

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

# Cabinet

The meeting will be held at **7.00 pm** on **9 November 2016**

**Committee Rooms 2 & 3, Civic Offices, New Road, Grays, Essex, RM17 6SL**

## Membership:

Councillors Robert Gledhill (Chair), Shane Hebb (Vice-Chair), Mark Coxshall, James Halden, Brian Little, Susan Little, Sue MacPherson, Deborah Stewart and Pauline Tolson

## Agenda

Open to Public and Press

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To approve as a correct record the minutes of Cabinet held on 12 October 2016.	
<b>3 Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
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**Queries regarding this Agenda or notification of apologies:**

Please contact Kenna-Victoria Martin, Senior Democratic Services Officer by sending an email to [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)

Agenda published on: **1 November 2016**

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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

### Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

### Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

**Vision: Thurrock:** A place of **opportunity, enterprise and excellence**, where **individuals, communities and businesses** flourish.

To achieve our vision, we have identified five strategic priorities:

**1. Create** a great place for learning and opportunity

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspiration and attainment so that residents can take advantage of local job opportunities
- Support families to give children the best possible start in life

**2. Encourage** and promote job creation and economic prosperity

- Promote Thurrock and encourage inward investment to enable and sustain growth
- Support business and develop the local skilled workforce they require
- Work with partners to secure improved infrastructure and built environment

**3. Build** pride, responsibility and respect

- Create welcoming, safe, and resilient communities which value fairness
- Work in partnership with communities to help them take responsibility for shaping their quality of life
- Empower residents through choice and independence to improve their health and well-being

**4. Improve** health and well-being

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being and safeguard the most vulnerable people with timely intervention and care accessed closer to home
- Enhance quality of life through improved housing, employment and opportunity

**5. Promote** and protect our clean and green environment

- Enhance access to Thurrock's river frontage, cultural assets and leisure opportunities
- Promote Thurrock's natural environment and biodiversity
- Inspire high quality design and standards in our buildings and public space

**Minutes of the Meeting of the Cabinet held on 12 October 2016 at 7.00 pm**

**The deadline for call-ins is Monday 24 October 2016 at 5.00 pm**

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- Present:** Councillors Shane Hebb (Vice-Chair, in the Chair), Mark Coxshall, James Halden, Brian Little, Susan Little, Sue MacPherson, Deborah Stewart and Pauline Tolson
- Apologies:** Councillors Robert Gledhill (Chair) and Rory Patterson, Corporate Director for Children's Services
- In attendance:** Lyn Carpenter, Chief Executive  
Steve Cox, Corporate Director of Environment and Place  
Sean Clark, Director of Finance & IT  
Roger Harris, Corporate Director of Adults, Housing and Health  
Ian Wake, Director of Public Health  
Ann Osola, Head of Highways and Transportation  
Karen Wheeler, Head of Strategy, Communications and Customer Service  
David Lawson, Deputy Head of Legal & Monitoring Officer  
Kenna-Victoria Martin, Senior Democratic Services Officer
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Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

## **37. Minutes**

The Minutes of Cabinet, held on 7 September 2016, were approved as a correct record.

## **38. Items of Urgent Business**

There were no items of urgent business.

## **39. Declaration of Interests**

There were no declarations of interest.

## **40. Statements by the Leader**

The Deputy Leader advised that since the launch of Clean it, Cut it and Fill it in May/June 10 thousand bags of litter had been collected of this 2 thousand were additional due to the investment made to the scheme.

He continued to advise Cabinet that 3 thousand acres of grass had been cut and from those areas 1850 bags rubbish had been collected. On top of this 7

thousand potholes had been filled and although there was still more that could be done, the current figures were a testament to the scheme and Officers.

Cabinet were notified that the Leader had met with Essex County Council and the Police Crime Commissioner to discuss illegal traveller encampments. The deputy leader informed Members that he was pleased to share that within 24 hours of an illegal encampment in a warehouse they were evicted. He continued that this showed an effective working partnership.

Lastly it was announced that the first fixed penalty notice had been issued on the Mannorway. Councillor Hebb thanked all involved and further thanked Councillor Brian Little for his support.

#### **41. Quarter 1 Corporate Performance Report 2016/2017**

Councillor Stewart, Cabinet Member for Performance & Central Services presented the report, which outlined the Corporate Plan 2016/17 and its focus areas for service delivery during the year.

She continued to explain the plan was based on the Councils existing vision and corporate priorities which are to be refreshed during the year. Members were informed the report also provided Cabinet with a briefing on how services use benchmarking information.

The Cabinet Member for Performance & Central Services further commented that performance was not solely based on KPI (Key Performance Indicator) but on customer service calls and complaints so to give residents the best service.

Councillor Tolson commented when she first took up her portfolio the missed bin collections was high on the compliant list, however a strategy had since been put in place should a collection be missed then the driver, is asked to explain why. She continued to state that since this had been in operation there had been fewer complaints of missed bin collections and a review would be completed.

The Cabinet Member for Environment further notified Cabinet that at the Cleaner, Greener and Safer Overview and Scrutiny Committee on 11th October 2016, it was agreed to allow fixed penalty notices be given for littering.

#### **Resolved that Cabinet:**

- 1. Note and comment upon the performance of the key corporate performance indicators in particular those areas which are IN FOCUS.**
- 2. Identify any areas which require additional consideration.**



**42. Petitions submitted by Members of the Public**

There were no petitions submitted.

**43. Questions from Non-Executive Members**

The Leader of the Council advised that no questions had been submitted from Non-Executive Members.

**44. Matters Referred to the Cabinet for Consideration by an Overview and Scrutiny Committee**

The Leader of the Council informed Members that no matters had been referred to the Cabinet by an Overview and Scrutiny Committee.

**45. Twenty-First Century Wellbeing Services for Children and Young People (Decision 01104384)**

The Cabinet Member for Education and Health introduced the report which outlined a modern children's centre provision, which would integrate specialist health, education and social care services so that holistic wrap around care could be provided for children and young people.

He continued to state the new model moved beyond the traditional approaches to service delivery, and would provide a more focussed and targeted approach to improving children's health and wellbeing.

Cabinet were further informed the new model would allow organisations such as Healthwatch and the Health and Well-Being Board to work together as an integrated service, which would ensure that the health needs of vulnerable children and families would be supported sooner.

Councillor Halden commented that a £1.4 million saving was to be made by integrating the services and using fewer buildings, whilst at the same time improving the service offered to residents.

Councillor Sue Little thanked the Cabinet Member for his report and commented that it was opening the service which was welcomed.

The Cabinet Member for Neighbourhoods welcomed the report and mentioned that it was time the Council was looking forward, rather than on the past.

She further queried as to what the Early Offer of Help (EOH) entitled. Councillor Halden explained the EOH was to prevent the risk of need escalating and so targeted families and individuals at an early stage to offer the support they need.

During discussions Councillor Halden commented that the buildings which were being used to provide the service were to be based on need, for

example there was an acute need to retain a building in Tilbury and to offer a targeted service to meet individual needs.

**Resolved that Cabinet:**

- 1. Agreed the Integrated 0-19 Wellbeing Model to support children and families, including the redesign of the Children's Centres service, as set out in this report.**
  - 2. Agreed that Officers proceed with the proposed joint consultation by Public Health and Children's Services to secure stakeholder and public approval to the model.**
  - 3. Subject to the outcome of the consultation exercise and in consultation with the Portfolio Holders, agree to proceed to tender for the following services:**
    - Healthy Families up to a total maximum value of £21M over 5 years**
    - Early Offer of Help up to a total maximum value of £2M over 5 years**
  - 4. Agreed Delegated Authority to award the Healthy Families Contract to the Director of Public Health in agreement with the Portfolio Holder for Education and Health.**
  - 5. Agreed Delegated Authority to award the Early Offer of Help Contract to the Corporate Director of Children's Services in agreement with the Portfolio Holder for Children's and Adults' Social Care Services.**
  - 6. Agreed to establish a Project Board with representatives from Early Years, Employment Skills and Public Health to oversee delivery of the 0 – 19 Wellbeing Model.**
- 46. Re-Procurement of the Integrated Adults Substance Misuse Treatment Service (Decision 01104385)**

Councillor Halden, Cabinet Member for Education and Health, presented the report which set out the proposals for the re-procurement of the Integrated Adults Substance Misuse Treatment Service contract, which provided a recovery-focussed adult drug and alcohol treatment system within Thurrock.

He advised Cabinet the current contract expired on 31 March 2017 and a new contract would be put in place for 1 April 2017. Cabinet Members were further notified that although there were some concerns with the current contract, these issues were being addressed.

Councillor Halden thanked the Public Health Team for the hard work which had been undertaken.

**Resolved that Cabinet:**

- 1. Approved the re-procurement of the Integrated Adults Substance Misuse Treatment Service.**
- 2. Agreed delegated authority for award of contract to the Director of Public Health in consultation with the Portfolio Member for Education and Health.**

**47. Procurement of the Healthy Lifestyles Service (Decision 01104386)**

Councillor Halden, Cabinet Member for Education and Health introduced the report highlighting the following:

- A new focus would be given to early years by diverting resources to help prevent the rise of poor lifestyles in school children which are both a great financial burden to the health system, and greatly limit healthy lives;
- Resources would no longer be used to re-educate adults about their lifestyles;
- Help would be given to change poor lifestyles would benefit residents, however it was recognised this could be challenging;

Councillor Halden commented the service was a tremendous resource for young people and the Council would provide the help required for those who wanted it.

He further stated the new approach would enable the council to give a smarter and more targeted service, alongside a great financial saving of £700 thousand over the lifetime of the contract.

Councillor Brian Little, sought as to how the Cabinet Member planned to engage schools within the service. Councillor Halden highlighted recommendation 1.3 within the report and commented that within the tender process it would be an obligation for the provider to engage with schools.

**Resolved that Cabinet:**

- 1. Approved the process to commence procurement of the Healthy Lifestyles Service.**
- 2. Agreed delegated authority for award of contract to the Director of Public Health in consultation with the Portfolio Member for Education and Health.**
- 3. Cabinet agreed to a general obligation for the provider to evidence that they are fully engaged with schools and with the local authority as we continue to develop healthy living plans via a**

**sport and fitness agenda for young people and via our work in the  
Thurrock Health and Wellbeing Strategy 2016-2021.**

**48. Improving Standards in Primary Care (Decision 01104387)**

Councillor Halden, Cabinet Member for Education and Health informed Cabinet the report outlined one of the key policies of the Conservative Administration, to hold the primary care network to account and improve the system.

He continued to explain a scorecard would be created based on local metrics to enable all partners to hold poor performance in primary care to account and act as a critical friend to drive improvements. He further advised this would enable the council to know how well health services were treating patients and have expert input into any improvement within surgeries if required.

Members were informed the council would also work with Healthwatch Thurrock to grow patient participation groups, who would assist in holding poor providers to account.

Councillor Coxshall commented that he was pleased to see General Practitioners (GP) surgeries being held to account, should they be failing. He also enquired as to how the council would encourage GP's to come to Thurrock.

The Cabinet Member for Education and Health informed Members at the conference, 3 awful failings of the NHS were highlighted. He continued by stating that using the matrix showed leadership and by highlighting failure can lead to improvement.

**Resolved:**

- 1. That Cabinet endorsed the Parking Strategy & Policies 2016 document at Appendix 1 as a replacement to Parking Strategy 2007.**

**49. Parking Strategy and Policies Update 2016 (Decision 01104388)**

Councillor Brian Little, Cabinet Member for Transport and Highways presented the report advising Members it was seeking Cabinet endorsement of a refreshed version of the Council's Parking Strategy and Policies to support the Council's more robust approach to tackling Heavy Good Vehicles (HGV) parking enforcement and to dealing with the pressures associated with higher volumes of commuter parking, particularly around rail stations.

He further advised a more comprehensive review of Parking Strategy and Policies would be undertaken as part of a multi-model review of Transport Strategy in conjunction with the development of Thurrock's new Local Plan.

Members were informed there had been an increase in HGV miles in the borough rising from 83 thousand to 87 thousand since 2007. It was further highlighted that in June 2016 a new team of Civil Enforcement Officers were introduced to focus on inconsiderate and illegal HGV parking, to date they had produced 1721 parking notices, largely to HGVs.

Councillor B Little advised Cabinet a draft of the refreshed Parking Strategy and Policies 2016 was presented to the Planning, Transportation and Regeneration Overview and Scrutiny Committee on 13 September 2016 and their comments had been adopted into the draft presented to Cabinet Members.

Councillor MacPherson thanked the Cabinet Member for his report and mentioned that she was pleased to see that Thurrock was looking forward and solving issues.

Councillor Tolson enquired as to whether the Cabinet Member felt anti-social behaviour had a role to play within HGVs being parked in inappropriate places.

The Cabinet Member for Transport and Highways confirmed he felt anti-social behaviour did have a part. He explained that working alongside Highways England the Council was looking at closing laybys to stop the inconsiderate parking of HGVs. He further commented that the council was seeking the closure of laybys on the A128 and the layby on the Dock Approach Road in Tilbury had been closed for 2 weeks.

**Resolved:**

- 1. That Cabinet endorsed the Parking Strategy & Policies 2016 document at Appendix 1 as a replacement to Parking Strategy 2007.**

Councillor Sue Little addressed Cabinet Members to inform them at present 347 of Thurrock's Children were in care. She commented that it was important as corporate parents that Members engaged with children in care and that she would provide a monthly update at future Cabinet meetings, as to the number of children in care in Thurrock.

**The meeting finished at 7.45 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

**Any queries regarding these Minutes, please contact  
Democratic Services at [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)**

<b>9 November 2016</b>		<b>ITEM: 10</b> <b>Decision 01104389</b>
<b>Cabinet</b>		
<b>Fixed Term Secure Tenancies</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Key	
<b>Report of:</b> Councillor Robert Gledhill, Portfolio Holder for Housing		
<b>Accountable Head of Service:</b> Richard Birchett, Interim Head of Housing		
<b>Accountable Director:</b> Roger Harris, Corporate Director of Adults, Housing and Health		
<b>This report is</b> Public		

## Executive Summary

On 12 May 2016 the Housing and Planning Act 2016 received Royal Assent. The Act contains provisions on the mandatory granting of fixed term secure tenancies.

From 1 April 2017 life time tenancies are expected to be replaced with secure tenancies for a fixed period of time, for all new tenants. Councils have some discretion over the length of the fixed term, but there is a minimum of two years and maximum of ten years term, except where there are children in the household.

At the end of the fixed term the tenancy will be reviewed and a decision made regarding a further tenancy. It does not mean the tenancy will end at that point but if circumstances remain unchanged it is possible the Council will issue a further fixed term tenancy.

Thurrock Council's tenancy policy determines the types of tenancies offered by the Council. The tenancy policy needs to be reviewed and updated to incorporate the new legislation and to determine any discretionary provisions i.e. length of fixed term tenancies and how households will be assessed at the review stage.

This report outlines the principles for fixed term tenancies and seeks guidance from Members on the length of fixed term tenancies to be offered and factors to be considered at the review stage. It should be noted we are still awaiting final guidance from the DCLG on how fixed term tenancies will operate and any discretion Councils will have. That may affect the eventual tenancy policy the Council adopts.

## 1. Recommendation(s)

It is recommended that Cabinet:

### 1.1 Agree that the length of fixed term tenancies for specific household groups be as follows.

Tenants with no children	Recommended default tenancy term
Who are elderly	
With a vulnerability	
Who are caring for someone	
General tenancy	
Tenants with children under 9	

## 2. Introduction and Background

### 2.1 On 12 May 2016 the Housing and Planning Act 2016 received Royal Assent.

The Act contains provisions on the mandatory granting of fixed term secure tenancies. Regulations and a statutory Code of Guidance are expected during winter 2016-17 but some are now available.

#### 2.1.1 From 1 April 2017 secure or so called “life time” tenancies will be replaced with secure tenancies for a fixed period of time, for all new tenants. The new provisions will not apply retrospectively to existing tenants before April 2017.

Councils have some discretion over the length of the fixed terms to be offered, but there is a minimum of two years and maximum of ten years term except where there are children in the household.

Councils can issue different length tenancies to different groups so long as they identify this within their tenancy policy.

An individual may seek a review of the length of tenancy offered to them. Guidance in relation to the review procedure will be issued at a later date.

#### 2.1.2 Where the Council receives written notification that there are children in the household under the age of 9 years when the tenancy starts, the fixed term can be extended so that it ends on the 19<sup>th</sup> birthday of the youngest child.

#### 2.1.3. During the fixed term period tenants will have similar rights as current lifetime tenants, with the following exceptions:



They will not have the right to claim compensation for any improvements they have carried out at the property.

In relation to tenancies granted before 1 April 2012, Councils will have a discretion to grant family members succession rights (spouses, civil partners, and those living together have absolute succession rights), but those family members will be ineligible for a lifetime tenancy but instead will be offered a 5 year fixed term tenancy.

2.1.4 Between nine and six months before the end of the fixed term the Council must review the tenancy and determine one of the following:

- To offer a further fixed term tenancy in the same property;
- To offer a fixed term tenancy in an alternative property;
- To end the tenancy and offer advice on buying a property or other housing options

2.1.5 The Council will continue to issue Introductory tenancies – the fixed term tenancy will start immediately after the introductory tenancy, provided the introductory tenancy has not been extended or possession proceedings started.

2.1.6 Existing old style secure tenants who transfer to alternative properties will receive a new fixed term tenancy except in limited circumstances. Those circumstances will be provided in the Statutory Code of Guidance but are generally expected to include

- people who are required to move by the Council (decants)
- where the move is due to domestic abuse
- moving via a mutual exchange

The Code of Guidance will also provide other limited grounds where discretion can be used to issue a further old style “life time” tenancies.

2.1.7 Criteria for determining the initial tenancy length and outcomes at the end of the fixed term must be contained within the council’s Tenancy Policy which will be revised.

2.1.8 A full consultation with the public was held between July and September 2016. Almost 300 people participated. The outcomes are attached in a report at Appendix 1

2.1.9 A report was taken to Housing Overview & Scrutiny on 6 October 2016 seeking a recommendation for Cabinet on the length of tenancies to be offered. The recommendation from that Committee was to implement 10 year tenancy.

### **3. Issues, Options and Analysis of Options**

#### **3.1 Length of the initial fixed term tenancy**

- 3.1.1 The Council has discretion to issue fixed term tenancies of between 2 and 10 years.

The main objective of fixed term tenancies is to ensure that social housing is made available to those who need and are entitled to it, and that when tenants are able to meet their own housing needs they will move on into other options such as affordable rented properties or home ownership. This allows increased mobility when needed and helps to meet the needs of communities.

When deciding on the length of tenancy to be offered, the following advantages and disadvantages should be considered;

- 3.1.2 Certainty for tenants

Tenants with a longer tenancy are likely to feel more secure and settled, leading to less anxiety about potential change – this is particularly important for older and vulnerable tenants, those caring for others or with adapted properties or with children settled in local schools.

- 3.1.3 Increased sustainability within communities

The council strives to promote and build sustainable communities; this could be difficult where residents are unsure of their ability to stay in one particular place and could result in communities that feel they have less of a stake in the place where they live.

In turn, this could lead to a lower level of concern for the housing stock and environment creating areas in which crime, vandalism and anti-social behaviour are more likely to prosper. All of these factors could have a serious, detrimental impact on any social landlord and its tenants.

- 3.1.4 Administration costs

Reviewing tenancies will add an administrative cost to the Council, both in terms of finance and resources. Officers will be required to carry out reviews on tenancies six to nine months before their end date – failure to do so would result in a further tenancy automatically taking place.

If tenants were not offered a further tenancy but refused to move, the Council would still need to take legal action to evict them; this in turn could lead to increased legal costs and officer resource.

Extra void properties as a result of more tenants moving on will increase costs and resources.

### 3.1.5 Changing circumstances of tenants

Where a tenants' circumstances change during the fixed term, no account can be taken until the next review date.

Example: if the tenant's financial income increases substantially so that they can easily afford other housing options such as purchasing a property or privately renting, the tenant will continue as a secure tenant until the review date. Where a longer term tenancy is in place this thwarts the purpose of the policy i.e. to ensure Council accommodation is available to those in need of it.

Example: if the tenant's household size decreases because grown up children leave the home the property may be under-occupied. The tenant may not choose to down-size resulting in a continuing under occupation. Where a longer term tenancy is in place, this could continue for many years.

### 3.1.6 Long waiting lists

The Council holds a waiting list of applicants for housing. Currently there are 739 households with a priority need to be rehoused (at 7 October 2016). The total list is 7701 including transfers.

Shorter term tenancies should result in some tenants moving on to other housing options and subsequently increase the number of properties available for letting to priority groups.

### 3.1.7 Options for specific schemes requiring shorter tenancy agreements

There are circumstances where issuing a longer tenancy would not be appropriate due to the circumstances of the tenant

- Example: A new scheme (Right Size) is due to be implemented as part of the recent Housing Allocations scheme review whereby elderly owner occupiers could be offered a sheltered tenancy in return for a lease of their property to the Council to house homeless households.

If such a scheme were adopted it would require the issuing of shorter tenancies to the owner occupiers to ensure that the sheltered tenancy only lasts as long as the lease of their property back to the council

- Example: The Council may wish in the future to introduce a key worker scheme to assist with recruitment to certain key roles, for example social workers. In such circumstances it would be preferable to offer a shorter fixed term tenancy since the tenants circumstances are more likely to change

### 3.2 Recommendation for fixed term tenancy length

Members of the Cabinet are asked to determine the length of fixed term tenancies for different groups of people.

To assist in this process tenants can be grouped according to whether or not there are children in the household and for other exceptional circumstances

#### 3.2.1 Group A - Tenants with no children

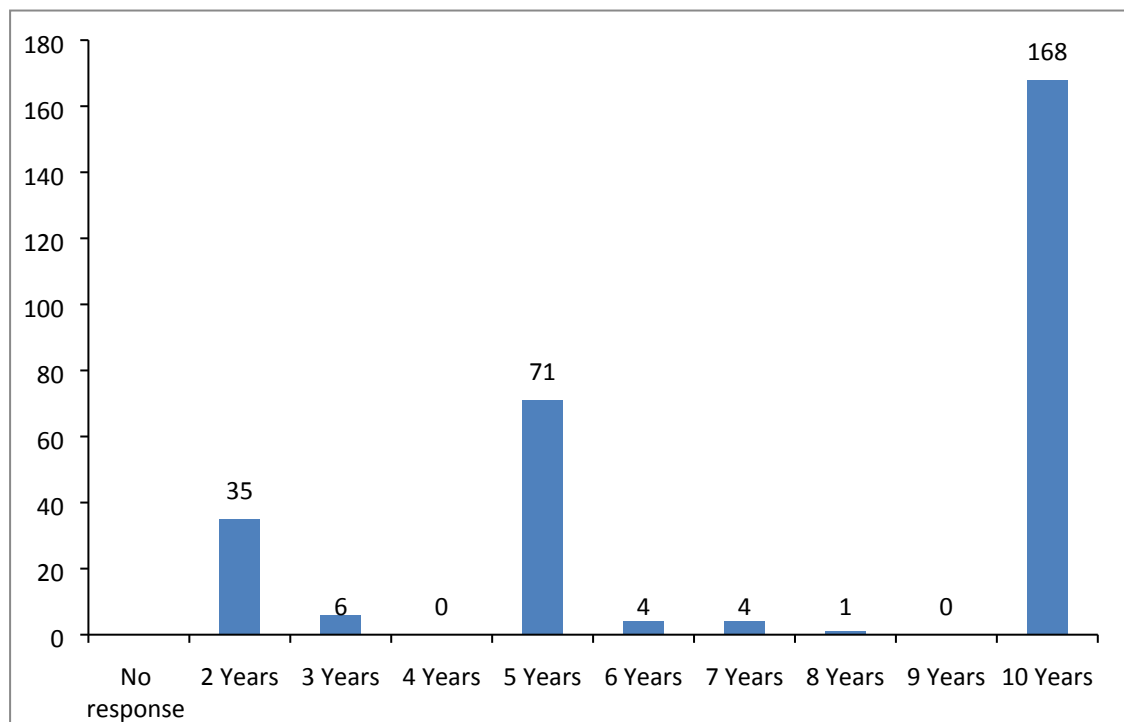
This group can be broken down further into those

- who are elderly – both in sheltered and non-sheltered accommodation
- with a vulnerability – e.g. long term mental or physical health issues
- who are caring for someone
- those with none of the above

Some tenants may meet more than one category.

Participants in the consultation were asked how long a fixed term tenancy should be, for people below pensionable age with no children.

The results are shown below



3.2.2 The majority of participants (57%) indicated that the maximum ten year tenancy should be the default position. 24% thought it should be 5 years.

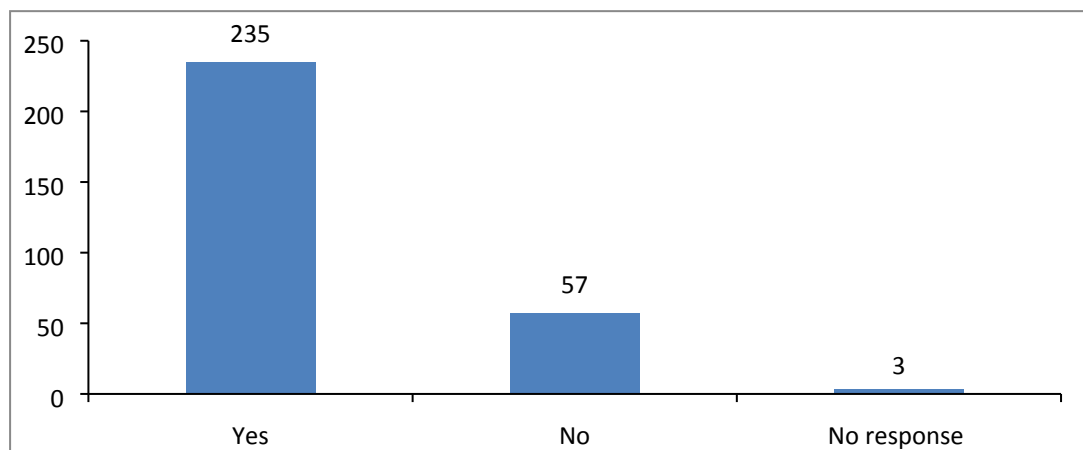
Where people have long term needs such as mental health or are caring for someone within the household this majority increased to 65% and 68% respectively.

Where the same question was asked about people above pensionable age the number recommending a ten year tenancy increased further to 87%.

### 3.2.3 Group B - Tenants with children

Where there are children in the household under the age of 9 years when the tenancy starts, the fixed term can be extended so that it ends on the 19<sup>th</sup> birthday of the youngest child.

Participants in the consultation were asked for their views on whether this should be implemented. The following results were shown:



Where there are children in the household above the age of 9 years, a lesser fixed term could be applied. For example - the default position could be a fixed term of the time up until that youngest child's 19<sup>th</sup> birthday with a set minimum term

### 3.2.4 Group C – tenants with special circumstances

Shorter tenancies could be issued to tenants with limited immigration rights – such as for the period of time up until the right expires

Shorter tenancies could be issued to people being offered accommodation to meet a time limited need in pursuance of a specific initiative – such as the Right Size campaign or a keyworker scheme

3.2.5 Members are asked to recommend the default length of tenancies for those within the categories below:

- 3.2.5.1 Tenants with no children
- 3.2.5.2 Tenants with no children who are vulnerable or caring for someone
- 3.2.5.3 Tenants with no children who are elderly
- 3.2.5.4 General Tenancy
- 3.2.5.5 Tenants with children aged below 9 years
- 3.2.5.6 Tenants with children aged above 9 years

### 3.3. Review at the end of the fixed term

Between nine and six months before the end of the fixed term the Council must review the tenancy and determine one of the following:

- To offer a further fixed term tenancy in the same property;
- To offer a fixed term tenancy in an alternative property;
- To end the tenancy and offer advice on buying a property or other housing options

Criteria for determining the outcomes at the end of the fixed term must be contained within the council's Tenancy Policy and appeal procedures will also be available.

3.3.1 Participants in the consultation were asked in what circumstances they felt a further fixed term tenancy in the same property should not be issued

The following results were shown:

Where the household exhibited Anti-Social Behaviour	95%
Where the property was being under occupied	67%
Where the household had rent arrears	63%
Where the household had higher income levels	40%
Where the property was now unsuitable for medical reasons	53%

3.3.2 When considering whether or not to offer a further fixed term the following factors could be considered

- The household is under occupying the property and this is likely to continue for the foreseeable future – in such circumstances an alternative property could be offered that meets the family size

- The household has exhibited anti-social behaviour during the fixed term and this has not been addressed by the tenant to a satisfactory level at the point of review – in such circumstances no further tenancy would be offered (NB domestic abuse issues will always be considered where applicable)
- The tenancy has not been managed in a suitable manner i.e. there have been a number of tenancy breach instances such as rent arrears – in such circumstances no further tenancy would be offered
- The household is in receipt of income levels much higher than those determined within the financial qualification criteria in the Housing allocations Scheme so that the household can easily afford alternative housing – in such circumstances advice will be provided regarding options such as purchasing a property
- The property has been adapted to meet the needs of a member of the household who is no longer residing at the property – in such circumstances an alternative property should be offered that meets the family's needs and size

3.3.3 Clearly defined processes for assessing the above, including a long term view of the tenancy history, will be provided within the tenancy policy.

Mechanisms for appeal and consistency of decision making at a management level will be built into the tenancy policy document.

#### **4. Reasons for Recommendation**

- 4.1 The Housing and Planning Act 2016 has now received royal assent and the new provisions regarding fixed term secure tenancies must be implemented from 1 April 2017
- 4.2 Changes to the Council's Tenancy Policy are required and the applicable principles will need to be agreed before the policy is updated.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 The consultation for Fixed Term tenancies took place between 25 July 2016 and 23 September 2016, approximately 8 weeks. During this time, there was a range of activity to encourage feedback and instigate discussion within various groups.
- 5.2 A letter regarding the online survey was sent to all current social housing tenants and all of those on the housing waiting list, informing them of the change and encouraging them to take part in the consultation. In addition, the details for the consultation were shared on the Thurrock Council website and Twitter account, as well as the intranet so that staff could raise awareness and also get involved themselves.

- 5.3 The chairs for all the council forums were contacted such as the BME Forum, Mental Health Forum, and Women's Forum, LGBT Forum and the Disability Forum to request the groups take part in the consultation.
- 5.4 Fixed Term Tenancies were also discussed with certain groups face to face, such as the Sheltered Housing Officers and the Tenants Excellence Panel, so that they could raise awareness and assist tenants in completing the consultation.

**6. Impact on corporate policies, priorities, performance and community impact**

- None

**7. Implications**

**7.1 Financial**

Implications verified by: **Julie Curtis**  
**HRA and Development Accountant**

Increased administration due to extra checks and monitoring of fixed term tenancies at the end of their term will be required. Extra void properties as a result of more tenants moving on will increase costs and resources.

The possibility of higher evictions where tenancies end and tenants refuse to leave could also lead to increased legal costs

**7.2 Legal**

Implications verified by: **Martin Hall**  
**Housing Solicitor / Team leader**

The Housing and Planning Act 2016 received Royal assent in May 2016 and is likely to be implemented in the next 12 months, although no date has been specified as of yet.

The Council must implement the new arrangements, in line with regulations to be provided before the end of 2016.

Fixed term tenancies will be more complex to administer than current secure tenancies, particularly around the need to consider the age of children in the household and the requirement to review the tenant's circumstances 6 to 9 months prior to the end of the fixed term. Management of these tenancies will require new procedures around monitoring and possessions claims.



### 7.3 **Diversity and Equality**

Implications verified by: **Natalie Warren**  
**Community Development & Equalities  
Manager**

An equality impact assessment has been undertaken and is attached at Annex two

### 7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

There is a large increase in the duties to be undertaken by officers to implement the monitoring and assessing of fixed term periods. This will necessitate an increase in the workforce.

### 8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

### 9. **Appendices to the report**

- Appendix 1 – Consultation results
- Appendix 2 – Community and Equality Impact Assessment

#### **Report Author:**

Dawn Shepherd  
Housing Strategy & Quality manager

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## Report Settings Summary

**Report Settings Summary**

Event	<b>Fixed Term Tenancies</b>
Total Responses	<b>295</b>
Total Respondents	<b>1</b>
Questions	<b>All</b>
Filter	<i>(none)</i>
Pivot	<i>(none)</i>
Document Name	Update report for O & S
Created on	2016-09-21 10:03:59
Created by	Dawn Shepherd

Table 1

Length of Tenancy

**Length of Tenancy**

Question responses: **292 (98.98%)**

One of the exceptions to the 10 year limit is if a tenant has children. In this situation the fixed term can be extended up to the 19th birthday of the child.

Do you think that tenants with children should be given extended Fixed Term Tenancies until their youngest child is 19 years old?

Page 26

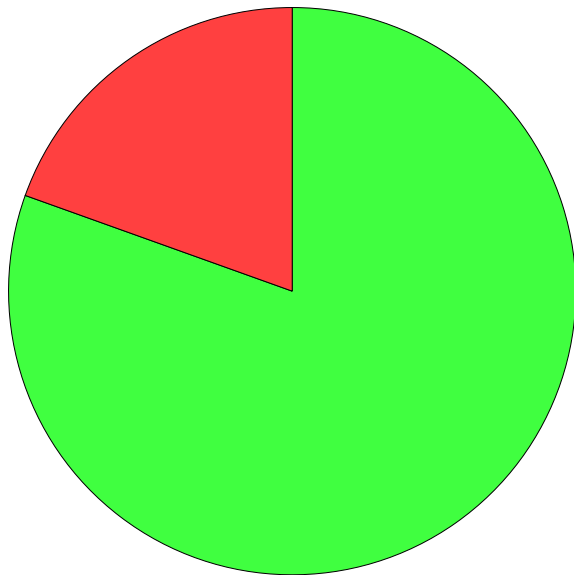


Table 2

	% Total	% Answer	Count
<span style="color: green;">■</span> Yes	79.66%	80.48%	235
<span style="color: red;">■</span> No	19.32%	19.52%	57
<span style="color: grey;">■</span> [No Response]	1.02%	--	3
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 3

## 19th Birthday no extention

## 19th Birthday no extention

Question responses: 49 (16.61%)

Can you explain why

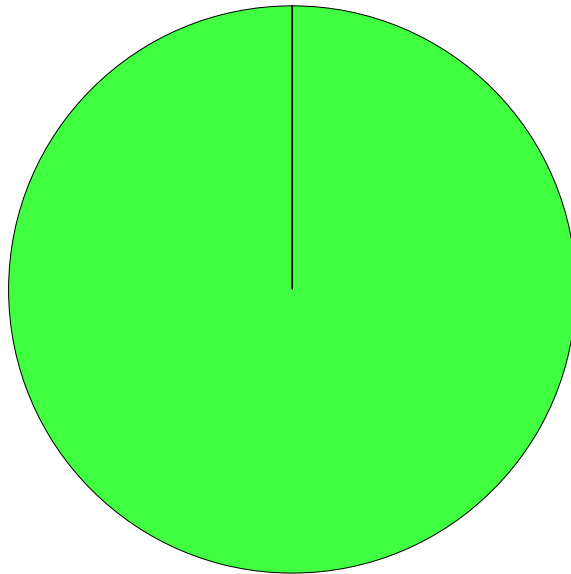


Table 4

	% Total	% Answer	Count
<span style="color: blue;">■</span> [Responses]	16.61%	100.00%	49
<span style="color: grey;">■</span> [No Response]	83.39%	--	246
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 5

Length of Tenancy 2

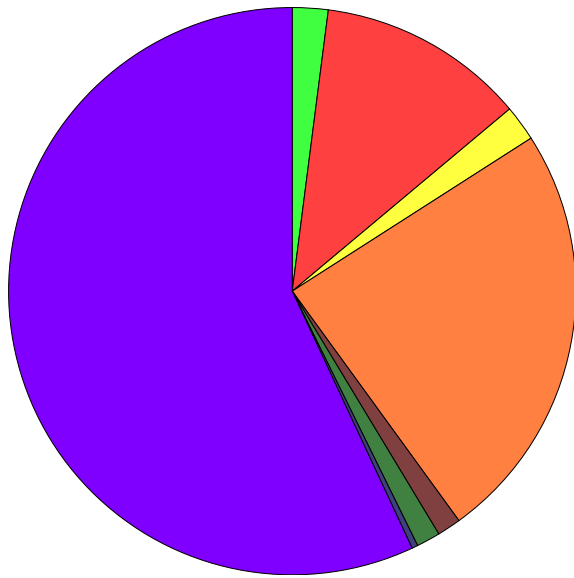
**Length of Tenancy 2**

Question responses: **295 (100.00%)**

The legislation states that tenants without children could be given a maximum Fixed Term Tenancy of up to 10 years.

How long do you think a Fixed Term Tenancy should be issued for, if a tenant does not have children and is below pensionable age?

Page 28



	% Total	% Answer	Count
...please select...	2.03%	2.03%	6
2 Years	11.86%	11.86%	35
3 Years	2.03%	2.03%	6
4 Years	0.00%	0.00%	0
5 Years	24.07%	24.07%	71
6 Years	1.36%	1.36%	4
7 Years	1.36%	1.36%	4
8 Years	0.34%	0.34%	1
9 Years	0.00%	0.00%	0
10 Years	56.95%	56.95%	168
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 7

Table 6

## Length of Tenancy 2

## Length of Tenancy 2

Question responses: **295 (100.00%)**

Older people may require more sustainability and reassurance as they progress through their retirement. The government has suggested that this group may require longer Fixed Term Tenancies.

How long do you think a Fixed Term Tenancy should be issued for, if a tenant is above pensionable age?

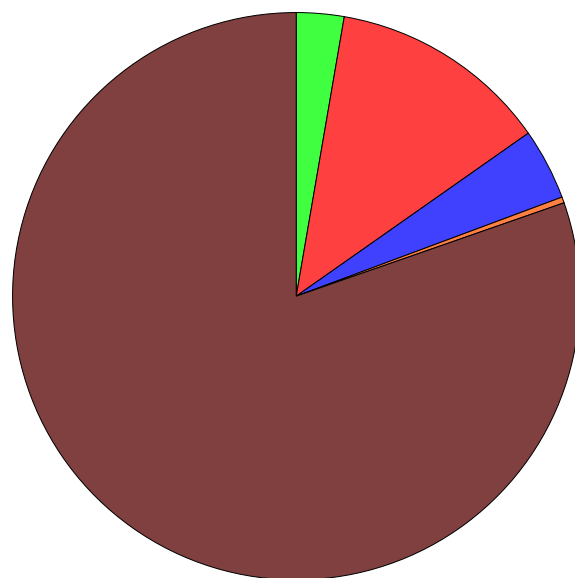


Table 8

	% Total	% Answer	Count
...please select...	2.71%	2.71%	8
6 Years	12.54%	12.54%	37
7 Years	0.00%	0.00%	0
8 Years	4.07%	4.07%	12
9 Years	0.34%	0.34%	1
10 Years	80.34%	80.34%	237
Total	100.00%	100.00%	295

Table 9

Length of Tenancy 2

**Length of Tenancy 2**

Question responses: **295 (100.00%)**

The government has suggested that people with long term needs may require a longer Fixed Term Tenancy.

How long do you think a Fixed Term Tenancy should be issued for, if a tenant is living in an adapted property suitable for their specific needs?

Page 30

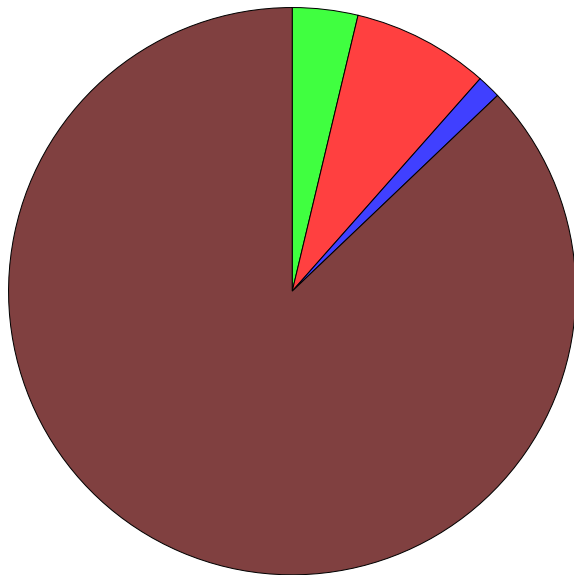


Table 10

	% Total	% Answer	Count
...please select...	3.73%	3.73%	11
6 Years	7.80%	7.80%	23
7 Years	0.00%	0.00%	0
8 Years	1.36%	1.36%	4
9 Years	0.00%	0.00%	0
10 Years	87.12%	87.12%	257
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 11



## Length of Tenancy 2

## Length of Tenancy 2

Question responses: 295 (100.00%)

How long do you think a Fixed Term Tenancy should be issued for, if a tenant has mental health problems?

	% Total	% Answer	Count
...please select...	2.37%	2.37%	7
2 Years	13.22%	13.22%	39
3 Years	1.69%	1.69%	5
4 Years	0.68%	0.68%	2
5 Years	11.86%	11.86%	35
6 Years	1.69%	1.69%	5
7 Years	1.69%	1.69%	5
8 Years	1.69%	1.69%	5
9 Years	0.00%	0.00%	0
10 Years	65.08%	65.08%	192
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 13

Table 12

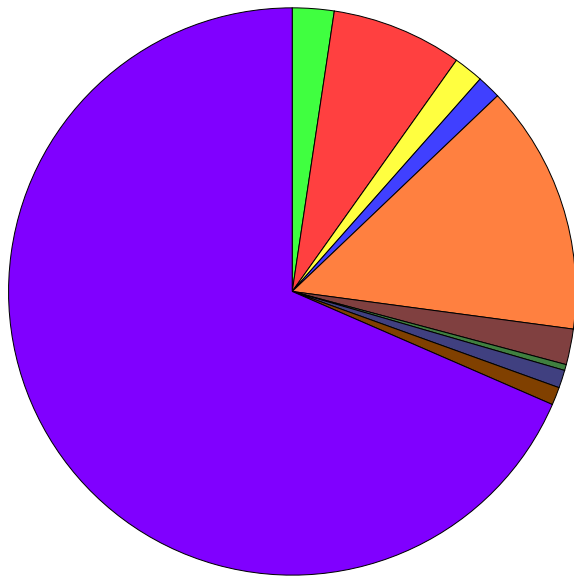
Length of Tenancy 2

**Length of Tenancy 2**

Question responses: **295 (100.00%)**

How long do you think a Fixed Term Tenancy should be issued for, if a tenant is a carer of someone within the property?

Page 32



	% Total	% Answer	Count
...please select...	2.37%	2.37%	7
2 Years	7.46%	7.46%	22
3 Years	1.69%	1.69%	5
4 Years	1.36%	1.36%	4
5 Years	14.24%	14.24%	42
6 Years	2.03%	2.03%	6
7 Years	0.34%	0.34%	1
8 Years	1.02%	1.02%	3
9 Years	1.02%	1.02%	3
10 Years	68.47%	68.47%	202
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 15

Table 14

## Not issue a further Fixed Term Tenancy

## Not issue a further Fixed Term Tenancy

Question responses: **290 (98.31%)**

In what circumstances should the council not issue a further Fixed Term Tenancy? You can tick as many options as you wish.

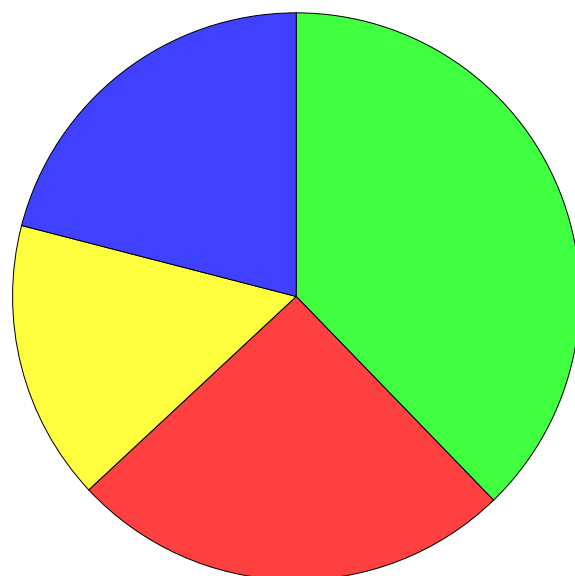


Table 16

	% Total	% Answer	Frequency	Count
Anti-Social Behaviour	37.50%	37.75%	94.58%	279
Rent arrears	25.13%	25.30%	63.39%	187
Higher income levels	15.86%	15.97%	40.00%	118
Unsuitable for medical reasons	20.83%	20.97%	52.54%	155
[No Response]	0.67%	--	1.69%	5
Total	100.00%	100.00%	0%	744

Table 17

Tenancy Review

Tenancy Review

Question responses: **287 (97.29%)**

Do you think a further Fixed Term Tenancy, in the same property, should be given to a household who is under occupying at the time of the review?

Page 34

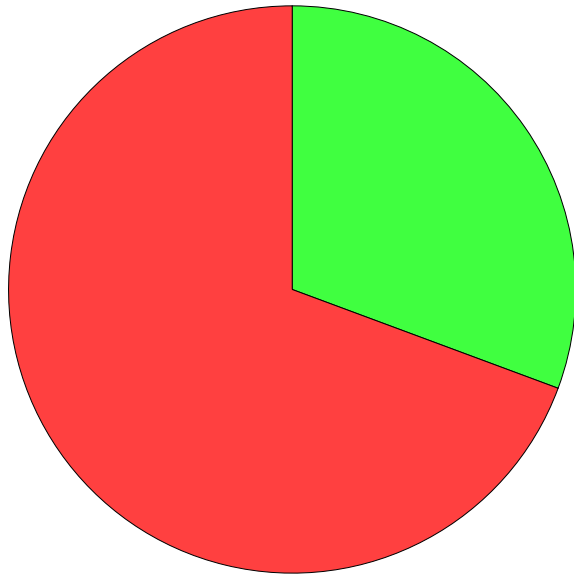


Table 18

	% Total	% Answer	Count
<span style="color: green;">■</span> Yes	29.83%	30.66%	88
<span style="color: red;">■</span> No	67.46%	69.34%	199
<span style="color: grey;">■</span> [No Response]	2.71%	--	8
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

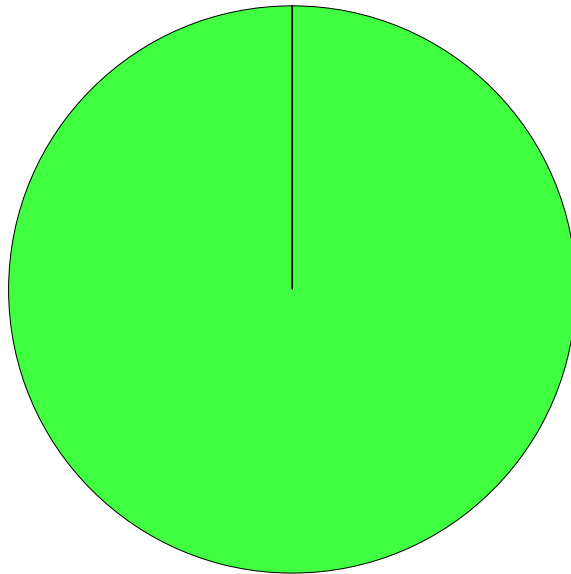
Table 19

same propety for under occupancy reason

same propety for under occupancy reason

Question responses: 75 (25.42%)

Can you please explain why



	% Total	% Answer	Count
<span style="color: darkblue;">■</span> [Responses]	25.42%	100.00%	75
<span style="color: lightblue;">■</span> [No Response]	74.58%	--	220
Total	100.00%	100.00%	295

Table 21

Table 20

Tenancy Review 2

**Tenancy Review 2**

Question responses: **285 (96.61%)**

A property is under occupied when it has more bedrooms than required by the household.

Do you think that a Fixed Term Tenancy, in a different property, should be given to a household if they are under occupying at the time of the review?

Page 36

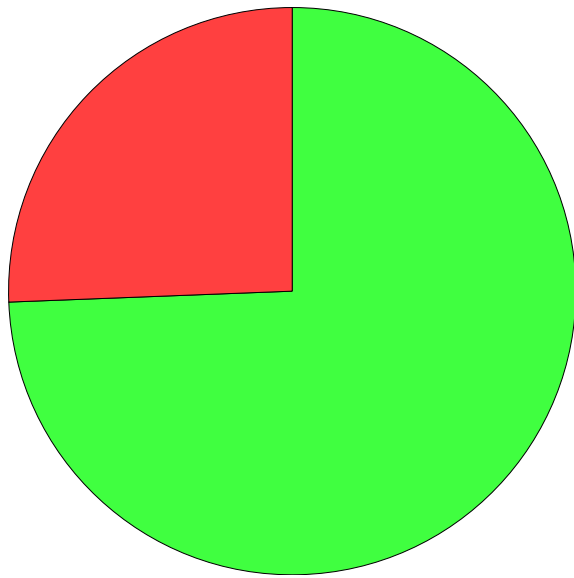


Table 22

	% Total	% Answer	Count
<span style="color: green;">■</span> Yes	71.86%	74.39%	212
<span style="color: red;">■</span> No	24.75%	25.61%	73
<span style="color: grey;">■</span> [No Response]	3.39%	--	10
Total	100.00%	100.00%	295

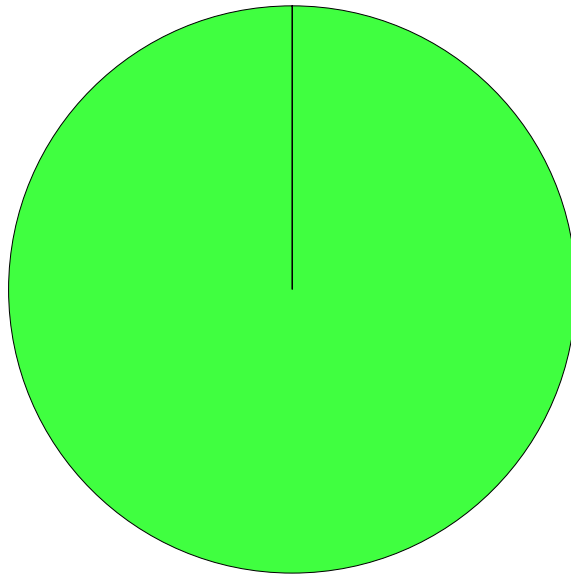
Table 23

Move to smaller house

Move to smaller house

Question responses: **56 (18.98%)**

Can you please explain why



	% Total	% Answer	Count
<span style="color: blue;">■</span> [Responses]	18.98%	100.00%	56
<span style="color: white;">■</span> [No Response]	81.02%	--	239
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 25

Table 24

Direct offer

**Direct offer**

Question responses: **291 (98.64%)**

If the council chooses to offer an alternative property do you think the tenant should be able to bid for a property or should the council offer a property direct?

Page 38

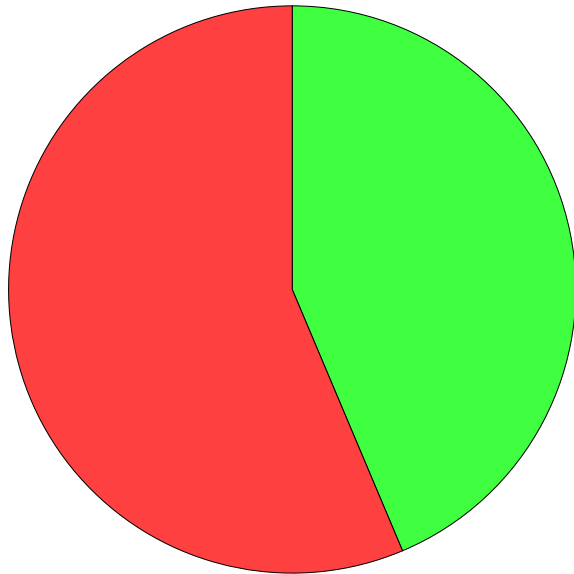


Table 26

	% Total	% Answer	Count
<span style="color: green;">■</span> Bid for a property	43.05%	43.64%	127
<span style="color: red;">■</span> Direct offer from the council	55.59%	56.36%	164
<span style="color: grey;">■</span> [No Response]	1.36%	--	4
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 27



## Transfer

Question responses: **288 (97.63%)**

Do you think the council should offer secure tenancies to tenants transferring from other boroughs, who already hold secure tenancies in the borough they are moving from?

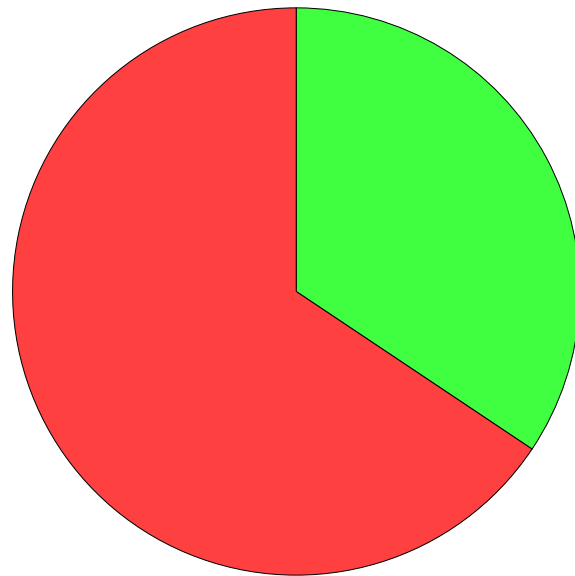


Table 28

	% Total	% Answer	Count
<span style="color: green;">■</span> Yes	33.56%	34.38%	99
<span style="color: red;">■</span> No	64.07%	65.63%	189
<span style="color: grey;">■</span> [No Response]	2.37%	--	7
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>295</b>

Table 29

yes give secure to transferring

**yes give secure to transferring**

Question responses: **84 (28.47%)**

Can you please explain why

Page 40

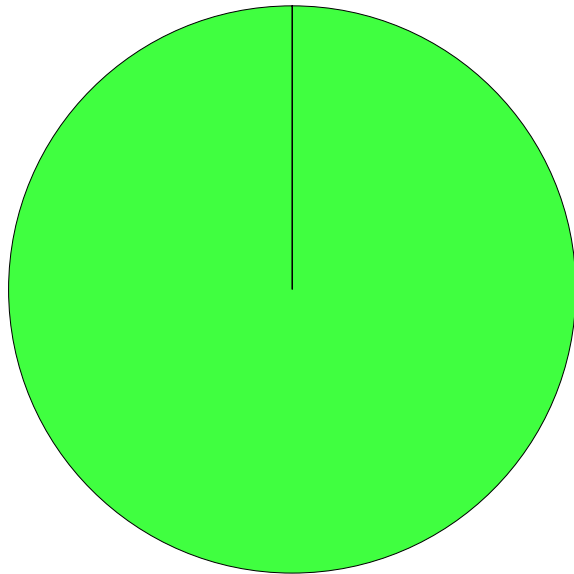


Table 30

	% Total	% Answer	Count
<span style="color: blue;">■</span> [Responses]	28.47%	100.00%	84
<span style="color: lightblue;">■</span> [No Response]	71.53%	--	211
Total	100.00%	100.00%	295

Table 31

## Others Succeed

Question responses: **290 (98.31%)**

If an existing tenant dies, the tenancy includes one right to succession for the spouse or partner, who may continue to succeed in a lifetime tenancy.

Do you think children or other family members should have the right to succeed a property?

	% Total	% Answer	Count
<span style="color: green;">■</span> Yes	75.25%	76.55%	222
<span style="color: red;">■</span> No	23.05%	23.45%	68
<span style="color: gray;">■</span> [No Response]	1.69%	--	5
Total	100.00%	100.00%	295

Table 33

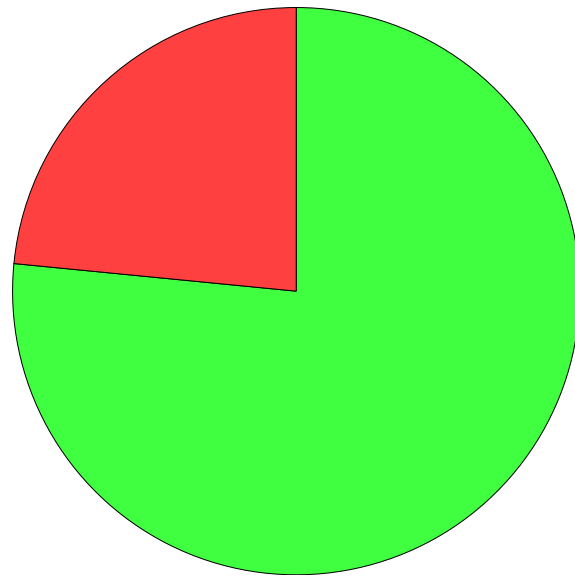


Table 32

Succession for Family options

**Succession for Family options**

Question responses: **222 (75.25%)**

Which family members should be given succession? Tick as many options as you wish.

Page 42

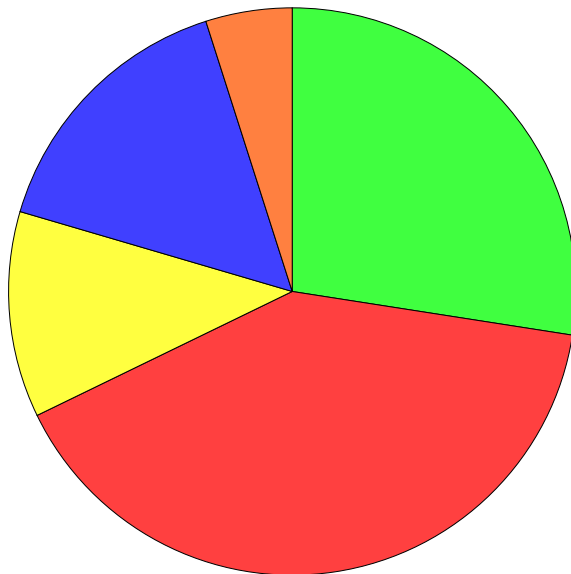


Table 34

	% Total	% Answer	Frequency	Count
Parents	24.13%	27.46%	49.15%	145
Children	35.44%	40.34%	72.20%	213
Grandparents	10.32%	11.74%	21.02%	62
Siblings	13.64%	15.53%	27.80%	82
Aunts/ Uncles	4.33%	4.92%	8.81%	26
[No Response]	12.15%	--	24.75%	73
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0%</b>	<b>601</b>

Table 35

Family length of succession

Family length of succession

Question responses: **222 (75.25%)**

How long should the succession be granted for?







	% Total	% Answer	Count
 ..please select..	6.44%	8.56%	19
 2 Years	3.05%	4.05%	9
 3 Years	1.02%	1.35%	3
 4 Years	1.02%	1.35%	3
 5 Years	63.73%	84.68%	188
 [No Response]	24.75%	--	73
Total	100.00%	100.00%	295

Table 37

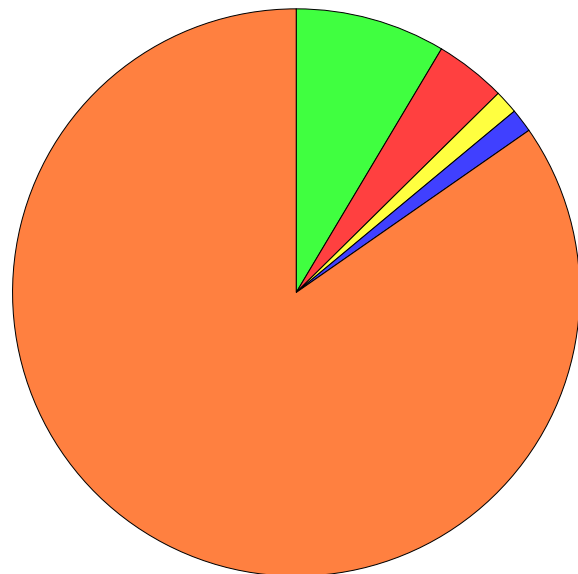


Table 36

General comments

**General comments**

Question responses: **136 (46.10%)**

Please use this space to write any general comments that you may have about Fixed Term Tenancies or this consultation:

Page 44

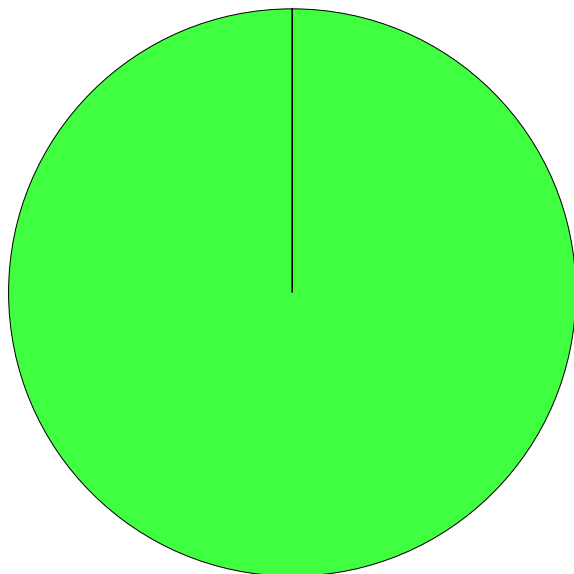


Table 38

	% Total	% Answer	Count
<span style="color: blue;">■</span> [Responses]	46.10%	100.00%	136
<span style="color: white;">■</span> [No Response]	53.90%	--	159
Total	100.00%	100.00%	295

Table 39

## Community and Equality Impact Assessment

As an authority we have made a commitment to apply a systematic screening process to both new policy development or changes to services.

This is to determine whether the proposals are likely to have a significant impact on different groups within our community.

This process has been developed, together with [full guidance \(PDF\)](#), to support officers in meeting our duties under the:

- Equality Act 2010.
- The Best Value Guidance
- The Public Services (Social Value) 2012 Act

In addition the guidance supports officers to consider our commitments set out in the [Thurrock Joint Compact](#) with the voluntary sector.

As well as supporting you to look at whether there is, or will be, a significant impact, the guidance will also consider ways in which you might mitigate this in the future.

**About the service or policy development**

Name of service or policy	Fixed Term Secure tenancies
Lead Officer	Bali Nahal
Contact Details	<a href="mailto:bnahal@thurrock.gov.uk">bnahal@thurrock.gov.uk</a>

Why is this service or policy development/review needed?

The legislation has changed, making it mandatory for all local authorities to issue Fixed Term Secure Tenancies, starting 1 April 2017.

**1. Community impact (this can be used to assess impact on staff although a cumulative impact should be considered).**

What impacts will this service or policy development have on communities?  
Look at what you know? What does your research tell you?

Consider:

- National and local data sets – for example, [key statistics and ward profiles](#)
- Complaints
- Consultation and service monitoring information
- Voluntary and Community Organisations
- The Equality Act places a specific duty on people with ‘protected characteristics’. The table below details these groups and helps you to consider the impact on these groups.

	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
<b>Local communities in general</b>	Y		Y	Communities will be more cautious that their tenancy may not be renewed if the terms and conditions of the tenancy are not adhered to. They may feel that they need to prove they are a good tenant, which will result in a positive impact.	The qualities of good behaviour such as paying rent on time and respecting others in the community will be highlighted within the policy and reiterated when tenancies are given so that tenants are aware of how their behaviour will be measured.



**COMMUNITY AND EQUALITY IMPACT ASSESSMENT**

				<p>On the other hand, if tenancies are issued for a shorter timeframe, they may deflect from building sustainable communities. Tenants may feel that they are not able to settle and feel at home due to the possibility of moving in a few years.</p>	<p>It is important that the timeframes for fixed term tenancies do not compromise building sustainable communities. Therefore thought must be given to various groups and their future needs to move. For example a young family may not need to move for a number of years, therefore consideration should be given to maximising tenancies for households with children. On the other hand, an older couple living in a single bedroom property may also not need to move for a number of years, therefore they should be encouraged to settle and enjoy their home without the threat of being moved within a short timeframe.</p>
<b>Age</b>	Y		Y	<p>Older people in larger properties than they need have been left alone to manage their tenancies unless it has been highlighted that they require support. Although this is positive and allows them to build local</p>	<p>The review at the end of the tenancy could assess the size of the property they are living in and also initiate the conversation, if they require support in moving to a smaller property or wish to move to a different</p>

			<p>connections, it can also have a negative impact, in that they are coping in a bigger property than they need and possibly paying higher rent as a result. It could also result in them not needing early intervention of support, which may result in more drastic intervention at crisis point.</p> <p>Younger families, with children of school age could benefit from having a stable home until their children reach 19, which will allow them to embed themselves in the local community and have stability of remaining in the same home.</p>	<p>area.</p>
<p><b>Disability</b></p>	<p>Y</p>	<p>Y</p>	<p>There are positive and negative aspects for disabled individuals, however these are similar to other groups without disabilities. For example fixed term tenancies will facilitate a regular review of housing needs and any additional support the local authority can offer. However it will not necessarily be a “home for life” as needs may change</p>	<p>Thurrock needs to be very clear at the beginning of the tenancies what issues will be reviewed and that there may be a possibility that a tenant may need to move either through bad behaviour or changed housing requirements. This will allow for a better management of expectation.</p>

<b>COMMUNITY AND EQUALITY IMPACT ASSESSMENT</b>	
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				over time.	
<b>Gender reassignment</b>		Y			
<b>Marriage and civil partnership</b>		Y			
<b>Pregnancy and maternity</b>		Y			
<b>Race (including Gypsies, Roma and Travellers)</b>		Y			

<b>Religion or belief</b>		Y			
<b>Gender</b>		Y			
<b>Sexual orientation</b>		Y			
<b>Any community issues identified for this location?</b> <i>See above link to ward profiles.</i> If the project is based in a specific location please state where, or whether Borough wide. Please note any detail of relevance e.g. is it an area with high unemployment, or public transport limited?					

## 2. Consultation.

<p>Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g. on-line consultation, focus groups, consultation with representative groups?  <b><i>This is a vital step</i></b> – see <a href="#">full guidance (PDF)</a>.</p>
<ul style="list-style-type: none"> <li>• A letter highlighting the consultation has been sent to all current tenants with their rent statement in July 2016</li> <li>• A message highlighting the consultation has been sent to all current applicants on the housing register in July 2016.</li> <li>• All staff forums have been sent details of the consultation along with the link in July 2016.</li> <li>• The new legislation and consultation has been shared at the Mental Health Forum on 27 July 2016.</li> <li>• The consultation has been highlighted on the Thurrock Council website.</li> <li>• The consultation has been circulated to all Housing staff to gain their views, in light of their experiences on 27 July 2016.</li> <li>• The new legislation and consultation has been shared with the Tenants Excellence panel on 23 August 2016.</li> </ul>

## COMMUNITY AND EQUALITY IMPACT ASSESSMENT

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g. on-line consultation, focus groups, consultation with representative groups?

***This is a vital step*** – see [full guidance \(PDF\)](#).

- The new legislation and consultation has been shared with members on 29 September 2016

### 3. Monitoring and Review

How will you review community and equality impact once the service or policy has been implemented?

*These actions should be developed using the information gathered in **Section 1 and 2** and should be picked up in your departmental/service business plans.*

Action	By when?	By who?
The Fixed term Tenancies will be reviewed every time the tenancy comes to an end. In addition the Tenancy Management Team will deal with any issues as and when they happen.	Tenancy Management Team	Ongoing

### 4. Next steps

It is important the information gathered is used to inform any Council reports that are presented to Cabinet or Overview and Scrutiny committees. This will allow Members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the community as a whole.

Take some time to précis your findings below. This can then be added to your report template for sign off by the Community Development and Equalities team at the consultation stage of the report cycle.

Implications/ Customer Impact

Implications/ Customer Impact

There will be a shift in the way social housing is allocated and managed. It will be more needs based, rather than homes issued “for life”. We anticipate more movement within housing stock as a result, however this will be gradual, as all current secure tenants will remain secure. In addition all of those on Introductory tenancies will be given secure tenancies until the new policy comes into effect. For example, if a new tenant is given an Introductory Tenancy before April 2017, they will be granted a secure tenancy when their introductory comes to an end. Those Introductory Tenancies issues after April 2017 will then be given a fixed term tenancy once their year is over.

As this change will only affect new tenants, it will be easier to manage expectation, as they will be clear from the start that the tenancy is only for a fixed period of time Thereafter it will be reviewed as will be highlighted in the policy.

**5. Sign off**

The information contained in this template should be authorised by the relevant project sponsor or Head of Service who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role (e.g. project sponsor, head of service)	Date

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