

STROUD DISTRICT COUNCIL

AGENDA

HOUSING COMMITTEE

ITEM NO

21 FEBRAURY 2017

7

Report Title	THE COMBINED TENANCY AND ESTATE MANAGEMENT POLICY
Purpose of Report	To inform committee of the contents of this draft policy which has been revised from our current policy
Decisions	The Committee RESOLVES to: 1. Adopt the revised Tenancy and Estate Policy with any amendments determined by the committee, added. 2. The committee gives delegated authority to the Head of Housing Management to make minor amendments, as necessary, and identified by the committee to the report, and to circulate the final document to committee members.
Consultation and Feedback	Tenants and Residents Forum (13 February 2017)
Financial Implications and Risk Assessment	There are no financial implications Simon Merrett – Interim Principal Accountant Email: simon.merrett@stroud.gov.uk
Legal Implications	Given the policy will set out reasonable expectations of tenants in respect to how the Council manages its estates, it is important that there is clarity within the policy in terms of the obligations of the Council. Subject to committee's approval of the principle of the policy and the substantive contents, the policy would benefit from some further redrafting and as such the committee may wish to resolve that the Head of Housing Management be authorised to make appropriate and relatively minor amendments before its adoption. Karen Trickey, Legal Services Manager Email karen.trickey@stroud.gov.uk
Report Author	Pat Andrade, Tenancy Operations Manager Tel: 01453 754190 Email: pat.andrade@stroud.gov.uk
Background Papers/ Appendices	Appendix A: Tenancy and Estate Management Policy (proposed)

1.0. Introduction

- 1.1. The Council has a duty to ensure its tenancies and estates are managed in line with the relevant housing legislation regulation, effectively manages its assets and maintains good relationships with its tenants, stakeholders and potential customers.
- 1.2. Presently Stroud has circa 5000 homes of which 14% are classified as sheltered accommodation.
- 1.3. We seek to remain a responsible landlord and be transparent in how our tenancies and estates are managed.
- 1.4. The revision to the existing Estate Management Policy ensures the Council is keeping pace with the current services it supplies to both its tenancies and on its estates.

2.0. Background

- 2.1. The draft Estate Management Policy was written in 2010 but was not formally adopted by Housing Committee.
- 2.2. The original document identified areas on the Council's estate to be managed:

- Abandoned vehicles
- Abandoned Possessions
- The Letting and Management of Allotment Sites
- Cleaning of communal area (Flats)
- Emergency access to Tenants Homes
- Encroachment on Housing Land
- Environmental Improvements
- Estate Inspections
- The Lettings and Management of Garages
- Ground Maintenance
- Pest Control
- Pets
- Property Inspection and the Deterioration of Premises
- Removal of litter
- Unauthorised Occupation

- 2.3. Although this document was robust at the time; over a 5 year period as elapsed and the Council currently provides broader services.

3.0 Revisions

3.1 The Estate Management Policy has been revised and now includes the addition of tenancy matters making the services the Council provides more transparent. This policy now includes:

- Details on the types of tenancies provided by the Council
- Assignment
- Branch of Tenancy
- Allowing access to a Council property
- Decant
- Door Fobs
- Ending a Tenancy
- Hoarding
- Home Content Insurance
- Improvement Works
- Mutual Exchanges
- Property Alterations
- Rechargeable Works
- Right to Buy
- Subletting
- Tenancy Fraud
- Unauthorised Occupation
- Services specific to Sheltered Accommodation
- CCTV
- Communal Bin Stores
- Anti Social Behaviour
- Community Involvement
- Parking
- Play Areas

3.2 This policy will be periodically reviewed to make sure it keeps up to date with legislation, regulation and local requirements