bromley has one of the highest populations of settled travellers in the UK.
- 3.5 Bromley's employment rate of 78% is the 7th highest of the 21 Outer London Boroughs. 165,000 of our residents are economically active with 80,000 commuting outside the borough for work and 109,200 employed within the borough. With average wages of £38,000 per annum according to the Office of National Statistics, whilst this is comparable with the national average, it is down 30% on the average for the South East.

- 3.6 The average property price in Bromley postcode area is £561k, the median price is £480k. The average price increased by £10.8k (2%) over the last twelve months. The price of an established property is £568k. The price of a newly built property is £448k. Most properties were sold in the £500k-£750k and £300k-£400k price ranges. The table below compares the average price in Bromley with England and Wales; with prices in Bromley around 40% more expensive than the average price for England and Wales.

Price	Bromley Postcode Area	England & Wales
<i>Average</i>	<i>£568K</i>	<i>£340K</i>
<i>Median</i>	<i>£490K</i>	<i>£259K</i>

September 2021 - August 2022; Right Moves

4.0 Discharge of Homelessness Duty

- 4.1 Since the introduction of the Localism Act 2011, local authorities can discharge their homelessness duties through an offer of suitable accommodation in the private rented sector. Where properties of a suitable standard can be found at the right cost, Bromley will undertake a suitability check and if successful, will make an offer of private sector accommodation in line with the Homelessness Code of Guidance for Local Authorities and the Homelessness (Suitability of Accommodation) (England) Order 2012.
- 4.2 We are working to understand the numbers of private sector landlords in Bromley in order to secure a supply of good quality properties. Where budgets allow, we offer incentives and grants to private sector landlords to help them improve their properties and maintain them to safe standards appropriate for letting. We seek to establish affordable rents within the private sector with capping at the Local Housing Allowance.
- 4.3 We work together in partnership with registered providers in the borough to discharge our homeless duty in both council and register provider stock. We recognise that with the vast amount of social housing belonging to registered providers that it is important to continue to raise the profile of the homeless in the borough. We also recognise that with ever increasing levels of financial hardship experienced by households, that homeless prevention has to be a primary aim, and this necessitates the strengthening of the partnership between the Council and social landlords.

5.0 Granting a Tenancy

5.1 Rights and Responsibilities

All tenants need to make informed choices about their housing options. We will work with our registered providers to make the process of offering tenancies as clear and transparent as possible. All registered providers understand the need to explain the rights and responsibilities of a tenancy when signing up new tenants.

5.2 License to Occupy

Tenants in our temporary accommodation are signed up on non-secure tenancies, usually a licence to occupy. The home is not permanent and only available to the household whilst the Council assesses their duty under the Homelessness legislation and/or before making them a permanent offer of accommodation.

5.3 Introductory or Starter Tenancies

Starter or Introductory tenancies are usually offered to someone who has never held a social tenancy or someone who requires support during the initial period of their tenancy. The initial period is for 12 months, after which it will convert to a lifetime tenancy unless a Notice of Extension has been served extending it for a further 6 months which may be done where the tenant would benefit from further support or intensive management. In the initial 12 months all possible support should be identified and where relevant, the applicant will be referred with the necessary wraparound support which may come from both the council and the social landlord.

5.4 Lifetime Tenancies

- 5.4.1 With the need to have sustainable communities and the welfare of our residents a primary aim, we prefer the offer of lifetime tenancies to tenants who have successfully completed a starter or introductory tenancy or a tenant transferring from another social housing tenancy. This will take the form of an assured or secure tenancy.
- 5.4.2 Social housing tenants with lifetime tenancies that were issued before 01 April 2012, and who have remained social housing tenants, have their security of tenure protected by law. The Localism Act 2011 s.154 and regulatory framework for social housing require all landlords to offer lifetime tenancies when these tenants move to another social rented home. This includes mutual exchanges, transfers, or moves as a result of major works or regeneration. Where a social housing tenant has been given a lifetime tenancy on or after 01 April 2012, and they swap their home with a social housing tenant who has a fixed term tenancy, they will lose their lifetime tenancy.
- 5.4.3 The Domestic Abuse Act 2021 requires in cases of domestic abuse, that landlords issue new lifetime tenancies, where a tenant previously had a lifetime tenancy. We expect this to be undertaken by their own landlord. but where this is not possible or they need emergency rehousing requiring assessment under the homelessness legislation, we would expect their permanent offer to be a lifetime tenancy.

5.5 Flexible Tenancies

- 5.5.1 We promote the use of flexible tenancies in the following circumstances:
- Where a flexible tenancy is attached to specific homelessness funding.
 - Where the household would benefit from a sustained period of support longer than an introductory period.
 - We support the use of fixed term tenancies in properties that have been purpose built or substantially adapted for disabled occupants. Such adaptations can be expensive, and it is important that adapted homes are made available and let to those who need them.

- 5.5.2 Where flexible tenancies are used, these should be for a minimum of 5 years, unless a funded scheme stipulates a specific period. The Regulator of Social Housing expects that fixed term tenancies should be for a minimum of five years or no later than the 19th birthday of the oldest child wherever sooner.
- 5.5.3 Social landlords who issue flexible tenancies must have a policy supported by an equalities impact assessment, stating clearly under what circumstances they will be granted.
- 5.5.4 Fixed term tenancies which are less than five years are used exceptionally in some of the following cases:
- for short term supported housing designated as move-on;
 - where it is linked to employment or educational opportunities such key worker accommodation, where the renewal of tenancies should take place at the renewal of an employment contract subject to suitability of the accommodation.
- 5.5.5 The renewal process must be made clear to a tenant when the tenancy commences, and they should receive notice no later than 6 months before the tenancy is due to end where the landlord is not going to renew the tenancy. The reasons should be explained clearly together with an alternative housing solution plan; one of the avenues being, a referral to the Council in line with the provision made by the Homelessness Reduction Act 2017.
- 5.5.6 Exceptional circumstances where a tenancy is not renewed may include:
- where a tenant wishes to end their own tenancy
 - where the home has been adapted but those adaptations are no longer required, and the home would meet the needs of another household on the housing register
 - where the behaviour of the tenant is prohibitive, and the landlord has exhausted all measures to provide tenancy support.

5.6 Reviews and Appeals

- 5.6.1 All tenancies should be visited as part of a rolling programme in order to ensure the property is occupied by the household on the tenancy agreement, that the premises are being used lawfully and that it is being maintained in accordance with the tenancy conditions.
- 5.6.2 All new tenants should receive a settling in visit within the first few weeks of the tenancy.
- 5.6.3 Introductory tenants should have formal reviews at 3,6,9 months of their tenancies to ensure they are managing their tenancy and support provided to assist them complete the initial 12 months successfully.
- 5.6.4 All flexible tenancies should be reviewed at 9 months prior to the end of the tenancy.

5.6.5 All social landlords should have a clear tenancy appeals process which is explained to tenants where decisions are being made in relation to their tenancy and the landlord must invest in the resources to undertake these effectively. With introductory and flexible tenancies there is a statutory requirement to allow appeals in the following circumstances:

- Where an introductory tenancy is extended a further 6 months
- Where possession proceedings are commenced for an introductory tenancy
- Where a flexible tenancy is not going to be renewed.

6.0 Tenancy Sustainment

6.1 We are committed to helping tenants to maintain their tenancy in both temporary accommodation, private rented and council accommodation. The council's tenancy management policy sets our remit in relation to tenancy sustainment, and we have the same expectation of our landlords in relation to:

- affordability checks when an offer of accommodation is made and if necessary, offer the support needed to help a tenant maximise their income
- tenancy visits as appropriate throughout the lifespan of a tenancy
- rehousing where financial hardship would lead to tenancy failure
- a support service, covering a range of advice and assistance
- tenant orientated employment opportunities
- tackling anti-social behaviour through a range of measures
- making it easier for tenants to manage their own homes.

6.2 The aim whether delivered by the Council or one of its partner landlords, is to provide the right aid at the right time and at times this may be bespoke to a household. Tenants who have been allocated a general needs property may need supported housing and this will be assessed as one of the measures.

6.3 Possession of a property should be a last resort and every effort should be made to sustain the tenancy where possible. We recognise that may not be possible where the housing needs of the individual may be complex and not suited to the accommodation, or where anti-social behaviour cannot be resolved and all possible measures have been exhausted. We will work with registered landlords and private landlords to find a way to keep tenants in their home and where this is not possible to identify a satisfactory solution which may involve a safe surrender agreement. A surrender is a voluntary agreement between the landlord and tenant that the tenancy has come to an end. It is sometimes known as a mutual surrender. A surrender terminates the tenancy, whether it is fixed term or periodic.

6.4 Where domestic abuse is identified, a solution that looks at the best outcome for the survivors including children will be sought. Where relocation of the perpetrator would provide the best remedy, this may be considered as an option on a case-by-case basis.

7.0 Succession

7.1 Legislation has a provision for statutory succession rights for secure and assured tenants. There is one right to succeed. The law does not grant a further succession right if the successor then dies.

- 7.2 Historically, there were significant differences between the succession rights of assured and secure tenants. The Localism Act 2011 introduced changes to harmonise succession between the two, however there remains significant differences, the Localism Act changes affect tenancies granted from April 2012 onwards, but not those granted before that date.
- 7.3 Some landlords offer more generous succession rights than the statutory legal minimum, allowing tenancy rights to be passed on a second time or to be conferred in circumstances when the tenant would not normally qualify for a statutory succession. The rights may contractual, i.e. written into their tenancy agreement or discretionary and assessed on a case-by-case basis.
- 7.4 The Tenancy Standard governed by the Regulator of Social Housing, requires social landlords to have a policy on succession.

8.0 Tenant Mobility

- 8.1 We need family sized accommodation and recognise the need for all social landlords to provide incentives and assistance to tenants who wish to move to a smaller property. They should be encouraged to join the housing register and their application will be awarded a priority that reflects the demand for larger properties.
- 8.2 Residents who claim benefits in under occupied units are subject to the Spare Room Subsidy (also known as bedroom tax), which can have a negative impact, making affordability an issue and having a detrimental effect on health and wellbeing. Anyone who is a permanent part of the household but not living with them at the time of the application will be taken into account before moving them to a smaller property.
- 8.3 Residents who need adaptations, where their property is unsuitable for the required works will require the landlord to consider all possible ways to meet that need. Where this is not possible, they may join the housing register and will be awarded the relevant priority. Where the Council can assist with grant to allow the tenant to remain in their home, this will be explored.
- 8.4 It is important for tenants who wish to move for employment, or for support and welfare reasons, to be able to do so easily. Applicants on the housing register wishing to transfer for these reasons will be awarded suitable priority and will be considered under our local connection rules.
- 8.5 Social landlords should enable suitable moves to support the recruitment and retention of essential key workers, health and support workers in the borough where this becomes a borough priority.

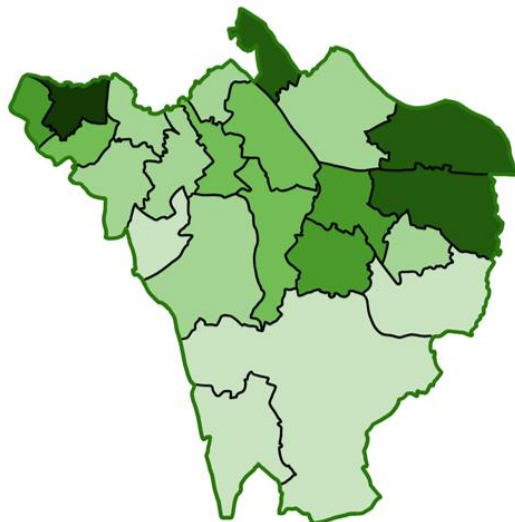
9.0 Home Ownership

- 9.1 We will make every effort to promote the opportunities for low-cost home ownership for residents in the borough. This will involve working with the registered providers who have such stock and where we are approached for rehousing, applicants will be signposted to these landlords as a viable housing solution.
- 9.2 Tenants who are eligible will be able to purchase their home from their landlord through the Right to Buy and Preserved Right to Buy schemes, provided the property they reside in does not hold an exemption. Social landlords are expected to keep the Council informed of any purchases through these schemes.

- 9.3 As part of our working relationship with registered providers, we ask that the following properties be exempt from purchase:
- properties in locations, where there is a shortage of properties by type and or size;
 - designated accommodation for older people; where this accommodation is in short supply;
 - specialist or supported housing;
 - disabled adapted properties secured through planning obligations;
 - shared accommodation.

10.0 Social Housing in the Borough

- 10.1 The map below shows a distribution of social housing within Bromley. Mottingham & Chislehurst, Farnborough & Crofton and Crystal Palace have the highest density of social housing with units in excess of 1,000. The general theme is that they are at their highest where they border other authorities in the north of the borough. Areas such as Biggin Hill and Chelsfield & Pratts Bottom in the south of the borough where it is rural have under a 100.



Ward	Total
Penge & Cator	1,524
St Mary Cray	1,395
St Paul's Cray	1,340
Mottingham	1,302
Crystal Palace & Anerley	843
Petts Wood & Knoll	838
Farnborough & Crofton	663
Bromley Town	498
Clock House	467
Bickley & Sundridge	449
Bromley Common & Holwood	448
Orpington	413
Shortlands & Park Langley	387
Beckenham Town and Copers Cope	329
Chislehurst	304
Hayes & Coney Hall	281
Keisey & Eden Park	281
Plaistow	263
Chelsfield	143
Darwin	104
Biggin Hill	83
West Wickham	73
Total	12,428

- 10.2 We will work with our landlords and community-led housing developers to maximise the opportunities to deliver affordable properties including social rented properties and will seek to leverage funding through Homes England and the GLA to support this where scheme viability is an issue. The priority, driven by the severe affordability issues in areas within our borough, is to protect and increase the supply of social housing in Bromley alongside the provision of other affordable housing options.
- 10.3 We also recognise that our registered providers may have to dispose of stock where it is not cost effective to maintain it to the Decent Homes Standard, or it is hard to let, either because of the type of accommodation or area in which it is located. Where this becomes necessary, particularly where a property has been given in trust, or where Bromley or Homes England have invested in the property, the full gain (less any transaction and ancillary costs) from disposal should be reinvested back into the borough.

- 10.4 Social housing may be repurposed where disposal is not the most effective solutions, and the Council will work with the relevant landlord to obtain the best possible outcome. The partnership between the Council and landlord ensures that adequate notice is given of any proposed disposal, thereby allowing the Council to consider the variety of options available to it. To avoid property disposals as a result of poor property standards, we expect all social landlords to maintain their property portfolios to the Decent Homes Standard or equivalent or higher standard. This will also promote the benefits of better health and wellbeing.
- 10.5 There is growing evidence that by joining up planning for housing with planning for health and wellbeing, significant benefits both to individuals and communities can be seen, helping people to thrive. This is one of the Council's priorities, and our commitment together with social landlords is to:
- Deliver social homes to the Decent Homes Standard or higher.
 - Build genuinely affordable places to live where residents can settle and develop a commitment to their local community.

11.0 Affordability Statement

- 11.1 The government promotes work to reduce dependency on benefits, so it is important that rent levels in Bromley are affordable and do not deter the tenant from entering employment. The table below shows the average weekly rents different providers by bedsize:

Landlord Type	1 bed	2 bed	3 bed	4 bed +
Council	£182	£193	£209	£0
Registered Provider	£118	£136	£148	£164
Private Rented	£312	£485	£577	£600

With private rents being so much higher than social rents it is important to ensure social rented properties are affordable and when new developments are proposed that the rents compare favourably with the local housing allowance. The council rents are new developments within the last 18 months and there are no 4 bedroom or larger properties to compare with registered providers. Average registered provider rents are influenced by the lower averages for the ex-council stock which transferred to Clarion over 10 years ago.

- 11.2 New tenants are unlikely to have sufficient savings to secure a deposit or pay rent in advance. We ask that registered providers reflect the payment of rent in advance at sign up in their policies and have a flexible payment approach to allow the tenant to build the sufficient level of credit over time.
- 11.3 Our housing strategy sets out the delivery aims for an affordable housing programme that has the right mix of social housing products and sets out the measures that we employ to achieve the desired outcomes. We recognise a coordinated approach with registered providers is essential to deliver those outcomes.
- 11.4 We have to consider scheme viability and the cost to the tenant overall in terms of rent and service charge when considering the rent level. However a social rent comparison will be undertaken when undertaking scheme appraisals to ensure the most affordable rent products are considered.

11.5 With property prices high in the borough, first time buyers often seek a low-cost home ownership route to get on the property ladder. Clarion is the largest developer of shared ownership in the borough. The council will work with developers to consider all viable low cost home ownership schemes.

12.0 Delivery and Impact of this Strategy

12.1 The Council and the social landlords operating within the borough will jointly own the strategy. We will produce a delivery plan with our partners, using the aims and the actions identified within the strategy. We have a shared commitment across our key partners and stakeholders to support the delivery of this strategy, as the achievement of our vision is dependent upon their contribution. The Executive will have oversight of the implementation of the strategy and will monitor and review progress.

12.2 Under the Equality Act 2010 and in particular section 149 of the Public Sector Equality Duty, Councils are required to give due regard to eliminate discrimination, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not, when exercising a public function such as a landlord. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This strategy complies with the Council's Equalities Policy March 2021 which sets out our commitments to ensuring in equality in service delivery. An equalities impact assessment was undertaken, before the strategy was adopted.

12.3. This strategy will be reviewed every 5 years – unless legislation, business or sector developments require otherwise – to ensure that it continues to meet the stated objectives and takes account of good practice developments. We aim to mitigate any risk associated with the delivery of this strategy and its implementation by landlord tenancy policies through discussion and negotiation.

12.4 The delivery of this strategy will be monitored as follows:

- Discussions with residents of the borough
- Discussions with social landlords on its effectiveness.
- Tenancy sustainment reviews by social landlords.
- Feedback from the private rented sector.
- Reviews by the council.

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**London Borough of Bromley
Tenancy Management Policy 2024**

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1.0 Introduction

1.1 Aim of the Policy

This aim of the Tenancy Management Policy is to set out how the council manages tenancies in Bromley owned properties from the point at which a tenancy is granted, through to the point at which it ends. Bromley owned properties are managed by an agent under a management agreement on behalf of the council.

1.2 The Legal Framework

In developing this policy; the Council has followed and fully considered the following housing legislation, regulations, and statutory guidance:

- The Housing Act 1985, 1988 and 1996
- Localism Act 2011 (England)
- The Housing Act 1996, Part 7 as amended by the Homelessness Reduction Act 2017
- Equality Act 2010.
- Data Protection Act 2018 and contained within the General Data Protection Regulation 2018 (GDPR).
- Regulatory framework for England April 2012
- Defective Premises Act 1972
- Home Loss Payments (Prescribed Amounts) (England) Regulations 2008
- Land Compensation Act 1973
- Landlord and Tenant Act 1985 and 1987
- Human Rights Act 1998
- The Civil Partnerships Act 2004
- Health and Safety at Work Act 1974
- The Gas Safety (Installation & Use) Regulations 1998
- BS 7671 IEE Wiring Regulations
- Control of Asbestos at Work Regulation 2002
- Regulator of Social Housing Compliance.
- Anti-social Behaviour, Crime and Policing Act 2014

1.3 Application of the Policy

This policy will be implemented through a suite of delivery processes designed to provide compliance with regulation, legislation and good practice: The key decisions will be made by the Council with the administration processed by the Council's management agent.

1.4 Court appointed Deputy

Where a tenant has someone appointed by a Court to make decisions on their behalf relating to their finances, property, health or personal care, we will, on sight of the legal paperwork, work with them to ensure all key decisions in relation to their tenancy are made by the Court appointed Deputy.

1.5 Data Protection

The Council will ensure personal information of all tenants (new, existing and deleted) is:

- Stored lawfully
- Processed in a fair and transparent manner
- Collected for specific, explicit and legitimate for the purpose
- The data will be kept up to date and held only until it is no longer required.
- Shared only with other organisations for legitimate processing, the prevention of fraud or with the person's explicit consent.
- All tenancy records will be held intact for a full 6 years post tenancy end in line with good practice guidance on document retention. They will then be anonymised and/or disposed in line with the Council Retention and Disposal Policy August 2021. [URL needed.](#)

A tenant's express consent is obtained to deliver a tenancy management service during the completion of the sign-up process. The Council has a Privacy Notice which can be located at: [URL needed.](#)

1.6 Equalities, Access and Monitoring

The Council is committed to ensuring that the policy is non-discriminatory and that all tenants are able to access the service, taking into account any vulnerability or other specific needs, and also the needs of different groups protected by the Equality Act 2010; the Human Rights Act 1998; and for Children, Section 11 of the Children Act. To identify the needs of our tenants, a new tenant questionnaire is completed at sign up and it contains specific questions relating to vulnerability, ethnic origin, sexual orientation, disability and other relevant criteria. The information obtained will be used to monitor the impact of the policy on minority and specific needs groups and to evidence the need for amendments, as may be required.

Under the Equality Act 2010 and in particular section 149 of the Public Sector Equality Duty, the Council is required to give due regard to eliminate discrimination, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not, when exercising a public function such as a landlord. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy complies with the Council's Equalities Policy March 2021. This policy was subjected to an Equalities Impact Assessment (EqIA) before it was adopted.

We reserve the right to change this policy in order to meet changes in regulation, legislation and housing good management practice. All changes will be subject to an Equality Impact Assessment. Where the change is considered to be minor it will be approved by senior management. If the change is major, approval will be by the Executive following statutory consultation with all known stakeholders.

2.0 Tenancy Commencement

2.1 Housing Applicants

Households who need to be rehoused in Bromley need to complete an application form to join the housing register. They will be assessed, awarded a priority based on a category of need as stipulated in the Housing Allocation Scheme. Tenancies are only created when someone on the housing register is successfully offered a permanent home.

2.2 Tenancy Start Date

A tenancy can only commence in Bromley owned stock once a tenancy agreement has been signed by both the tenant and the council or the council's managing agent. Tenancies start on a Monday and end on a Sunday.

2.3 New Tenant Visits

All new tenants will receive a settling in visit within 6 and 8 weeks of their tenancy start date. This is to ensure the tenant has settled in, is managing in the property, identify any support needs and is complying with the terms and conditions of their tenancy agreement.

2.4 Rent and Service Charge

Tenants are expected to pay their rent in accordance with the terms and conditions of their tenancy agreement. Incoming tenants are notified of the rent and service charge of a property prior to sign up. Existing tenants have an annual rent review and are given 28 days' notice before the new rent can be charged. Tenants who have a change in their circumstances which will have an impact on their ability to pay rent, must notify the council. This includes any extended or repeated periods of absence from the property.

2.5 Household Composition

The details of who lives with the tenant, i.e. household composition are gathered when make a housing application and again at sign up. If anything changes, a tenant must notify the council. The household composition must be suitable for the property and the council will not knowingly allow properties to be overcrowded or under occupied. Where someone moves out of the tenant's home, they must inform the council. If they want someone to live with them, they must first seek the council's permission. We will check the household composition when we audit the property and anyone living in the property without consent may be asked to leave.

2.6 Tenancy Management Information

At sign up, it is important to gauge whether the tenant is able to live independently or whether they will need additional support. It is equally important to understand the preferred method of communication, therefore we will collect and store securely, the following:

- Whether they prefer to be called, messaged, emailed or formally written to.
- Their preferred language.
- Any specific requirements to ensure service accessibility
- Details of support workers and advocates.
- Known medical or mental health conditions.
- Known history of violence.

3.0 The Tenancy Agreement

3.1 Sole or Joint Tenancies

Tenancies are granted in the name of the nominee(s) and transferee(s) on the housing application. If it is a joint application, then the tenancy will be joint and if it is sole, the tenancy will be sole. Joint tenancies will not be permitted for anyone other than a spouse or partner.

3.2 Granting of Tenancies

A tenancy determination is undertaken during the allocation of a property. We grant the following tenancies:

Tenancy Type	Description
Introductory Tenancy	If the tenant has not previously held a social tenancy, or where we feel the tenant needs support in the first year of their tenancy. Introductory tenancies convert to a secure tenancy after 12 months provided a Notice of extension has not been served.
Secure Tenancy	If the tenant is already on a lifetime tenancy (secure or assured).
Flexible Tenancy	A short-term tenancy of a fixed period will be granted where the Council needs to make best of stock in larger or adapted properties Where a flexible tenancy is going to be issued the appropriate Notice will be served informing the tenant that the tenancy will be a flexible one.
License to Occupy	Tenants in temporary accommodation will be granted a licence to occupy. This will also be used where a tenant has to be moved temporarily out of their home.

3.3 Tenancy Conditions

A tenancy agreement confers rights and responsibilities to both tenant and landlord. The exact nature of these rights depend on the tenancy type. The right to assign, succeed a tenancy or buy may be restricted for instance. A tenancy may only be ended by serving the appropriate notices. Variation of a tenancy is only with the consent of both parties.

3.4 Tenancy Reviews

A tenancy may be reviewed as required:

- a. A tenancy would benefit from some support to sustain it. This may be short term or for longer periods of time if the tenant is vulnerable.
- b. Tenancy enforcement is needed.
- c. Formal reviews are required as part of the statutory process around introductory tenancies. A notice is required if the introductory period is to be extended for a further 6 months where the Council feels the tenant has failed to meet the conditions of their tenancy but has not met the threshold for possession.

- d. Formal reviews are required as part of the statutory process around flexible tenancies. This will take place 9 months before the tenancy is due to end. At 6 months before the tenancy is due to end, the tenant must be served with a Notice to confirm whether a further tenancy will be granted. If not, the tenant must be sign posted or referred to alternative accommodation where the tenant is not at fault.

3.5 Tenancy Appeals

Where a tenant disagrees with a decision made in accordance in relation to their tenancy, they may request an appeal within 14 days. For decisions in relation to introductory tenancies and flexible tenancies, the tenant has a statutory right of appeal.

3.6 Right to Buy

Under the Right to Buy scheme, a tenant may only apply to buy their council home if:

- a. it's their only or main home;
- b. it's self-contained;
- c. they are a secure tenant;
- d. they have lived in a public sector property for 5 years or more - for example a council, housing association or NHS trust

For details of the scheme please see the government website at:

<https://www.gov.uk/right-to-buy-buying-your-council-home>

3.7 Right to Transfer

The Right to Transfer under Section 34A of the Housing Act 1985 is the right that all council tenants have to come together as a neighbourhood, form a not-for-profit organisation and request to take ownership and control of their own homes. For details of the scheme please see the government website and/or seek independent legal advice.

4.0 Tenancy Changes

4.1 Sole to Joint

We will allow a sole tenant to add their spouse, civil partner or partner to the tenancy where there is evidence of an ongoing relationship. Joint tenancies will not be permitted between parent and child or siblings. A new tenancy will be granted with both partners named on the tenancy. This brings the former tenancy to an end and the sole tenant must be made aware of this prior to termination. Where the new joint tenant has never held a social tenancy, the new tenancy will be introductory.

4.2 Joint to Sole

If a joint tenant wishes to remove their joint tenant from the tenancy, i.e. joint to sole, there are legal implications as a landlord cannot be seen to collude in a breach of rights. Therefore the tenant must do one of the following:

- a. Get the departing joint tenant to assign the tenancy to the remaining tenant.
- b. Obtain a court order to transfer the tenancy.
- c. If there are extenuating circumstances, provide us with details. In cases of domestic abuse, we may award a new tenancy, however the tenant will be required to surrender their existing tenancy, thereby ending it for both tenants.

4.3 Assignments

An assignment can only take place via a deed of assignment and/or a Court order. The table below shows the three main types:

Type	Description
Assignment by mutual exchange	Where two tenants wish to exchange properties, the tenant must obtain permission of the Council. The tenancy must contain the right to assign. As a landlord we cannot withhold permission unreasonable and where we do so it must be in line with the condition set out in schedule 3 of the housing legislation.
Judicial Assignment	Where a Court Order is obtained transferring the tenancy to a named person. If the transfer is due to divorce proceedings a deed of assignment supplied by the remaining party's solicitor is required in addition to the court order.
Assignment to a Potential Successor	If a tenant wishes to transfer their tenancy onto someone while they are alive this is called a living succession or assignment to a potential successor. The same statutory requirements must be met as if the tenant had died. The landlord is obliged to provide the tenant with their change of rights, should they assign their tenancy.

4.4 Successions

A succession can only take place if a tenant dies, and someone who is a permanent household exercises their right to succeed. There are five main types:

Type	Description
Survivorship succession	This is the automatic and immediate transfer of the tenancy to the remaining tenant following the death of the joint tenant. This is a statutory right which is protected in law irrespective of the tenancy type.
Statutory succession	This is the transfer of a sole tenancy to the tenant's partner or other family member following the death of a tenant. For tenancies that predate April 2012 and the Localism Act 2011, the family members who are entitled to succeed are listed in s113 of the Housing Act 1985. They must prove they lived with the deceased during the 12 months immediately before their death. Where there is more than one qualifying member, we would usually expect the family to decide who that would be, although we may make the decision, if necessary, under the s89(2)b of the legislation. Tenancies after April 2012 and the Localism Act, the statutory succession rule stipulates that only a spouse or partner may succeed unless the landlord has conferred a further right in the term of the tenancy agreement.
Contractual Succession	The transfer of a sole tenancy to a qualifying individual following the death of tenant where the landlord has provided enhanced succession rights in the tenancy agreement. Some service tenancies may have a contractual provision on succession.
Devolution by will or intestacy	This is where the tenancy is passed by a sole tenant to a designated individual through their will, or to their next of kin through intestacy. The claimant must meet the succession criteria. Devolution will not transfer the security of tenure of a secure tenancy so there can be no further successions.
Discretionary Succession	This is the grant of a new tenancy to an individual following the death of a sole tenant where there is no right to succeed but where we will consider a discretionary succession due to their circumstances. This can be applied to any of our tenancy types.

4.5 Succession & Best use of stock

Where the accommodation is larger than is reasonably required by a successor who did not previously hold the tenancy or adapted, and the successor has no use for the adaptations, we may seek possession of the property under Ground 15A. We will serve a notice, no earlier than six months, and no later than twelve months, after the original tenant's death. The tenant will be required to complete an application form to allow them to be rehoused into suitable accommodation. We may only apply for legal possession 10 months or more after the original tenant's death. But we will do everything possible to find them suitable accommodation before attending Court application.

5.0 Decants

5.1 Decant Reason

There are occasions when a tenant may have to be relocated from their homes for one of the following reasons:

- a. Major repairs or improvements that cannot be conducted with the tenant in occupation.
- b. Modernisation programmes.
- c. Sale or demolition.
- d. Emergency (e.g. fire, flood) rendering the property uninhabitable.

5.2 Permanent Decants

With a permanent decant, the household moves permanently and is rehoused in a property that suits their household size and need in accordance with the Housing Allocation Scheme. If the property offered belongs to another social landlord, we will advise the tenant of any implications to their tenancy rights where these are likely to change. Where the decant is part of a regeneration programme, the tenant may be given the right to return to a suitable property on the same estate, but only where this is agreed in advance.

5.3 Temporary Decants

With a temporary decant, the household moves out temporarily whilst the work is done. On completion of the works, they return to their home. The tenant continues pay the rent in their principle home as the tenancy remains intact and they will have no legal right to the temporary property. They will sign license to occupy in the temporary property. Every effort will be made to find them a suitable temporary property. If it is smaller, temporary storage of their personal belongings may be considered. If they can stay with friends or family, this will be considered first. The tenant may request to remain in their temporary property this will be considered on a case-by-case basis. If granted it will be treated as a permanent decant however no homelessness payment will be granted as their original home was made available for return.

5.4 Supporting the Move

We understand the need to move can cause disruption and anxiety. We are committed to ensuring that this process runs as smoothly and sympathetically as possible. You will be prepared at length in order to assist the move. Financial and practical assistance will be offered, and a support package agreed in advance.

5.4 Refusal to Move

Every consideration will be given where a tenant refuses to move out of their home. Consideration is also given to temporary decants who refuse to back to their own home once the work is complete. However, we have the right to take legal action to repossess a property where the work is essential and cannot be done with the tenant in situ. This may be possession, injunction or a warrant of entry depending on whether the decant is permanent or temporary.

5.6 Home Loss Payments

Home loss payments are governed by the Land Compensation Act 1973 and the amount payable is fixed by statute. The payments are intended to compensate for the upheaval and personal upset involved in an involuntary move. Money owed to the Council will be deducted from the payment. Payments are made within 3 months of relocation and will only be paid to secure tenants who have held their tenancy for one year or longer as stipulated by the government eligibility rules. Home loss payments apply to permanent decants only.

5.7 Disturbance Payments

Disturbance payments will be made to meet any reasonable moving expenses. These will be agreed in advance. Disturbance payments are paid to permanent decants once and for temporary decants each time they move.

6.0 Tenancy Sustainment

6.1 Sustaining Tenancies

We are committed to helping a tenant to sustain their tenancy and offer a variety of ways to support them to achieve this. This may vary and the list below is just some of the examples:

- affordability checks when an offer of accommodation is made and if necessary, offer the support needed to help a tenant maximise their income
- tenancy visits as appropriate throughout the lifespan of a tenancy
- rehousing to prevent continued financial hardship; where income maximisation support has been offered and exhausted
- a dedicated support service, covering a range of advice and assistance
- tenant orientated employment projects
- using all our powers to tackle anti-social behaviour
- welfare and debt advice to assist with the payment of rent.

6.2 Vulnerable Residents

Many of our residents are vulnerable. This may vary from someone with learning difficulties to someone with issues around mental health, or from someone with a visual impairment to someone who is bed bound. We work with all our vulnerable residents and with their permission, their advocates, supporters, family members and health agencies to ensure they are able to live happily in their homes, and when and if they need to move on to alternative accommodation, we will work with them to make the transition as smooth as possible.

6.3 Supporting the Tenant

We will ensure housing applicants with the need for specific property adaptations or mobility access are identified as part of the assessment process to ensure suitable properties are made available to them during the allocation process. Tenant who find they need aids and adaptations will be assessed by an Occupational Therapist in Adult Social Care to see what they need in order to continue to manage in their home and where this is not possible, we will assist them with their rehousing requirements. As people age or are perhaps diagnosed with physical, mental or medical conditions where there housing is having an impact, they will be assessed for medical priority and where necessary rehoused to suitable accommodation.

6.4 Failing Tenancies

If a tenant is struggling and they identify this themselves and seek assistance, we will explore all avenues to assist them to remain in their home. Where the tenancy is failing but has not yet met the threshold for eviction, and moving is the only way to assist them, we may consider a management transfer. On the rare occasions where this is not possible, we will consider a safe surrender agreement which allows them to end their tenancy on the guarantee that the Council will rehouse them under a homelessness prevention duty, but these will be as a last resort.

7.0 Tenancy Enforcement

7.1 Tenancy Audits

We will visit each property at regular intervals to check the occupants of the property, provide support and inspect the property. This is usually an unannounced visit in order to determine whether the people living there match our records. As the landlord, we are legally obliged to know who is living in our properties at all times, and if an illegal occupant is identified, to take the appropriate remedial action.

7.2 Tenancy Fraud

We are committed to tackling fraud at all levels. We recognise the importance of multi-agency working and use a number of key methods for prevention including; using data analysis, working with our partners, sharing information as appropriate and credit reference agency.

7.3 Demotion of a Secure Tenancy

Legislation allows for the demotion of secure tenancies where security of tenure is suspended by a Demotion Order issued by a court. It is used where a tenant persists in breaching the terms of their agreement but does immediately meet the threshold for possession or where we feel that a period of demotion may assist the tenant in complying with the terms and conditions of their tenancy. It requires substantial evidencing in much the same way as we would need to do if it were processing a case for possession. We undertake consistent and sometimes protracted periods of monitoring as a prerequisite to place before a judge when applying for a Demotion Order.

7.4 Legal Action and Possession

As a landlord we may have to take legal action against tenant. This may take the form of an injunction, prohibition order or as a last resort possession of the home. We cannot simply enter the property; we may only do with a Court order or a warrant following legal action. We will do everything possible to work with the tenant before this happens, including:

- a. Dealing with all complaints.
- b. Practical arrangements to clear rent arrears.
- c. Assistance from our housing support service.
- d. We will take early and preventative action where possible.
- e. We will safeguard vulnerable residents when considering action.

Tenants evicted by us are treated as intentionally homeless under the homeless legislation. They may find it difficult to be considered for rehousing and we would urge the tenant to work with us before this happens.

7.5 Anti – Social Behaviour

Anti-Social Behaviour (ASB) can include a wide range of nuisances, disorder and crimes which affects people's lives on a daily basis. It can feel and look different in every area and to every victim. What might be considered anti-social by one person, might be considered acceptable to another. The Home Office describes ASB as, 'any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life'.

As a Council we are committed to working with our tenants and our partners to address all forms of ASB. Our ASB Policy located at: [URL required](#) lays out our approach to tackling this behaviour, and we will work with the police and other agencies to safeguard victims and take the necessary action against perpetrators.

7.6 Domestic Abuse

Domestic abuse can be defined as: 'Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 and over who are, or have been, intimate partners or family members regardless of gender and sexuality. The abuse can encompass but is not limited to psychological, physical, sexual, financial, emotional'

For details of our approach to both survivors and perpetrators of domestic abuse, please see our Domestic Abuse Policy. [URL required](#)

7.7 Pets

Our tenancy agreements are clear on whether a tenant may keep a pet in their property. Permission of the Council is required in order to keep a pet and a decision will be made taking into account the property, the type of animal and the tenant's circumstances.

8.0 Ending a Tenancy

8.1 Tenancy End Reason

Tenancies end for a variety of reasons:

- The tenant surrenders their tenancy
- The tenant transfers to another property
- The sole tenant dies
- The sole tenant moves into residential care or a hospice
- An eviction
- The property is abandoned

In all cases, a notice is served either by the tenant or the landlord. The tenancy agreement contains a section on ending a tenancy. We may only serve notice under one of the grounds for possession or serve a notice to quit where the tenancy has been rendered insecure.

8.2 Tenancy End Date

In most cases the tenancy ends the Sunday after the keys have been returned. If entry must be forced, the tenancy will end the Sunday after. If the keys have not been returned and the notice period expires, a use and occupation will be charged.

8.3 Pre-Termination Visits

Tenants who are transferring to another property may receive a pre-termination visit if we have not recently inspected the property. This is to ensure the tenant has not damaged the property. Any damage identified will require rectification by the tenant. If they fail to do so, we will repair it and recharge the cost to the tenant. In some cases where the damage is extensive, we may prevent the tenant from moving to another council property.

8.4 Belongings left in the Property

A tenant is expected to clear their belongings before they return the keys. If the tenant leaves belongings behind, we may serve a notice under the (Interference with Goods) Act 1977. This allows us to remove and/or dispose of these belongings. The cost of doing so may be recharged to the tenant.

8.5 Empty Property Management

The Council has an obligation to ensure that empty properties are identified, repaired and relet as soon as possible to those with housing needs with minimal void loss and security and repair costs. The cost of repairing damage caused by the tenant may be recovered through the council's recharge policy.

8.6 Former Tenant Debt

We will make every effort to recover all rent arrears prior to the end of a tenancy. However once the tenancy has ended, any arrears and recharges will be dealt with as former tenant debt.

Report No.
FSD24008

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Wednesday 31 January 2024

Decision Type: Non-Urgent Non-Executive Non-Key

Title: RENEWAL, RECREATION AND HOUSING PORTFOLIO DRAFT BUDGET 2024/25

Contact Officer: John Johnstone, Head of Finance, Adults, Health & Housing
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Chief Officer: Director of Finance

Ward: All Wards

1. Reason for report

- 1.1. The prime purpose of this report is to consider the Portfolio Holder's Draft 2024/25 Budget which incorporates future cost pressures, planned mitigation measures and savings from transformation and other budget options which were reported to Executive on 17th January 2024. Members are requested to consider the initial draft budget being proposed and also identify any further action that might be taken to reduce cost pressures facing the Council over the next four years.
- 1.2. Executive are requesting that each PDS Committee consider the proposed initial draft budget savings and cost pressures for their Portfolio and the views of each PDS Committee be reported back to the next meeting of the Executive, prior to the Executive making recommendations to Council on 2024/25 Council Tax levels.
- 1.3. There are still outstanding issues and areas of uncertainty remaining, including, for example grant conditions, which could impact on the final revenue budget. Any significant changes will be reported at the meeting and further updates will be included in the 2024/25 Council Tax report to the next meeting of the Executive.

2. **RECOMMENDATIONS**

2.1 **The Renewal, Recreation and Housing PDS Committee is requested to:**

- i) **Consider the update on the financial forecast for 2024/25 to 2027/28;**
- ii) **Consider the initial draft 2024/25 budget as a basis for setting the 2024/25 budget; and**
- iii) **Provide comments on the initial draft 2024/25 budget for the February meeting of the Council's Executive.**

Impact on Vulnerable Adults and Children

1. Summary of Impact: None arising directly from this report
-

Corporate Policy

1. Policy Status: Existing Policy
 2. MBEB Priority: Managing our resources well, regeneration
-

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: Renewal, Recreation and Housing portfolio budgets
 4. Total current budget for this head: £23.4m (draft 2024/25 budget)
 5. Source of funding: Draft revenue budget for 2024/25
-

Personnel

1. Number of staff (current and additional): Full details will be available with the Council's 2024/25 Financial Control Budget to be published in March 2024
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement: The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Local Government Act 2000; the Local Government Act 2002 and the Accounts and Audit Regulations 2015.
 2. Call-in: Not Applicable
-

Procurement

1. Summary of Procurement Implications: Not Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2024/25 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all of the Council's customers (including council tax payers) and users of the services.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

3.1. APPROACH TO BUDGETING, FINANCIAL CONTEXT AND ECONOMIC SITUATION WHICH CAN IMPACT ON PUBLIC FINANCES

- 3.1.1. The Draft 2024/25 Budget enables the Council to continue to deliver on its key priorities and the financial forecast enables medium term financial planning. Early decisions should be considered which impact on the medium-term financial plan within the context of meeting 'Making Bromley Even Better' priorities.
- 3.1.2. The Council continues to deliver key services and 'live within its means'. Forward financial planning and financial management is a key strength at Bromley. This report continues to forecast the financial prospects for the next four years and includes the outcome of the Provisional Local Government Finance Settlement 2024/25. It is important to note that some caution is required in considering any projections for 2025/26 to 2027/28 as this depends on the outcome of the Government's next Spending Review as well as the impact of the Fair Funding Review (likely to be from 2026/27, at the earliest).
- 3.1.3. A strong economy with growth increases revenues which supports the Government's ability to reduce public sector debt as the gap between finances raised and spend on public services is reduced. The slowing down of the global economy and many sources of uncertainty had previously resulted in a downgrading of the level of economic growth in the UK economy. It is important to consider the key national issues that could impact on public finances over the next four years. The Covid situation had a dramatic impact on public finances. Not since the second world war has a national emergency affected every business and household in the UK. The economic shock has had no comparisons for over 300 years. As part of the Office for Budget Responsibility report, published with the Autumn Statement, government overall debt rises from 84.9% of Gross Domestic Product (GDP) in 2022/23 and is expected to continue to increase and peak at 93.2% in 2026/27 and fall to 92.8% by 2028/29, maintaining a level not seen since the early 1960s. The next few years remain uncertain economically and fiscally. GDP is expected to be 0.6% in 2023/24 rising to 2% in 2026/27 and 1.9% in 2027/28. These economic factors could impact on the funding available for local government. The Provisional Local Government Finance Settlement 2024/25 provides a one-year settlement only which leaves considerable uncertainties over future years. The Institute for Fiscal Studies (IFS) forecast that the latest plans (Autumn Statement) provides real term cuts for unprotected budgets (mainly local government) of 3.4% for period 2024/25 to 2028/29 – additional funding of £20bn would be required to avoid cuts by 2028/29.
- 3.1.4. Local Government has borne the brunt of austerity and savings compared with other areas of Government expenditure from 2009/10 to 2019/20 (10 years) and had a 'rollover plus' one-year financial settlement for 2020/21, 2021/22 and 2022/23. For 2023/24 and 2024/25, the Council has received a more generous settlement which includes additional funding for social care, including the repurpose of Adult Social Care Reform monies and the new Adult Social Care Grant. However, this needs to be considered in the context of the 'new normal' (post Covid), significant increases in inflation since 2022/23 and the considerable cost pressures across service areas facing local government. The risk of austerity measures for future years, from 2025/26, will be a consideration but this will depend on the need for a sustainable economic recovery. Therefore 'flat' real terms funding for councils may be the best-case scenario from 2025/26. The Government will need to address the impact of the public finances from the Covid situation. Even if funding levels are maintained, the ongoing demographic and other costs pressures are unlikely to be matched by corresponding increases in government funding.
- 3.1.5. The Budget Strategy has to be set within the context of ongoing cost and demographic pressures not being matched by Government or other external funding with potential

Government funding reductions in the medium and longer term. There is an on-going need to transform the size and shape of the organisation to secure priority outcomes within the resources available. There is also a need to build in flexibility in identifying options to bridge the medium-term budget gap as the gap could increase further.

- 3.1.6. Bromley has the second lowest settlement funding per head of population in 2024/25 for the whole of London, giving us £123 per head of population compared with the average in London of £330 – the highest is £556. Despite this, Bromley has retained the fourth lowest council tax in outer London (other low grant funded authorities tend to have higher council tax levels). Using 2024/25 funding information, if Bromley's received the average grant funding for London, its annual income would increase by £53.7m. If the council tax was the average of the four other low grant funded boroughs, our income would increase by £31.9m. The lower council tax level has been achieved by having a below average cost per head of population in outer London. The Council continues to express concerns with the current and previous governments about the fairness of the funding system and to lobby for a fairer deal for our residents. Despite being a low-cost authority, Bromley has achieved general savings of over £130m since 2011/12 but it becomes more challenging to achieve further savings with a low-cost base.

3.2. SUMMARY OF FINANCIAL FORECAST

- 3.2.1. Details of the financial forecast are provided in the Draft 2024/25 Budget and Update on the Council's Financial Strategy 2024/25 to 2027/28 report to the Executive on 17th January 2024.
- 3.2.2. Even though the draft budget would be broadly balanced next year, the future year's budget gap is projected to increase to £38.7m per annum by 2027/28. Without any action to address the budget gap in future years additional reserves will need to be used with the risk of the budget gap increasing in future years and becoming unsustainable.
- 3.2.3. In the financial forecast, after allowing for inflation, council tax income and other changes there is an unfunded budget gap from 2025/26 partly due to net service growth/cost pressures. This highlights the importance of scrutinising growth and recognition that corresponding savings will need to be found to achieve a statutory balanced budget. It is timely as we all have to consider what level of growth the Council can afford and the need for significant mitigation or alternative transformation options.

3.3. CHANGES SINCE THE 2023/24 BUDGET THAT IMPACT ON THE DRAFT 2024/25 BUDGET AND FINANCIAL FORECAST

- 3.3.1. The 2023/24 Council Tax report reported to Executive in February 2023 identified a significant "budget gap" over the four-year financial planning period. Some key changes are summarised below.
- 3.3.2. The Local Government Finance Settlement 2024/25 includes increases in core funding to reflect inflation (CPI annual increase at Sept '23). The additional social care grant, which was originally planned as indicated by the Local Government Finance Settlement 2023/24, of £2.65m reflects the impact of the Council's ability to raise funding through the Adult Social Care precept – the more that can be raised the lower level of funding provided. Additional new homes bonus of £0.4m is available and the core spending power overall increase of 6.2% assumes council tax and ASC precept increase of 4.99%. The settlement includes a reduction in Services Grant from £1.5m to £0.2m (reduction of £1.3m) which is disappointing. Although the settlement broadly recognises the impact of inflation it does not reflect the scale of cost/growth pressures facing the Council for 2024/25. Uncertainty remains on the level of funding from 2025/26. The forecast assumes that the level of core grant funding will not reduce, in real terms, from 2025/26.

- 3.3.3. This is the sixth one-year settlement in a row for councils, despite requests for multi-year settlement to assist in financial planning and to aid the delivery of financial sustainability.
- 3.3.4. Historically, the main measure of inflation for annual price increases for the Council's contracted out services was Retail Price Index (excluding mortgage interest rates) i.e., RPIX. However, more recent contracts use Consumer Price Index (CPI). The RPIX is normally at least 1% above the Consumer Price Index (CPI) level. The Draft 2024/25 Budget assumes overall price increases, including a cash limit, of 3.5% in 2024/25 reducing to 2.5% in 2025/26 and 2% per annum from 2026/27, which compares with the existing CPI of 3.9% (4.1% for RPIX). Although inflation is expected to reduce further some volatility remains. It is important to note that the rate of 3.5% in 2024/25 is consistent to an approach taken by many other local authorities but it creates a challenge during a period of cost pressures across services - the alternative is more savings to address the increased budget gap.
- 3.3.5. The Draft Renewal, Recreation and Housing Portfolio 2024/25 budget includes the full year effect of the Phase 3 Transformation Savings combined with new changes, totalling £776k in 2024/25. More details of the savings are provided within Appendix 1.
- 3.3.6. There remain significant cost/growth pressures impacting on Renewal, Recreation & Housing budgets as well as opportunities for the mitigation of costs which have been reflected in the draft 2024/25 Budget and financial forecast which are summarised below with more details in Appendix 1:

	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Growth/cost pressures	7,122	9,405	11,530	13,656
Mitigation	Cr 2,927	Cr 3,836	Cr 4,712	Cr 5,683
Net additional costs	4,195	5,569	6,818	7,973

- 3.3.7. It remains essential that there is the ongoing scrutiny and review of growth/cost pressures, which are mainly unfunded beyond 2025/26 with options to help achieve a balanced budget, including any mitigation over the financial forecast period.
- 3.3.8. **DETAILED DRAFT 2024/25 BUDGET**
- 3.3.9. Detailed Draft 2024/25 Budgets are attached in Appendix 1 and will form the basis for the overall final Portfolio/Departmental budget after any further adjustments to deal with service pressures and any other additional spending. Under the budget process previously agreed, these initial detailed budgets are forwarded to PDS committees for scrutiny and comment prior to the next Executive meeting in February.
- 3.3.10. Appendix 1 sets out the draft 2024/25 budget as follows:
- A summary of the Draft 2024/25 Revenue Budget for the Portfolio showing actual 2022/23 expenditure, 2023/24 budget, 2024/25 budget and overall variations in planned spending between 2023/24 and 2024/25;
 - A summary of the main reasons for variations for the Portfolio in planned spending between 2023/24 and 2024/25 together with supporting notes;
 - A high-level subjective summary for the Portfolio showing expenditure on employees, premises etc.

3.4. HOUSING PROVISION

- 3.4.1. The Council continues to face increased pressure from those presenting as homeless and, without a sufficient supply of accommodation, the Council faces no alternative but to utilise costly nightly rate accommodation. Despite all efforts to increase the supply of accommodation coming through housing association partners and private sector options this supply continues to be insufficient to meet the level of need. Demand is also forecast to increase following financial pressures on households and reductions in availability of private rented accommodation in the current market.
- 3.4.2. Whilst the focus on preventative measures has assisted in slowing the overall rate of growth in temporary accommodation (TA) use, options are extremely limited and increasing pressure is being seen from the increased reliance on nightly paid accommodation and those households faced with homelessness.
- 3.4.3. Projecting forward, this pressure looks set to continue meaning that without new affordable housing supply, numbers and the length of stay in TA will continue to rise and the proportion of placements into nightly paid accommodation. The housing transformation plan sets out the need for approximately 1,000 affordable units in addition to anticipated new supply to mitigate against the costs of temporary accommodation. Going into 2024/25, five schemes had been approved, and delivering around 109 affordable housing units at York Rise, Burnt Ash, Anerley, Bushell Way and West Wickham. On 20 September 2023, Executive approved the addition of a further two schemes to the capital programme, which are expected to provide a further 78 social housing units once complete. Further details of the capital investment and financing are set out in the table below:

	Bromley North	Beckenham Car Park
No. of social rent units	38	40
Capital Costs	£'000	£'000
Construction	25,500	15,200
Total Capital Costs	25,500	15,200
Capital income		
GLA grant	-7,980	-6,960
S106	-500	
Brownfield Land Release Fund	-740	
Private sale receipts	-12,284	
Total Capital Income	-21,504	-6,960
Net capital financing requirement (CFR)	3,996	8,240

- 3.4.4. In addition to the housing development schemes, approximately 327 units have been acquired through the housing acquisition schemes, with a further 182 planned through the Meadowship Homes phase 2 scheme. Combining all schemes this totals 691 new units requiring a further 309 units to meet the Housing Transformation target for the provision of 1000 units.
- 3.4.5. Executive approved on 20 September 2023 to allow detailed feasibility for a development at the current Bellegrove site, as well as further scoping for sites at Manorfields and Poverest.
- 3.4.6. *This paragraph has been removed.*
- 3.4.7. In light of the increasing pressure on TA and homelessness, officers are exploring the option to expand these schemes and are considering the potential for other 'self-financing'

development and acquisition schemes. Any such schemes will reduce future funding requirements to meet the target number of affordable homes detailed above.

3.5. HOUSING RENT SETTING

- 3.5.1. As set out above, the Council is now a Social Landlord in respect of the homes that have been built on Council owned sites and must set the rent levels each year.
- 3.5.2. The rents for these properties are set at London Affordable Rents (LAR) which were introduced by the Greater London Authority (GLA) for the 2016-21 funding period. This is a benchmark rent, set by the GLA and based on the 2015/16 formula rent caps inflated by CPI +1%. There is a different LAR set for each bedroom size. The GLA published a LAR for each year up to 2022/23, and from 2023/24 onwards these rents will be increased in line with social housing rents.
- 3.5.3. In addition, the Council owns own a small number of properties which were previously used as tied accommodation for caretakers. As these units become vacant or the employment ceases, the rents are set as social rents (formula rents) with 1999 valuations.
- 3.5.4. In line with the Rent Standard (2020), social housing rents can be increased by CPI +1.0% until this cap is reviewed by central government in 2025, using the preceding September CPI level. This would have meant an increase of up to 11.1% for 2023/24, however the Government announced that for 2023/24 only a rent ceiling of a 7% increase would apply. For 2024/25, it is expected that an increase of 7.7% will apply (based on September 2023 CPI), which will set weekly London Affordable Rents in line with the table below:

	2023/24	2024/25
1 bed	£180.12	£193.99
2 bed	£190.71	£205.39
3 bed	£201.30	£216.80

- 3.5.5. Temporary Accommodation rent levels will remain the same at 90% of the relevant 2011 London Housing Allowance levels.
- 3.5.6. It is proposed that the rent levels for London Affordable Rents and social (formula) rents are increased by 7.7%.

3.6. HRA AND RESPECTIVE FUTURE BUDGET PLANNING

- 3.6.1. In July 2020 Council approved the setting up of a Housing Revenue Account (HRA) for the provision of affordable housing. Although there is no longer a requirement to submit an HRA business plan to the government, it is not only good practice for authorities to prepare HRA business plans but under the self-financing requirement for HRAs there is a need for the HRA to have a detailed business plan for service and financial planning, and to sustain the assets and ensure that debts can be serviced.
- 3.6.2. The Council currently has an exemption from the Secretary of State to hold up to 199 properties in the General Fund rather than in the HRA. As the five sites approved prior to 2023/24 will provide 109 properties, and the new Bromley North and Beckenham car park schemes will provide a further 78 properties, bringing the total up to 187, it is not intended at this time that they will be transferred to the HRA due to the additional administrative burden. However, officers have started work on a draft 30-year HRA business plan in readiness. Future reports will be presented for the consideration of business cases for individual sites and the adoption of the HRA business plan.

- 3.6.3. By appropriating the land from the General Fund into the HRA, the market value of the land is charged to the HRA. Although this is not an actual capital receipt, it does mean that the General Fund can incur more capital expenditure without needing to borrow through an adjustment to the Capital Financing Requirement. Further details of the impact on capital financing will be covered in the HRA 30-year business plan and annual treasury management strategy reports.

3.7. REVIEW OF FEES AND CHARGES

- 3.7.1. As part of the Transformation Programme, to help partly offset the impact of the financial challenges facing the Council, a comprehensive review of fees and charges was undertaken. The aim was to identify opportunities for cost savings by implementing increased charges, surpassing the annual inflationary adjustments. The review observed that most services conduct regular price evaluation, accommodating inflation adjustments wherever feasible. Chief Officers will continue to review fees and charges for 2025/26 and beyond to identify opportunities to reduce the future years 'budget gap'.

3.8. IDENTIFYING FURTHER SAVINGS/MITIGATION

- 3.8.1. The scale of savings required in future years are unlikely to be met by efficiency alone – there may need to be a reduction in the scope and level of services. The council will need to continue to review its core priorities and how it works with partners and key stakeholders and the overall provision of services. A significant challenge is to consider discretionary services which, if reduced, could result in higher cost statutory obligations. Therefore, it is important to consider the risk of 'unintended consequence' of reducing discretionary services adversely impacting on the cost of statutory services. The Draft 2024/25 Budget represents the fifth year of savings from the Transformation Programme.

3.9. POSITION BY DEPARTMENT – OTHER KEY ISSUES/RISKS

Housing

- 3.9.1. Significant increases in inflation, energy and prices and fuel costs are placing increased pressure on individuals and households' finances and ability to cover housing costs. Whilst work to prevent homelessness has been a key focus to stem the increase in the number of homeless households needing to be placed in temporary accommodation, options are limited, particularly in light of the freeze in local housing allowance levels over recent years and increasing gap between LHA and market rents. As a result, the Council is starting to see a further increase in the number of individuals and households approaching for housing support and requiring temporary accommodation.
- 3.9.2. Over recent months the Council has seen many landlords withdrawing from the market due to rising costs. This, coupled with increased demand for placements across London, has seen a reduction in the availability of accommodation able to be secured and significant increases in costs for accommodation which can be found. As such the Council is facing increased pressures through the number of placements required and increased placement costs.
- 3.9.3. Inflation and energy costs have also impacted on the level of tenants falling into rent arrears.
- 3.9.4. The Council has also seen a reduced number of lettings from housing association partners as the level of churn in the stock has decreased with more limited options for move-on of existing tenants.
- 3.9.5. Housing partners continue to report increased maintenance and repair costs due to inflation and this is also reflected within the Council's management contracts for temporary

accommodation and the cost in relation to the travellers site for repairs and maintenance required to maintain health and safety standards.

Planning Services

- 3.9.6. A substantial part of Planning Services' work attracts income for the Council, mainly from planning application fees. The fee income and volume of work reflects the wider economic circumstances affecting development pressures in the Borough and there is a risk of income variation beyond the Council's immediate control. This was further complicated and exacerbated by the impact of Covid-19 which saw reductions in income from planning fees, building control and land charges. The Portfolio's draft budget for 2024/25 assumes any impacts from Covid will not remain beyond the current financial year however the broader economic situation has resulted in a drop of planning application submissions by approximately 10% nationwide. While trends are regularly monitored in order that appropriate action can be taken, there remains the risk that ongoing national and local economic factors could adversely affect these budgets in 2024/25 and beyond.
- 3.9.7. Nationally set Planning application fees were increased by 25% for non-major and 35% for major planning applications in December 2023 and this increase will help offset the reduction in applications being received.
- 3.9.8. There is a risk that Section 106 developer contributions are not spent in accordance with the legal agreements, for example in the right location or timescale. Regular monitoring is undertaken and reported periodically and is aligned with the requirements of the Community Infrastructure Levy Regulations 2010 to produce an annual Infrastructure Funding Statement.

Borough CIL

- 3.9.9. The Council introduced a local Community Infrastructure Levy (CIL) which came into effect in June 2021, with income raised from developers undertaking new building projects. Proceeds from CIL are allocated in accordance with the Council's Infrastructure Development Plan statement. As the liability to pay CIL is only triggered on commencement of development, income generated is affected by the wider economic situation.
- 3.9.10. As the level and scope of future development is subject to local and regional economic and other factors, the actual level of future income each year will not necessarily be consistent with initial forecasts and inevitably will fluctuate from year to year.

Regeneration

- 3.9.11. Regeneration can be a key component in rebuilding the economic base of a community and providing an infrastructure that will sustain it into the future. A Regeneration Strategy has been adopted to ensure that moving forward the Council's capital funding is used for maximum positive impact for the benefit of residents and local businesses across the borough. This includes maximising funding opportunities through securing S106 and CIL monies, creating opportunities for income generation, and leverage in of grant funding.
- 3.9.12. As a long-term ambition, the Strategy will inevitably involve significant capital investment over a number of years, and therefore there will be the risks to the Council that are associated with large capital projects, including the stability of the construction industry, inflation, cost overruns, unforeseen delays, and the long-term security of funding resources, potentially including financing costs. Where schemes are reliant on capital receipts and private housing sales, then there would also be the volatility of the property market impact on land and property prices that could affect schemes' viability and affordability. A key component of progressing regeneration as well as mitigating risk to the Council, will be to support inward investment from developers, which will enhance opportunities, particularly in town centres as

we support them to change and adapt over the next few years. Building new homes for Bromley residents is a key focus for regeneration, and identifying opportunities to do this, jointly with developers is likely to advance schemes.

Transformation (also relates to RCCM Portfolio)

3.9.13. The primary objective of the transformation work is to deliver and fully integrate a corporate landlord model for the strategic, effective and efficient management of the Council's estate and assets. The corporate landlord model of management will enable the Council to use its estate to deliver corporate objectives and strategic priorities, including those identified in the following:

- Housing Strategy
- Regeneration Strategy
- Local Plan
- Transforming Bromley Programme
- Corporate Plan
- Revenue budget and capital investment strategies

3.9.14. In order to make the most of the corporate landlord model, the Council will identify and deliver its optimal operational estate in order to:

- Bring services to customers through the channels and in the places that they want.
- Facilitate improved service delivery and unlock service transformation potential through fit for purpose buildings.
- Modernise the working environment for the benefit of customers, staff, elected members and our partners.
- Implement a long-term commitment to agile working practices, reflecting the lessons learned from the response to the impact of coronavirus.
- Consolidate and optimise the council's operational estate to reduce revenue costs and release surplus land for disposal, generating capital receipts.
- Use the process of identifying the optimal operational estate to support the recovery of the local economy and meeting the council's housing targets.

3.9.15. The implementation of the corporate landlord model will enable cohesive management of the Council's estate by bringing together the property team and other key functions together with Council's Service users. This will allow the Council's to consider how it can best manage and operate its estate moving forward to generate further savings and consider disposals where appropriate.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

4.1 The Draft 2024/25 Budget reflects the Council's key priorities which includes, for example, supporting vulnerable adults with children and being ambitious for all our children and young people.

5. POLICY IMPLICATIONS

- 5.1 The Draft 2024/25 Budget enables the Council to continue to deliver on its 'Making Bromley Even Better' key priorities and the financial forecast enables medium term financial planning allowing for early decisions to be made which impact on the medium-term financial plan. The Council continues to deliver key services and lives within its means.

6. FINANCIAL IMPLICATIONS

- 6.1 Financial implications are contained within the overall body of the report.

7. PERSONNEL IMPLICATIONS

- 7.1 Staff, departmental and trade union representatives will be consulted individually and collectively on any adverse staffing implications arising from the Draft 2024/25 Budget. Managers have also been asked to encourage and facilitate staff involvement in budget and service planning.

8. LEGAL IMPLICATIONS

- 8.1 The adoption of the budget and the setting of the council tax are matters reserved for the Council upon recommendation from the Executive. In coming to decisions in relation to the revenue budget (and the Council Tax), the Council and its officers have various statutory duties. In general terms, the Council is required by the Local Government Finance Act 1992 to make estimates of gross Revenue expenditure and anticipated income, leading to a calculation of a budget requirement and the setting of an overall budget (and Council Tax). The amount of the budget requirement must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget.
- 8.2 Schedule 72 to the Localism Act 2011 inserted a new section IVZA in the Local Government Finance 1992 Act which sets out the duty on billing authorities, and precepting authorities to each determine whether their relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, the provisions in relation to the duty to hold a referendum will apply.
- 8.3 The making of these budget decisions at full Council is a statutory responsibility for all Members. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Taxpayers and ratepayers on the one hand and the users of Council services on the other are both taken into account. The Council has a number of statutory duties which it must fulfil by law. Although there can be an element of discretion on level of service provision. The Council also discharges a range of discretionary services. The Council is not bound to carry out such activities in the same way as it is for statutory duties, however, it may be bound contractually to do so. A decision to cease or reduce provision of a discretionary service must be taken in accordance with sound public /administrative law decision making principles. The Council must also comply with the Public Sector Equality Duties in section 149 of the Equality Act 2010. In doing so, the Council must have due regard to elimination of discrimination, harassment and victimisation, advance equality of opportunity and foster good relations with persons who share a protected characteristic.
- 8.4 This report sets the budget for the forthcoming financial year and, in some cases where budgets are recommended to be reduced, further decisions may be required (or have already been taken) to implement the initiative achieving the budget reduction. These decisions will be subject to any applicable consultation requirements and analysis of equalities impacts

together with consideration of other specific legal requirements. This will be undertaken as part the decision-making process as required to implement the proposed budget.

8.5 Further a significant number of these decisions are by law for the Executive or delegated officers. Such considerations, which will be fully assessed by the decision makers in due course, are therefore not set out in this report. It therefore follows that the outcome of these decisions may lead to further amendments and/or changes to the proposed savings. Members will be aware that decisions on the budget do not amount to detailed decisions on the precise delivery of services, those decisions, in any event, for most services, being by law a matter for the Executive. Decision makers (usually Executive, Portfolio Holders or Chief Officers) are aware and will be reminded of their flexibility for example, around possible budget virements and adjustments and the use of reserves when they consider it appropriate to make alternative decisions, which may not accord with a particular budget line. The overall requirement to balance the budget remains, however.

8.6 The Local Government Act 2003 included new requirements to be followed by local authorities, which includes the CIPFA Prudential Code. This includes obligations, which includes ensuring adequacy of future years reserves in making budget decisions and section 25 of that Act requires the Director of Finance to report on the robustness of the estimates made for the purposes of calculating the Council Tax and the adequacy of the reserves. Further details to support these obligations will be reflected in the 2024/25 Council Tax report to be reported to the February meeting of the Executive.

Non-Applicable Sections:	Procurement Implications
Background Documents: (Access via Contact Officer)	Capital Programme Monitoring 2023/24, Executive, 29 th November 2023 Budget Monitoring 2023/24, Executive, 29 th November 2023 Provisional Final Accounts 2022/23, Executive, 5 th July 2023 2023/24 Council Tax, Executive 8th February 2023

RENEWAL, RECREATION AND HOUSING PORTFOLIO					
DRAFT REVENUE BUDGET 2024/25 - SUMMARY					
2022/23 Actual	Service Area	2023/24 Budget	Increased costs	Other Changes	2024/25 Draft Budget
£		£	£	£	£
	Culture and Regeneration				
1,455,990	Culture	1,119,505	40,980	25,000	1,185,485
5,715,120	Libraries and Museums	5,174,685	195,850	576,000	5,946,535
13,710	Town Centre Management and Business Support	43,760	1,540		45,300
7,184,820		6,337,950	238,370	601,000	7,177,320
	Planning				
89,650	Building Control	69,370	2,450	0	71,820
(125,910)	Local Land Charges	(116,740)	(4,110)	0	(120,850)
1,822,810	Planning	986,310	32,540	(1,123,000)	(104,150)
1,786,550		938,940	30,880	(1,123,000)	(153,180)
	Operational Housing				
1,276,121	Housing Strategy, Advice and Enabling	1,521,760	44,560	67,310	1,633,630
(1,502,352)	Housing Benefits	(1,585,750)	0	0	(1,585,750)
(54,416)	Housing Improvement	(20,370)	(710)	0	(21,080)
7,051,382	Allocations and Accommodation	5,613,110	311,590	882,180	6,806,880
920,949	Supporting People	1,134,250	39,700	(39,700)	1,134,250
1,090,871	Housing Options and Support	1,671,050	63,400	190,210	1,924,660
8,782,555		8,334,050	458,540	1,100,000	9,892,590
17,753,925	TOTAL CONTROLLABLE	15,610,940	727,790	578,000	16,916,730
(411,813)	TOTAL NON CONTROLLABLE	(540,950)	(17,620)	1,490,000	931,430
5,690,865	TOTAL EXCLUDED RECHARGES	5,583,120	0	0	5,583,120
23,032,977	PORTFOLIO TOTAL	20,653,110	710,170	2,068,000	23,431,280

RENEWAL, RECREATION AND HOUSING PORTFOLIO

SUMMARY OF BUDGET VARIATIONS 2024/25

Ref		VARIATION IN 2024/25		ORIGINAL BUDGET
		£'000	£'000	2023/24 £'000
1	2023/24 BUDGET		20,653	
2	Increased Costs		710	
	Full Year Effect of Allocation of Central Contingency			
3	Energy Cost Inflation	368		285
4	Libraries contract inflation	191	559	4,501
	Movements Between Portfolios/Departments			
5	CIL Funding Opportunities	Cr 1,000	Cr 1,000	Cr 1,019
	Real Changes			
	<i>Other Real Changes</i>			
6	Utilisation of Homes for Ukraine monies	Cr 2,600		0
7	Removal of COVID Funding	200	Cr 2,400	Cr 500
	<i>Growth</i>			
8	Housing Management	138		
9	Temporary Accommodation - 23/24 FYE	4,766		18,151
10	Temp Accom. - growth	2,126		18,151
11	Planning Enforcement Officers (2 posts)	92	7,122	455
	<i>Mitigation</i>			
12	Additional PRS lettings	Cr 220		18,151
13	Homelessness Prevention Grant	Cr 1,000		3,686
14	Housing development programme	Cr 392		18,151
15	Housing acquisition programme	Cr 1,315		18,151
16	Increase in Planning Fees	Cr 200	Cr 3,127	
	<i>Transformation Programme Savings</i>			
17	Allocation Scheme Review	Cr 372		18,151
18	Identify and reduce numbers of long stay TA	Cr 221		18,151
19	Social Housing Nominations	Cr 93		18,151
20	Transformation of Planning IT System -	Cr 15		31
21	Library Services Contract	100		4,501
22	Future of the Resource Centres/Community Outreach Service	25	Cr 576	Cr 43
23	Variations in Capital Charges		1,417	
24	Variations in Insurances		73	
25	2024/25 DRAFT BUDGET		23,431	

RENEWAL, RECREATION AND HOUSING PORTFOLIO

Notes on Budget Variations in 2024/25

Ref	Comments
	<u>Full Year Effect of Allocation of Central Contingency</u>
3	Energy contract inflation - to recognise cost pressures arising from the current state of the energy market. (Dr £368k)
4	Libraries contract inflation (Dr £191k)
	<u>Movements Between Portfolios/Departments</u>
5	<u>CIL Funding Opportunities (CR £1,000k)</u> Income from the Borough Community Infrastructure Levy (BCIL) is expected to increase year on year following its formal adoption in June 2021 as more developments subject to the BCIL are commenced.
	<u>Real Changes</u>
	<i>Other Real Changes</i>
6	<u>Utilisation of Homes for Ukraine monies (Cr £2,600)</u> Utilisation of Homes for Ukraine monies to support related cost pressures
7	<u>Removal of COVID Funding (£200k)</u> Fall out of additional funding related to covid pandemic
	<i>Growth</i>
8	<u>Housing Management (Dr£138k)</u> Additional posts to manage the Housing contracts and ensure compliance and governance of the HRA.
9	<u>Temporary Accommodation - 23/24 FYE (Dr£4,766k)</u> The full year effect of Temporary Accommodation reported in the Quarter 2 cycle of budget monitoring is currently estimated to be an overspend of £4,766k
10	<u>Temp Accom. - growth (Dr£2,126k)</u> The growth pressure on the temporary accommodation budgets is due to the increase in homelessness in the borough, with a projected increase of 20 households per month (before the mitigation savings identified at notes 14 and 15).
11	<u>Planning Enforcement Officers (2 posts) - (DR £92k)</u> growth awarded to allow for 2 planning enforcement officers to be added to the establishment, this will increase the services ability to inspect more planning violations and potentially raise more income for the council through fines.
	<i>Mitigation</i>
12	<u>Additional PRS lettings (Cr £220k)</u> Securing additional PRS properties for move on from temporary accommodation in discharge of the homelessness duty.
13	<u>Homelessness Prevention Grant (Cr £1,000)</u> In the recent Autumn Statement, it was announced that the government is providing £120 million funding for the devolved administrations and local authorities in England to invest in homelessness prevention, including to support Ukrainian households who can no longer remain in sponsorship

14	<u>Housing development programme (Cr £392k)</u>
	This is the estimated savings in the cost of placing homeless households in newly built homes on Bromley-owned sites compared with the current cost of placing them in nightly paid temporary accommodation.
15	<u>Housing acquisition programme (Cr £1,315k)</u>
	Savings on temporary accommodation scheme budgets as a result of property acquisition schemes such as Meadowship Homes, joint venture with Pinnacle and the Beehive scheme.
16	<u>Increase in Planning Fees - (CR £200k)</u>
	Increase in Planning Fees (£350k gross, £100k for staff, £50k set aside for any additional staff pressures elsewhere) - (CR £200k)
	<i>Transformation Programme Savings</i>
17	<u>Allocation Scheme Review (Cr 372k)</u>
	Measures to target move on for long TA stayers and secure alternative accommodation and enhanced prevention to reduce the number of presentations to be piloted through the new scheme during 24/25.
18	<u>Identify and reduce numbers of long stay TA (Cr £221k)</u>
	Reduction in temporary accommodation costs
19	<u>Social Housing Nominations (Cr £93k)</u>
	Social Housing Nominations (Capital & Asset Review, Covenant Developer to waiver right to restrict numbers of Social Housing).
20	<u>Transformation of Planning IT System (CR £15k)</u>
	Cost of System not yet determined savings indicative at this stage
21	<u>Library Services Contract (DR £100k)</u>
22	<u>Future of the Resource Centres/Community Outreach Service (DR £25k)</u>
	Co-location has enable rental payment reduction.
23	<u>Variations in Capital Charges (Dr £738k)</u>
	The variation in capital charges is due to a combination of the following:
	(i) Revenue Expenditure Funded by Capital Under Statute (REFCUS) – these are schemes in the capital programme that do not add value to the Council's fixed asset base. It is the nature of the capital programme that the projects covered will change from year to year. The amounts shown are for our current best understanding of the relevant schemes for 2024/25.
	(ii) Government grants – mainly due to variations in credits for capital grants receivable in respect of 2024/25 capital programme schemes.
	These charges are required to be made to service revenue accounts, but an adjustment is made below the line to avoid a charge on Council Tax.
24	<u>Variations in Insurance (Dr £65)</u>
	Insurance recharges to individual portfolios also have changed between years, in some cases significantly, partly due to the changing profile of actual claims in the recent past. Inflation has also had an impact, both on the projected policy costs, and the costs of

RENEWAL, RECREATION AND HOUSING PORTFOLIO
DRAFT REVENUE BUDGET 2024/25 - SUBJECTIVE SUMMARY

Service area	Employees £	Premises £	Transport £	Supplies and Services £	Third Party Payments £	Transfer Payments £	Government Grants £	Other Grants Reimbursements and Contributions £	Customer and Client Receipts £	Controllable Recharges	Net Interest Income	Transfers to/from Earmarked Reserves	Total Controllable £
Culture and Regeneration													
Culture	1,184,257	70,520	6,780	200,710	64,020	0	0	0	Cr 75,930	Cr 151,495	0	Cr 113,377	1,185,485
Libraries and Museums	151,095	615,220		6,920	4,956,180	0	0	0	0	0	0	0	5,946,535
Town Centre Management and Business Support	2,870	22,280	1,060	23,870	42,040	0	0	Cr 42,040	Cr 4,780	0	0	0	45,300
	1,338,222	708,020	7,840	231,500	5,062,240	0	0	Cr 42,040	Cr 80,710	Cr 151,495	0	103,743	7,177,320
Planning													
Building Control	873,140	0	6,670	93,410		0	0	0	Cr 901,400	0	0	0	71,820
Local Land Charges	185,170	0	110	14,940		0	0	0	Cr 321,070	0	0	0	120,850
Planning	3,948,220	3,550	19,060	254,260	18,820	0	0	0	Cr 4,281,880	0	0	Cr 66,180	104,150
	5,006,530	3,550	25,840	362,610	18,820	0	0	0	Cr 5,504,350	0	0	Cr 66,180	153,180
Operational Housing													
Housing Strategy, Advice and Enabling	1,386,990	0	560	488,680	0	0	2,678,420	Cr 51,360	0	0	0	Cr 2,869,660	1,633,630
Housing Benefits		0		114,220	0	70,728,640		Cr 72,428,610	0	0	0	0	1,585,750
Housing Improvement	389,930	0	4,700	4,610	0	0			Cr 420,320	0	0	0	21,080
Allocations and Accommodation	1,316,080	567,170	4,000	362,200	28,516,040	0	Cr 2,503,230	Cr 4,267,540	Cr 70,890	Cr 17,254,620	0	137,670	6,806,880
Supporting People	0	0	0	0	1,134,250	0			0	0	0	0	1,134,250
Housing Options and Support	1,889,270	227,820	60,830	6,400	672,920	0	Cr 21,270	Cr 639,470	0	Cr 214,900	0	Cr 56,940	1,924,660
	4,982,270	794,990	70,090	976,110	30,323,210	70,728,640	153,920	Cr 77,386,980	Cr 491,210	Cr 17,469,520	0	Cr 2,788,930	9,892,590
	11,327,022	1,506,560	103,770	1,570,220	35,404,270	70,728,640	153,920	Cr 77,429,020	Cr 6,076,270	Cr 17,621,015	0	Cr 2,751,367	16,916,730

Service area	Premises Related Expenditure £	Insurance Charges	Property Rental Income	Investment Property Income	Capital Charges /Financing	Total Non Controllable	Excluded Recharges	Total Net Budget £
Culture and Regeneration								
Culture	133,550	128,020	Cr 994,260	0	1,844,000	1,111,310	138,400	2,435,195
Libraries and Museums	97,580	85,960	0	0	356,000	539,540	59,390	6,545,465
Town Centre Management and Business Support		70	0	0	0	70	254,210	299,580
	231,130	214,050	Cr 994,260	0	2,200,000	1,650,920	452,000	9,280,240
Planning								
Building Control	0	1,320	0	0	0	1,320	193,510	266,650
Local Land Charges	0	430	0	0	0	430	181,640	61,220
Planning	0	7,370	0	0	0	7,370	850,890	754,110
	0	9,120	0	0	0	9,120	1,226,040	1,081,980
Operational Housing								
Housing Strategy, Advice and Enabling	0	1,900	0	0	1,077,560	1,079,460	1,536,790	4,249,880
Housing Benefits	0	0	0	0	0	0	1,779,440	193,690
Housing Improvement	0	830	0	Cr 2,000,000	Cr 1,999,170	265,870	Cr 1,754,380	7,029,930
Allocations and Accommodation	69,140	17,000	0	0	102,000	188,140	34,910	1,134,250
Supporting People	0	0	0	0	0	0	0	2,215,690
Housing Options and Support	0	2,960	0	0	0	2,960	288,070	13,069,060
	69,140	22,690	0	0	Cr 820,440	Cr 728,610	3,905,080	23,431,280
	300,270	245,860	Cr 994,260	0	1,379,560	931,430	5,583,120	23,431,280

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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