Charnwood

SCRUTINY REVIEW: SCOPE

REVIEW TITLE: Housing Needs Scrutiny Panel

SCOPE OF ITEM / TERMS OF REFERENCE

Scrutiny of the effectiveness of the current Housing Register (HR) and whether the process could be streamlined or whether a separate list could be created for residents that require adapted properties.

REASON FOR SCRUTINY

There is a long waiting list with a number of residents waiting long periods for housing assessment decisions to be made.

MEMBERSHIP OF THE GROUP

Councillor Sarah Monk (Chair)
+ up to 5 other Members (following expressions of interest)

WHAT WILL BE INCLUDED

HR applications

WHAT WILL BE EXCLUDED

Supply side as this is a national matter

KEY TASKS * * including consideration of efficiency savings

1. Gather up to date statistics in respect of the HR and housing needs to initially ascertain extent of issues:

- Current number of HR applications registered and active
- Current number of new HR applications awaiting assessment
- Current number of HR applications awaiting assessment due to "change in circumstances"
- Current number of HR applications "awaiting further information" from applicant
- Current number of HR applications (assessed) which are Band 1, Band 2 and Band 3
- Current number of HR applications (assessed) which require ground floor/adapted

accommodation (disability or mobility)
- Current number of HR applications (assessed) requiring over 60 accommodation
- Current number of HR applications (assessed) requiring 1, 2, 3, or 4+ bed accommodation
- Current number of HR applications (assessed) requiring sheltered housing
- Average time it takes to assess a new HR application
- Average time it takes to re-assess an existing HR application following a "change of circumstances" application
- Current number of HR review requests outstanding

2. Clarification on the assessment process for applicants with a disability or mobility need.
3. Clarification of how the "downsizing incentive" works for those who currently under occupy a family home (2, 3 or 4 bed house) and/or those who are eligible for a sheltered accommodation or bungalow.
4. Investigate the possibility of whether it would be feasible to incorporate an online ID checking process within the HR application.

STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *

Katie Moore - Head of Strategic Housing

Kyle Richardson - Housing Needs Manager

Dawn Eckersley - Strategic Housing Manager

Landlord Services

Private Sector Housing/Leicestershire County Council will be involved in cases where adaptations are needed

EQUALITY IMPLICATIONS

Equality / Diversity issues relating to this review will be considered as part of any work undertaken.

An impact needs assessment will be considered at the Panels penultimate meeting.

LINKS/OVERLAPS TO OTHER REVIEWS

This scrutiny review links to voids

RESOURCE REQUIREMENTS

Support from Democratic Services can be accommodated.
Anticipate 3/4 meetings.

REPORT REQUIREMENTS (Officer information)	
None (at this stage)	
REVIEW COMMENCEMENT DATE	**COMPLETION DATE FOR DRAFT REPORT**
June 2024	Sep/Oct 2024

* Key tasks and stakeholders may be subject to change as the review progresses.

PROGRESS OF PANEL WORK

MEETING DATE	PROGRESS TO DATE
NOTE: To facilitate witness attendance, it is anticipated that times of the meetings will be a mix of daytime and early evening. (Chair requested that Thursdays be avoided) Meetings can be held online/hybrid. The final recommendation formulisation meeting must be held in person	

REPORT SUBMITTED TO SCRUTINY COMMISSION
8th January 2024