

HOUSING COMMITTEE
Wednesday 10th April 2019
10am in the PWD Conference Room.

AGENDA
Part 1

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| 1. | Apologies for absence |
| 2. | Declaration of interest |
| 3. | Confirmation of the draft open minutes of the meeting held on the 23 rd January 2019 |
| 4. | Matters Arising from the draft open minutes of the meeting held on the 23 rd January 2019 |
| 5. | Housing Report – Report Attached – Fiona Didlick, Senior Housing Officer |
| 6. | Applicant Anonymity – Paper Attached - Fiona Didlick Senior Housing Officer |
| 7. | Date of next meeting – July 2019 |
| 8. | Exclusion of Press and Public |
| | <u>The Chairman to move as follows:</u> |
| | <i>I move that the press and public be now excluded on the ground that the next items of business to be considered are likely to disclose exempt information under paragraphs 7 and 9 of schedule 3 of the Committees (Public Access) Ordinance 2012."</i> |
| Part 2 | |
| 9. | Confirmation of the draft exempt minutes of the meeting held on the 23 January 2019 |
| 10. | Matters arising from the draft exempt minutes of the meeting held the 23 rd January 2019 |
| 11. | Housing Report – Report attached - Fiona Didlick, Senior Housing Officer |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 of Schedule 3 of the committees (Public Access) Ordinance 2012, relating to information about individual matters.</i> |
| 12. | Debtors – Reports attached – Shiralee Finlay, Treasury |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 9 of Schedule 3 of the committees (Public Access) Ordinance 2012, relating to information about individual matters.</i> |
| 13. | Rent Arrears Report – Report attached – Valorie McLeod, PWD |

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| | <i>NOT FOR PUBLICATION by virtue of paragraph 9 of Schedule 3 of the committees (Public Access) Ordinance 2012, relating to information about individual matters.</i> |
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OPEN MINUTES

Housing Committee Meeting Held on 23rd January 2019 At 10am in the PWD Conference Room, PWD Office, Bill Roberts Way.

These minutes are draft minutes until confirmed by resolution at the next meeting of the Housing Committee

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| Present: | | |
| | MLA Barry Elsby (BE) | Chair |
| | MLA Mark Pollard (MP) | MLA |
| | Colin Summers (CS) | Director of Public Works |
| | Fiona Didlick (FD) | Temporary Housing Officer |
| | Megan Middleton (MM) | Human Resources Representative |
| | Shiralee Finlay (SF) | Treasury Department |
| | Valorie McLeod (VM) | Debtors |
| | Tessa Berntsen (TB) | Debtors |
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| Minute Taker | Valorie McLeod | Secretary |

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| | PART 1 | |
| 1. | Apologies for absence | |
| | Social Services | |
| 2. | Declaration of interest | |
| | None | |
| 3. | Confirmation of the draft open minutes of the meeting held 17th October 2018 | |
| | No amendments made. | |
| 4. | Matters arising from the draft open minutes of the meeting held on 17th October 2018 | |
| | <p><u>Moody Street Flats</u></p> <p>Discussions are ongoing with Planning at the moment around the revised planning application, hoping to have this in by the end of the month. Ongoing issue is the size and location. CS said they are almost at the point of agreement and final plans can be drawn up. The demolition works will be done by PWD and the construction works will have to go out to contract and timescale would depend on the availability of the contractor. It was suggested maybe the works could be tagged onto existing housing contract which CS confirmed that that was a possibility but that it would have to be added to the end of the works or if it was pushed up the list then other works would be pushed back. Discussions will be had at a later date once final planning approval has been granted.</p> | |
| 5. | Housing Committee Report – Fiona Didlick, Temporary Housing Officer | |
| | FD presented the report to members. | |
| | <p><u>Contractor Properties</u></p> <ul style="list-style-type: none"> Currently there are 152 Contractor properties In addition to the above, Housing have leased a number of private houses to make up the numbers for FIG Contractors as the demand is high at the moment. Currently taking on 6 private rentals, all of which will be in the Housing | |

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| | <p>pool by the end of February 2019.</p> <ul style="list-style-type: none"> • Have expressed an interest in a further 12 which should be ready towards the middle of the year giving a total of 18 private rentals. • All houses have been leased for two years. Hopefully when the new FIG properties are ready the private rentals will be ready to hand back. • In comparison to the housing position 12 months ago when there were 20 vacant contractor properties plus 3 off-line for refurbishment, there is now 10 vacant contractor properties plus 2 off-line for refurbishment so numbers are improving. • FD stated that refurbishment works timescale depends on the contractors workloads. <p><u>Contractor Properties Offline.</u></p> <p>17 Goss Road – has been vacant since August 2018. The property has been refurbished with a new kitchen, new bathroom, new carpets and vinyl and redecoration. Works are well on the way and should be ready by the end of January 2019.</p> <p>1A Pitaluga Place – has been vacant since November 2018. Requires a lot of refurbishment works and works are being put out for tender with completion target at the end of April 2019.</p> <p><u>Contractor Applications.</u></p> <p>Recruiting is underway for a number of new FIG posts. Housing will require an additional 18 houses this year. In addition to this Housing will be receiving FIG new builds from September 2019 at about the rate of 2 per month. All these FIG new builds are for the contractor pool.</p> <p>FD informed that some departments are requesting a handover period between outgoing and incoming post holders. If this is the case it is very likely that one or the other would have to be accommodated in a hotel as housing will not be able to have the slack in housing to let them overlap. One option to help with the situation is that FD is going to offer some contractors the possibility of house sharing.</p> <p><u>Local Properties in Stanley</u></p> <ul style="list-style-type: none"> • Total number of local properties is 158 • Occupied by residents is 120 • In comparison to the position 12 months ago when there were 19 local vacant houses, 17 of which were offline for refurbishment which excludes the Moody Street properties. Although the number allocated and vacant remain at 2 the position of houses offline for refurbishment has improved considerably. <p><u>Local Properties offline.</u></p> <p>5 Discovery Close – Vacant since 12th July 2018. Undergoing full internal renovation by a private contractor and should be completed by the end of February 2019.</p> <p>Gardner's Cottage North and South – Both properties have now been vacated and a decision is going to have to be made whether to continue the building as two properties or as one family home. This will be off line for a long period now. Nick Francis is to provide details of what can be done to the property. Also one option would be to sell it. CS informed that whatever the outcome of the building the new tenant/tenants and if sold the new owners would have to be approved by GH/FCO due to the position of the property to Government House.</p> <p>Flats 6 & 7, 1 Jeremy Moore Avenue - Both properties have been vacant for some time now. Both require complete refurbishment in line with current planning regulations.</p> | |
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| | <p>10 Ross Road, Police Cottage – This is an historic building and has been vacant since November 2017. Again needs major improvements in line with current building regulations and looks like it will be offline for a further 6 months at least.</p> <p>22 Shackleton Drive – Just been handed back and requires full internal renovation. Works are to go out to tender with completion date of May 2019.</p> <p><u>Local Applications.</u></p> <ul style="list-style-type: none"> • 28 applications for housing • There have been an increase in number of enquiries although not all of them have converted to applications due to eligibility. • An increase in applicants with 0 points or less, 12 months ago there was 6 now 14. <p>BE requested that FD keep the committee updated on how the situation is with FIG renting private rentals and what impact this has on the local applications, as is there an increase for local FIG accommodation as its more difficult to get private accommodation. FD said she would monitor the situation and keep the committee updated.</p> <p><u>Fox Bay Housing.</u></p> <p>P&M have recently taken over the management of the seven FIG houses at Fox Bay Village. They are currently undergoing a programme of renovation (electrical, plumbing and fire safety). The Clan Wood houses are being done first and then move onto the older houses. There are currently 4 houses being occupied, 2 by private residents, 1 by the Village Agent and one by the Highways Section, this leaving 3 un-occupied. 1 is being currently being refurbished and will then be used as accommodation for visiting FIG personnel and contractors.</p> <p>Rentals will be managed under the Fox Bay management plan. There is a paper due to come to members in due course. CS has put some information into the budget and more will be in the management plan.</p> <p>CS clarified that the house to be used as accommodation for FIG personnel is not to compete with the self-catering properties and the tourist properties that are available at both Fox Bay East and Fox Bay West, but to insure there is accommodation available for road workers and contractors when they go out to do works on the properties etc.</p> | FD |
| 6. | Date of next meeting. | |
| | Due early April 2019 – date to be confirmed | |
| 7. | Exclusion of Press and Public. | |
| | <p>The public are likely to be excluded from the meeting for this/these item(s) of business by virtue of paragraph(s) 7 and 9 Information relating to individuals and information on financial matters of Schedule 3 of the Committees (Public Access) Ordinance 2012]</p> <p><i>The Chairman to move as follows:</i> <i>"I move that the press and public be now excluded on the ground that the next items of business to be considered are likely to disclose exempt information under paragraphs 7 and 9 of Schedule 3 of the Committees (Public Access) Ordinance 2012."</i></p> | |
| | There were no press or public present. | |
| | PART 2 | |
| 8. | Confirmation of the draft exempt minutes of the meeting held the 17th | |

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| | October 2018 | |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 and 9 of Schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individual and information about individuals financial matters.</i> | |
| | Minutes confirmed with no amendments. | |
| 9. | Matters arising from the draft exempt minutes of the meeting held on the 17th October 2018 | |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 and 9 of Schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individual and information about individuals financial matters.</i> | |
| | No matters arising. | |
| 10. | Housing Report – Fiona Didlick, Senior Housing Officer | |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 of Schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individual matters</i> | |
| | Individual items discussed. | |
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| 11. | Debtors Report – Shiralee Finlay – Treasury | |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 of Schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individual matters</i> | |
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| 12. | Rent Arrears report – Valorie Mcleod – PWD | |
| | <i>NOT FOR PUBLICATION by virtue of paragraph 7 of Schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individual matters</i> | |
| | Individual items discussed. | |

HOUSING COMMITTEE

OPEN MEETING

| | | | |
|------|------------------------|------|----------------------------|
| To | HOUSING COMMITTEE | Date | 1 st April 2019 |
| From | SENIOR HOUSING OFFICER | Ref | HOUSING REPORT |

Contractor Properties

There were previously 152 contractor properties listed. This included 1 Jeremy Moore Avenue, Flat 1 and 6 Jersey Road, Flat 6. The latter was a local pool property on temporary loan to the contractor pool. When 1 Jeremy Moore Avenue, Flat 1 was vacated it was agreed to swap it to the local pool in exchange for 6 Jersey Road, Flat 6 which would be retained in the contractor pool. This reduced the total of contractor properties to 151.

Contractor properties

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| Total number of FIG properties | 151 |
| Total number of private rentals | 7 |
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| | 158 |
| Occupied FIG properties | 136 |
| Occupied private rentals | 6 |
| Vacant and allocated FIG properties | 10 |
| Vacant and allocated private rentals | 1 |
| Vacant and unallocated | 2 |
| Offline for refurbishment | 3 |
| Total | <hr/> 158 |

One further private rental is due to be handed over shortly. Interest has been expressed in a further 10, which will become available in July or August.

Only another five FIG houses are scheduled to be handed back between now and the end of July, therefore the timing of new contractor arrivals will have to be managed carefully to ensure that housing is available.

As a comparison to the position 12 months ago, there were 10 vacant Contractor properties plus five offline for refurbishment.

Contractor Properties Offline for Refurbishment

The progress of refurbishment work continues to be affected by availability of contractor services, but the situation has been improving.

23 Goss Road: This property has been vacant since 26th January 2019 and is being be refurbished with a new kitchen, new bathroom, new carpet and vinyl and redecoration. It should be ready by the end of April.

1A Pitaluga Place: This property has been vacant since 12th November 2018. It requires a new kitchen, new bathroom, new carpet and redecorating. The work has been put out for tender and work is due to commence shortly. The target completion date has been put back by one month to May 2019.

5 Goss Road: this property was until recently used as dormitory accommodation for KEMH staff. It requires a new bathroom , new kitchen, new carpet and vinyl and redecoration. The work will be contracted out.

Local Properties Stanley

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| Total number of properties | 158* |
| Occupied by local residents | 121 |
| Reserved for KEMH, Sheltered Housing and Social Services | 29 |
| Vacant and allocated | 1 |
| Vacant and unallocated | 1 |
| Offline for refurbishment | 6 |
| Total | <u>158</u> |

*This total includes 1 Jeremy Moore Avenue, Flat 1

The vacant and allocated house has just been refurbished and should be handed over in the next few days.

The vacant and unallocated house was handed back a few days ago and will be reallocated after minor works. Notice has also been given that two further properties will be handed back shortly.

As a comparison to the position 12 months ago, there were 17 vacant Local Pool properties, undergoing work to varying degrees.

Local Properties Offline for Refurbishment

Gardeners Cottage, North and South: Both properties are vacant. Major improvements are required in line with current building regulations. Consideration also needs to be given to the future format of the building i.e. as one family home or as two flats. Due to the requirement for planning and design work it is estimated that the property will be offline for at least six months.

1 Jeremy Moore Avenue, Flat 6 and Flat 7: These neighbouring properties have been vacant for some time and require complete refurbishment. Due to the requirement for planning and design work it is estimated that the properties will be offline for a further six months.

10 Ross Road, Police Cottages: This property, listed as a Historic Building, has been vacant since November 2017. It requires major improvements in line with current building regulations eg reconfiguring the staircase. Renovations will also include consideration for re-roofing the entire row of Police Cottages. Due to the requirement for planning and design work it is estimated that the properties will be offline for a further six months.

22 Shackleton Drive: The house was vacated on 2nd January 2019. It requires full internal renovation including floors and ceilings. The work will be put out for tender with a completion target of end of May 2019.

Local applications

There are currently 28 applicants for local housing, of whom 13 scored 0 or less points.

- 17 applicants are seeking 1-bed accommodation;
- 8 are seeking 2-bed accommodation;
- 3 are seeking 3-bed accommodation.

There are four applicants for housing transfer, all seeking 3 bed accommodation.

As a comparison to the position 12 months ago, there were 21 applicants on the housing list and two seeking transfer.

Those who applied to join the Housing list one year ago or more were contacted recently to ask if they still wished to remain on the housing list. Three applicants withdrew their names: two have built their own houses and one no longer had a requirement.

Fox Bay Houses

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| Total number of properties | 7 |
| Occupied | 3 |
| Reserved for FIG | 1 |
| Offline for refurbishment | 3 |
| Total | <hr/> 7 |

The houses are undergoing a programme of renovation i.e. electrical, plumbing, redecoration and fire safety. Work on the Clanwood at No 2 is almost complete. This will be used for FIG offices and accommodation for visiting FIG personnel. Clanwood No 4 will be renovated next. The work is being undertaken by teams of tradesmen from P&M staying at Fox Bay for periods of one to two weeks at a time.

HOUSING COMMITTEE

OPEN MEETING

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|------|------------------------|------|----------------------------|
| To | HOUSING COMMITTEE | Date | 3 rd April 2019 |
| From | SENIOR HOUSING OFFICER | Ref | APPLICANT ANONYMITY |

Introduction

A question has arisen about applicant anonymity.

Summary

The names of applicants have habitually been listed in the Senior Housing Officer's exempt report to the Housing Committee. However, a recent applicant for FIG housing requested that their application be kept strictly confidential within the Housing office for personal reasons.

This particular application will not be proceeding at this time, but the question of anonymity remains in the event this situation occurs again. It would also be helpful to establish if the routine sharing of all applicants' names is necessary for the business of the Housing Committee.

The Committees (Public Access) Ordinance 2012 confirms that it is permitted to provide personal information to Committees in the context of an exempt report:

Clause 7 (Information about individuals)

(1) The following information is exempt information

(b) information about-

- (i) an individual occupier (or former occupier) of accommodation provided by (or at the expense of) FIG or a public body;*
- (ii) an individual applicant for accommodation to be provided by (or at the expense of) FIG or a public body;*
- (iii) an individual who is a potential or prospective occupier of accommodation to be provided by (or at the expense of) FIG or a public body;*

Recommendation

Committee Members are requested to consider:

- Is it necessary for the business of the Housing Committee to routinely report applicants' names?
- If an applicant requests that their application remain confidential and has good reason for doing so, is it appropriate for Housing personnel to refrain from sharing the applicant's name with the Housing Committee?