

Public Document Pack

Mid Devon District Council

Decent and Affordable Homes Policy Development Group

Tuesday, 6 October 2015 at 2.15 pm
Exe Room, Phoenix House

Next meeting
Tuesday, 1 December 2015 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr P J Heal
Cllr Mrs E M Andrews
Cllr Mrs H Bainbridge
Cllr W J Daw
Cllr Mrs G Doe
Cllr R J Dolley
Cllr R Evans
Cllr J D Squire
Cllr L D Taylor

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **Apologies and Substitute Members**
To receive any apologies for absence and notice of appointment of substitutes.
- 2 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 3 **Minutes** (*Pages 5 - 10*)
To approve as a correct record the minutes of the meeting held on 11 August 2015 (copy attached).
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.

- 5 **Draft Housing Strategy 2015 - 2020** (*Pages 11 - 58*)
To receive a report from the Housing Services Manager regarding the need to review the existing housing strategy.
- 6 **Asbestos Management Plan 2015** (*Pages 59 - 106*)
To receive a report from the Head of Housing & Property Services advising Members of the approach taken for the management of asbestos in Council Properties.
- 7 **Community Housing Support (briefing paper)** (*Pages 107 - 110*)
To receive a briefing paper from the Housing Services Manager regarding the work of the Community Support & Initiatives team.
- 8 **Identification of items for the next meeting**
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Cash Incentive Scheme
 - Succession and Assignment
 - Improvements to Council Properties
 - Leasehold Management
 - Private Sector Housing Renewal Policy
 - Supply and Demand Policy
 - Voids Policy
 - Financial Monitoring
 - Budget update for 2016/17
 - Performance and Risk Q2

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Kevin Finan
Chief Executive
Monday, 28 September 2015

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or if you would like a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:

Tel: 01884 234310

E-Mail: slees@middevon.gov.uk

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MID DEVON DISTRICT COUNCIL

MINUTES of a MEETING of the DECENT AND AFFORDABLE HOMES POLICY DEVELOPMENT GROUP held on 11 August 2015 at 2.15 pm

Present

Councillors

P J Heal (Chairman)
Mrs E M Andrews, Mrs H Bainbridge,
W J Daw, Mrs G Doe, R Evans, J D Squire
and L Taylor

Apologies

Councillor

R Dolley

Also Present

Officers

Nick Sanderson (Head of Housing and Property Services),
Amy Tregellas (Head of Communities and Governance and
Monitoring Officer), Clare Fry (Housing Services Manager),
Andrew Cawdron (Finance Manager), Angela Barrett
(Accountant), Helen Carty (Housing Policy Officer) and
Sarah Lees (Member Services Officer)

Also in

Attendance

Mrs Trudy Saunders and Mrs Patricia Cowie from 'Tenants
Together'

21 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Cllr R J Dolley.

22 PUBLIC QUESTION TIME

The Minutes of the meeting held on 16 June 2015 were approved as a correct record and **SIGNED** by the Chairman.

23 MINUTES

The Minutes of the meeting held on 16 June 2015 were confirmed as a true and accurate record and **SIGNED** by the Chairman.

24 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

25 VOIDS SERVICE REVIEW REPORT AND PRESENTATION (00:01:30)

The Group received and **NOTED** a report * and presentation from two representatives of the 'Tenants Together' Group, Mrs Trudy Saunders and Mrs Patricia Cowie. The Voids Service had been selected for scrutiny by 'Tenants Together' as they were striving to improve performance in this area.

Mrs Saunders began by summarising the steps they had taken to undertake the review. This had included an analysis of tenant satisfaction forms, speaking to members of the voids team and comparing policy with other local authorities. They had also visited void properties and had studied the void process from beginning to end. They had concluded that:

- In certain areas Mid Devon District Council was spending more money than other similar authorities particularly with regard to the supply of paint packs. They commented that tenants were 'paid' to complete their own painting jobs, however, they may not have the necessary skills to complete this to the required standard. The Head of Housing and Property Services clarified the position by stating that tenants were not 'paid' as such but received a 'reward' if the job was completed to the required standard. This was part of trying to encourage tenants to take pride in their homes. Some sheltered accommodation was decorated by the Council but for other Council properties a handyman service was available at a cost to the tenant.
- 'Tenants Together' had considered that the 17 day void target was already a tight turnaround and should not be shortened any further.
- Tenancy Home Checks were vital when checking potential damage before a tenant vacated a property.
- 'Procurement' needed to be looked at as part of the ongoing review

The Cabinet Member for Housing, whilst complimenting the representatives for their tireless work in producing such a comprehensive report reminded the Group that this review had been undertaken by tenants themselves and the report represented their views, not necessarily the views of the Housing Service. Resources were a problem but all homes made the Decent Homes Standard. The Head of Housing and Property Services stated that the Void Policy would be coming to the Group at their next meeting and that comments and views made with regard to the tenants review would be taken on board.

The Chairman thanked the representatives on behalf of the Group for the work they had undertaken in conducting this review.

Note: * Report previously circulated; copy attached to the signed Minutes.

26 **TENANCY POLICY (00:35:00)**

The Group had before it a report * from the Housing Services Manager reviewing the Housing Services Tenancy Policy. As a Registered Provider of social housing, the Council was required to publish clear and accessible policies which outline its approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions and tackling tenancy fraud.

Discussion took place with regard to:

- Flexible Tenancies - officers were expected to refer to the Tenancy Policy on a regular basis and as such the policy was a working document. Flexible Tenancies were explained as being issued either on a 2 year or 5 year fixed term basis. They were 'flexible' in that at the end of the term officers looked at the circumstances of the tenancy and decided whether or not the tenancy needed to be reviewed. Often people's circumstances changed, this could be

in relation to income or family members moving out of the property or indeed whether an adapted property was still required. 'Tenancies for life' were no longer issued; the Housing Service had to make best use of its housing stock and place tenants in the most appropriate properties for their circumstances.

RECOMMENDED to the Cabinet that it approves the revised Housing Services Tenancy Policy.

(Proposed by Cllr Mrs H Bainbridge and seconded by Cllr J D Squire)

Note: (i) * Report previously circulated; copy attached to the signed Minutes.

(ii) Cllr Mrs E M Andrews requested that her abstention against the decision be recorded.

27 **INCOME MANAGEMENT POLICY (00:53:30)**

The Group had before it a report * from the Housing Services Manager reviewing the Housing Services Income Management Policy. The review of this policy reflected changes in good practice and allowed for any legislative changes to be updated accordingly.

Discussion took place regarding:

- One of the Councils main income streams being housing rents the necessity to maximise income wherever possible.
- Neighbourhood Teams were responsible for this function and made regular contact with tenants who may have fallen behind with their rental payments. The system used within the Housing Service prompted action whenever arrears were due. A traffic light letter system was used which was helpful for vulnerable tenants or those whose first language was not English.
- The Policy treated everybody fairly.
- Every effort was made by officers to engage with tenants in order to avoid eviction including working with other agencies such as 'Moneywise' who could offer specialist advice to those struggling financially.

RECOMMENDED to the Cabinet that it approves the revised Housing Services Income Management Policy.

(Proposed by Cllr W J Daw and seconded by Cllr Mrs E M Andrews)

Note: * Report previously circulated; copy attached to the signed Minutes.

28 **FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2015 (01:04:04)**

The Group had before it and **NOTED** a report from the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

The Principal Accountant outlined the contents of the report stating that for the first three months of the year the General Fund and Private Sector Housing Grants were both on budget. Currently there was only a small variation of £4k showing against the Housing Revenue Account.

Note: * Report previously circulated, copy attached to the signed Minutes.

29 **PERFORMANCE AND RISK (01:08:55)**

The Group had before it, and **NOTED**, a report * from the Head of Communities and Governance providing it with an update on performance against the Corporate Plan and local service targets for 2015/16 as well as providing an update on the key business risks.

There were several performance indicators that were below target including the following:

- 'Repairs Completed at First Visit' - this indicator was currently under review as the target set previously was unrealistically strict.
- Figures in relation to the proportion of rent owed did not accurately reflect the true position and needed re-profiling.
- It was envisaged that 100% of Council properties would have reached the Decent Home Standard by the end of the year.

A brief discussion took place regarding why some tenants would not let officers into their homes to test for gas safety. This sometimes related to the fact that people were fearful of letting strangers in.

Note: * Report previously circulated; copy attached to the signed Minutes.

30 **DEVON HOME CHOICE WORKING GROUP - RE-ESTABLISHMENT (01:15:25)**

There had been a need for the Group to appoint new Members to the Devon Home Choice Working Group following the retirement of previous Members. It had been agreed in March 2015 that the work of the group be held in abeyance until such time that it was possible to seek feedback from authorities who had decided to remove Band E from their housing allocation schemes.

The Head of Housing and Property Services provided new Members to the Group with the background behind the original working group. He suggested that at the first meeting of the 'new' group Members ought to receive a presentation on how Devon Home Choice works. In addition they should receive a copy of the report which was previously presented to the Cabinet summarising the work and initial thoughts of the original group. The first meeting should also be used as a scoping exercise with a clear time table put in place.

RESOLVED that Councillors Mrs H Bainbridge, Mrs G Doe, R Evans, P J Heal and J D Squire be appointed to the re-established Devon Home Choice Working Group and the Committee Clerk organise a date for the first meeting.

31 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01:23:28)**

In addition to the items already listed in the work programme, the following items were requested to be on the agenda for the next meeting:

- Supply and Demand Policy

Following the budget announced by Central Government on 8 July 2015, the Head of Housing and Property Services informed the Group that it was his intention to circulate some information regarding the implications of this on the Housing Service over the next few years. This did not need to be a report to the Group for the next meeting but would be circulated to them in the intervening period.

(The meeting ended at 3.40 pm)

CHAIRMAN

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DECENT & AFFORDABLE HOMES PDG 6 OCTOBER 2015

DRAFT HOUSING STRATEGY 2015-2020

Cabinet Member Cllr Ray Stanley
Responsible Officer Housing Services Manager

Reason for Report: The existing housing strategy requires review

RECOMMENDATION(S): That the Cabinet agrees the revised housing strategy prior to it being sent out for consultation.

Relationship to Corporate Plan: Although the Corporate Plan is currently under review, the existing plan contains a pledge relating to decent and affordable homes. This is to ensure that the housing needs of residents in the District are recognised through the provision of affordable homes and good quality housing in the public and private sector. In addition, the pledge entitled: “Empowering our Communities” states that the Council will work with our partners to maximise the potential of all our citizens by tackling social disadvantage and deprivation. It also states that the Council will plan for the future in relation to both older people and young people.

Financial Implications: All actions arising from this strategy will be met, if possible, by existing and future budgets informed by service plans.

Legal Implications: The Local Government Act 2003 imposes a duty on the Council to publish a housing strategy which sets out the vision and priorities for housing in the District.

Risk Assessment: Having a housing strategy in place which references other strategies and plans should help to mitigate the impact of welfare reform and the reducing availability of public sector finance. It should also help towards managing the expectations of local people and other stakeholders.

1.0 Introduction

- 1.1 In accordance with the provisions of the Local Government Act 2003, the Council is required to publish a housing strategy which sets out our vision and priorities for housing in the District. This strategy must contain the objectives, targets and policies on how we intend to manage and deliver our strategic housing role. It also needs to provide an overarching framework against which we consider and formulate other policies on more specific housing issues.
- 1.2 The existing housing strategy 2010-2015 now needs updating.
- 1.3 The revised strategy should address all relevant issues, including homelessness and the energy efficiency of housing stock.
- 1.4 In addition, it should contain information about the current position and the context. This should include reference to wider priorities including both national and local ones.

- 1.5 The strategy also includes information about how the Council manages its housing stock and performs its role as a landlord.
- 1.6 The purpose of the strategy is to provide a framework for achieving the outcomes and priorities for housing in Mid Devon. To inform this, the strategy should include information on the current and future position of all significant aspects of housing need in all tenures and on service performance.
- 1.7 The strategy should reflect the Council's role in discharging a number of statutory duties including those relating to public sector housing, homelessness and safeguarding of vulnerable children and adults.
- 1.8 The strategy is based on information obtained through the Census 2011 and on the findings of the recent Strategic Housing Market Assessment (SHMA) which was published by the authorities located in the Exeter Housing Market Area.
- 1.9 Consultation on priorities to be included in the strategy was commenced in May 2013 and was publicised in a press release, in Mid Devon Talk, on our website, at a meeting of the Mid Devon Equality Forum and at two "Make Your Money Go Further" events for tenants. Stakeholders including other local authorities surrounding the District and others within Devon were consulted, as were all the other Registered Providers within Mid Devon and partner agencies. The Citizen's Panel was also asked to respond to the consultation. Due to delays in the publication of the tenant newsletter, Housing News 4U, the consultation was extended to the end of August 2013.

2.0 The Draft Housing Strategy

- 2.1 Since the existing housing strategy was adopted, there have been many changes to housing policy, and many reforms to the welfare system. These are reflected in the new draft housing strategy.
- 2.2 The Housing Service is committed to providing homes for our community. In order to achieve this vision, a number of key priorities have been identified:

2.2.1 One: Delivering affordable housing

In accordance with this priority, we will work in partnership with other providers to develop new homes to meet the need established in the SHMA. We will also try to develop more Council housing and to work with landlords in the private sector to bring empty homes back into use. The need for additional pitches for gypsies and travellers has been recognised within the new draft strategy and the Devon Partnership Gypsy and Traveller Accommodation Assessment has been referenced.

2.2.2 Two: Making better use of existing housing stock

The work of the Private Sector Housing team aligns with this priority because overall housing supply is affected by property condition and investment in maintenance. The provision of aids and adaptations in both private and public sector accommodation is also important enabling people to remain independent in their own homes.

We use Devon Home Choice to award priority for rehousing and Members of the PDG are about to review the operation of the scheme in Mid Devon. Even if changes are made to the scheme, it will still offer a consistent approach to the allocation of social housing enabling us to make best use of the housing stock in the District.

In accordance with this priority, we have made it clear within our tenancy strategy that we expect registered providers of social housing (RPs) to use fixed term tenancies. The management of our own housing stock also supports this priority.

2.2.3 Three: Preventing homelessness

The homelessness strategy which was adopted in 2014 contains three specific priorities and these are confirmed in the housing strategy.

2.2.4 Four: Managing the impact of an aging population

The housing strategy acknowledges that a huge increase in the number of elderly living in Mid Devon is projected over the next two decades. The population over 65 is likely to increase by over 54% and the population aged 75 or over is likely to go up by nearly 82% in the period until 2033. We have already started to explore new ways of delivering services to older people in both public and private sector housing and to expanding existing services in support of this priority.

2.2.5 Five: Reducing the impact of welfare reform

Work to reduce fuel poverty in our strategy will reduce the impact of welfare reform. In addition, partnership working with other agencies such as Wiser£Money also enables us to support those who are vulnerable.

3.0 Next Steps

3.1 If the PDG agrees the draft strategy, the Housing Service will undertake consultation on it. This will involve consulting with a range of stakeholders, including neighbouring local authorities, other registered providers of social housing which work in the District, and other agencies including Wiser£Money, CHAT and the Citizen's Advice Bureau, with which we work in partnership.

3.2 The appendices will be revised periodically to reflect changing government policy and the outcome of new spending reviews.

Contact for more Information: Claire Fry, Housing Services Manager, tel: 01884 234920 (Cfry@middevon.gov.uk)

Circulation of the Report: Councillor Ray Stanley, Cabinet Member for Housing

List of Background Papers: None

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Mid Devon District Council Draft Housing Strategy 2015-2020



September 2015

Mid Devon District Council: Housing Strategy 2014-2019

Executive summary

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- 2. Housing Priorities**

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1 Foreword

I am pleased to introduce this Housing Strategy for 2015-2020 for Mid Devon District Council because it is set in a challenging climate of austerity, welfare reforms and difficult housing conditions. I feel that it is important to set out the significant housing issues which we need to respond to and our plans for dealing with them.

As a stock-holding Council, the Authority has two roles in the District. It is a registered provider and it is also the strategic housing authority. This new Housing Strategy provides a framework and an evidence base for all the housing related activities of the Council and other partners.

We are lucky enough to live in an area which is very beautiful and where crime rates are low. I know that people want to live here and I am keen to ensure that all the housing available, across a range of tenures, is fit for purpose and offers opportunities for people to put down roots in areas where they want to live. We are committed to providing homes for our community and this strategy document reflects that.

I am passionate about improving the housing stock in the District and ensuring that we deliver value for money in the achievement of our objectives. This Housing Strategy offers finite opportunities to move forward to address the priorities we have identified.

Councillor Ray Stanley, Cabinet Member for Housing



2. Our Housing Priorities

Priority One: Delivering affordable housing

The Local Plan Review will set an annual housing target for Mid Devon based on evidence arising from the SHMA. Once this has been adopted, the Council will work proactively to ensure strategic sites are master-planned, whilst maximising the delivery of brownfield and infill development. It is important for the Council to exploit opportunities to meet the overall demand for housing in the District and to make use of planning policies to deliver new affordable homes.

Meeting Affordable Housing Need in Mid Devon

As stated, the SHMA established a need for 124 new affordable homes annually in the District.

In general, the planning authority prefers to see the provision of affordable housing “pepper potted” within sites, in order to promote mixed and sustainable communities. However, there may be cases where on site provision is not appropriate, for example, where the provision of a single affordable dwelling on a site may be inefficient to manage, and a RP may be reluctant to take over such small scale provision. In accordance with national advice, it is still appropriate for such sites to contribute to meeting affordable housing need and in these situations a contribution to off-site provision should be made. The level of contribution will be subject to viability appraisal based on the value of the site.

The appropriate mix of affordable housing in terms of tenure, size and spread within a proposed development will be determined in response to identified needs and priorities as indicated on the DHC Housing register at the time an application is submitted, together with either evidence provided by the local Housing Needs Survey for that Parish or from the SHMA.

Funding Affordable Housing

Developer contributions through Section 106 agreements on development sites has been the method which has provided the highest number of affordable units throughout the lifetime of the previous strategies.

Where possible, the Council will look to maximise investment from external bodies to enable the development of affordable housing. The National Affordable Housing Programme (NAHP) made £2.2 billion available to RPs for the period 2011-2015. NAHP funding is only available for the new “affordable” rent product so other streams of funding must be exploited to develop homes at less than 80% of market rent. Nor is the NAHP available to fund Section 106 sites which as previously mentioned has been the main source of affordable housing in the past few years.

During 2014/15, the Council and other RPs were able to complete 57 units some of which were part funded by the HCA. In addition, the Council purchased an additional unit which had previously been sold under the Right to Buy scheme.

The Council is registered with the HCA and has made successful bids for funding from the NAHP 2015-2018.



Sums have been received in respect of schemes at Fir Close, Willand, where 6 new homes were built by the Council, and at St Andrew Street, Tiverton, where a further 14 new homes developed by the Council are almost complete. Further funding is being sought through the programme for another 4 units in Tiverton and it is proposed to bid for monies to support the building of at least another 26 units in Tiverton and rural areas in the future.

The Council will also seek to contribute its own resources where viability issues may be preventing development from occurring wherever possible and where value for money can be demonstrated. This will be in the form of Right to Buy receipts, commuted sums from previous developments and our own land assets.

Continuing to work with private sector landlords to bring empty homes back into use and also partner agencies, if appropriate

The Council is keen to bring empty homes back into use to provide accommodation for those in housing need. The New Homes Bonus is payable in such circumstances and any monies received can be ploughed back into the community to add to and to enhance local infrastructure. We work in partnership with Wessex Home Improvement Loans for help to bring homes in the private sector up to a Decent Standard for letting.

The Council routinely monitors the number of empty properties in the District. We concentrate our efforts on properties that have been empty for longer than 6 months without a specific Council Tax exemption. Exemptions include uninhabitable due to major disrepair, where there is an issue relating to a probate case, or where the owner is in residential care.

It is our aim to return properties to use with the cooperation of owners but enforcement action will be utilised if all other avenues have been exhausted. Work is currently ongoing to develop a partnership with Exeter City Council to support this work. The Private Sector Housing Renewal Policy 2015 to 17 contains an action plan relating to empty homes.

Developing more Council housing

Reform of the housing revenue account led to councils taking on a share of the national housing debt, and gave some flexibility in terms of the management of this debt. This Council decided to use the additional borrowing capacity available under the new regime to build more homes in order to increase supply of available housing and in order to stimulate local economic growth. The Council used the new flexibilities and returned a payment of £47million to central government in exchange

for an additional approximately £1million each year which has been used to finance the management and maintenance of our properties and the building of new homes.

Following the development of 22 new homes at Crediton, a further £2million was set aside for future development. The new homes were let using the affordable rent model. The new schemes at Willand and St Andrew Street provide a further 20 new homes with others, with some funding derived from the HCA Affordable Homes Programme 2015-2018, in the pipeline. In addition, an options appraisal of redundant garage sites and surplus land in Council ownership is ongoing with a view to redeveloping these to provide more affordable homes.

Provision of pitches for gypsies and travellers

Plymouth and Devon Racial Equality Council define gypsies and travellers as people who either have a nomadic or semi nomadic heritage or a nomadic or semi nomadic lifestyle. In August 2015, the Government stated that for planning purposes, the following definition should apply: "Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling show people or circus people travelling together as such".

Settled travellers may live in houses. Alternatively, they may live on local authority sites, private sites, unauthorised sites (tolerated) or unauthorised sites (temporary). Members of these groups may be affected by poor health and racism, and experience problems in terms of education and accommodation.

In accordance with the provisions of the Housing Act 2004, every local authority must carry out an assessment of the accommodation needs of gypsies and travellers residing in or resorting to their District. Local planning authorities are also expected to identify a five year supply of deliverable sites with a further ten year supply of developable sites or broad locations for growth on top of this.

The Public Sector Equality Duty 2011 means that the Council must work to eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act. It must also 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 Government has a stated aim of ensuring fair and equal treatment for gypsies and travellers in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community.

51 pitches for gypsies and travellers have been constructed since 2006. A pitch is usually defined as space for a static caravan, a touring caravan, a small amenity building (often known as a day room) and two parking spaces.

The Devon Partnership Gypsy and Traveller Accommodation Assessment (GTAA) identifies the need for gypsy and traveller pitches. This need is to be met either

through the allocation of specific sites or through the inclusion of a number of travellers' pitches within larger housing sites.

In Mid Devon, the GTAA 2015 stated that as of 2014, there was the following provision for these groups in Mid Devon:

Housed G&Ts	106
Authorised Pitches	53
Unauthorised encampment	0
Unauthorised development	0
Temporary pitches	2
Vacant pitches	0
Potential pitches	20
Trans pitches	7

Source: Devon Partnership GTAA 2015

The table shows the potential for 20 pitches on sites which have consent but which have not yet been built out. The GTAA also states that a further 35 pitches are needed by 2034. In addition, there is a need for a further 11 pitches for travelling show-people by 2034.

There is a need for a further 4/5 gypsy and traveller transit/ emergency stopping places in the period from 2014 to 2019 across Devon although no further need has been identified in respect of the period from 2019 to 2034.

The need will predominantly be met through the allocation of sites for gypsies and travellers on the urban extensions as set out in the Local Plan Review.

Priority Two: Making better use of existing housing stock

Providing Decent Homes for the vulnerable

Overall housing supply is affected by property condition and investment in maintenance. Residential accommodation must meet minimum quality standards if it is to be fit for purpose.

The Government has made it clear that the responsibility to maintain private property lies with the owner. However, the Council recognises the importance of the private sector stock as an asset within the District. We have statutory duties in relation to unfit properties and will take enforcement action, where necessary.

In order to understand the state of housing in Mid Devon, we are planning to survey the stock. Our Private Sector Housing Renewal Policy contains a commitment to carry out some form of House Condition survey and to undertake other investigations. An understanding of the condition of the housing stock in the District will enable us to target assistance where it is needed, subject to funding being available. The Private Sector Housing team will continue to seek opportunities to assist home-owners by identifying funding arrangements and working to implement them, where possible.

In accordance with the HHSRS, there are 29 hazards which can be assessed. These include damp and mould growth, the risk of falling on level surfaces and the risk of falling on stairs. Hazards are accounted for in different categories with 1 being the most serious and 4 being the least serious. When a hazard presents a severe threat to health and safety, it is known as a category 1 hazard. Examples include a leaking roof, a broken rail on a steep stairway or a lack of adequate heating. If category 1 hazards exist, it is especially important to promote the availability of loans and any grants; the Council needs to ensure that vulnerable households in the private sector are able to live in homes which meet the Decent Homes standard.

Provision of affordable housing

We are committed to making best use of the housing stock and to supporting residents to remain in their existing homes, in order to enable them to remain independent, as far as possible. In the private sector, we will use housing renewal powers to support the main aim of providing affordable housing. The use of loan and grant conditions will help retain units in support of these aims. The Cabinet Member for Housing has, during September 2015, stated a commitment to a target of 300 additional homes in Mid Devon over the next four years.

Using Disabled Facilities Grants to help those who need adaptations to remain in their own homes, if appropriate

We will make best use of existing disabled adaptations in partnership with other agencies as appropriate, including Devon County Council Social Care, other Devon Districts and any future Home Improvement Agency.

Housing those in housing need

The DHC scheme is used to allocate homes in Mid Devon. The scheme ensures that there is a consistent approach to the allocation of all social housing across Devon. It was developed by all the local authorities and social landlords with stock in the County and an equality impact assessment was undertaken to measure the impact of the scheme upon different sections of society. Feedback is available to people who bid for properties; this makes the scheme transparent and gives applicants an understanding of the amount of time they might have to wait before being housed.

The Council has its own local allocations policy which allows for certain properties to be labelled. In this way, those needing adaptations will be given preference when adapted homes are allocated, and those with a local connection will be given preference during the allocation process relating to rural homes in villages.

The Council is committed to the use of flexible tenancies as a means of making better use of the housing stock. The Localism Act 2011 requires local authorities to develop a tenancy strategy which should include a description of the high level objectives ("matters") that RPs should "have regard to" in their tenancy policies. These policies will relate to:

- ❖ the kind of tenancies they grant
- ❖ the circumstances in which they will grant a tenancy of a particular kind
- ❖ where they grant tenancies for a fixed term, the length of the term
- ❖ the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy

In the past, most tenants offered a home by a council or housing association were given lifetime tenancies. However, the Localism Act introduced tenure reform and as a result RPs can now let homes on fixed term or flexible tenancies. These are tenancies which are let for a limited period of time; with a minimum five year term in most cases. As a landlord, the Council now uses flexible tenancies. This was to address issues relating to a shortage of available accommodation especially larger homes. The tenancy policy sets out the circumstances in which these tenancies will be re-issued and the main reasons relate to changes in the composition of the household and/or household circumstances.

The Council also expects housing associations working within the District to make the most of the new flexibilities for the same reasons. A new protocol is about to be implemented. This has been agreed by all the local authorities in Devon and is to be used to ensure that all those tenants whose fixed term or flexible tenancies are not to be renewed receive appropriate advice relating to their housing options.

Managing Council housing efficiently and effectively

The HCA is responsible for the regulation of council housing. The regulatory framework consists of a number of Standards which have been divided into two sets: the Consumer Standards and the Economic Standards, and the Council is obliged to deliver the specific outcomes set out in the Consumer Standards.

Councillors are responsible for ensuring that the standards are met, in accordance with the framework. However, the regulator does not have a proactive role in monitoring compliance and will only intervene in cases of serious detriment.

Housing providers such as the Council and the Councillors responsible for the Housing Service are expected to ensure that all activities are transparent so that tenants, service users and other stakeholders can scrutinise and ensure that the outcomes required by the relevant standards are being delivered.

The regulatory framework clearly states that tenants should have opportunities to shape service delivery and to hold Councillors to account. To achieve this, providers are expected to engage meaningfully with their tenants and to offer them opportunities to shape the tailoring of services to shape local priorities. In particular, the Council, as a landlord, is expected to give tenants an opportunity to scrutinise performance, identify areas for improvement and influence future delivery. Consequently, the Housing Service is expected to provide training opportunities for tenants to help them to develop their skills and capacity so that any engagement and scrutiny is effective. The Council also has to demonstrate that it understands the particular needs of its tenants.

The Housing Service offers a wide range of opportunities to enable tenants to get involved and to scrutinise all aspects of the work. In particular, our Tenant's

Together group (formerly known as the Scrutiny Improvement Group, or SIG) regularly reviews performance documents, comments on new policies and strategies, and is encouraged to undertake service reviews.

The Cabinet Member for Housing has been involved in setting targets relating to all aspects of service delivery and performance against these targets is regularly monitored by senior officers, Councillors and tenants. Performance information is also published on the Housing Service pages on the corporate website. The targets relating to income collection are seen as the most important ones as maintaining the revenue stream is vital; the Housing Revenue Account is ring-fenced and the Housing Service is financed mainly out of rent collected from tenants. However, performance relating to voids is also given high priority. In order to increase income, the Housing Service has a robust policy relating to rechargeable repairs and reinvests any monies received from tenants.

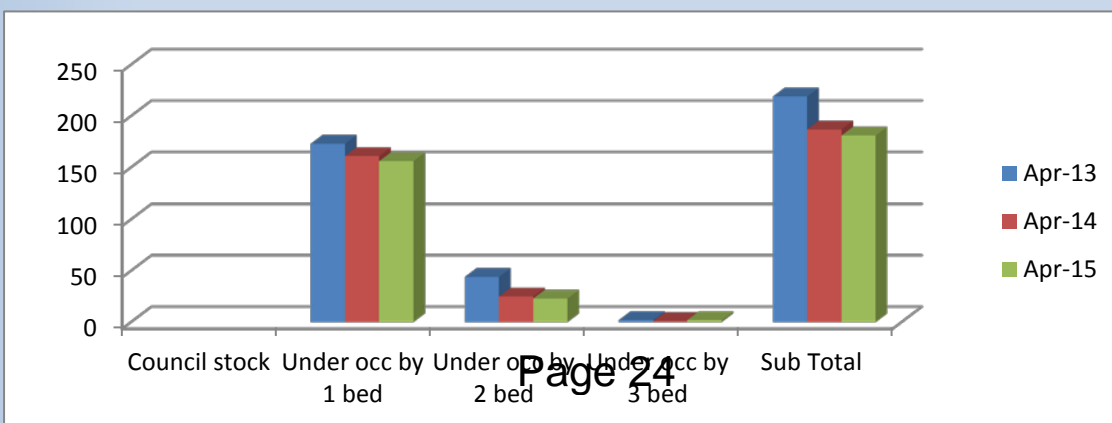
The Council successfully secured an additional £1.4million to invest in the housing stock. This grant funding was used to ensure that all homes were sound and compliant with the Decent Homes standard. There has been a concerted effort in recent years to ensure that the bulk of the repairs budget was allocated to planned, rather than responsive, maintenance. £2.1million was spent in 2013/14 improving homes by updating kitchens and bathrooms, and on heating upgrades. Going forward, expenditure on these items is likely to be in the region of £1.1million per annum. In addition, a total of £750,000 is spent each year on routine repairs and maintenance. There is a dedicated budget of £250,000 for aids and adaptations needed in Council accommodation.

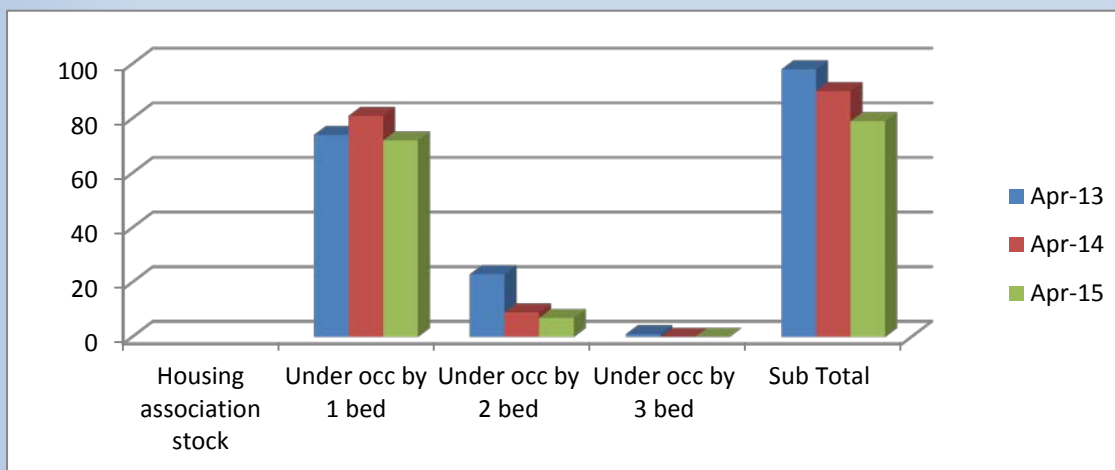
In order to combat tenancy fraud, the Housing Service now operates a programme of Tenant Home Checks which involves visiting each property once every five years. The visits offer an opportunity to monitor who is living in the property but also enable officers to ensure that the service is meeting the needs of the tenants, to identify any tenant damage and to offer advice about issues such as welfare reform.

The Council also works in partnership with other Devon authorities to combat tenancy fraud. A grant from the Department of Communities and Local Government was obtained to establish a specialist team to work across the county for the period of two years until the end of 2015.

Continuing to promote downsizing initiatives

The Spare Bedroom Deduction has affected a number of people in the District.





Source: Benefit team, Mid Devon

Housing Benefit claimants by Local Authority: by Spare Room Reduction: February 2015					
	All HB claimants	Spare Room Subsidy Reduction			
		Not applicable (private housing)	Not applied	Applied	
				Number	Average HB reduction amount
Mid Devon	4,493	1,828	2,406	264	£14.12

Source: <https://www.gov.uk/government/statistics/number-of-housing-benefit-claimants-and-average-weekly-spare-room-subsidy-amount-withdrawal>

The Homelessness Strategy states that ensuring the efficient and effective use of existing stock in the District by assisting households to downsize where appropriate is a priority. The Council's approach was discussed earlier in the narrative. However, existing tenants wishing to downsize are also awarded high priority within the DHC scheme because they go into the B Band. In recent years, the Council has operated an incentive scheme aimed at giving our tenants some assistance with removal and other costs associated with transferring to alternative accommodation but this is due to be reviewed in December 2015 and it is likely that the scheme will cease. Recent welfare reforms have meant that a significant number of tenants have already moved to smaller accommodation.

Priority Three: Preventing homelessness

The new homelessness strategy 2013-2018 adopted in 2014 sets out the Council's key strategic aims in tackling homelessness in the District, details how these aims are to be achieved, and sets out actions for delivery.

Homeless acceptances in Mid Devon have been decreasing for some years and between 2004/05 and 2011/12 there was a 90% reduction. This was despite the fact

that the total number of approaches made to the Council saw a fivefold increase over the period from 2009/10 from a low of 47 to 273 in 2012/13. The reduction in the numbers of acceptances is directly attributable to the early intervention and preventative measures taken by the Housing Options team and partners. Over the last 5 years, there has been an average of 19 homeless acceptances each year and homelessness preventions increased from 150 in 2011/12 to 330 in 2014/15.

The Council uses a range of tools to assist applicants to prevent or resolve their homelessness at the earliest opportunity. A Housing Options approach to the management of homelessness is seen as key and, for this reason, homeless applicants are encouraged to register on DHC and are also given advice about securing accommodation in the private sector. The Deposit and Rent in Advance Scheme (DARS) is available to help applicants to access private rented accommodation.

Recently, a Young Person's Support Worker has been recruited to work with young people and their families to prevent homelessness. This Officer is also expected to co-ordinate support for young people who may be at risk, for whatever reason; in a safeguarding role taking into account their individual needs. In addition, she has been tasked with building up good working relationships with local landlords, including RPs of social housing, and local lettings agents in order to find accommodation for young people in housing need.

The Council also works in partnership with a number of agencies to assist those in housing need. In particular, Sanctuary Supported Living works across Mid Devon to provide support to those in private and social sector tenancies and owner occupiers where they are at risk of losing their home. A number of grants are made to support the work of local partners such as the CAB and CHAT (Churches Housing Action Trust) and a contribution is made towards the cost of the post of the Devon Housing Options Partnership Co-ordinator, who supports the work of district councils in the county.

The Council works with ADVA (Against Domestic Violence and Abuse Partnership) which provides services to those who have experienced domestic abuse; BCHA Street Homeless Outreach Team (SHOT) to help secure accommodation and support for single people and to support the Council's response to the Government's No Second Night Out initiative for those sleeping rough (BCHA is an organisation committed to the creation of lasting solutions for homelessness, unemployment and social exclusion in local communities); and Wiser£Money, part of Wessex Resolutions, which operates the Local Welfare Assistance Fund which will provide rent and deposit assistance as well as money management advice. Furthermore, the Council will work with Young Devon and Social Services to refer young people to supported lodgings; and the Homeless Prevention Panel multi agency forum to consider housing options for 16-21 year olds. The Council also operates a mortgage rescue scheme and has a dedicated Housing Benefit Officer to fast track temporary accommodation and rent/deposit applications.

Welfare and social housing reforms are having an impact on vulnerable people in Devon and the Council is aware of the need to respond to the reforms in a proactive way to ensure that the benefit cuts do not lead to unnecessary homelessness.

The Localism Act allows local authorities to fully discharge their duty to secure accommodation by arranging a suitable offer of accommodation in the private sector without requiring the applicant's agreement as was previously the case. A key action for the future will be to develop a comprehensive policy outlining in what circumstances the main homelessness duty will be discharged into the private sector. The policy will include an assessment of suitability, property condition, cost/affordability and family type.

The homelessness strategy contains three specific priorities:

1. Preventing homelessness and sustaining tenancies
2. Increasing the availability of affordable housing
3. Mitigating the effects of the welfare reforms and the Localism Act

In particular, the Council will continue to work with partners to prevent homelessness by intervening early, further developing tenancy sustainment services and providing high quality advice and support. A number of key actions were identified to achieve this objective and these include ensuring that our homelessness advice service and prevention information is up to date and well publicised and working with partner agencies to identify gaps in provision and funding and seek solutions.

The development of comprehensive management systems to measure the impact of homelessness prevention advice will also be important. Developing a framework to provide support to people who may need help with sustaining a new tenancy will be achieved through working proactively with RPs including the Council's own Housing Service to reduce evictions from social tenancies particularly in light of the new flexible and fixed term tenancy regime.

All of the actions relating to increasing the availability of affordable housing which have been discussed in this housing strategy will support the homelessness strategy.

Likewise, the actions set out later in the housing strategy to mitigate the impact of welfare reform should help to minimise levels of homelessness.

Priority Four: Managing the impact of an aging population

Devon County Council has made some predictions relating to the numbers of elderly people in the County over the period from 2013 to 2033. By 2020, the 65+ population across the whole of Devon is predicted to increase by 42,400 to 215,200, and then to 264,400 by 2030, representing a 53% increase over the period from 2011 to 2030. It is predicted that the most significant increases in population will be in the 80-84 and 85+ age bands up to 2030, with percentage increases of 80% and 98% respectively.

The SHMA noted that, on the basis of these projections, the population over 65 in Mid Devon would increase by 54.3% or 9,366 over the period. It found that by 2030, there would be 6,527 people of people aged 65+ living alone, an increase of over 64% on the position in 2014. The population aged 75 or over in the District is also likely to increase by nearly 82% from 7,748 in 2013 to 14,089 in 2033.

At the end of December 2013, DCC informed the Council that it was reviewing its Adult Social Care Accommodation Strategy for older people in Devon to examine the range of accommodation options that will be needed in the County in the future. It was noted that the service need is changing, with an increase in the number of older people with dementia or mental health needs and a decline in residential placements for older frail people due to improved Community based services. The County Council's Cabinet approved investment in DCC Residential homes to provide specialist centres of dementia services and there is also approval to seek providers and partners to deliver over 900 Extra Care Housing units across the county.

The County Council, as part of the work to estimate the number of Extra Care Housing units needed, has also identified those towns in which Extra Care housing is likely to be most viable and where there is an unmet need. The DCC Commissioning Strategy for Extra Care housing which, based on 2008 population estimates, shows the population at risk within the Mid Devon area. It identified a need for 50 Extra Care Housing units in both Cullompton and Tiverton. DCC closed a significant number of their care homes from March 2015.

The District Council identified a need for an Older Person's strategy to reflect how services will plan for the future to meet the increase in demand given the rising numbers of people in Mid Devon over 65 and this is awaiting approval. A number of additional recommendations were made which included:

- Promoting a community hub in Newton St Cyres and setting up a community hub in Tiverton
- Setting up a garden share scheme
- Reviewing the voluntary groups in the District and linking in with the DCC register
- Setting up a register of trusted tradesmen or actively promoting that already provided by Age UK
- Raising awareness in the parishes on identifying the signs of vulnerability in adults

It was also recognised that very elderly people will require specially adapted bathrooms and have a need for lifts. It is acknowledged that some of the provision for older people may be delivered by Extra Care units.

Helping elderly people to remain in their own homes

The traditional sheltered housing service has disappeared following the move from property-related support to targeted support services that are based on individual's support needs.

DCC commissions these services and requires providers to deliver services to individuals with the greatest level of need. Providers have been issued with new Targeted Support contracts of lower value than the previous contracts. From 2015/16 these services moved into DCC's Framework Agreement, and existing providers were required to tender to deliver their current services. As funding has been reduced services have been significantly reduced and limited to those who have met DCC's Fairer Access to Care (FACs) assessment criteria.

Alarms:

In 2012, the Council completed the installation of telecare alarms in our sheltered housing properties. Lifeline alarms were installed in properties where the tenants required support services. All of the alarms are able to take additional telecare sensors.



The Future:

As stated, the SHMA identified a significant increase in the number of elderly people living in Mid Devon over the next two decades.

A Strategic Review of Older Persons Housing and Support Services commissioned from CIVIS, a consultancy, by DCC in 2008 identified that the majority of persons requiring support services lived in their own homes. The report concluded that providers should provide services to the wider community and not restrict them to their own sheltered housing schemes.

In 2013, the Council significantly reduced its Supported Housing Services staffing resources due to the impact of funding cuts. It is recognised that there is a demand for these services in the community and the Council will consider offering these to private customers.

The Council has 872 private Lifeline alarm customers that may require additional support services, and some of these are outside District. 278 Council tenants also pay for the service. The Council will explore introducing a range of new services to the private sector which could include marketing the services of our own directly

employed skilled tradesmen to install disabled adaptations, a handyman service, building repairs and the coordination of shopping, gardening and cleaning services.

The Housing Service now has two Community Housing Support Officers working alongside the Neighbourhood teams. These Officers provide a tenancy sustainment service to more vulnerable tenants. The Officers will work with a tenant for a specific period of time whilst they are experiencing a particular issue or difficulty. The role of the Officer is to enable the tenant to continue living independently and to signpost or to refer to other agencies, as appropriate. The Officers have a good understanding of the communities in which they work and of the different voluntary groups based in them which may be able to provide support and assistance to our tenants.

To develop the handyman service so that elderly residents in Mid Devon have access to reliable tradesmen

The Housing Service provides a Handyman Service, which is available to all tenants and leaseholders. This includes gardening, plumbing, carpentry, masonry, electrical works and cooker connections. It does not include decorating or cutting hedges which exceed four feet. Customers pay in full before work commences but there is discretion to agree alternative payment arrangements. In addition, there is a subsidised service for new tenants who are over 65 and/or in receipt of DLA, which provides two hours free labour for minor DIY jobs such as hanging pictures, fitting blinds and erecting shelves. To qualify, they must register interest within 2 weeks of moving into their new home.

MDDC Lifeline customers, whether in council or private properties, can seek a quote and arrange to have plumbing, electrical and carpentry work completed. We also fit key safes for a reasonable charge.

Priority Five: Reducing the impact of welfare reform

In September 2013, the Devon Strategic Partnership (DSP) Welfare Advisory Group identified that welfare reform would take £343 million out of the Devon economy each year. The Group calculated that this loss would affect over 160,000 working age households, 60% of whom are in employment, with an average loss of £2000. At that stage, it was calculated that the average loss in Mid Devon per working age household due to welfare reform would be £688. Since July 2015, following the summer budget, it has become clear that welfare budgets will continue to reduce and that there will be further cuts which will impact upon people on low incomes.

The Council's corporate Debt Collection Policy has been reviewed in order to ensure that there is a joined up approach to the collection of debt. The Council needs to maximise income to ensure that it can continue to provide responsive services to local people. The aim of the policy is to provide flexibility to enable Officers to respond in a sensitive way to individual circumstances and, in particular, those cases

where people, for whatever reason, are experiencing financial difficulties and are finding it difficult to pay debts owed to the Council.

The Council works in partnership with Sanctuary Supported Living which delivers a floating support service to those at risk of losing their home. This usually involves intensive case working to help people to sustain their tenancies. Officers in the Housing Options team are able to make referrals, as are Officers from within the Neighbourhood teams, when they identify one of our own tenants who may be experiencing financial or other difficulties.

Wiser£Money is contracted to deliver Local Welfare Assistance in Mid Devon and as part of their role, they will also provide help, advice and assistance to local people who are experiencing difficulty with money. Currently, they spend the majority of their time providing money advice. The organisation is registered with the FCA and their advisors will help clients to maximise their income, liaise with creditors and provide advice on budgeting. The Housing Service refers cases to money advisors as a matter of routine and 47% of enquiries/referrals involve Council tenants.

Requests for Local Welfare Assistance and money advice have increased by 19% between 2014 and 2015.

- The Housing Service is the biggest single referrer into the LWA/money advice scheme
- 80% of referrals from the Housing Service are for money advice
- The complexity of cases has increased significantly from 2014 to 2015; in 2014, £28,000 of debt was dealt with on behalf of clients and, by July 2015, this figure increased to £108,000 – this is a 274% increase
- 40% of money advice clients are under the age of 34
- 45% of the clients have a budget with under £50 disposable income available per month
- 21% of clients have a budget that show they have more expenditure than income
- During the first 6 months of 2015 (Jan – June) they achieved a total financial gain of £75,000 (this include Debt Relief Orders, debt managed, debt written off, increased income, benefit gains etc.)

The Troubled Families programme was introduced by the Department for Communities and Local Government to “turn around” the lives of 120,000 families estimated as facing multiple problems in three years. In Devon, this programme is known as the Targeted Family Support Scheme (TFS). The programme aims to:

- Get children back in the classroom
- Get parents back into work
- Reduce crime and anti-social behavior
- Reduce public costs associated with these families

Since the TFS was implemented, many families across the district have been engaged and are receiving support. The scheme has offered a great opportunity for partnership working in the District and has therefore delivered on many levels. Officers from the Housing Service have worked as lead professionals in a number of cases and contributed to positive outcomes in many others.

Providing grant funding to agencies which can provide advice and support to those in housing need

The Council has a strategic grants programme and currently provides funding to a number of agencies which provide advice and support to local people; these include Age UK Tiverton, Cullompton and Cridton, Churches Housing Action Team (CHAT), the Citizen's Advice Bureau and Community Housing Aid Nightstop Service. This programme is reviewed annually and, in the prevailing economic climate, it is likely that the grants will be reduced going forward. However, those agencies currently being provided with grants whose work aligns with Council key priorities are likely to continue to receive some funding in the future.

Continuing to promote energy saving initiatives

The commitment of the Council to supporting initiatives to reduce fuel poverty is stated in the Private Sector Renewal Policy. The Home Energy Conservation Act (HECA) 1995 requires local authorities to make reports from time to time on energy efficiency saving. The latest report, dated 2015, is available to view on the Council's website. This sets out the energy conservation measures that the Council considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the District.

The definition of fuel poverty is now measured by the Low Income High Costs definition. A household will be in fuel poverty if:

- They have required fuel costs that are above the national median level
- They would be left with a residual income below the official poverty line if they were to spend the amount required

As at August 2015, it was estimated that over 4,000 households were in fuel poverty in Mid Devon.

Our strategy for addressing this issue, and for improving the housing stock in the private sector, contains three main strands:

- We will provide energy efficiency advice and assistance either directly or through partners. We are members of the Cosy Devon Energy Company Obligation scheme, a partnership involving DCC, Torbay and all the other Districts in Devon and we will continue to support this initiative.
- Green Deal funding, introduced by the Energy Act, provided capital investment in home energy efficiency measures funded by loans repayable

through the estimated savings in the household energy bills. This initiative has come to an end and it is uncertain what new funding streams will be made available, or even if this will be a priority going forward. The Council currently works with Wessex to provide loans to home owners and this could provide assistance to owners of homes which have low levels of insulation and which do not have adequate heating. In particular, it could be used to assist those owners of homes which are defined as hard to treat and/or those located in areas where there is no gas supply to improve energy efficiency.

- We will also submit bids for other capital funding as and when any new funding streams are announced by the Department of Energy and Climate Change (DECC)

This strategy is informed by a need to maintain the diversity and condition of the stock in the private sector in order to support the health and wellbeing of the local community.

Continuing to research “green” initiatives which can be installed in Council homes and which can help to reduce fuel poverty

The Housing Service is committed to investing in our homes to make them more energy efficient and to securing available funding to enable this work to continue. The work undertaken by the Housing Service feeds into the work undertaken to support the Devon Affordable Warmth Strategy. Nearly 1,000 Council properties in the District are not connected to gas and so it is important to explore alternative technologies in order to deliver more efficient, and less expensive, forms of heating.

Progress to date: reducing fuel poverty for Council tenants

The Council has installed solar Photo Voltaic panels (PV) in 1,175 (38%) units within our housing stock. This has reduced the fuel costs of tenants by at least 10%. This project was undertaken in partnership with Anesco Ltd. Energy prices have gone up more than 20% since then but the potential energy savings to Council tenants is still significant. The Council receives a rental income for allowing the panels to be installed on the roofs of its housing stock and the tenant has access to any electricity that is generated by the system.



In addition, an ongoing programme to upgrade heating systems was undertaken to make the housing stock compliant with the Decent Homes Standard. Where possible, all Council-owned open flued gas appliances were removed together with those central heating boilers rated D to G in recognition of the fact that they have low efficiency.

The Council is trying to ensure that there is a joined up approach to the improvement of properties to make them more energy efficient. As a matter of routine, 'A' rated boilers are now fitted in Council homes and there is on-going research into new developments such as boiler controls and insulation. The Council's own workforce is seeking accreditation, which enables them to install certain technologies and claim funding if it is an eligible technology. The new homes let in 2014 in Crediton at Joseph Locke Way and Station Approach, were compliant with level 3 of the Sustainable Code and were fitted with 'A' grade boilers and solar thermal panels to reduce the cost of producing hot water.

Air source heat pumps (ASHP) have been installed in 160 properties. These are central heating systems which extract heat from the air and deposit it in the hot water and central heating system. These technologies can be extremely energy efficient but the new technology and the way the heating is delivered can take some of our tenants a little while to adjust to.

67 properties have been upgraded with solar thermal heating. These are panels fitted to the roof which take heat from the sun to create hot water. They are very effective. They are installed mostly on properties with electric storage heaters. This system should provide significant amounts of hot water in the summer and contribute to lower energy costs in the winter by using available light to raise the temperature of the water, which is then topped up during the E7 or E10 periods. This technology can be linked with any heating system which has a suitable hot water cylinder. They are not usually linked with gas systems, except at the new Crediton properties developed by the Council. The Government has recently opened a scheme titled: "The Renewable Heat Incentive" and a retrospective application is being made to receive this funding.

The Housing Service has fitted Air to Air (A2A) heat pumps to 4 properties on a trial system. A2A heating systems work in a similar way to ASHPs but distribute the heat through fan units in each room. They are simpler to install with a lower capital cost than ASHPs but only suited to smaller properties and not all tenants appreciate the low level noise or movement of air associated with the fan in the wall unit.

The servicing of heat pumps is dealt with in-house by our own plumbers and heating engineers.

95% of our homes with a gas supply have 'A' rated boilers. Gas is our preferred source of heating. The Council is using available funding to extend the number of properties on the mains gas grid. During 2015/16 it is expected that we will move closer to 100% but tenants have the right to refuse works. We promote the cost-

saving benefits of an 'A' rated boiler as opposed to a 'G' rated boiler (up to £250 each year cheaper to run) but sometimes ill-health, advanced age or a fondness for the existing system, determines whether works will go ahead.

The Housing Service is committed to investing in our homes to make them more energy efficient and to securing available funding to enable this work to continue.

Embracing new technology

The Housing Service is keen to maintain its record of trialling new and installing tested renewable or energy saving measures in our properties. The technologies need to be simple, low maintenance and ideally supported by capital funding or have the ability to generate additional revenue through energy tariffs.

We continue to draw in funding from the solar panels that were installed on a significant proportion of our housing stock. We use this money to fund some of the new technology in those properties that currently have none. Wherever possible we also make applications to capital grant schemes to boost the number of renewable technology installations we can achieve.

Our priority properties are those off the main gas network and without solar PV. We will continue to upgrade gas boilers to those of the highest efficiency rating. Where possible we enhance this even further by installing additional technology. One example of this is a small device called the CombiSmart. This helps to conserve water that would otherwise be wasted each time the hot tap is turned on. Waiting for the boiler to kick in can waste water and gas. The CombiSmart helps reduce the flow of water until it is up to temperature. Typically 7-10 litres of water goes down the drain before it's considered hot enough to use. It costs more than £5/m³ to transport water to and from a domestic property. Every time someone lets it run down the drain without using it, they are wasting money. We're helping to reduce that.

We recently accessed a stream of funding from Wales & West Utilities. We can use this money to extend the gas mains and bring gas central heating to many new properties. Unfortunately this doesn't mean that the more rural areas will get gas, only those next to an existing supply.

As we become more knowledgeable about the heating technologies available to those properties without gas, we improve the choices we make. Air source heat pumps are no longer the standard for 'all electric' properties. Smaller flats and bungalows are just as likely to have new highly efficient Quantum (electric storage heating) panels installed. The hot water is then provided by solar thermal panels linked to a highly insulated cylinder. We can now also redirect unused solar generated electricity directly to a special immersion heater.

As new or untried technology becomes available to us we evaluate its effectiveness and cost. Current and recent trials include Infra-Red heating panels in the ceiling;

ground source heat pumps, where boreholes are drilled over 100m into the earth to extract low but constant levels of heat; hybrid ASHPs/gas boilers; battery storage for PV; and grey water recovery, where shower/bath water has the residual heat extracted and is then filtered and purified to be reused to flush toilets.

So many technologies exist but not all are suitable. We try to be even handed about where the technology goes but the reality is that not everything is practical or affordable. We will continue to provide modern, efficient heating to achieve the standards required as a social landlord and where possible go beyond this, helping reduce household running costs to a minimum by installing as many energy saving measures as practicable.

Giving advice on housing options

The Housing Options team will provide those people who need rehousing with appropriate advice and support. Prior to giving advice, they will take into account the income of the client and make reasonable suggestions regarding how they can resolve their housing problem. This may involve directing them to the private sector, providing a loan to assist with paying the deposit and suggesting that those tenants needing to move, for whatever reason, consider a mutual exchange. Mutual exchange can be an effective way in which tenants can resolve their own housing need and the Council subscribes to the HomeSwapper scheme to facilitate these.

The team will also work with RPs to provide good quality advice and assistance to tenants whose flexible or fixed term tenancies will not be renewed at the end of the fixed term, for whatever reason.

Appendix 1 - The Strategic Context

Government policy relating to the national housing strategy was set out in “Laying the Foundations – A Housing Strategy for England” which was issued in November 2011 <http://communities.gov.uk/documents/housing/pdf/2033676.pdf>

This document confirmed the view that housing supply was a key issue and that the development of new homes could be a driver for economic growth. It also promoted the concept of meeting needs and aspirations through housing on the basis that the value of the asset can unlock opportunities and enable wealth to be cascaded from one generation to the next. A number of new initiatives were introduced including an equity loan scheme to assist first time buyers, known as FirstBuy, and a Growing Places Fund where finance was made available for infrastructure and for builders. In addition, a range of measures was also introduced to encourage new development:

- An ability for builders to challenge planning obligations contained in legal agreements setting out social benefits from development under section 106 of the Town and Country Planning Act 1990 (s106 agreements) on stalled building sites. In addition, builders can challenge the viability with a consequence of a reduction in the offsite financial commitment.
- A means of freeing up public sector land for 100,000 homes
- Land auctions

The National Planning Policy Framework

In 2012, the Government also revised national planning policy, replacing over 1,000 pages of guidance with the 50 page National Planning Policy Framework (NPPF). The NPPF contains a presumption in favour of sustainable development which should be seen as the “golden thread running through both plan-making and decision-taking”. The Localism Act, introduced the year earlier in 2011, contained new freedoms and flexibilities for local government and new rights and powers for communities and individuals. The framework set out nationally important issues and halted government involvement in regional and more local strategies.

Practical support was also made available through a number of funding streams which were identified in the government housing strategy including:

- Short term finance, available specifically for self- builders
- A budget to bring empty properties back into use
- The Affordable Homes Programme which is the main affordable housing funding stream. This is operated by the Homes and Communities Agency (HCA) and sets out how affordable housing will be delivered to support the Housing Strategy. The new framework introduced the new Affordable Rents model where rents are charged at 80% of market rents and the additional

income generated used for affordable housing provision, some of which should be set aside for community led development projects.

Mainstream providers are now expected to assist and facilitate the process of community led housing projects. This could involve project management, development agency, financing joint venture partnerships and even final incorporation of the new community into the group structure of a Registered Provider (RP) of social housing (this would most probably be a housing association).

All community housing is different and there are many different models. In Mid Devon, there are some very vibrant community housing groups. For example, the Community Land Trust (CLT) at Hemyock worked with Hastoe Housing Association to deliver twelve new homes and the CLT at Cheriton Bishop is working with Teign Housing to deliver 8 new homes.

Government proposals included encouraging a thriving private rented sector by the provision of fiscal incentives to encourage large institutional investors, and addressing issues of quality and safety.

The Localism Act 2011

This Act devolved more power away from central government to local authorities. It gave local people more power to challenge decisions relating to housing and planning. It introduced a general power of competence which allows local authorities to respond to the needs and aspirations of the communities in their areas.

Localising planning

Regional spatial strategies were abolished. These had imposed building targets on local authorities. Instead, the Duty to Co-operate was placed on councils which requires them to co-operate effectively and on an on-going basis on cross-boundary matters which impact on their respective local plans. Housing growth is now based on meeting the objectively assessed need for housing, taking account of household and population projections, migration and demographics as well as addressing the needs of all types of housing. Local plans are expected to cater for this calculated housing need.

Neighbourhood development plans were introduced to sit beneath local plans. Local authorities must provide advice and support to communities wishing to prepare a neighbourhood plan. These neighbourhood development plans must be approved if they receive 50% of the votes cast in a referendum.

There is now a *Community Right to Build*, where a neighbourhood development order can be made to allow communities to approve development without requiring normal planning consent. Building regulations were reviewed and the Green Deal was introduced to boost retrofit schemes.

Councils may choose to raise funding for infrastructure through adoption of a Community Infrastructure Levy (CIL) charging schedule. Finance towards affordable housing provision may not currently be raised through CIL. It does not replace s106 agreements (also known as planning obligations) but will make provision for financial contributions to be pooled and put towards a certain infrastructure project or type of infrastructure. Section 106 agreements still apply on strategic sites.

The *New Homes Bonus* was introduced to provide an incentive for growth and to provide funding for communities where an increased population in the area could result in deterioration in the level of public services and other amenities. It was introduced in April 2011 and provides an additional sum for the following six years. The Government has stated that this money should be used to deliver demonstrable community benefits. The New Homes Bonus is for a limited time only, ending in 2017.

Local retention of business rates: The aim of the scheme is to encourage billing authorities to support business growth in their areas.

The Community Right to Bid: this enables buildings or land to be listed by the local authority as an asset of community value. Local authorities are expected to maintain a list of Assets of Community Value.

Localising social housing

The Localism Act heralded major changes to the social housing system. It was hoped that more decisions about housing would be taken locally and that the system would become fairer and more effective. The Council has published a Tenancy Strategy, as required by the Act, setting out the matters RPs of social housing should have regard to when formulating their tenancy policies. The main areas covered include affordable rents, disposals, conversions and the introduction of flexible and fixed term tenancies.

The housing provisions of the Localism Act can be summarised as follows:

- **The Reform of Social Housing Regulations:** The HCA became responsible for the regulation of social housing
- **Complaint Management:** Responsibility for reviewing complaints passed to the Housing Ombudsman Service
- **Making better use of social housing:**
 - A new form of tenure was introduced to make better use of scarce resources – flexible/or fixed term tenancies
 - A national mobility scheme was introduced to assist tenants to move to other areas in order to access greater work opportunities
 - Local authorities were given the ability to discharge their duties to homeless people by using private rented accommodation
 - Local authorities were given more freedom to set their own policies regarding qualification for housing in their areas and increased priority for service personnel
- **Council house finance** was reformed by allowing local authorities to borrow against the value of their housing stock and abolishing the subsidy system

RPs were given new powers to enable them to make best use of stock. For example, squatting became a criminal offence and new tools to tackle anti-social behaviour including tenancy fraud were introduced. Following the Localism Act, funding was provided to assist troubled families. This scheme became known as Targeted Family Support in Mid Devon and was rolled out across the District following a successful pilot in Tiverton.

There have been steps to improve the accuracy of rough sleeper counts and to roll out the “No Second Night Out” initiative as a means of reducing rough sleeping.

The Coalition Government attempted to increase voluntary transfers of Council housing stock to other RPs and endeavoured to raise the profile given to the Right to Buy scheme by encouraging landlords to promote this. In addition, discount limits were increased and it was announced that a new home would be built for each one sold.

Welfare Reform Act 2012

The Act introduced a number of changes which had a significant impact upon the income of those in receipt of benefits and consequently RPs of social housing.

These included:

- The spare bedroom deduction of Housing Benefit for those claimants of working age who are under-occupying their homes and currently set at 14% if one room is spare and 25% if two or more rooms are spare)
- The benefit cap for claimants of working age which was set at the level of the average (after tax) earnings of working households
- The introduction of direct payments of Housing Benefit to tenants except in cases where the tenant is vulnerable; through the introduction of Universal Credit where claimants receive one lump sum paid in arrears in respect of their benefits. This was introduced to give claimants an opportunity to organise their own finances as they would if they were in work.
- Other changes included more stringent sanctions; the introduction of Personal Independence Payments to replace Disability Living Allowance (DLA) and time-limited payments of contributory Employment & Support Allowance (ESA) for all but the most sick and/or disabled.

The spending review: July 2013

The economic situation had a profound impact on national housing policy and this was reflected in this spending review and related announcements issued in the summer of 2013. It was announced that overall public expenditure was to remain very constrained and welfare reform continued. The capital available for infrastructure was increased. The Coalition Government aimed to encourage more

new build housing by ensuring that housing associations could maximise borrowing capacity. There was a stated intention to ease planning rules and to make the HCA the default disposer of public land.

Other measures arising from the spending review included:

- Social rents to be increased using a new formula based on the consumer price index (CPI) + 1% over the next ten years
- £3.3billion made available for affordable housing and a budget of £400million earmarked for the new affordable rent to buy product
- £100million made available for stock transfers

The Department for Communities and Local Government (DCLG) budget was cut by a further 10% (having already been cut by 60%) and Council tax was frozen for a further two years.

Further welfare reforms were announced. For example, claimants were required to sign on weekly, rather than once every two weeks

Further welfare reforms were introduced; for example, jobseekers were required to wait a week before receiving any payments after losing a job. However, there were some concessions around direct payments designed to support social landlords, as the direct payment demonstration projects showed increased arrears.

The Autumn Statement 2013

In order to support the development of 10,000 new affordable homes, it was announced that local authority borrowing caps were increased by £150million in 2015/16 and £150million in 2016/17. The role of local enterprise partnerships (LEPs) in enabling the development of new homes was recognised, through the changes to the borrowing caps and plans to unlock stalled development sites. The Chancellor also announced a commitment to retain at least £55m in discretionary housing payments to support tenants affected by the removal of the spare bedroom subsidy in 2014/15 and 2015/16.

Other relevant announcements:

- ❖ A 6 year programme to unlock new large housing sites.
- ❖ A consultation on a “right to move” for tenants who need to relocate for employment reasons.
- ❖ Right to Buy Agents were announced to help households to complete the purchase of their Council home.
- ❖ An exploration of the options relating to housing estates in need of regeneration, which could be achieved through repayable loans.
- ❖ A consultation on potential changes to the New Homes Bonus, which would introduce mechanisms to withhold payments where planning applications are only approved on appeal. This is part of a range of measures designed to remove barriers to the building of new homes in the planning system.
- ❖ Further details relating to the cap on welfare spending.

A new Conservative Government was elected in May 2015 and in July 2015, in an emergency budget, the Chancellor announced further changes which will have a significant impact upon the social housing sector.

Rent reduction

It was announced that RPs of social housing would have to reduce their rents by 1% from April 2016 until 2020. The changes mean an end to a rent formula agreed in 2013.

As at end of July 2015, reports are indicating that this will result in an 11% – 15% reduction in average rents by 2020/21 compared to current forecasts. This has the potential to undermine the ability of both Councils and housing associations which work in Mid Devon to deliver new build developments given the impact it could have on long-term business viability. The rental income received by the Council is approximately £12million per annum. There is likely to be a significant reduction of income totalling £5million estimated cumulative rent loss over years 1-4 and £80million estimated cumulative rent loss over years 1-30. The Chancellor expressed the view that the social housing sector can make efficiency savings to enable them to manage the reduction.

This policy is likely to be included in the Welfare Reform Bill due to be passed in September 2015, which means that RPs will not be able to mount a legal challenge against the proposal.

Observers are currently suggesting that anything between 14,000 (the Office for Budget Responsibility) and 27,000 (National Housing Federation) less affordable homes are likely to be built nationally over the four year period when the reduction in rent is to be implemented.

The Council will need to review plans for future investment in the housing stock, how we deliver housing services and in particular how we will finance the development of new housing stock. Other RPs working in the District will also need to review their business plans.

Pay to Stay

Tenants on higher incomes will have to pay the market rate or near market rent for their homes. The threshold will be £30,000 in Mid Devon and will come into effect from 2017/18. Under the new, compulsory scheme, which the government estimates will save £365million in 2017/18, local authorities will have to pay the extra cash raised to the Treasury, therefore, contributing to deficit reduction. It is anticipated that around 340,000 renters out of England's 3.9 million social tenants are likely to be affected.

However, the implementation of higher earners paying market or near market rents is likely to be problematic. The Council cannot insist that our tenants provide information regarding household income. In fact, few RPs hold data on their tenants' earnings. The government will publish more details on how the scheme will work in due course.

Security of Tenure

A further review of security of tenure in social housing is planned. It will also look at whether certain groups of tenants could be exempted from proposals to limit lifetime tenancies; for example, those in supported housing. It is yet to be confirmed whether or not the policy could be applied to existing tenancies. The Council's strategic housing policy enables RPs to use flexible or fixed term tenancies in the District.

Welfare reform

Further changes to the welfare system were announced in July 2015:

- ❖ A four year freeze on welfare payments. Working age benefits will be frozen from 2016/17 for four years to 2019/20. This is forecast to save £4 billion a year by 2019/20. This will apply to Jobseeker's Allowance, Employment and Support Allowance, Income Support, Child Benefit, applicable amounts for Housing Benefit and Local Housing Allowance.
- ❖ The benefit cap will reduce from £26,000 to £20,000 in Mid Devon. Benefit for housing costs is the first payment cut if a household is affected by the cap. It should be noted that the date for implementation of the new policy was not included in the Budget report.
- ❖ The removal of the family premium. This is an extra payment for households with children.
- ❖ From April 2016, the Government will reduce the level of earnings at which a household's Tax Credits and Universal Credit award starts to be withdrawn for every pound earned. This will affect tenants in work on a low income.
- ❖ Tax Credit and Universal Credit support will be limited to the first two children from April 2017. Multiple births, for example, where there are triplets will be excluded from the limit. This will impact on larger families as this will limit the amount of benefits received therefore reducing their overall income.



- ❖ From April 2016, Housing Benefit claims will be backdated for a maximum of 4 weeks. This is a change from the current limit of 6 months, depending on the claimant's circumstances. These changes will put the onus on the claimant to take greater responsibility for paying their rent on time. This is likely to have an impact upon the revenue of the Housing Service and other RPs in the District as not every tenant is able to submit their claim for Housing Benefit on time, or to provide the necessary evidence when requested to do so.
- ❖ From April 2017, those out of work aged 18-21 who make a new claim for Universal Credit will no longer automatically be entitled to the housing element. There will be some exemptions to this rule; however this highlights a potential risk relating to increased rent arrears.
- ❖ There will be a further £800 million of funding available to local authorities to make Discretionary Housing Payments over the next 5 years, which can be used to support vulnerable claimants of Housing Benefit
- ❖ People aged 18-21 will be required to "earn or learn". However, there will be some exceptions to this rule. Those claimants in receipt of Universal Credit will have to apply for an apprenticeship or traineeship, gain work-based skills, or go on a work placement 6 months after the start of their claim.

Given the forthcoming changes, the challenge for the Council as the strategic housing authority and RP of social housing will be to assist social housing tenants and housing applicants with reviewing their household budgets. Many of these people may find their household incomes adjusted by these changes. There is a need to mitigate against the risk of an increase in the level of people approaching the Council as homeless; and a reduction in the level of income into the Housing Service.

From April 2016 the government will introduce a new National Living Wage of £7.20 for over 25's rising to £9.00 an hour by 2020. The government recognised that the new National Living Wage may increase costs for some businesses. This could have a detrimental impact upon small businesses, in particular, in Mid Devon. However, from April 2016, National Insurance Contributions (NICs) Employment Allowance will commence not from £2,000 but £3,000 with the aim of helping employers with additional wage costs.

Following the summer budget in 2015, the government published further details relating to its plans to improve the nation's productivity. The plans were explained in a document called: "Fixing the Foundations: Creating a More Prosperous Nation" which set out proposals designed to encourage long-term investment, and to promote a dynamic economy.

The plans focused on changes to the planning system and indicated a very clear shift to the provision of homes solely for home ownership. In particular, it was made

clear that the government is supporting the building of more new homes for home ownership. Low cost homeownership for first time buyers has become a priority. Reform of the planning system will support this. The extension of the Right to Buy to housing association tenants was also proposed.

Appendix 2 - Local Context



Mid Devon

Mid Devon is a sparsely populated area of 352 square miles (913 sq km) in an inland area of South West England. It extends from the edges of Dartmoor in the South West to Exmoor in the North East. It is a predominantly rural area and whilst the majority of the population (total: 77,500) is located in three main towns: Crediton Cullompton and Tiverton a large number of residents live in the rural areas outside these towns. The principal concentration of people is in the eastern part of the District, where the market towns of Tiverton and Cullompton lie within 6 miles of each other.

The significant urban areas of Exeter (total population: 137,087) and Taunton (total population: 60,479) are just beyond the Southern and Eastern boundaries of the District respectively. Major East-West lines of communication run through Mid Devon, including the M5, the A361, the A30 and the Great Western Mainline Railway. However, transport in rural areas can be a problem for some families.

The recently published Strategic Housing Market Assessment (SHMA) for the Exeter area established housing requirements in four local authority areas, over the twenty year period from 2013 to 2033 – East Devon, Exeter, Teignbridge and Mid Devon. This in-depth study, which reviewed housing issues in Mid Devon and the other local authority areas, enables the Partner Authorities to understand the nature and level of housing requirement within their local areas.

Population

Population change, 2001 – 2011

	Population 2001	Population 2011	Absolute change	% Change
Mid Devon	69,774	77,800	+8,026	+11.5
South West	4,928,434	5,288,900	+360,466	+7.3
England	49,138,831	53,012,500	+3,873,669	+7.9

Source: ONS Census (2001/2011)

The growth in the population of Mid Devon district rose by over 11% in the period from 2001 to 2011 from 69,900 to 77,500 people; 49% are male and 51% female. This rate of growth is significantly higher than the rates for England and the South West. Minority ethnic groups make up over 1% of the population. The proportion of those born in the UK decreased from 97% in 2001 to 95% in 2011.

Proportion (%) of the population by age, 2011

	Pop aged 0-14 (%)	Pop aged 15-24 (%)	Pop aged 25-44 (%)	Pop aged 45-64 (%)	Pop aged 65+ (%)	Average age (years)
Mid Devon	17.3	10.7	22.8	28.8	20.4	42.3
HMA* area	15.3	12.7	22.5	27.3	22.2	43
England	17.6	13.1	27.4	25.4	16.5	39.4

Source: Census 2011

*HMA: housing market assessment

Dwellings

The 2011 Census found that there are 33,990 dwellings in Mid Devon.

Existing stock by property type (%)

	Mid Devon	Devon	South West	England
Detached	38	35	30	22
Semi-detached	25	25	27	31
Terraced	20	23	23	25
Flat/ maisonette	16	16	19	22
Other	1	1	1	0

Source: Census 2011

Tenure Profile 2011

	Mid Devon	Devon	South West	England
Owner occupied	69.1	70.2	67.4	63.4
Shared ownership	0.9	0.8	0.8	0.8
Social rent	12.6	11.2	13.3	17.7
Private rent/ other	17.4	17.8	18.5	18.1

Source: Census 2011

Housing across all tenures is assessed against the Decent Homes Standard. This contains four criteria and all properties will have them if they are “decent”. To meet the criteria, a property will be in a good standard of repair, have a reasonably modern kitchen and bathroom and must have effective insulation and efficient heating.

The Housing Health and Safety Rating System (HHSRS) sets standards for acceptable accommodation and assesses hazards. Hazards may be categorised

into category 1 or category 2 hazards. If there are any category 1 hazards found within a property, the Council may take action to ensure that these are put right. The SHMA contains the following information derived from a 2009 study undertaken by the South West Regional Assembly: "The Condition of Private Sector Stock in the South West".

Meeting the Decent Homes Standard

Area	% Non-Decent	Reason for non-decency			
		Reasonable repair	Thermal comfort	Modern Amenities	Cat 1 Hazards
Mid Devon	42.8	9.9	35	0.7	29
Devon	32.8	11.5	23.9	1.6	20.2
South West	21.7	10.3	18.5	2.2	15.5

Economy

The 2011 Census showed that 17% of those employed in Mid Devon work in the wholesale or retail trade or in motor vehicle repair. This compares to 16% of people in Devon and 16% of people in England and Wales. Manufacturing is also important (employing 10% of people in the District compared to 8% in Devon and 9% in England and Wales). Although farming makes up only a small proportion of the economy as a whole, there is a higher proportion of people (6%) working in agriculture, forestry and fishing than in other Devon districts and in England and Wales, as a whole (both 1%).

The unemployment rate had increased to 3% of the working age population at the date of the Census in 2011 but unemployment remains low compared to national figures. Mid Devon shows a high rate of self-employment with 15% being self-employed compared to 14% in Devon and 10% in England and Wales. 16% of the population is retired compared to 18% in Devon and 14% in England and Wales.

According to the Census in 2011, 14,167 residents in Mid Devon work within the District. After that, the main place of work for local people in Mid Devon was Exeter, followed by East Devon.

Affordability and the Mortgage Market

The average house price in the South West in 2013, according to the NHF publication Home Truths 2014/15, was £228,420 which gives a house price to earnings ratio of 9.6 compared with the UK average ratio of 9.5. In Mid Devon the average house price was £223,632 and, mean annual earnings in 2013 were £21,554 making the ratio of house prices to incomes 10.4.

The income required for an 80% mortgage in Mid Devon in 2013 was £51,116. Mortgage as a percentage of income stood at 34.9% in the fourth quarter of 2012 in the South West compared to the UK average of 28.1%. The HCA considers a 45% household debt to net income ratio affordable in terms of home ownership yet not

over stretching in order to allow buyers to adapt to market changes in mortgage interest rates.

According to the SHMA, house prices grew by 121% in Mid Devon over the period from 2000 to 2013, compared with 124% across the housing market assessment area and 124% across Devon.

Nationally, there is concern that house price inflation in the last decade was driven by long-term chronic under-supply of housing to meet the needs of a growing population. As a result, the Government is now trying to stimulate house building activity and is also encouraging councils to build new homes.

Average monthly private rents – December 2014

Area	Median (£)	Lower Quartile (£)
Mid Devon	595	500
HMA* average	643	538
Devon	625	525
South West	650	525
England	595	475

Source: VOA report December 2014

*HMA: housing market assessment

Current housing need in Mid Devon

The SHMA provides an objectively assessed statement of housing need in Mid Devon. The lower end of the range is 359 per annum and the higher end of the range is 381 per annum; the mid-point is 370 per annum. The emerging local plan will take account of this projection.

The Council uses the countywide Choice Based Lettings scheme, Devon Home Choice, to allocate social housing. The scheme has been revised to reflect the bedroom occupancy changes made in the welfare reforms.



As at 1 April 2015, there were 2,131 applicants registered with Mid Devon on Devon Home Choice.

The applications are assessed and put into one of five bands, these being A, B, C, D, and E. Those in the 'A' band are those needing emergency accommodation. The 'B' band applicants have a high housing need and those in the 'E' band have no housing need.

Number of households in housing need (Bands A to D) as at 1 April 2015

	Band A		Band B		Band C		Band D		Total	Band E	
	No	%	No	%	No	%	No	%		No	%
Mid Devon	0	0	194	20	306	32	462	48	962	1,169	55
Total DHC	24	0	3,801	20	5,141	27	9,935	53	18,901	13,978	43

Source: DHC Quarterly Monitoring Report (April 2015)

Only 48% (962) of those cases registered on DHC are in housing need. 55% (1169) of cases registered have no housing need.

Bedroom need of applicants in housing need (Bands A to D) as at 1 April 2015

	1 Bed		2 bed		3 bed		4+ beds		Total
	No	%	No	%	No	%	No	%	
Mid Devon	490	51	280	29	121	13	71	7	962
Total DHC	10,887	58	4,872	26	2,018	11	1,124	6	18,901

The DHC scheme offers an assessment framework and, as previously stated, housing applicants are placed into five bands according to their need. Those with no housing need are placed into Band E. Other housing authorities in Devon no longer operate a Band E. As at July 2015, Members are reviewing the situation in Mid Devon and, as a result, the Council may well amend the DHC scheme and decide against placing those with no housing need on to the housing register.

During 2014/15, 280 general needs units and 30 homes for vulnerable people were let by the Council and other RPs in Mid Devon (making a total of 310). It would appear that there is a high proportion of housing applicants who have a need for one-bedroom accommodation and therefore RPs who are developing new homes for rent need to take this into account.

The present system allows some flexibility to give preference to certain groups, such as transferring applicants or existing tenants, who need to downsize. The removal of the spare bedroom subsidy for Housing Benefit claimants can be seen to have increased the number of people seeking one-bedroom accommodation in the District.

Affordable Housing

The SHMA assessed the social and affordable rented need by bedroom size:

	Bedroom size (%)			
	1 bed	2 beds	3 beds	4 beds +
Mid Devon	45	40	15	

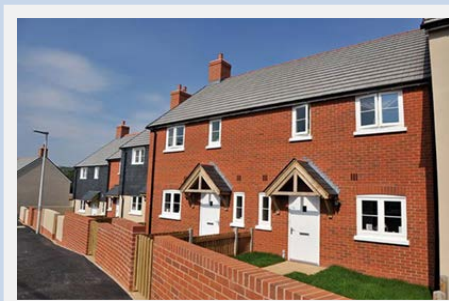
The SHMA also assessed under-occupation in the social rented sector in Mid Devon as 10.4%, which represents 429 units. It also found that 218 households, or 5.3%, were living in overcrowded conditions.

The SHMA contains an assessment of specific affordable housing needs. It established a need for 124 affordable homes each year.

It was noted that there is a shortage of larger homes available for families in the District and that new social/ affordable rented delivery should target under-occupied three/ four bedroom houses to help address the needs of larger families, especially those who are over-crowded and also be linked to the strategies for older people.

During 2014/15, 12 empty homes in the District were brought back into use to add to the overall level of housing supply.

The Council is currently working with 18 other RPs in the District (see Appendix 5) to provide affordable homes for those in housing need. Affordable housing is defined as social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. The government definition contained within the NPPF states that: "Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision".



Deprivation

The Indices of Deprivation (2010) provide a relative measure of deprivation in small areas across England. They are based on the concept that deprivation consists of more than just poverty and that a lack of resources and opportunities also have an impact. All the district-level authorities in England were ranked and Mid Devon was ranked at 155 out of 326. It was found that there are three wards in Tiverton which are in the most deprived quartile.

Appendix 3 - Planning policies in Mid Devon

The Council has an adopted Local Plan which is in three parts. The adopted Local Plan covers the period 2006-2026 and sets the policy framework against which planning applications are determined within Mid Devon. The first part, the Core Strategy (adopted 2007) sets the spatial strategy and distribution of development across the District. The Allocations and Infrastructure Development Plan Document (adopted 2010) sets out the infrastructure requirements and allocates land to meet the need for housing, employment and other development. The Local Plan Part 3: Development Management Policies (adopted 2013) sets policies to guide development management decisions including design, housing standards, parking and environmental considerations.

National policy requires plans to be kept up to date to take account of the latest evidence and Government guidance. The Council has been preparing a new plan which once adopted will supersede the three parts of the existing Local Plan. The Local Plan Review covers the period 2013-33. A consultation on the version of the Local Plan Review proposed for submission concluded in the Spring of 2015. There were just fewer than 1,000 responses and where appropriate the draft document is being amended to take account of any significant issues raised. The plan is due to be submitted to the Secretary of State in early 2016 upon which an examination process will be initiated. It is anticipated that the document will be able to be adopted in 2016.

The Local Plan Review will set out the housing need for the period of the plan. The Housing Strategy will take account of the figures in the final Local Plan. The Local Plan Review reflects the Government's review of housing standards which introduced a new national standard for dwelling sizes, which has been incorporated into the document. Minimum standards for building accessibility are also included which will replace the Lifetime Homes requirements set out in the current adopted plan. Policies setting out a requirement for 5% of plots on sites of 20 or more dwellings to be made available for self-build and the provision of low cost self-build plots in rural areas are also proposed.

The Meeting Housing Needs Supplementary Planning document <http://www.middevon.gov.uk/CHttpHandler.ashx?id=18182&p=0> contains more guidance for developers who wish to build in the District and confirms the target of 2,000 or more affordable dwellings during the period from 2006-2026. It states that the Council will seek the majority of social rented housing (60%) where affordable housing is to be provided and 40% intermediate and affordable rent housing. New housing developments should contain a mix of dwelling sizes and this is specified. It is anticipated that this document will be reviewed following adoption of the Local Plan to ensure it is up to date and aligns with the Local Plan and latest Government policy.

Appendix 4 - Housing Strategy Action Plan

Priority /Action	By Whom	When?
Delivering affordable housing		
Exploiting opportunities to meet the overall demand for housing in the District:		
In partnership with other RPs and other partners to enable the delivery of new affordable homes	Housing Enabler & Business Support Manager	Ongoing until 2018
Working alongside the Planning Service, with registered providers and developers, to facilitate new development which delivers the right amount and type of affordable housing on site. Where off site contributions are necessary, make reference to the economic viability assessment.	Housing Enabler & Business Support Manager	Ongoing
Develop a strategy for the spend of S106 contributions or provide affordable housing and to achieve value for money	Head of Housing & Property Services	Ongoing
In partnership with Exeter City Council, work to address issues relating to empty homes	Private Sector Housing (Lead Officer)	March 2016
Provide pitches for gipsies and travellers to address needs identified in the GTAA 2015	Head of Housing & Property Services Head of Planning & Regeneration	Ongoing

Priority /Action	By Whom	When?
Continue to work with the Devon Rural Housing Enablers to undertake Housing Needs surveys in rural communities	Housing Enabler & Business Support Manager	Ongoing
Making better use of existing housing stock		
Undertake a stock condition survey and other investigations, as specified in the private sector renewal policy	Private Sector Housing (Lead Officer)	March 2016
Identify funding opportunities which can be used to assist home owners	Private Sector Housing (Lead Officer)	September 2014 ⁵ and ongoing collaboration with other Devon LAs
Use housing renewal powers to address poor conditions in the housing stock in the private sector	Private Sector Housing (Lead Officer)	Current and continual development
Review of provision of adapted social housing properties in the District	Housing Options Manager and Housing Enabler & Business Support Manager	December 2016
Implement recommendations made by Members in relation to DHC scheme & Band E	Head of Housing & Property Services	March 2016
Continue to deliver high levels of performance in relation to the management of the housing stock	Housing Services Manager & Building Services Manager	On-going
Continue to develop & review policy and procedure to take account of legislative changes and good practice	Housing Services Manager, Building Services Manager & Housing Policy Officer	On-going
Restructure the Building Service unit to ensure it is future-proof and fit for purpose	Building Services Manager	March 2016
Annually, review 5 year and 30 year Asset Management Strategy and implement adjustments to take	Building Services Manager	By March 2016, 2017, 2018, 2019,

Priority /Action	By Whom	When?
account of new data, legislative requirements and budgetary constraints		2020
Further development of the integrated housing management system to facilitate more efficiency and effectiveness	Housing Services Manager & Building Services Manager	March 2016
Implement an asbestos inspection regime to check the condition of the asbestos containing materials that have been deemed low risk and left in situ	Building Services Manager	March 2016
Ensure that the Housing stock remains 100% Decent year on year	Building Services Manager	Ongoing
Review policies relating to the management of former tenant arrears	Housing Services Manager	March 2016
Facilitate and support involved tenants to undertake one service review annually	Community Support & Initiatives Team Leader	Ongoing
Preventing homelessness		
Review downsizing scheme	Housing Services Manager & Housing Options Manager	March 2016
Update info relating to homelessness advice service and prevention	Housing Options Manager	March 2017
Work with partner agencies to identify gaps in provision and funding	Housing Options Manager	March 2017
Develop management systems to measure the impact of homeless prevention advice	Housing Options Manager	December 2015
Work with RPs on strategies	Housing Options Manager	Ongoing

Priority /Action	By Whom	When?
relating to tenancy sustainment to reduce evictions		
Working in partnership, further develop the approach to the prevention of youth homelessness to ensure that young people have a range of options open to them and also the support of statutory organisations	Housing Options Manager	Ongoing
Working with the Devon & Cornwall Housing Options Partnership to put in place strategies to ensure that flexible and fixed term tenants whose tenancies will not be renewed are supported whilst they find alternative accommodation	Housing Options Manager	March 2016
Work with private landlords with a view to investigating whether it would be possible to utilise the private rented sector for discharging the homeless duty	Housing Options Manager	March 2017
Continue attending MARAC meetings and develop a closer working relationship with MAPPA	Housing Options Manager	Ongoing
Review the use of temporary accommodation for homeless households and review alternatives to avoid the use of B&Bs	Housing Options Manager	March 2017
Managing the impact of an aging population		
Actions identified in the older person's strategy	?	
Further development of handyman service, especially in the private sector	Building Services Manager	Ongoing
Reducing the impact of welfare reform		

Priority /Action	By Whom	When?
Green initiatives WB to provide a couple of targets	Building Services Manager	
Review structure of the Neighbourhood teams to ensure that support is available for tenants experiencing financial difficult	Housing Services Manager	March 2017
Develop the service offered by the Community Housing Support Officers	Community Support & Initiatives Team Leader	Ongoing
Assist tenants affected by welfare reform who need to move to alternative accommodation by providing housing options advice	Housing Options Manager	Ongoing
Monitor the impact of the introduction of Universal Credit and also the changes to Housing Benefit which will affect those under 22	Housing Services Manager	March 2018

Appendix 5 - Registered Providers working in Mid Devon

Affordable Homes UK
Abbeyfield Society
Affinity Sutton
Aster Group
Cornerstone Housing
Devon and Cornwall Housing Group (Tor Homes manages Devon Stock)
Falcon Rural Housing
Guinness Hermitage
Heathcoat
Hastoe Housing
Housing 21
Magna West Somerset Housing Association,
Newcombes HA
Persimmons
Raglan Housing
Sanctuary Housing
Sarsen / Aster
Spectrum Signpost
South Western Housing Society
Sovereign
Tiverton Almshouse Trust
Twyford Trust Tiverton
Westcountry Housing
Yarlington Housing Group
William Sutton HA

DECENT & AFFORDABLE HOMES PDG

OCTOBER 2015

ASBESTOS MANAGEMENT PLAN 2015

Cabinet Member: Cllr Ray Stanley

Responsible Officer: Nick Sanderson, Head of Housing & Property Services

Reason for Report: To advise Members of the approach taken for the management of asbestos in Council properties.

RECOMMENDATION(S): **A:** That the cabinet adopts the revised 'Corporate Asbestos Policy'

B: That the cabinet adopts the revised 'Asbestos Management Plan'

Relationship to Corporate Plan: Providing well maintained and managed properties.

Financial Implications: The financial implications are contained within the Housing Revenue Account and Capital Expenditure.

Legal Implications: None arise from this report. However, it is necessary to ensure that the management of asbestos in Council properties is in compliance with the Control of Asbestos at Work Regulations 2012, Health & Safety at Work Act 1974, and Workplace Regulations 1999.

Risk Assessment: The Corporate Asbestos Policy and Management of Asbestos Plan refers to the Council's arrangements for managing the risks of exposure to asbestos by employees and non-employees within its activities.

1.0 Introduction

- 1.1 This report details the approach that is used by Mid Devon District Council (MDDC) for the management of asbestos in the buildings they manage and occupy where major works are taking place, and any sites or operations which fall under the responsibility of MDDC Housing Service.
- 1.2 The Council maintains and repairs domestic and non-domestic premises in accordance with current legislation, ensuring that statutory obligations and duties are met.
- 1.3 There is a Corporate Asbestos Policy, which supports this legislation and links to the Asbestos Management Plan, and the Asset Management Plan. The 2015 Corporate Asbestos Policy was drafted by the Head of Housing and Property Services to update and reflect line management changes within the

Council, changes in guidance published by the HSE, and recommendation from the HSE following an incident last year (Appendix 2).

- 1.4 The Statement in the Asset Management Plan indicates that 75% of our properties have been inspected for asbestos. An Asbestos Management Plan has been developed based on the information gathered which sets out:
 - How we will inform tenants, staff and contractors of the dangers and risks posed in each property
 - How we will manage those risks
 - What our future plans are to reduce the risks
- 1.5 The Asbestos Management Plan brings together information from previous surveys, and identifies future actions and costs for the management of asbestos in the Council's homes.
- 1.6 The Asbestos Management Plan sets out:
 - That 75% of our properties have been surveyed for asbestos and that an asbestos register is maintained. The remaining 25% of properties rely on cloned information
 - How we inform tenants, staff and contractors of the dangers and risks posed in each property
 - How we manage those risks
 - What our future plans are to reduce the risks
 - What the annual estimated costs are
- 1.7 The management of asbestos is covered by The Control of Asbestos Regulations 2012, which superseded the 2006 Regulations that brought together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.
- 1.8 As part of these statutory requirements, an Asbestos Register is maintained, the register indicates where known asbestos containing materials have been located and their generic type. This information is provided to contractors who work on the Council's housing stock and the Direct Labour Organisation (DLO).
- 1.9 MDDC has published a guide for tenants "Your guide to help you deal with Asbestos in your home" (Appendix 3). All tenants have received a letter advising them about asbestos in their homes. There is also an on-going re-survey and management programme for the identification and removal of asbestos and a budget is in place for these surveys and works.

2.0 Responsibilities

- 2.1 These are shown in the Asbestos Management Plan 2015 (Appendix 1).
- 2.2 Under clause 2.5, Employees, the operatives working with the DLO are aware that each property may contain asbestos, they are able to access the property attributes held on Integrator via their PDA phones.

3.0 Procedures

- 3.1 The actions that have been outlined below indicate the procedure that is followed by the planned maintenance team to comply with the statutory obligations relating to asbestos, when carrying out major works to MDDC homes.

3.2 Pre-Contract

- 3.2. MDDC complies with the Construction Design and Management Regulations 2015, and appoints a Principle Designer at the design stage to advise on all aspects of Health and Safety for the works and future maintenance and repair of the installation.
- 3.2.2 During the preparation of the tender documentation MDDC prepares a Pre-Contract Health and Safety Information Pack, which is approved by the Principle Designer. This document highlights specific known risks, including asbestos and is sent to all tenderer's as part of the Invitation to Tender (ITT). This document also outlines the information that the contractor will need to provide in the Construction Phase Health and Safety Plan.
- 3.2.3 During the procurement process, the contractor is obliged to submit Health and Safety information relating to the qualifications and experience of the management staff and operatives as well as their Health and Safety Policy. This information, including that relating to asbestos, is evaluated and has a bearing on the selection of the contractors.
- 3.2.4 Prior to award of the contract the successful contractor works with the Principle Designer to develop the Construction Phase Health and Safety Plan. It is at this stage that the asbestos register is passed to the contractor and evidence of the contractors operatives Health and Safety qualifications including those relating to asbestos are required. If appropriate, Risk Assessments and Method Statements for working with asbestos are also required at this stage.
- 3.2.5 Within contracts, which involve the removal of bathrooms, kitchens and other major internal works, there is a requirement that the contractor has a part HSG 264 Asbestos: The Survey Guide, (HSG) refurbishment survey carried out to determine if any asbestos containing materials (ACM's) are present in the areas where the works are due to take place.

3.3 Post Contract

- 3.3.1 Following the award of the contract, the contractor will start the works. Where a HSG refurbishment survey has been requested the contractor will notify MDDC if any asbestos has been identified, and in accordance with the requirements of the HSG, submit recommendations relating to the management of any ACM's. MDDC act upon the recommendations submitted. No works on any ACM's are permitted without authorisation from MDDC.
- 3.3.2 If a HSG survey has not been requested, the contractor uses the asbestos register to identify the ACM's and manages the work ensuring that there is a minimum risk of fibre release. If any unknown suspected ACM's are discovered the contractor is required to report this to MDDC immediately and stop working on the material. MDDC will then arrange for a HSG survey of the material to be carried out.
- 3.3.3 Where the ACM is to be removed the procedure on the decision flowchart (Appendix 4). MDDC also require detailed risk assessments and method statements for this work. The works and adherence to Health and Safety are checked by the contract administrator who makes regular site visits.
- 3.3.4 Upon completion of the works, including any removal, the asbestos database and register are updated.

3.4 Revisions to the control of asbestos regulations

- 3.4.1 Proposed changes to the control of asbestos regulations required by the European Commission introduced new notification requirements for certain unlicensed work with asbestos from 6 April 2012 has been adopted by the Council.

Contact for more Information: Mark Baglow, Building Services Manager. Tel 01884 233011 or Nick Sanderson, Head of Housing and Property. Tel 01884 234960

Circulation of the Report: Management Team, Councillor Ray Stanley, Cabinet Member for Housing

Appendix 1

Mid Devon District Council

Building Services

Asbestos Management Plan – DRAFT

September 2015

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Annex 3 Asbestos Management Action Plan and Estimated Resource

PART 1: POLICY

1.1 GENERAL POLICY STATEMENT FOR ASBESTOS

- 1.1.1 Mid Devon District Council will do everything reasonably practicable to protect all persons from risks to health from exposure to asbestos. Although it is recognised that there is no legal requirement to remove asbestos containing material (ACM) in existing buildings where it does not constitute an unreasonable hazard, Mid Devon District Council's long-term aim is to remove all asbestos from the property portfolio, as far as is reasonably practicable.

1.2. APPLYING THE POLICY:

- 1.2.1 No new or recycled ACM can be used.
- 1.2.2 Where existing installations include ACM which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed, until such time that its safe removal is planned. Details are to be noted in the Asbestos Register by the Programme Planner or nominated representatives, and the installation is to be re-inspected at regular intervals (not more than one year, except in domestic properties, where 20% will be re-inspected annually) to ensure that the condition of the material has not changed.
- 1.2.3 Where existing installations include ACM which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material, resealed or encapsulated.
- 1.2.4 When considering removal, where the ACM is coated, covered or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix, ACMs of this type in good condition can usually be treated as non-licensed work but where they are significantly damaged, and so more likely to release fibres, they will need to be treated as Notifiable Non-Licensed Work (NNLW).
- 1.2.5 It is the responsibility of the person in charge of the job to assess the ACM to be worked on and decide if the work is NNLW or non-licensed work. This will be a matter of judgement in each case, dependent on consideration of several factors.
- 1.2.6 Asbestos insulation, Asbestos coatings and Asbestos insulating board must be removed by a Licensed Asbestos Removal Company in accordance with the HSE's Approved Code of Practice (ACOP) and guidance L143, *'Work with Materials Containing Asbestos.'* and then be taken to an approved, licensed site for disposal. Asbestos cement, gaskets, ropes and other bonded materials can be removed in accordance with the ACOP L143, providing that the persons carrying out

the work have had appropriate training and have sufficient insurance cover. The ACOP L143 replaces ACOP L27 and ACOP L28.

- 1.2.7 The Building Services Manager (or nominated representatives) shall approve the removal using the checklists contained in [Annex 1](#) of the Guidance Note, Management of Asbestos in MDDC Properties.
- 1.2.8 An Asbestos Register will be compiled by Programme Planner into which ACM installations and locations will be entered.
- 1.2.9 The Asbestos Register will be continually updated as and when surveys are carried out and asbestos materials are discovered and will be reviewed annually by the Programme Planner who will then make such recommendations to MDDC as appropriate to pursue this policy.
- 1.2.10 Information contained in the Asbestos Register will be made available to any employee, contractor, tenant or leaseholder.
- 1.2.11 Until such time as a property has been subjected to an asbestos survey and the details entered in the Asbestos Register, great care must be taken when carrying out works upon the property. All persons carrying out work that will affect the building fabric must have sufficient training in the risks associated with asbestos. Materials of unknown composition must be presumed to contain asbestos.
- 1.2.12 If it is suspected that any work may disturb a material containing asbestos then appropriate procedures contained within this document must be carried out. No works of a major nature must be undertaken without first carrying out an asbestos risk assessment of that area to be worked upon (in most cases an HSG264 Refurbishment or Demolition survey).
- 1.2.13 **Major Works** includes planned/cyclical/voids which require technical input and pre-assessment. This will include preparation of drawings, sketch details, specifications, notes, schedules or contract documents and should in all cases be subject to an asbestos survey and priority assessment as part of the pre-assessment.
- 1.2.14 **Minor Works** are defined as those that would normally be actioned by the issuing of a works order or instruction and would include emergency, reactive, routine, day-to-day or other small jobs.

The following precautions must, however, be observed:

- 1.2.15 If suspected ACMs are discovered during the works they should not be disturbed, but the incident reported to the Project Manager who will arrange for an asbestos inspection and priority assessment.
- 1.2.16 If the material has been inadvertently disturbed then work in that area should cease. The Contract Administrator needs to be notified and the Contingency Plan (annex 2) needs to be applied.

- 1.2.17 The Asbestos Register shall be linked to the production of Works Orders/Site Instructions which should flag up if there is an issue with work to be carried out in a property.
- 1.2.18 People carrying out these works must have the necessary license to work and/or have received appropriate task training.

PART 2: MANAGEMENT OF ASBESTOS IN MDDC PROPERTIES

2.1 Introduction

- 2.1.1 This Management Plan details the risk based approach that will be adopted by MDDC for the day to day management of asbestos in the buildings they manage and occupy, and any sites or operations which fall under the responsibility of MDDC Housing Department.
- 2.1.2 MDDC maintains and repairs domestic and non-domestic premises in accordance with current legislation, ensuring that statutory obligations and duties are met.
- 2.1.3 As part of these statutory requirements, a live Asbestos Register is maintained, the register indicates where known asbestos containing materials have been located and their generic type.
- 2.1.4 The Control of Asbestos Regulations 2012 superseded the 2006 Regulations that brought together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.
- 2.1.5 To comply with this legislation, MDDC acting as the duty holder, has adopted a pro-active risk based approach to managing asbestos and its control in order to ensure the safety of its' staff, contractors and anyone else who may be affected by MDDC's undertakings in this regard.
- 2.1.6 This Guidance Note is produced for the assistance of staff. Staff should apply their judgement to this guidance at all times.

2.2 Responsibilities

2.2.1 The Head of Housing and Property Services Manager will:

- Ensure that there are sufficient resources available for the implementation of this plan
- Delegate responsibility for the implementation of this plan to the Managers
- Review the provisions and resources required for the efficient operation

of this plan annually

2.2.2 The Building Services Manager will:

- Ensure that the requirements of this plan are implemented
- Ensure that a risk assessment and safe systems of work are in place
- Ensure that employees are competent and receive the necessary training, information and supervision whilst performing any tasks in regards to this plan.

2.2.3 The Office Manager will:

- Maintain the asbestos database and register, and produce programmes relating to the annual inspections and works where appropriate

2.2.4 Surveyors/Supervisors will:

- If competent and insured, carry out inspections and management surveys. Ensure that a risk assessment and safe systems of work are in place
- Also manage others carrying out inspections and surveys

2.2.5 Employees will:

- Comply with this asbestos management plan and notify their Supervisor / Manager of any issue concerning them, regarding asbestos and asbestos containing materials.
- Any operative working on asbestos will have previously undertaken task specific training relating to that work. Ensure that a risk assessment and safe systems of work are in place

2.2.6 Contractors will:

- Comply with current legislation and associated Approved Codes of Practice and guidance.
- Attend sites to assess and prepare quotations against asbestos remedial works specifications, the contractor to raise any issues relating to the health and safety or potential later costs of a project.
- Provide a method statement for MDDC and the Statutory Authority.
- Provide a safe method of work for emergencies that will be discussed

and agreed with the Principle Designer or Surveyor in charge of the contract

- Provide statutory notice to the Notifying Authority prior to commencing asbestos works, or, by agreement and at the request of the Principle Designer or Surveyor in charge of the contract, applying for a waiver against the minimum notice period.
- Arrange transport and disposal of asbestos waste materials in accordance with current regulation and good practice
- Provide copies of notification and consignment notes and other relevant documentation on request to the Principle Designer or Surveyor in charge of the contract.

2.2.7 The Health and Safety Advisor will:

- Investigate and report incidents under RIDDOR
- Provide advice on Asbestos Awareness and Task Training for staff as necessary.
- Provide advice on good practice, relevant legislation and assess compliance.

2.3 Interpretation

2.3.1 Asbestos" means any of the following materials:

2.3.1.1 Crocidolite - blue asbestos

2.3.1.2 Amosite - brown asbestos

2.3.1.3 Chrysotile - white asbestos

2.3.1.4 Anthophyllite

2.3.1.5 Tremolite

2.3.1.6 Actinolite

2.3.1.7 and any mixture containing any of these materials.

2.3.2 "Asbestos material" or "asbestos-containing material" means any material which contains in its make-up any form of asbestos in any quantity.

2.3.3 "Friable" means asbestos material capable of being crumbled in the hand.

2.3.4 "Soft asbestos" means asbestos material not friable but capable of being deformed by hand or by hand pressure.

- 2.3.5 "Hard asbestos" means asbestos material not capable of being deformed by hand except by snapping.
- 2.3.6 "Asbestos Register" means a register of all properties surveyed and held by the Programme Planner.
- 2.3.7 "Asbestos Analysis" Testing to be carried out by a United Kingdom Accreditation Service Laboratory accredited to EN 45001.
- 2.3.8 "Licensed Contractor" A Contractor who has a license issued by the Health and Safety Executive Asbestos Licensing Unit, Belford House, Belford Road, Edinburgh EH4 3UE.

2.4 Management of Asbestos

2.4.1 Remedial Measures

The remedial measures available are:

- 2.4.1.1 Leave material in place and introduce a management system.
- 2.4.1.2 Leave material in place, effectively seal (e.g. encapsulate or enclose) and introduce a management system.
- 2.4.1.3 Remove, through licensed contractors and dispose of asbestos material to site licensed for disposal of asbestos materials. The only exceptions to this rule will refer to work undertaken with duration of less than one hour in any 7 consecutive days or doing the work for a total of less than two hours in total. These works will normally be relating to textured coatings and asbestos cement. **N.B.** Asbestos cement products cannot be reused or sold on second hand to a third party.

2.4.2 Regular Inspection as part of the management system

All asbestos in non-domestic premises which has been left in place, must be subject to regular inspection yearly. In domestic premises 20% will be re-inspected annually. More regular inspection may be required if the material is liable to mechanical damage or where the risk warrants it. Where deterioration of the material is observed a further risk assessment must be carried out and recorded.

The following inspection regime shall apply:

- Up to Low Risk, Material Assessment 1 – 6 20% Periodic inspection
- Up to High Risk, Material Assessment 7 + Annual inspection

MDDC have ACM's within the domestic properties that fall into the above

categories. Within the surveys that have been carried out, some of these Medium and Low Risk ACM's also have actions against them other than monitor. In addition to the inspections the recommendations will be actioned, based on the risk from the material.

2.4.3 **Provision of Information**

2.4.3.1 **Employees and agency employees** – MDDC makes available the asbestos register to all employees and agency employees likely to come into contact with asbestos and encourages them to use it.

2.4.3.2 **Tenants** - The Building Services Office Manager is responsible for ensuring that tenants and Leaseholders are provided with information concerning any ACMs located within their houses. This information should include details of the asbestos types and locations together with details of the amount of asbestos and the risk assessment which resulted in the material being left in the premises. The tenant should also be given basic information regarding decorating, not drilling into the material etc. This information is contained within the "Your guide to help you deal with Asbestos in your home"

2.4.3.3 **Contractors and Consultants** – Contractors, Consultants and others must be provided with information relating to the type, location and amounts of asbestos in buildings where they are being asked to work.

2.4.3.4 Where they are required to work on asbestos, they must be licensed asbestos contractors (The only exceptions to this rule will refer to work undertaken with duration of less than one hour in any 7 consecutive days or doing the work for a total of less than two hours in total or work undertaken to materials where the asbestos fibres are firmly linked in a matrix. Examples these materials are contained in the ACOP L143 '*Work with Materials Containing Asbestos*'; and are:-

- asbestos cement;
- textured decorative coatings and paints which contain asbestos.
- any article of bitumen, plastic, resin or rubber which contains asbestos where its thermal or acoustic properties are incidental to its main purpose (eg vinyl floor tiles, electric cables, roofing felt).
- There may be other materials in which the asbestos fibres can be firmly linked in a matrix such as paper linings, cardboards, felt, textiles, gaskets, washers, and rope where the products have no insulation purposes. If this is the case then the exemption provided in ACOP L143 regulation 3(2) may apply.
- encapsulation or sealing of asbestos-containing materials which are in good condition, or

- air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos Any person working with Asbestos where an exception applies must still adhere to any risk assessment and method statement and any Health and Safety Executive '*Equipment and Method*' sheets and '*Asbestos Essentials*' sheets. Where their work does not involve asbestos they must be advised that asbestos may be present in other locations and that where suspicious material is found they are to stop work and inform the Contracts Supervisor.

2.4.3.5 **Lessees** must be provided with information concerning any ACM that MDDC is aware of that is located within their premises.

2.5 Asbestos Register– Inspection, Material and Priority Assessment.

ASBESTOS REGISTER

2.5.1 The Asbestos Register will hold all Asbestos Survey data.

2.5.2 The Register will be the responsibility of the Office Manager.

2.5.3 Information relating to the presence of asbestos will be available from: -

2.5.3.1 Inspections by Surveyors, Consultants and the like

2.5.3.2 Assessments by Technical staff carrying out other inspections or works;

2.5.3.3 Specific asbestos surveys.

2.5.4 The Office Manager will be responsible for all entries in the Register and ensure that the necessary action is taken to obtain adequate information to complete the Register. Information contained in the Asbestos Register is to be revised as necessary when work on asbestos or a survey is carried.

2.5.5 The Asbestos Register will be updated on a monthly basis and a copy placed on SharePoint

2.6 Specification for Inspection, Assessment, and Recording of Information.

2.6.1 Location

The location is to be identified by description and name on the Asbestos Survey Report Form ([Appendix 1](#)).

2.6.2 Types of Asbestos

Where possible asbestos type is to be identified:

Crocidolite - blue asbestos
Amosite - brown asbestos
Chrysotile - white asbestos
or other types or mixtures

2.6.3 Risk Factor Rating

It is important to assess the degree of health risk associated with each installation. These are set out in HSG264, which replaced MDHS 100 in March 2010.

2.6.3.1 There are a number of factors that affect the degree of risk:

The Material Assessment

The Priority Assessment

2.6.3.2 Under each heading points will be given according to the degree of risk as listed in 2.12 onwards.

2.6.3.3 The risk factor rating is a measure of the likelihood of fibres being released, which could cause a local hazard. The total risk factor rating being the sum of the individual points counted.

2.7 Sampling

2.7.1 If during the survey a material suspected of containing asbestos is identified, then it must be either sampled to confirm or not the presence of asbestos, or be presumed to contain asbestos.

2.7.2 If it is suspected that airborne fibres are being released then the Contingency Plan ([Annex 2](#)) needs to be applied.

2.7.3 Where appropriate, arrangements for air sampling by a UKAS accredited laboratory shall be made.

2.8 Material Risk Factor Ratings in Conjunction with a Survey.

2.8.1 Material risk assessment rating taken from HSG264 (This is a government document that provides guidance on the scoring and testing of asbestos containing materials)

Sample Variable	Score	Example of Score
Product Type (or debris from product)	1	Asbestos-reinforced composites (plastic resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	0	Good condition no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type	1	Chrysotile Crocidolite
	2	Amphibole asbestos excluding
	3	Crocidolite
Total		

Score	Potential release of fibres
10-12	High
7-9	Medium
4-6	Low
0-4	Very Low

2.9 Calculation of Priority Assessment and Action to be Taken

2.9.1 The material assessment identifies the ‘high-hazard’ materials, ie those materials which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the priority for remedial action. Priority is to be determined by carrying out a risk assessment (ie a priority assessment) which will take into account factors such as:

- the location of the material;
- the extent of the material;
- the use to which the location is put;
- the occupancy of the area;
- the activities carried on in the area; and
- the likelihood/frequency with which maintenance activities are likely to take place.

2.9.2 The priority assessment can only be carried out with the detailed knowledge of all these factors. The surveyor can help in this process, by obtaining information which will contribute to the priority assessment, where information on occupancy and use is straightforward. However, such help must be undertaken with caution. It is the duty holder, under CAR 2012, who is required to make the risk assessment using detailed knowledge of the activities carried out in the premises.

2.9.3 The combined material and priority assessment results should be used to establish the priority for those ACMs needing remedial action and the type of action that will be taken. There are various remedial options available: in many cases the ACMs can be protected or enclosed, sealed or encapsulated, or repaired. These options should be considered first. Where such actions are not practical, ACMs should be removed.

The table below provides some examples from HSG264

Address Location	Product Type	Extent	Accessibility	Condition	Surface Treatment	Asbestos Type	Sample no	Sampled/presumed/Strongly presumed	Material Assessment and Score	Priority and action score
Store room 2, BC408 ceiling	AIB	Whole ceiling 120 m2	Medium	Good	Painted one face only	Amosite	1	Sampled 4 samples	5	12
Store room 2, BC408 fire door	Asbestos board on door carcass (AIB)	21 m2	Medium	Good	Encapsulated by wood in door	Amosite	2	Sampled 1 sample	5	12
Meeting room 2, BC412, ceiling	Asbestos ceiling tiles (AIB)	5 m2	Medium	Good	Painted one face only	Amosite	3	Sampled 1 sample	5	13
Canteen, BC410, lino on floor	Cushion floor (paper)	5 m2	Easy	Good-damage to edge	Covered by vinyl	Chrysotile	4	Sampled 1 sample	4	11
Corridor, BC411, electrical switch box	Woven cloth	Possibly 4 items	Medium	Medium	Unsealed	Chrysotile	5	Strongly presumed	8	14 remove during next campaign
Plant room 2, BC416, lift motor	Brake shoes	2 items	Difficult	Medium	Unsealed	Chrysotile	6	Strongly presumed	4	10 'H' Vac dust
Plant room 2, BC416, pipe lagging	Pipe insulation	24 linear metres	Easy	Good	Sealed and labelled	Crocidolite Amosite Chrysotile	7	Sampled 6 samples	8	14 remove during next campaign
Plant room 2, BC416, wall panels	Asbestos panels (AIB)	43 m2	Easy	Good	1 face sealed and labelled	Chrysotile	8	Sampled 4 samples	5	14 monitor weekly

Material scores above 10 have high potential to release fibres

Other examples are available for guidance on the HSE website.

3.0 DISPOSAL OF ASBESTOS

- 3.1 Asbestos waste is any waste which contains trace or more than 0.1% w/w asbestos. It is subject to the waste management controls set out in the Special Waste Regulations 1996. Disposal of asbestos is to follow the requirements of these regulations. This also includes if trace has been found. The approved method of disposal for all forms of asbestos is by landfill site licensed for asbestos waste. Only an approved registered waste carrier is permitted to dispose of waste from site to point of final disposal. The contractor will provide a method statement as to the complete packaging and removal of the waste to the point of final disposal and provide copies of the Waste Transfer Notes.

4.0 Training

- 4.1 Employees such as surveyors, supervisors, contract managers, health & safety staff, trade operatives and caretakers will receive one full day training on general asbestos legislation and awareness training.
- 4.2 Employees such as housing management staff, stores staff and anyone else identified by their line manager will receive half day asbestos awareness training.
- 4.3 Asbestos awareness refresher training will be held every year or if legislative changes occur.
- 4.4 All contractors' operatives working on MDDC properties will also have had to receive Asbestos Awareness Training within the last year and all MDDC operatives who will work with ACMs will undertake task specific training on working with asbestos not requiring a licence.

5.0 AUDIT/REVIEW

- 5.1 All systems and procedures in use for the management of asbestos will be regularly reviewed and audited by the Maintenance Team in consultation with MDDC's Health and Safety Advisor.

APPENDIX 1

ASBESTOS SURVEY AND PROGRESS MANAGEMENT FORM

Site Address

Prepared by

Date of inspection.....

Building Type (e.g. house).....

Room and Floor

ASBESTOS DETAILS

ITEM	DESCRIPTION	POINTS
Material Assessment		
Asbestos Type 1 - 3		
Asbestos Product 0 - 3		
Condition 0 - 3		
Existing treatment 0 - 3		
Priority Assessment		
Location 0 - 2	(e.g. bath panel low level)	
Extent of material 0 - 2		
Use of room 0 – 2		
Activity 0 – 2		
Occupancy 0 - 2		
Maintenance frequency 0 - 2		
	TOTAL POINTS	
	PRIORITY RATING AS PER PARA 2.12 – 3.00 AND ACTION	

SAMPLE REQUIRED? YES/NO

Signed.....

ANNEX 1

CHECKLIST FOR MAJOR WORK WITH ASBESTOS MATERIALS FOR USE BY CONTRACT ADMINISTRATORS

1. THE ASSESSMENT

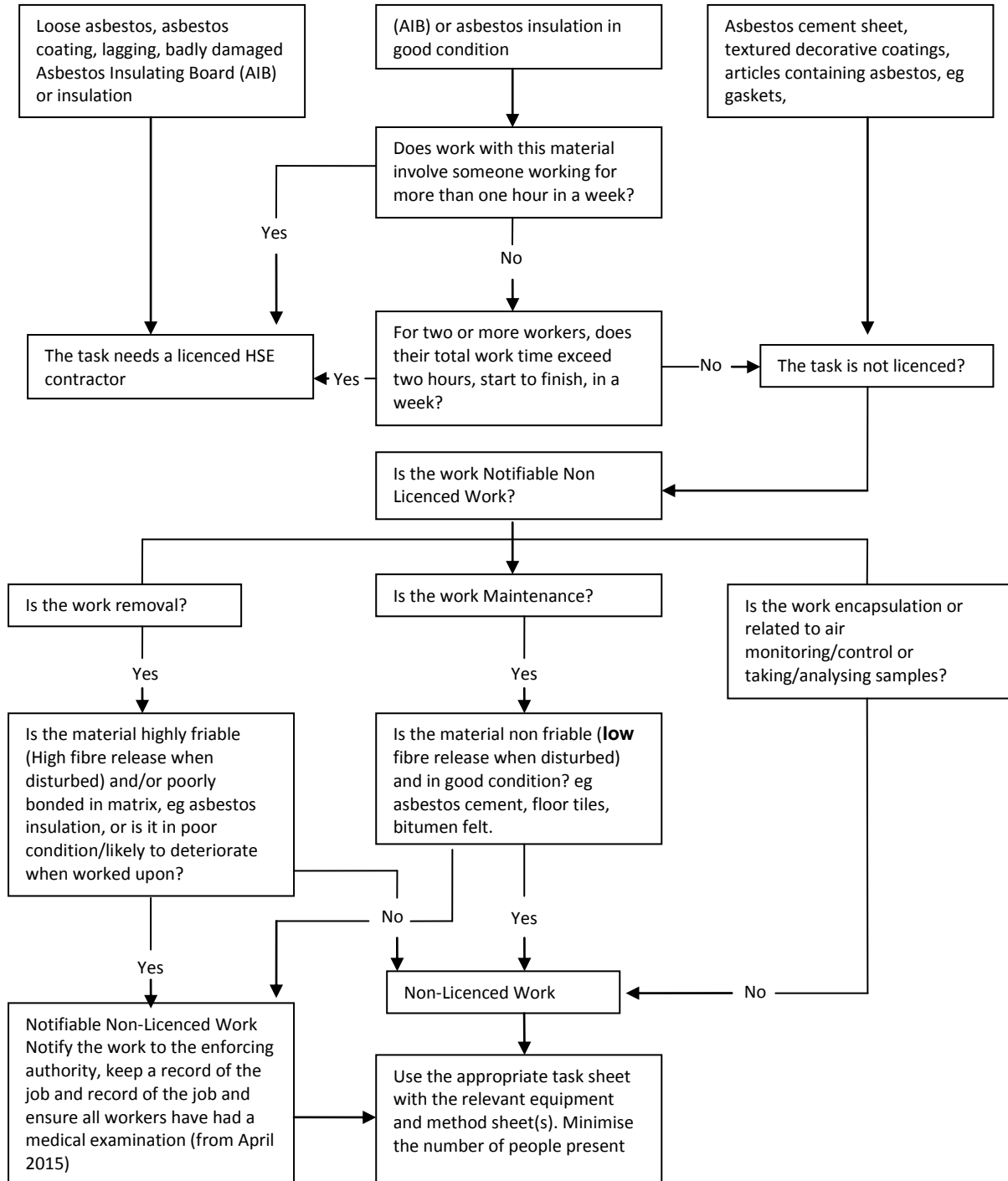
To be adequate and comply with the Control of Asbestos Regulations 2012 the assessment should be in writing and cover: -

- 1.1 The type of work and duration.
- 1.2 The type and quantity of asbestos and the results of any analysis.
- 1.3 The controls to be applied (e.g. encapsulation, controlled wet strip, dust suppression techniques etc.).
- 1.4 The reasons for the choice of work method (e.g. work-face vacuum techniques because of exposed hot pipe work etc.).
- 1.5 Details of expected exposures, noting: -
 - 1.5.1 Whether they are liable to exceed a control limit or action level and the number of people affected.
 - 1.5.2 If above a control limit, the expected exposure, so that appropriate Respiratory Protective Equipment can be assessed and selected.
 - 1.5.3 Whether anyone other than employees may be exposed, and their expected exposure.
 - 1.5.4 Where applicable, results already available from air monitoring.
 - 1.5.5 The steps to be taken to control exposure and the release of asbestos to the environment.
 - 1.5.6 Procedures for assessment, provision, use and decontamination of Personal Protective Equipment (which includes Respiratory Protective Equipment).
 - 1.5.7 Procedures for the safe removal of waste from the work area and the site.
 - 1.5.8 Procedures for dealing with emergencies.

2.0 Decision flow chart

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work



3.0 THE PLAN OF WORK (METHOD STATEMENT)

The Method Statement should specify: -

- 3.1 The nature and probable duration of the work.
- 3.2 The address and location where the work is to be carried out.
- 3.3 The methods to be used including dust suppression techniques.
- 3.4 The equipment, including Personal Protective Equipment used for: -
 - 3.4.1 The protection and decontamination of those carrying out the work.
 - 3.4.2 The protection of other people present on or near work site
- 3.5 **N.B.** A copy of both the Assessment and the Method Statement should be kept on site.

4.0 HYGIENE FACILITY

- 4.1 The hygiene facility should comply with the HSE's guidance note EH 47 and be sited as close to the work area as is reasonably practicable.

5. VISUAL INSPECTION OF AREA AT COMPLETION OF WORK

6. CHECKLIST FOR SELECTION OF ASBESTOS REMOVAL WORK BY LICENSED CONTRACTORS WHEN JOINING THE APPROVED LIST OF CONTRACTORS AND CONSULTANTS

NAME OF SUPERVISING MANAGER.....

1. Contractor's license valid?	YES	NO
2. Exposure assessment checked?		
3. Method statement checked?		
4. Approved UKAS accredited/ Analyst?		
5. Contractor carried out notification to H.S.E?		

CHECKLIST FOR MONITORING OF LICENSED ASBESTOS REMOVAL WORK BY LICENSED CONTRACTOR

ON SITE CHECKS - BEFORE WORK COMMENCES		
6. Name of Contractor's Employee in charge of site?		
7. Name of Contractor's Employee nominated to carry out daily visual check of enclosure?		
8. Hygiene facilities checked?		
9. R.P.E. maintenance records checked?		
10. Extractor maintenance records checked?		
11. Warning signs erected?		
12. Visual examination of enclosure carried out?		
13. Transit arrangements made?		
14. Waste sacks and disposal arrangements to licensed tip Checked?		
15. Vacuum cleaners checked?		
16. Laundry arrangements checked?		
18. Smoke test carried out?		
19. Commencement of work authorized?		

ON SITE CHECKS - ON COMPLETION OF WORK**The four stage clearance test To be completed by approved UKAS accredited analyst**

	Yes	No
20. Visual inspection carried out?		
21. Extraction equipment cleaned and sealed?		
22. Inner surfaces of enclosure sealed?		
23. Air sampling carried out?		
24. Results of air sampling satisfactory?		
25. Certificate of re-occupation passed to:- Programme Planner to be placed upon the house file/Asbestos Register		
26. Authorization to clear site given?		

**(Minor works shall be carried out in accordance with the HSE's
Asbestos Essentials Task Manual, HSG 210)**

Signed.....

Date.....

Name.....

Title.....

ANNEX 2

CONTINGENCY PLAN – PROCEDURES TO BE FOLLOWED IN THE EVENT OF UNEXPECTED EXPOSURE TO DANGER FROM ACM OR SUSPECTED ACM

- 1.0 The incident should be reported immediately by the person who discovers or in the case of the call centre is informed of the incident to the following:
- 1.1 The Supervisor in charge of the works will check the Asbestos Register. If confirmed or suspected to be asbestos then:
- 2.0 There should be an immediate site visit by an appropriately qualified surveyor to decide on measures required which may include one or more of the following:
 - 2.1 Notify the Health and Safety Advisor and seek their advice
 - 2.2 Evacuation of staff and or tenants (If tenants, Housing Management to be informed of circumstances and assist with evacuation), closure and sealing-off of the area concerned;
 - 2.3 Arrange for sampling/analysis of the material concerned;
 - 2.4 Consultation with a Licensed Asbestos Contractor over remedial works required; Contractor to notify Health and Safety Executive of incident with copies of correspondence to Supervisor in charge of works
 - 2.5 Arrangements after clearance for remedial works and re-occupation of the area;
 - 2.6 If a MDDC office then arrangements for temporary re-location of activities normally carried out in the area concerned;
 - 2.7 Counselling/health surveillance for anyone affected to be considered;
 - 2.9 Notify the Estates Manager in case of publicity and insurance claim by parties involved.
- 3.0 A debrief should be held after the matter has been fully dealt with to review the incident, determine what measures, if any, that could be taken to prevent a recurrence. To be chaired by the Head of Housing and Property Services with input from the surveyor involved, Health and Safety Advisor and Housing Management as required.
- 4.0 Building Service Manager to draw up and circulate an appropriate advisory notice and make recommendations for inclusion in the Asbestos Management Plan at the next review.
- 5.0 Programme Planner to update Asbestos register.

ANNEX 3

Asbestos Management Action Plan

Ref	Action	Priority
1.0	Identify and carry out recommendations within the asbestos surveys from 2010 and 2015 and any Subsequent re-inspections or surveys.	
1.1	Aim – To manage and reduce the risk to Health and Safety from the release of asbestos fibres from MDDC homes for our tenants, leaseholders, their visitors and MDDC employees and others.	Ongoing
1.2	Prioritise the works within the surveys based on the recommendations and risk, and apportion budget costings against the recommendations for each property	2015/16
1.3	Plan the strategy to carry out the works. One year, two year or longer contract? Split the works into licensed and unlicensed works? Spread the works out based on the risk and re-inspection regime being in place?	2016/20
1.4	Identify suitable contractors who are capable of carrying out the works	2015/16
1.5	Tender or seek quotations for the works	2015/16
1.6	Implement the programme of works	2016/20
1.7	Pass information through to Office Manager to update Stock Survey and Asbestos Register as well as Asbestos Surveys	Ongoing
2.0	Implement an Asbestos Inspection and Surveying programme.	
2.1	Aim - have 100% of properties with survey and up to 20% per year re-inspection regime	
2.2	Properties to include the dwelling and any other building, such as communal area or garage.	
2.3	Currently have 75% of properties surveyed and 25% cloned.	

2.4	Identify all master and cloned properties containing asbestos from the Asbestos Register and other sources. Check these against the asset register.	2015/16
2.5	Review the surveys to ensure that the entire curtilage of the dwelling has been covered by the surveys.	2015/16
2.6	Exclude all master properties that have had a minimum Type 2 survey with No Asbestos Detected.	2015/16
2.7	From the remainder separate all of the properties that have had a Type 1 survey, are cloned or have no information on them. Implement a programme of management surveys of these properties using a risk based approach to prioritise the higher risk properties to be surveyed first. The risk assessment is to use information gathered from the masters on this archetype and the information contained in the Type 1 surveys.	2015 – onwards
2.8	Of the master properties in which a type 2 survey has been carried out and where asbestos has been detected that is low risk, implement a 20% per annum rolling inspection programme. Any properties containing materials with a material assessment of above 7 or a Medium or High priority score are to be included on an annual inspection programme. Any updates on the risk rating of the asbestos are to be passed to the Programme Planner to update the Stock Survey, Asbestos Register and Surveys.	2015 – onwards
2.9	Where any part of the curtilage has been missed; implement a surveying programme of these areas.	2015 – onwards
2.10	Where any recommendations are identified or altered as a result of the survey or re-inspection these are to be dealt with as for item 1.0 above.	2015 - onwards
3.0	Provide tenants and others with details of asbestos, where it may be found in properties that Housing have responsibility for, and what to do to prevent any risk to Health from the release of asbestos fibres.	
3.1	Aim – Inform tenants of where to find asbestos and what to do if they are unsure, to reduce the risk of exposure to asbestos fibres. Provide easier access to the asbestos register for tenants and others	

3.2	Send a letter to all tenants of dwellings and garages to inform them of the surveys that have been carried out and the likely places to find asbestos in their homes and garages. Include an asbestos awareness leaflet.	2015/16
3.3	Provide a live web-based asbestos register linked to integrator. The Office Manager is to maintain this register and update it with live information from any surveys and works carried out.	2015/16
3.4	Provide works operatives with access to the web based asbestos register, including those who are dealing with out of hours emergencies.	Completed
4.0	Within the responsive repairs, voids, adaptations and major works contracts, where any significant works, such as the installation of a bathroom, kitchen, rewire, plumbing, central heating, re-roofing or the replacement of the part a wall or ceiling that is likely to disturb the underlying substrate of the building fabric; a refurbishment survey is to carried out to at least the area to be disturbed.	
4.1	Aim – To provide prior knowledge and enable MDDC to manage the risk from Asbestos in areas that would not have been covered by previous non-intrusive surveys.	Ongoing
4.2	Establish a contract with an asbestos surveying contractor to carry out the pre-surveys on these properties, based on a schedule of rates.	2016 – onwards
4.3	Inform the voids, adaptations and responsive repair team of this resource and the contact details, as well as the lines of communication. The office manager is to manage the administration of the data from the surveyor and to update integrator.	2016 – onwards
4.4	Within the large capital contracts where this information is required, the requirement for these additional surveys is to be written into the contracts. This is to be in an agreed format that is consistent with other information held in integrator and the data is to remain the ownership of MDDC.	2015 - onwards

5.0	<p>Resource</p> <p>The estimated proposed resource required for the works above are detailed as follows:-</p>																
5.1	<p><u>Contract administration - Item 1.0 of Action Plan</u></p> <p>To analyse and implement, via a contract the recommendations within the existing Asbestos Surveys.</p> <p>Current liabilities within the recommendations are approximately £200,000 for works only. If £50,000 per year is allocated to this budget the works could be put into a contract and let as one.</p> <p>Contract Administration for this would be equivalent to one surveyor for one day per week for six months per annum. = 30 days pa</p>																
5.2	<p><u>Carrying out inspections and surveys - Item 2.0 of Action Plan</u></p> <p>To undertake a re- inspection and write up a report would take approximately 2 hours. This would include for travelling, inspecting the existing ACM's writing the report and providing the tenants with a copy of the report. Any additional presumed ACMs that may not have been identified previously would need to be sampled by a competent asbestos surveyor.</p> <p>Total number of re-inspection per annum = 615</p> <p>Time required = 154 days pa (based upon 4 surveys per day)</p>																
5.3	<p><u>Establishing and management of Refurbishment and Demolition Surveys - Item 2.0 & 4.0 of Action Plan</u></p> <p>To establish a new contract and manage the surveying service provided as well as updating integrator.</p> <table><tr><td>Establish a new contract</td><td>= 21 days</td></tr><tr><td>Administration by Office Manager</td><td>= 28 days pa</td></tr><tr><td>Approximate cost per survey</td><td>= £350.00</td></tr><tr><td>Number of surveys pa</td><td></td></tr><tr><td>Responsive repairs</td><td>= 20</td></tr><tr><td>Voids</td><td>= 75</td></tr><tr><td>Adaptations</td><td>= 35</td></tr><tr><td>Sub total</td><td>= £45,500</td></tr></table>	Establish a new contract	= 21 days	Administration by Office Manager	= 28 days pa	Approximate cost per survey	= £350.00	Number of surveys pa		Responsive repairs	= 20	Voids	= 75	Adaptations	= 35	Sub total	= £45,500
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Voids	= 75																
Adaptations	= 35																
Sub total	= £45,500																

	<p>excluding</p> <p>Planned works = 250</p> <p>Sub Total = £87,500</p> <p>The costs for the planned works surveys could be absorbed into the capital cost of the works and could be carried included in the works. This cost does not allow for any removal works.</p>	
5.4	<p>Asbestos Register updates – Item 3.0 of Action Plan</p> <p>To update the Asbestos Register held on integrator to ensure that it is live will require both time and authority. Authority should be given to the Office Manager to pursue individuals for information that is vital to update the register.</p> <p>To update the asbestos register held on integrator has will require approximately 1 day a week.</p> <p>52 weeks at 1 day per week = 52 days pa</p> <p>Cost of integrator updates = £6,500</p>	
5.5	<p>On-line Asbestos Register</p> <p>Resource to be agreed with ICT. This information could be accessed at any time by the operatives and others via the PDA's</p>	

Appendix 2

Mid Devon District Council

Corporate

Asbestos Management

August 2015

Version Control

Title: Asbestos Management Policy

Purpose: Compliance with health and safety legislation

Owner: N Sanderson

Date: August 2015

Version Number: 3.0

Status: Final

Review Frequency: at least every 3 years

*Next review date: **August 2018***

Consultation:

This document has obtained the necessary approvals:

Purpose

Mid Devon District Council aims to be a responsible employer which accepts its responsibilities and duties to provide a safe working environment for all employees, in accordance with the provisions of the Health & Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2012.

Asbestos Policy

1. Introduction

This policy document refers to the Council's arrangements for managing the risks of exposure to asbestos by employees and non-employees within its activities.

Staff involved with maintenance of buildings, supervising such work, or issuing contracts should fully familiarise themselves with the contents of this document.

Asbestos was widely used as a building material for many years, particularly between the period 1950–1980 and can be found in a wide variety of forms, being used in all aspects of the construction process. The use of asbestos products for construction materials is severely restricted today, due to the long-term legacy of illness associated with exposure to the product.

There are many forms of asbestos, the main types being:

- white asbestos (chrysotile);
- brown asbestos (amosite);
- blue asbestos (crocidolite).

All types of asbestos are considered dangerous and stringent control limits are set for personal exposure (0.1 fibres per cubic centimetre averaged over a continuous period of 4 hours).

There are a number of problems associated with exposure to asbestos namely:

- asbestos fibres are not detectable to the naked eye;
- the health effects of exposure can be fatal;
- the onset of symptoms is often delayed for decades after exposure;
- there is widespread public concern over exposure;
- asbestos was widely used in the construction industry and will be found in many pre-1980 buildings (although not exclusively);
- it is not possible to determine that a material contains asbestos by visual examination;
- by law - exposure has to be rigorously controlled and monitored.

It is not possible to identify asbestos by its colour as the age of the product and its combination with other products can alter the appearance.

Approximately 4,500 people die each year from asbestos-related diseases and this number is increasing year on year. Many of these deaths are from working in high risk industries many years ago with the emphasis now being on the maintenance trade. There are now much more stringent controls over the management of asbestos in the workplace to ensure that its presence is identified and an appropriate management plan put into place to prevent exposure.

The legislation relating to the control of asbestos in the workplace is extensive and is supported by Approved Codes of Practice and HSE Guidance Notes. This chapter provides a general overview of how to manage asbestos in the workplace **but does not provide guidance as to the safe treatment or removal of asbestos due to the specialist nature of the work and its applicability to a minority of employers, who by the very nature of their business have to be fully aware of the legislative requirements. These employers must be licensed by the Health and Safety Executive to work with asbestos. Mid Devon District Council is not licensed and must therefore employ external properly licensed contractors where required by law (see section 7).**

Asbestos only causes problems when fibres are released into the atmosphere, such as when it is being worked on, disturbed by nearby maintenance work, or where the material is friable and may suffer abrasion or there are strong air currents. If the asbestos is in a good condition and protected against damage, the danger will be negligible unless the material is being worked on. It should be noted that potentially more problems can be caused by removing sound and protected asbestos than by leaving it in place so, if depending on risk assessment the risk is considered to be low, it is best left undisturbed.

The supply and use of asbestos and asbestos-containing products is prohibited (except for a limited number of specified uses). Asbestos-containing products in use before 1 January 1986 (blue and brown asbestos), 1 January 1993 (other forms of asbestos except white asbestos) and 24 November 1999 (white asbestos) were permitted to be used, but their replacement must be of an asbestos-free material. Once an asbestos material has been removed arrangements must be made for its safe disposal.

2. Responsibilities

Mid Devon District Council's policy on asbestos must ensure that known and identified locations of asbestos are recorded and that this information is given to those persons who require it to protect not only themselves but others around them. The 'Duty to Manage' requirement under Regulation 4 of the Control of Asbestos Regulations 2012 will apply.

The Chief Executive is ultimately held responsible for compliance with health and safety law. Below the Chief Executive level, Service Managers are identified as being responsible, so far as is reasonably practicable, for managing the health, safety and welfare at work of all employees in their respective areas, and for non-employees where their health or safety may be affected by the Council's activities. In particular Managers will:

- Maintain an Asbestos Register identifying the locations and types of asbestos that are within the Council's control.
- Make a point of checking the relevant Asbestos Register at the point where works are planned.

- Prepare and revise as necessary the arrangements for managing work involving asbestos material in their service area.
- Ensure works involving licensed asbestos are carried out by a licensed competent contractor and that the work is notified to the HSE using the FODABB5 notification form (see www.hse.gov.uk).
- Ensure that adequate resources are made available to enable the arrangements to be implemented. Arrangements include management surveys, analysis and where necessary advice and removal by a specialist licensed contractor.
- Ensure appropriate asbestos awareness training, information and instruction is provided for relevant employees.
- Ensure that where specialist technical expertise in relation to asbestos is not available within the Service, suitable arrangements are made to obtain this information as required. This can be obtained from the Environmental Services Manager or the Corporate Health and Safety Advisor as the first point of contact.
- Ensure that employees or relevant contractors are provided with all the appropriate information, instruction and training on work being undertaken in areas containing anything suspected of containing asbestos.

The Head of Housing and Property Services is responsible for maintaining an Asbestos Register of all MDDC corporate buildings and domestic council owned tenanted property and shall be responsible for ensuring that all designated responsible premises officers are aware of the locations, condition and control measures recommended to prevent risks to health and safety.

Asbestos Registers must be continuously reviewed and updated as changes occur.

3. Health Effects of Asbestos

There are three main types of serious health risks associated with exposure to asbestos fibres:

Asbestosis – chronic obstructive lung disease

Lung cancer – a fatal lung disease

Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

It is recognised that the largest group of workers at risk from asbestos exposure are workers involved in the repair and maintenance, refurbishment and demolition of buildings, including electricians, plumbers, joiners, computer and telecommunication engineers – people who may encounter asbestos during their normal day to day work activities.

5. Legislation

The legislation relating to the management of asbestos in the workplace can primarily be found in:

- Health and Safety at Work etc Act 1974 (general duties on employers and management of premises);
The general provisions of the 1974 Act are applicable to the management of asbestos in the workplace, particularly s 2 (duty towards employees), s 3 (duty to non-employees) and s 4 (duty of person having control of premises).
- Management of Health and Safety at Work Regulations 1999;
The Management Regulations require employers to undertake risk assessments of the risks to health and safety arising out of, or in connection with, their business.
Duties are also placed in respect of co-operation and co-ordination where persons are sharing a workplace.
- Workplace (Health, Safety and Welfare) Regulations 1992;
These Regulations place requirements on employers to maintain their buildings so as not to cause a risk to health and safety.
- Construction (Design and Management) Regulations 2015;
These Regulations require clients to provide pre-construction information to persons carrying out construction work. Such information would include the results of any asbestos surveys undertaken in the premises. There is also a requirement to ensure that the 'health and safety file' is prepared and maintained for future reference.
- Defective Premises Act 1972;
The Act places a duty on landlords to ensure that tenants and other persons are safe (so far as is reasonable) from personal injury or disease that results from the defective state of the premises.
- Control of Asbestos Regulations 2012.
The Regulations set out the duties relating to exposure to asbestos and its correct management. The Regulations include:
 - management in non-domestic premises (reg 4);
 - identification of the presence of asbestos (reg 5);
 - assessment of work that exposes employees to asbestos (reg 6);
 - plans of work (reg 7);
 - licensing of work with asbestos (reg 8);
 - notification of work with asbestos (reg 9);
 - information, instruction and training (reg 10);
 - prevention or reduction of exposure to asbestos (reg 11);
 - use of control measures (reg 12);

- maintenance of control measures (reg 13);
- provision and cleaning of protective clothing (reg 14);
- arrangements to deal with accidents, incidents and emergencies (reg 15);
- duty to prevent or reduce the spread of asbestos (reg 16);
- cleanliness of premises and plant (reg 17);
- designated area (reg 18);
- air monitoring (reg 19);
- standards for air testing and site clearance certification (reg 20);
- standards for analysis (reg 21);
- health records and medical surveillance (reg 22);
- washing and changing facilities (reg 23);
- storage, distribution and labelling of raw asbestos and asbestos waste (reg 24);
- labelling of products containing asbestos (reg 30);

7. Asbestos Licensing

The 2012 regulations prohibit anyone from carrying out work with high risk asbestos e.g. insulation, asbestos coating or asbestos insulating board unless they hold a licence granted by the HSE (Health & Safety Executive). Therefore the Council can only carry out work on non-licensed asbestos.

To be exempt from needing a licence the work must be:

- Sporadic and low intensity - to be considered sporadic and low intensity the concentration of asbestos in the air should not exceed 0.6f/cm³ measured over 10 minutes; and
- Carried out in such a way that the exposure of workers to asbestos will not exceed the legal control limit of 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³); and
- Meet at least one of four other conditions:
 - It is a short non-continuous maintenance task, with only non-friable materials (friability describes how likely an ACM is to release asbestos fibres when worked on, so non-friable materials will only release a small number of fibres during work); or
 - It is a removal task, where the ACMs are in reasonable condition and are not being deliberately broken up, and the asbestos fibres are firmly contained within a matrix, e.g. the asbestos is coated, covered or contained within another material, such as cement, paint or plastic; or

- It is a task where the ACMs are in good condition and are being sealed or encapsulated to ensure they are not easily damaged in the future; or
- It is an air monitoring and control task to check fibre concentrations in the air, or it's the collection and analysis of asbestos samples to confirm the presence of asbestos in a material.

8. Notification of Non-licensed asbestos work (NNLW)

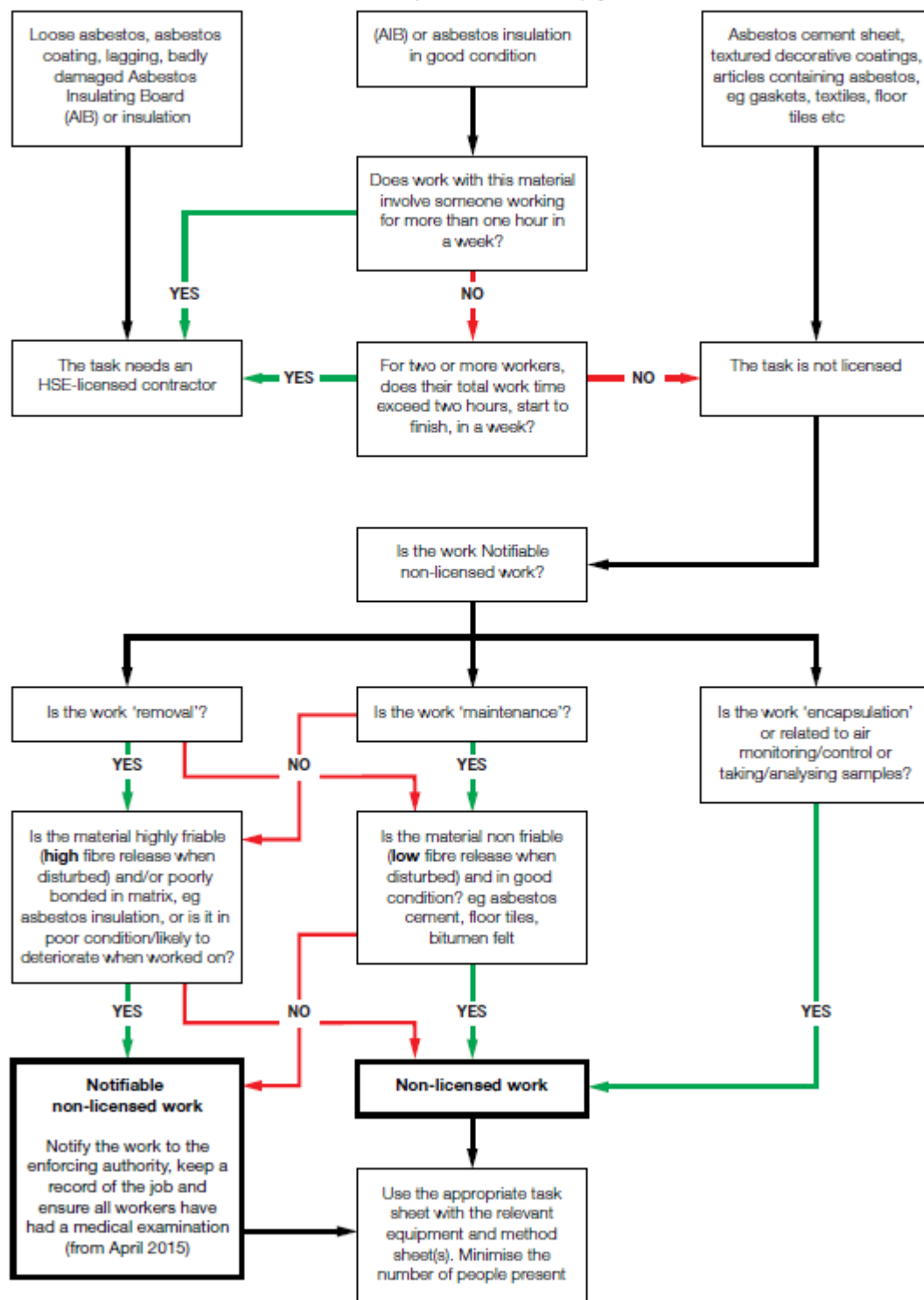
The Control of Asbestos Regulations 2012 introduced the following requirements:

- Notification of certain types of relatively low-risk work on ACM that does not require the use of a licensed contractor. This notification is on-line here <https://extranet.hse.gov.uk/lfservlet/external/asbnnlw1>
- Medical examination of those persons carrying out the work
- Maintaining registers of work (health records)

Whether a type of asbestos work is either licensable, NNLW or non-licensed work has to be determined in each case and will depend on the type of work that is going to be carried out, the type of material being worked on, and its condition. The identification of the type of asbestos-containing material (ACM) to be worked on and an assessment of its condition are important parts of the risk assessment that must be carried out before the work commences. The HSE asbestos essentials guidance (a0) includes the following to assist:

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work:



9. Policy Application

The following arrangements consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be

affected by any associated works which may involve the disturbance of asbestos containing materials.

All reasonable practicable steps will be taken to ensure that MDDC employees, tenants and contractors working on behalf of the MDDC will not be exposed to hazards associated with materials containing materials.

10. Asbestos Surveys

The Health and Safety Executive (HSE) publication HSG264 Asbestos: The Survey Guide sets out how to survey workplace premises for asbestos containing materials and how to record the results in a usable form. A decision needs to be taken at an early stage as to whether to carry out a management or refurbishment/demolition survey – or a mixture of the two.

Management Survey:

Seen as a standard survey (previously known as Type 1,2 or 3 asbestos surveys) – these are concerned with the risk management of asbestos in normal occupation and will be less expensive, intrusive and disruptive than the alternative. The emphasis is on identifying asbestos containing material (ACM) as far as is reasonably practicable and assessing the potential for fibre release during normal occupancy of the building and the activities carried out there – including during routine maintenance and repair e.g. redecoration.

Refurbishment and Demolition Survey:

Where major refurbishment or demolition is planned, this is an intrusive examination of the building including sampling to identify and control the risks of asbestos release. Refurbishment can include projects where plant is removed from a building.

A systematic programme of surveying all MDDC owned domestic and Corporate properties has been undertaken overseen by Housing and Property Services and as these are reviewed they will be brought into line with the current guidance HSG264.

12. Asbestos Register

Data collected on site will be input by the Housing and Property Services onto the Asbestos Register.

The information will include:

- Property information;
- Inspection method;
- Surveyor's detail;
- Site plans;
- Material detail;
- Sample analysis results;
- Material assessment;
- Priority assessment;
- Risk rating;

- Management recommendations

13. Material Assessment

The condition of each asbestos element identified on site is assessed using the material assessment algorithm as defined in the HSE publication HSG264.

The assessment will depend on four different parameters:

- Product type
- Extent of damage
- Surface treatment
- Asbestos type

15. Assessment Score

The total score of material assessment and priority assessment gives the risk rating which is high, medium, low, or very low.

This is used to determine the management actions necessary for ensuring safety.

- High - urgent action required
- Medium - remedial works required
- Low/very low - manage/maintain

All the information collected during the asbestos surveys will be recorded in the Asbestos Register.

The Asbestos Register of Council owned housing will be maintained in the Housing Services (repairs and maintenance) offices at Old Road depot, Tiverton.

The register for all Corporate buildings will be maintained by the Facilities and Corporate Buildings Manager and held at Phoenix House.

A hard copy of the register will be issued to the responsible officer of each property on the register.

Access to the Register will also be made available to property managers, Building Maintenance staff and contractors working on the property.

The public utility services, the fire brigade and others whose presence may expose them to possible risk from asbestos will have access to the council asbestos register as appropriate.

18. Information for Contractors

All officers with the responsibility for issuing works orders will ensure that prior to the works commencing the asbestos register is consulted and the existence of asbestos is brought to the attention of the contractors in writing, clearly identifying areas which are known/presumed to have asbestos containing materials. In addition a **“Permit to**

Work” will be issued to all contractors prior to commencement of both licensed and non-licensed work activities.

Where contractors arrive on site, they must be under instruction to report their presence and identify the tasks that they are to carry out to the responsible property officer. At this point the Asbestos Register located at the Old Road or Phoenix House must be accessed and the premises must be checked to confirm either way the information previously issued by the ordering officer.

Should the contractors discover any variances to the information contained in the asbestos register, this must be reported to the Manager responsible for Asbestos management to enable him to update the Register.

19. Asbestos Licensed Contractors

A system of vetting and appointing suitable applicants for inclusion on the Council's standing list of asbestos contractors is operated. Contractors carrying out work on behalf of the Council are subject to performance monitoring and recording.

Only contractors who have been vetted and approved by MDDC Housing and Property Services shall be eligible to tender for asbestos work. All Contractors shall be reviewed by the Housing and Property Services Manager every five years.

Housing and Property Services shall ensure that prior to any asbestos removal works being undertaken, the appointed contractors provide all relevant documentation required for works with asbestos.

This shall include:

- ASB5 notification form and plan of work
- Copy of their Asbestos Licence
- Company insurance document
- Company Health and Safety policy
- CDM Health and Safety plan as notified to the HSE
- Training records
- Medical Certificates
- RPE face fit test certificates
- Plant examination and test certificates
- Permit to work
- COSHH data
- Waste disposal arrangements

Documentation required on completion of the removal works shall include:

- Site diary
- Site induction records
- Daily enclosure and air lock inspection records
- Daily negative pressure units and vacuum inspection records
- Respirator inspection records
- Daily decontamination unit inspection records

- Operative showering records
- Working platform inspections
- Air monitoring and clearance certificates
- Personal air monitoring records
- Asbestos exposure records
- Waste consignment notes

20. Disposal of Asbestos Waste

The contractor used for the disposal of asbestos must be licensed for this by the Environment Agency.

All asbestos containing material shall be disposed of by double wrapping in labelled 1000 gauge polythene sheeting or bags, and transported by a licensed carrier to a landfill site correctly licensed to receive asbestos waste.

The disposal of asbestos material shall be the responsibility of the appointed contractor. As such, evidence of appropriate documentation for the consignment and disposal of asbestos waste shall be required prior to payment.

21. Disposal of Fly-Tipped waste containing Asbestos

The Council (Environmental Services) will be responsible for the arranging for the removal of fly-tipped waste, which is suspected of containing asbestos. Where large amounts of fly-tipped waste (which is suspected of containing asbestos) are reported, the Environment Agency should be consulted on the collection and disposal methods to be used. A contractor appropriately licensed for the collection of this waste will be used and the costs of this re-claimed from the offender where possible.

22. Training

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety.

Persons in charge of buildings will be provided with appropriate training and information regarding accessing information from the Asbestos Register.

Induction training will be provided to all new staff falling into these groups.

22. Advice

The Head of Housing and Property Services responsible for Asbestos management, Head of Environmental Services or the Corporate Health and Safety Advisor can be contacted for advice relating to management of materials suspected of containing Asbestos. If in doubt the rule is to leave it alone until risk assessed by a competent person.

If during the course of normal work practices suspected asbestos-containing material is encountered, the following procedures should be followed:

23. Contractors / Employees

Action to take on the disturbance of asbestos containing materials:

1. **STOP ANY WORK**, remove and keep all persons out of the area. Where practicable close or seal or lock off the area. Do not remove any equipment or material.
2. Stop other people entering the area e.g. prepare and display a 'potential Asbestos hazard keep out' sign.
3. If there is any dust present on clothing or on the person – remove clothing and place in a plastic bag and seal – and take a shower or wash thoroughly as soon as possible. Seek advice from the Corporate H&S Advisor.
4. Inform the line manager who will report the discovery to the Facilities and Corporate Buildings Manager or the Housing and Property Services Manager who will inform the MDDC Corporate Health and Safety Advisor.
5. The Responsible Manager will arrange for the property to be inspected and for any samples or air tests to be taken if required and will keep the premises management and the Corporate Health and Safety Advisor informed. Depending on the type and extent of the asbestos contamination - a specialist licensed asbestos contractor will be required to carry out the cleanup.
6. Following laboratory analysis the responsible Manager will advise the premises management and the Corporate Health and Safety Officer of the outcome and the proposed action.
7. On completion of any repair or removal work the respective Manager will advise the premises management and the Corporate Health and Safety Advisor when the area has been made safe.

The responsible Manager will ensure that all actions including areas where asbestos has been removed and analytical reports are included in the Asbestos register and copies forwarded to premises management and the Corporate Health and Safety Advisor.

For more information on asbestos go to www.hse.gov.uk/asbestos

Where can I find out more information about asbestos?

- Information regarding asbestos can be found by visiting the Health and Safety Executive website at www.hse.gov.uk or by contacting them over the telephone on **0845 345 0055**.
- Alternatively, please contact Mid Devon District Council on **01884 233024**.



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Address: Mid Devon District Council
Phoenix House
Phoenix Lane
Tiverton, EX16 6PP

Telephone: 01884 233024

Fax: 01884 234318

Email: plannedmaintenance@middevon.gov.uk

Please note: Mid Devon District Council is presenting this leaflet to tenants to help provide information about asbestos. It provides advice and information available at the time of writing which may change. It is intended for guidance only and does not provide authoritative legal advice.



For large print, audio version or other languages please call 01884 233024



Your guide to help you deal with

Asbestos in your home

- Facts about asbestos
- What should I do if I think I have asbestos in my home?
- What can be done about asbestos?
- Will Mid Devon District Council remove the asbestos?
- Common locations of asbestos
- Where can I find more information regarding asbestos?

www.middevon.gov.uk

Facts about asbestos

- Building materials containing asbestos were widely used between 1950 and 1980, particularly from 1960 onwards, as its fibres are strong and resistant to heat and chemicals.
- When asbestos is damaged it releases fibres into the air which can cause problems if breathed in.

What should I do if I think I have asbestos in my home?

- Don't panic as it is very unlikely that the levels of asbestos fibres found in the building will be harmful.
- Don't attempt to remove the asbestos lagging, spray coatings or large areas of insulation board yourself. Nobody should undertake the removal of asbestos unless they have obtained the HSE license to do so.
- If you are planning to carry out any DIY, painting or alterations (this includes drilling and sanding) and it has been confirmed your home has asbestos, please contact Mid Devon District Council for advice and guidance before proceeding with this work.
- If you are at all concerned that you might have damaged or aging asbestos, please do not hesitate to contact one of our members of staff trained in dealing with asbestos on **01884 233024**.

What can be done about asbestos?

- As a landlord, we have a legal duty to register each property that has asbestos.
- We have carried out a representative survey of all properties and identified all known locations of asbestos.
- Depending on the severity of the asbestos material found in your home, we will either repair the material usually by sealing or enclosing it, or we will remove it, especially where it is badly damaged or deteriorated.

Will Mid Devon District Council remove the asbestos?

- We will manage and regularly monitor all asbestos found in your home.
- Not all asbestos will be immediately removed. However, we will carry out a programme of removal where asbestos is found to be in disrepair and needs replacing.
- Asbestos materials in a good condition that can not readily be damaged are often best left where they are.
- The general rule for asbestos removal is: if undamaged and completely sealed, leave it alone.

The common locations of asbestos in the home



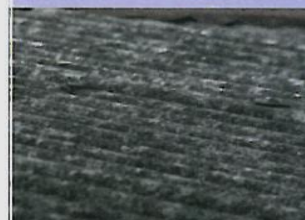
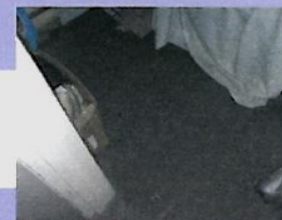
◀ Asbestos cement bath panels

➤ Insulation panels to the inside of the doors to warm air boiler cupboards



◀ Ceiling tiles and textured coatings

➤ Artex and vinyl floortiles up until 1999



◀ Asbestos cement on garage or shed roofs and wall panels

➤ Sprayed coatings for insulation and fire protection



◀ Asbestos cement drain pipes, gutters, soil outpipes, soffits and fascias.

➤ Watertanks in roof space



◀ Asbestos cement insulation boards, infill panels and partitions

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Briefing report to the Decent & Affordable Homes PDG on the work of the Community Support & Initiatives team

Prepared by the Housing Services Manager for the meeting of the PDG to be held on 6 October 2015

Background

Devon County Council (DCC) previously funded support to elderly and vulnerable tenants using the Supporting People budget. This enabled the Council to provide a floating support service to those of our tenants living in accommodation designated for the elderly. Sheltered Housing Officers would visit them once or twice a week and undertake welfare checks using Lifelines. DCC withdrew funding for this service at the end of 2014/15 in order to make savings and the Housing Service created a new team to work with elderly and vulnerable people in a different way.

Several Officers were transferred over from Care Services to work within the Housing Revenue Account. Two Lifeline Officers, who job-share, and two Community Housing Support Officers (CHSOs) now work alongside the Neighbourhood teams at Phoenix House. They report to the Community Support & Initiatives Team Leader.

Lifelines

The Council provides a chargeable lifeline alarm service. In most cases, we supply the units but we can also monitor those units owned by individual householders. Currently, the alarms which we monitor are linked to the Taunton Deane Helpline, which is available for tenants to call in an emergency, 24 hours a day, 365 days a year.

Previously, those properties designated as being specifically for elderly people had lifeline units hardwired in. As a result of changes in technology, these units were no longer compatible with the BT connections and therefore we moved away from this arrangement. Now, all the Lifeline units we use are mobile and can be recycled if no longer required. This has resulted in only those tenants who want the service subscribing to it.

We currently have 224 tenants who subscribe to the Lifeline service and 1,096 customers overall. We charge £30 for the installation of each unit and £45.12 per quarter, or £3.76 per week, for the service for new customers.

Tenancy Sustainment

The two CHSOs work alongside the Neighbourhood teams and have been assisting them with Tenancy Home Checks. They have completed 158 of these visits, seeing older or more vulnerable people in their homes.

They also make courtesy calls to every elderly or vulnerable tenant who has made an out of hours call to the Standby Officer to request an emergency repair. During the call, they check the tenant's issue has been or will be dealt with efficiently and also assess if the tenant needs any additional support to maintain their tenancy.

They are also working to support elderly or more vulnerable tenants. Cases are referred to them by the Neighbourhood Officers if they feel that someone needs some targeted help to enable them to sustain their tenancy. Currently, the two CHSOs are working with 29 tenants and there have been a number of positive outcomes. Due to the intensive nature of the work, we would not anticipate that they would be able to work with many more tenants at any one time.

There have been some very positive outcomes and to demonstrate this, we have provided more information on some individual cases.

One of the CHSOs is currently working with an elderly tenant who is depressed, following a recent robbery. The CHSO is offering her support to get her "back on her feet" after this experience by offering her security advice, ensuring that she is eating sufficiently and that she generally looking after herself.

Another tenant, who is vulnerable, has been targeted with postal scams and has lost money by sending cheques to some bogus companies. The CHSO has liaised with their support worker and, together, they monitor the tenant's post and deal with any unsolicited mail to ensure that no further cheques are being written to these companies.

Another case involves a very vulnerable tenant who was befriending undesirable individuals in the community who took advantage of her by taking her money. The tenant was very lonely, with little family support locally. The CHSO is in the process of getting this tenant a landline installed so that she can have a lifeline fitted for emergencies, as she is also prone to falls. She has also secured a place at a local day care centre on a weekly basis to help the tenant to overcome her loneliness.

One of the CHSOs has been helping a vulnerable tenant whose property had deteriorated due to the tenant having a large number of pets. There were welfare concerns relating to these animals and complaints from neighbours. The CHSO offered support and advice on how to look after some of the pets and also encouraged the tenant to allow the RSPCA to take away some of them that needed medical attention. Since the CHSO's intervention, the RSPCA are now satisfied with the care of the remaining pets, and they have closed their case and are not taking any further action. The property is much cleaner and the tenant feels more in control with his situation as he was not coping well with so many animals.

A CHSO is working with two vulnerable siblings who had reported on-going issues with their neighbour. The CHSO now visits regularly offering solutions to help

resolve the neighbour complaints. She is also helping them with making an application to move to more suitable accommodation and reviewing their housing options.

In addition, a CHSO is working with an elderly and vulnerable tenant who is a hoarder. She is visiting the tenant on a weekly basis and has agreed an action plan with her to start clearing her property on a room by room basis.

A CHSO is also working with an elderly depressed tenant who felt they could not cope with having the upheaval of having a new kitchen fitted. The CHSO has encouraged the tenant to agree to having a new fitted kitchen installed and has agreed to support her during the installation.

It was always envisaged that the Officers working in the CHSO role would work with tenants for a specific period of time whilst they were experiencing a particular difficulty. They are there to enable the tenant to continue living independently and to signpost or refer to other agencies, as appropriate. These case studies demonstrate that the CHSOs are able to provide more support than the Neighbourhood teams and that they are able to promote greater tenancy sustainment.

For further information, please contact Claire Fry, Housing Services Manager, on 01884 234920

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