



To:
All members of the
Community Wellbeing and Housing
Committee

Please reply to:
Contact: Karen Wyeth
Service: Committee Services
Direct line: 01784 446341
E-mail: k.wyeth@spelthorne.gov.uk
Date: 25 March 2022

Supplementary Agenda

Community Wellbeing and Housing Committee - Tuesday, 29 March 2022

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Community Wellbeing and Housing Committee meeting to be held on Tuesday, 29 March 2022:

- 9. Procurement of Property Acquisition Service and Funding Bid for Rough Sleeping Accommodation Programme (RSAP) 3 - 32**

Yours sincerely

Karen Wyeth
Corporate Governance

To the members of the Community Wellbeing and Housing Committee

Councillors:

S.A. Dunn (Chairman)	C. Bateson	M. Gibson
S.M. Doran (Vice-Chairman)	J.R. Boughtflower	T. Lagden
C.L. Barratt	R. Chandler	O. Rybinski
R.O. Barratt	N.J. Gething	J. Vinson

Substitute Members: Councillors: J.T.F. Doran, R.D. Dunn, K.M. Grant and H. Harvey

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk telephone 01784 451499

COMMUNITY WELLBEING AND HOUSING COMMITTEE MEETING

29 March 2022



Title	Procurement of Property Acquisition Service and funding bid for Rough Sleeping Accommodation Programme (RSAP)
Purpose of the report	To make a Key Decision
Report Author	Marta Imig, Strategic Lead, Housing
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/a
Corporate Priority	Affordable Housing
Recommendations	<p>Community Wellbeing and Housing Committee is asked to:</p> <ol style="list-style-type: none"> 1. Approve the proposed procurement of a Property Acquisition Service for the duration of 5 years 2. Approve the proposed bid for Rough Sleeping Accommodation Programme (RSAP) for acquisition of six units and the associated revenue support 3. Delegate the appointment of the contractor to the Group Head of Community Wellbeing in consultation with the Chair and Vice Chair of the Community Wellbeing and Housing Committee 4. Authorise the Group Head of Corporate Governance to enter into any legal documentation necessary to implement the new contract.
Reason for Recommendation	To deliver 5-year Capital Programme under Acquisition of Registered Providers Street Properties and to take the opportunity to bid for Rough Sleeping Accommodation Programme (RSAP) to deliver 6 1-bedroom move on accommodation

1. Key issues

- 1.1 Community Wellbeing and Housing Committee approved the Acquisition of Registered Providers Street Properties Policy in September 2021, and 24 February 2022 the Council approved Capital Programme 5-year provision. The Capital Programme includes £35,000,000 over the 5-year programme to acquire street properties, which will then be offered to those on the Council's Housing Register at affordable rent.
- 1.2 In February 2022, The Department for Levelling Up, Housing and Communities (DLUHC) invited Councils, working closely with delivery partners and local stakeholders to submit Proposals and Bids for the Rough Sleeping Accommodation Programme (RSAP) – detailed in Appendix C

- 1.3 The Council at present does not have the resources to administer the acquisition process, and/or to arrange and manage the renovation or adaptation works to the properties purchased under either the Acquisition of Street Properties Policy or RSAP. Thus, it is proposed that the Council advertise a tender to select a provider to find appropriate properties for the Council and negotiate the purchase price; to carry out surveys and other due diligence on those properties; and to manage the process for the property acquisition; and where necessary prepare a specification of works for any renovations/adaptations that may be required to bring the properties to a lettable standard and manage the renovation project through to completion. Details of the proposed tender have been included in Appendix A Tender Specification, which has been discussed and agreed with the Council's Procurement Manager.
- 1.4 It is estimated that the cost of such service may be in a region of 3% of the property value (over the five year programme this could equate to approximately £1m).
- 1.5 The cost of the service was not factored into the Capital Programme for the Acquisition of Street Properties Policy, but it is proposed that it is absorbed as part of the cost of the delivery of the Policy. The cost of the service will form part of the grant funding on the RSAP properties.
- 1.6 Post-acquisition, the properties would be allocated in accordance with the Council's Allocation Policy to those on the Council's Housing Register and managed by Knowle Green Estates (KGE).

2. Options analysis and proposal

Option 1: To reject the proposed tender and the bid for RSAP funding

The Council will need to find an alternative way to deliver the acquisition of properties under the 5-yearly Capital Programme. The Council will not proceed with the RSAP bid

Option 2: To approve bid application for RSAP funding and to approve the procurement of the contract (subject to successful bid) (recommended)

The Council will bid for RSAP funding. If successful, the Council will proceed to advertise the tender to select an external provider to deliver the Acquisition of Street Properties Policy and RSAP. If the bid is not successful, the Council will advertise the tender in respect of the acquisition of the street properties only. It is proposed, following advice from Homes England, that the Council bids for the acquisition of six RSAP units.

Option 3: To not approve the bid for RSAP funding, but to approve the tender in respect of the acquisition of street properties only

The Council will advertise the tender to select an external provider to deliver the Acquisition of Street Properties Policy.

Option 4: To approve an alternative

To make changes to the proposed bid for RSAP funding and the proposed tenders.

3. Financial implications

- 3.1 There is an existing £35m five year Capital Programme provision for the Street Properties. Progressing the Rough Sleeper Accommodation Programme would be dependent on a successful bid to the Programme. If successful RSAP would provide capital funding and revenue funding to fund roughly one FTE resource support for every six people supported. The costs of procuring an acquisition service would be capitalised and charged to the Capital Programme.
- 3.2 Individual Street Property acquisitions would be subject to a viability assessment to ensure that KGE would be able to make the financing payments back to the Council and cover management and tenancy sustainment costs from the rental (Affordable rental) income.
- 3.3 For the Street Properties programme the Council would provide loan finance to Knowle Green Estates (KGE) to enable KGE to purchase the properties from the Council and KGE would then be responsible for managing the properties. With respect to RSAP properties, the Council would pay KGE to manage the properties, although the properties would remain in the ownership of the Council at least until KGE achieved Registered Provider status. KGE would recharge the Council for the management costs incurred on the RSAP properties.

4. Other considerations

The properties acquired under the Capital Programme for the Acquisition of Registered Providers Street Properties Policy will be owned by Knowle Green Estates. The properties acquired under RSAP will be owned by the Council, with the option to transfer the ownership to KGE, after they become the Registered Provider.

5. Equality and Diversity

- 5.1 An Equality and Diversity Impact Assessment has been carried out and is provided in Appendix B.

6. Sustainability/Climate Change Implications

- 6.1 The property acquisition may have an impact on the Council's sustainability / climate change position. Any new property acquisitions will need to be reviewed for their carbon emission totals and potentially upgraded to manage their energy and water efficiency, and potentially options of renewable energy considered depending on location and orientation.
- 6.2 Cost of repair, renovation and upgrades has been considered as part of the budget calculations.

7. Timetable for implementation

- 7.1 Once approved, the tender will be advertised shortly after the RSAP bid outcome.

Background papers: There are none.

Appendices:

Appendix A: Tender Specification

Appendix B Equality and Diversity Assessment - Procurement of Property acquisition

Appendix C Rough Sleeping Accommodation Programme (RSAP)



Specification of Requirements

Property Acquisition and Renovation/Adaptation Tender

CONTENTS

- 1. INTRODUCTION**
 - 2. BACKGROUND TO THE PROJECT**
 - 3. SCOPE OF THE CONTRACT**
 - 4. DETAILED REQUIREMENTS**
 - 5. SUSTAINABILITY**
 - 6. CONTRACT MANAGEMENT & REVIEW**
 - 7. GENERAL DATA PROTECTION, EQUALITY IMPACT ASSESSMENT AND
PRIVACY IMPACT ASSESSMENT**
- Appendix A –Contract Deliverables**
- Appendix B – KPI's**

1. Introduction

Spelthorne Borough Council (the Authority) is inviting Bidders to submit proposals which fully meet the requirements of this Specification, and which demonstrate value for money.

Bidders are asked to provide their detailed responses to demonstrate their technical capacity and professional ability in delivering the requirements set out in this document.

Additionally, Bidders should fully complete the Pricing Schedule with a detailed price breakdown for all elements of the Specification.

The Authority will evaluate Bidders' proposals based on a Quality to Price weighting of 60% Quality and 40% Price.

2. Background

The Borough of Spelthorne has an excellent location immediately to the south of Heathrow Airport and adjacent to the River Thames in the economically buoyant area to the west of London.

Spelthorne Borough Council is the administrative body for the area, providing a wide and varied range of local services to residents and businesses, from community buildings, planning and housing support through licencing, permits and food safety to parks and car parking. The Council's main administrative office is at Knowle Green, TW18 1XB.

The Council's Corporate Plan 2021 – 2023 sets out five Corporate Priorities as shown below:



The Authority recently introduced a policy that enables its owned housing company, Knowle Green Estates Limited (KGE), to acquire residential properties either from Registered Providers or on the open market. The requirements of this service will be delivered under 2 contracts:

Contract 1 - The Authority's acquisitions of specific type of properties as required, will be managed by KGE and it is important that any acquisition is viable for KGE

Contract 2 - The Authority bid for Rough Sleeping Accommodation Programme (RSAP) to acquire move on accommodations for those who experienced rough sleeping.

Scope of the Service

The Authority seeks to appoint a sole suitably qualified Provider to support the acquisition of residential properties by the Authority. The properties will be located within geographical boundaries of Spelthorne Borough Council and will meet the Authorities' specification and requirements.

The Scope of the service's delivery is a 6-stage process is as follows:

1. The Provider will source the properties for acquisition, negotiate the cost of acquisition, advise of any works required to the property and their cost, and shall submit their proposal with recommendations to the Authority, focusing on the quality, value for money of any proposed acquisition.
2. The Provider will arrange property surveys, and provide feedback and advice to the Authority,
3. The Provider will liaise with the Authority' solicitors and manage the conveyancing process through to completion.
4. Post completion, the Provider (if appropriate) will provide a specification of works required to the acquired properties to meet the Authority' requirements.
5. The Provider will source the works contractor in adherence to industry standards and regulations.
6. The Provider will manage the delivery of the project to the required standard.

At each stage, the Provider will be required to consult with the nominated person at the Authority and seek approval before proceeding.

3. Detailed Requirements

The Service is divided into 2 Contracts (detailed in Appendix A attached):

- Contract 1: Provision of Properties as part of Capital Programme under Acquisition of Registered Providers Properties
- Contract 2: Provision of Properties as part of Rough Sleeping Accommodation Programme (RSAP)

4.1 Mandatory Requirements

The Provider shall consider the quality, value for money of any proposed solution throughout the duration of the Contract.

The Provider shall work to meet deadlines agreed with the Authority and is expected to manage its staff and internal processes to achieve this.

The Provider shall provide a senior representative to the Authority as a point of contact.

The Provider shall provide professional advice, guidance, negotiation and assistance on property and repair or adaptation issues, including but not limited to those Services set out in Table below:

Service Line	High Level Description	The Provider shall provide the following Services, acting on behalf of the Authority, which include, but are not limited to:
1	Acquisition of Freehold or long-term Leasehold Property in the borough of Spelthorne	<p>The preparation of lists of potential properties for consideration; Assistance in identifying appropriate terms; Identification of any surveys that may be required;</p> <p>Advice on the most appropriate solution; Undertaking negotiations Agreeing appropriate terms and conditions; and Acquiring the recommended asset. Liaising with the Authorities' solicitors and with other relevant professionals providing all reasonably necessary input as required.</p>
2	Pre-acquisition survey or more detailed technical due diligence inspection and report for freehold or leasehold property.	<p>Detailed RICS survey; Reviewing technical data available for the property; Planning restrictions; Carbon emission totals; Organising environmental assessments; Taking into account the suitability for the intended use.</p>
3	Conveyancing process; on any agreed acquisition	<p>Liaison with the Authorities' solicitors on the agreed acquisition processes, through to completion</p> <p>Liaison with the Sellers and their agents</p>

4	Specification of works to meet the Authority' housing requirements and the Authority' sustainability / climate change objectives	Based on the Authority's housing requirements and standards, preparation of specification of works to renovate and/or adapt the properties Liaison with the Authorities' technical team to verify the specification
4.	Tender to select a contractor to deliver the works (alternatively the Provider can deliver the works in house if they have the required resources)	Advertising of a tender to select a contractor for the works identified Preparation of tender analysis and recommendations to the authority Appointment of the contractor
5.	Project management of contract delivery	Management of the delivery of the contract through to completion Liaison with Authority's technical team to approve the project completion Arrangement of warranties to be delivered to the Authority

4.2 Functional Requirements

The objective is to deliver the acquisition of long-term assets, to meet the Authority's housing requirements, as well as to ensure that the properties handed over to the Authority have been renovated and/or adapted to lettable standard as required by the Authority.

4.3 Performance Requirements

- See Appendix B - Performance Schedule and KPIs

5.4 Exit Strategy

At the end of the contractual term, the Provider shall hand over to the Authority all documents relating to the acquired properties, ensuring that a complete file of warranties is handed over.

6. Sustainability

5.1 Environmental

Throughout the duration of the Contract, the Provider shall focus on:

- Delivering additional environmental benefits including working towards net zero greenhouse gas emissions (where practical to do so)
- Influencing staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.

5.2 Economic

Throughout the duration of the Contract, the Provider shall focus on:

- Creating opportunities for entrepreneurship and helping new, small organisations to grow, supporting economic growth and business creation.
- Creating employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas.
- Influence staff, suppliers, customers and communities through the delivery of the contract to support employment and skills opportunities in high growth sectors.

5.3 Social

Throughout the duration of the Contract, the Provider shall focus on:

- Demonstrating action to increase the representation of disabled people in the contract workforce.
- Influencing staff, suppliers, customers and communities through the delivery of the contract to support disabled people.
- Demonstrating action to identify and tackle inequality in employment, skills and pay in the workforce.
- Supporting in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract.
- Demonstrating action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain.
- Demonstrating action to support the health and wellbeing, including physical and mental health, in the workforce.
- Influencing staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.

7. Contract Management and Review

The Contract will be managed by the Council's Assets Team in corroboration with the housing management team. The Service Provider shall report on the progress of the agreed KPIs quarterly and submit a report to the Authority no later than 5 Working Days after the last calendar day of each quarter of the Contract Term.

Where contract performance falls short of the required KPI standards, the Service Provider will be expected to attend (in person or virtually) a Contract

Review meeting to discuss the measures the Service Provider will implement to address the issues, and the timeframes for the improvements.

Contract review meetings are to take place every quarter.

8. General Data Protection Regulation (GDPR), and Privacy Impact Assessments (PIA)

The Service Provider shall duly observe all their obligations under the Data Protection Legislation, including the Freedom of Information Act 2000, Environmental Information Regulations and the Data Protection Act 2018 and the GDPR, which arise in connection with the performance of this Contract.

The Service Provider shall perform its obligations under the Contract in such a way as to ensure that it does not cause the Authority to breach any of its applicable obligations under the Data Protection Legislation.

The Service Provider shall be liable for and shall indemnify (and keep indemnified) the Authority against each and every action, proceeding, liability, cost, claim, loss, expense (including reasonable legal fees and disbursements on a solicitor and client basis) and demands incurred by the Authority which arise directly from a breach by the Service Provider of its obligations under the Data Protection Legislation. This includes every action, proceeding, liability, cost, claim, loss, expense (including reasonable legal fees and disbursements on a solicitor and client basis) and any demands, including, without limitation, those arising out of any third party demand, claim or action, or any breach of contract, negligence, fraud, wilful misconduct, breach of statutory duty, or non-compliance with any part of the Data Protection Legislation by the Service Provider or its employees, servants, agents or Sub-Contractors.

The Service Provider agrees that it shall enter into a data sharing agreement (or a revised data sharing agreement) with the Authority, if required to do so, at the Authority's absolute discretion, so as to set out the Parties' obligations in relation to any personal data which may be shared between the Parties.

9. Contract Period

The Contract shall be for the period of:

- Contract 1 will be for a period of 1 to 5 years (1+1+1+1+1)
- Contract 2 will be for 18 months

Appendix A – Contract Deliverables

Contract 1 – Delivery of 5-year capital programme (details of property sizes or number of units can change based on housing demand at the time which will be continually reviewed). The properties can be sourced from Registered Providers or on the open market.

The overall 5-year budget for the delivery of the Programme is £35,000,000 which must cover all cost of acquisition, renovation and/or adaptation.

Each yearly programme must be delivered by 31 March, with units completed to the standard of being ready for occupation. The contract will be on an annual term for up to 5 years (1+1+1+1+1)

5-year Capital Programme

Year 1

Type of property	Quantity	Comments
6-bedroom property	2	Properties for larger families, general needs
5-bedroom property	4	Properties for larger families, general needs
Disability high level	10	Disability adapted (Mobility 1) – 5x one bedroom and 5x two-bedroom accommodations

Year 2

Type of property	Quantity	Comments
5-bedroom property	5	Properties for larger families, general needs
Disability high level	15	Disability adapted (Mobility 1) – 11x one bedroom and 4x three-bedroom accommodations

Year 3

Type of property	Quantity	Comments
4-bedroom property	6	Properties for larger families, general needs
Disability mid-level	20	Disability adapted (Mobility 2) – 20x one bedroom

Year 4

Type of property	Quantity	Comments
4-bedroom property	5	Properties for larger families, general needs
Disability mid-level	20	Disability adapted (Mobility 2) – 10x one bedroom and 10x two-bedroom accommodations

Year 5

Type of property	Quantity	Comments
4-bedroom property	5	Properties for larger families, general needs
Disability mid-level	20	Disability adapted (Mobility 2) – 11x two-bedroom and 5x three-bedrooms and 4x four-bedrooms accommodations

The Authority groups disabled households based on the level of disability and adaptations required, as follows:

Mobility 1	Needs fully adapted property, suitable for wheelchair users indoors and outdoors
Mobility 2	Cannot manage any stairs, suitable for people who cannot manage steps or stairs and may use a wheelchair some of the day
Mobility 3	Can manage step into property but not stairs, suitable for people who can manage one or two steps

Contract 2 – to deliver the acquisition and renovation to lettable standards of 6 x 1-bedroom general needs properties with completion no later than 31 March 2024.

The properties proposed for acquisition as part of this lot should require minimum refurbishment work. This contract will be for a term of 18 months.

Appendix B - Performance Schedule and KPIs

KPI No.	KPI Description	Measure	Target KPI	Measured (Frequency)
1	Acquisition of the agreed number of properties within timescale agreed	Number of property acquisitions completed	100% of targeted and agreed purchases completed	Annually
2	Pre-acquisition survey or more detailed technical due diligence inspection and report for freehold or leasehold property completed within timescale	All surveys completed promptly on identified properties for acquisition, as agreed with the Authority and recommendations provided to the Authority	100% of surveys completed prior to acquisition	Annually
3	Effective management of the Conveyancing process; on any agreed acquisition	Effective management of conveyancing process and liaison between parties to support the process	100% of agreed transitions supported effectively through to completion stage	Annually
4	Preparation of specification of works on acquired properties to meet Authorities'	Provision of specifications of works with focus on cost effectiveness and environment. Effective liaison with the Council's technical team	100% of specifications prepared in timely manner to achieve annual targets	Annually

	housing requirements			
5	Competitive selection of a contractor to deliver the refurbishment works (or delivery in house by the Provider)	Selection of a contractor based on skills, suitability, cost effectiveness and timescales of project delivery	100% of appointments made in timely manner to achieve annual targets	Annually
6	Effective project management of contract delivery	Project completion to agreed standard and within timescale	100% of projects completed in timely manner to achieve annual targets	Annually

Equality Analysis

Directorate: Community Wellbeing Service Area: Affordable Housing	Lead Officer: Marta Imig Date completed: 17 March 2022
Service / Function / Policy / Procedure to be assessed: Tender for property acquisition and RSAP bid	
Is this: New / Proposed <input checked="" type="checkbox"/> Existing/Review <input type="checkbox"/> Changing <input type="checkbox"/>	Review date: The contract is for 5 years of the delivery of Capital Programme

Part A – Initial Equality Analysis to determine if a full Equality Analysis is required.

What are the aims and objectives/purpose of this service, function, policy or procedure?

The Council's Acquisition of Registered Providers Street Properties Policy is framed around the broad principles of what Spelthorne Borough Council wants to deliver as part of the property acquisition housing scheme and forms an initial policy that will be reviewed and improved on after 5 years.

The Council approved 5-yearly Capital Programme for property acquisition. It is sought to advertise a competitive tender to appoint an external provider to search the market to identify suitable properties for purchase and manage the acquisition process as well as to organise and manage any renovation works as required.

In addition, the Council has the opportunity to bid for Rough Sleeping Accommodation Programme to acquire accommodation for rough sleepers or those with history of sleeping rough, staying in temporary accommodation to be used as a "move on accommodation". Subject to the bid being successful, the acquisition of those units is also to be outsourced to an external providers.

Page 20

Please indicate its relevance to any of the equality duties (below) by selecting Yes or No?

	Yes	No
Eliminating unlawful discrimination, victimisation and harassment	✓	
Advancing equality of opportunity	✓	
Fostering good community relations	✓	

If not relevant to any of the three equality duties and this is agreed by your Head of Service, the Equality Analysis is now complete - please send a copy to **NAMED OFFICER**. **If relevant**, a Full Equality Analysis will need to be undertaken (PART B below).

PART B: Full Equality Analysis.

Step 1 – Identifying outcomes and delivery mechanisms (in relation to what you are assessing)

<p>What outcomes are sought and for whom?</p>	<p>The main outcome of this approach is that housing stock is increased to offer to those on the housing register, who are in need of housing.</p> <p>Affected groups will include (not exhaustive):</p> <ul style="list-style-type: none"> • All adults (and associated dependants) who live within Spelthorne Borough; • Those who are unable to access the housing market locally due to specific housing needs; • Partners involved in the delivery of affordable housing, such as Knowle Green Estates, property developers, private landlords, health and social care providers; • Housing Options Staff at Spelthorne Borough Council.
<p>Are there any associated policies, functions, services or procedures?</p>	<p>Corporate Plan Capital Strategy Health & Wellbeing Strategy Local Plan Economic Development Strategy Asset Management Plan Housing Act 1996 (as amended by various) Local Government Act 1972 and 2000 Housing Strategy Homelessness Strategy</p>
<p>If partners (including external partners) are involved in delivering the service, who are they?</p>	<p>n/a</p>

Step 2 – What does the information you have collected, or that you have available, tell you?

What evidence/data already exists about the service and its users? (in terms of its impact on the 'equality strands', i.e. race, disability, gender, gender identity, age, religion or belief, sexual orientation, maternity/pregnancy, marriage/civil partnership and other socially excluded communities or groups) and **what does the data tell you?** e.g. are there any significant gaps?

General Spelthorne context

Almost half of Surrey's 20 most deprived super output areas are in Spelthorne. Three are in the ward of Stanwell North, two in Ashford North and Stanwell South and one in each of Ashford East and Sunbury Common. Spelthorne has the highest number of lone parent families and the highest level of child poverty in Surrey; it also has the highest under-18 conception rate in the county. That said, residents are largely healthy, with life expectancy for both males and females slightly above the national average.

Although the number of VAT and/or PAYE-registered business has fallen slightly over the past four years, Spelthorne has a low rate of unemployment: 1.4% of those economically active aged 16 to 64, compared to the South East (2.2%) and UK as a whole (3.5%). Heathrow Airport is a significant local employer, with 8.3% of Spelthorne's working population employed there. Significantly, 21.5% of those in work in Stanwell North are in low level employment compared to an average of 11.6% in Surrey. Average wages are slightly above regional averages at £630 per week for full-time employees.

Whilst house prices remain well above the national average, most residents are owner-occupiers (73%), followed by private rented (13%) and social rented (12%).

Gender / gender identity

Census data from 2011 shows that 50.5% of residents in Spelthorne were female, with the remaining 49.5% being male. There is no data known to be held in relation of other gender identities.

Source: ONS Census, 2011 - neighbourhood statistics for residents aged 16 to 74

A White Paper published in December 2018 (Help shape our future: the 2021 Census of population and housing in England and Wales) sets out the Office for National Statistics' (ONS) recommendations for what the census should contain and how it should operate. The White Paper recommends that the census in 2021 includes a question about gender identity, asking respondents whether their gender is the same as the sex they were registered as at birth. The question will be separate from the question about sex (i.e., whether the respondent is male or female), which will be phrased in the same way as previous years. There is currently no official data about the size of the transgender population (the word 'transgender' is used here to describe people whose gender identity does not match the sex they were assigned at birth). The Government Equalities Office (GEO) has said that there may be 200,000 to 500,000 transgender people in the UK, but stresses that we don't know the true population because of the lack of robust data. The ONS has identified user need for official estimates in order to support policy-making and monitor equality duties.

Source: <https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8531>

Age

Spelthorne has a slightly lower population of under-30s (34%) compared to the rest of the country (37%), and a slightly higher population of 30-69 year olds (42%) compared with the UK average of (40%), The number of 70+ is 23%, which is broadly in line with the rest of the UK (24%).
 Source: <https://commonslibrary.parliament.uk/local-data/constituency-statistics-population-by-age/>

Ethnicity

The ethnic make-up of Spelthorne is largely in line with the UK average, although we have more residents who identify as Asian and fewer residents who identify as Black than the national average.

Ethnic group	Spelthorne		Region	UK
	Number	%	%	%
White	83,455	87.3%	90.7%	87.2%
Mixed	2,382	2.5%	1.9%	2.0%
Asian	7,295	7.6%	5.2%	6.9%
Black	1,545	1.6%	1.6%	3.0%
Other	921	1.0%	0.6%	0.9%
Total	95,598	100.0%	100.0%	100.0%

Source: <https://commonslibrary.parliament.uk/home-affairs/communities/demography/constituency-statistics-ethnicity/>

Disability

As of July 2019 there were around 2,020 PIP claimants in Spelthorne constituency. In comparison, there was an average of 2,500 claimants per constituency across the South East. Within Spelthorne, psychiatric disorders were the most common reason for claiming PIP. They accounted for 37% of awards, compared to 36% in Great Britain. 'Psychiatric disorders' include anxiety and depression, learning disabilities and autism. The second most common reason for awards was musculoskeletal disease (general), which accounted for 17% of awards within the constituency and 21% in Great Britain. Musculoskeletal disease (general) includes osteoarthritis, inflammatory arthritis and chronic pain syndromes.

Source: <http://data.parliament.uk/resources/constituencystatistics/personal%20independence%20payment/PIP%20claimants%20in%20Spelthorne.pdf>

Religion

Residents of Spelthorne predominately identify themselves as either Christian or having no religion. There is a smaller Muslim population compared with the national average, but a larger Hindu and Sikh population.

	Constituency		Region	UK
	Number	%	%	%
Has religion	67,392	70.5%	65.0%	66.7%
of which				
Christian	60,954	63.8%	59.8%	58.8%
Muslim	1,808	1.9%	2.3%	4.5%
Hindu	2,332	2.4%	1.1%	1.4%
Buddhist	420	0.4%	0.5%	0.4%

Jewish	206	0.2%	0.2%	0.4%
Sikh	1,325	1.4%	0.6%	0.7%
Other	347	0.4%	0.5%	0.4%
No religion	21,511	22.5%	27.7%	26.1%
Not stated	6,695	7.0%	7.4%	7.2%

Source: <https://commonslibrary.parliament.uk/home-affairs/communities/constituency-data-religion/>

Sexual orientation

There is no accurate dataset which can be used to reflect solely Spelthorne. The White Paper recommends asking a new question about sexual orientation. The ONS has identified a user need for better data on sexual orientation – particularly for small areas – to inform policy-making and service provision, as well as monitoring equality duties. The ONS has previously used the Annual Population Survey (APS) to estimate the size of the lesbian, gay and bisexual (LGB) population in the UK. According to these estimates, just over 1 million people identified as LGB in 2016 (around 2% of the population). However, the sample population used in the APS isn't big enough to provide robust estimates of the LGB population in smaller areas.

Source: <https://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-8531>

Marriage / Civil Partnership

More people in Spelthorne are married compared to the rest of England and Wales, and fewer people identify as single.

Marital Status	Spelthorne		England and Wales	
All usual residents aged 16+	78,089		45,496,780	
Single (never married or never registered a same-sex civil partnership)	24,562	31%	15,730,275	35%
Married	38,984	50%	21,196,684	47%
In a registered same-sex civil partnership	153	0%	104,942	0%
Separated (but still legally married or still legally in a same-sex civil partnership)	2,042	3%	1,195,882	3%
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6,870	9%	4,099,330	9%
Widowed or surviving partner from a same-sex civil partnership	5,478	7%	3,169,667	7%

Has there been any consultation with, or input from, customers / service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please list which specific groups or communities you are going to consult with and when.

A public and stakeholder consultation has not been carried out on the policy. The policy is to be comprehensively reviewed no later than every 5 years.

Are there any complaints, compliments, satisfaction surveys or customer feedback that could help inform this assessment? If yes, what do these tell you?

None

Step 3 – Identifying the negative impact.

a. Is there any negative impact on individuals or groups in the community?

Barriers:

What are the potential or known barriers/impacts for the different 'equality strands' set out below? Consider:

- **Where** you provide your service, e.g. the facilities/premises;
- **Who** provides it, e.g. are staff trained and representative of the local population/users?
- **How** it is provided, e.g. do people come to you or do you go to them? Do any rules or requirements prevent certain people accessing the service?
- **When** it is provided, e.g. opening hours?
- **What** is provided, e.g. does the service meet everyone's needs? How do you know?

* Some barriers are justified, e.g. for health or safety reasons, or might actually be designed to promote equality, e.g. single sex swimming/exercise sessions, or cannot be removed without excessive cost. If you believe any of the barriers identified to be justified then please indicate which they are and why.

Solutions:

What can be done to minimise or remove these barriers to make sure everyone has equal access to the service or to reduce adverse impact? Consider:

- Other arrangements that can be made to ensure people's diverse needs are met;
- How your actions might help to promote good relations between communities;
- How you might prevent any unintentional future discrimination.

Equality Themes	Barriers/Impacts identified	Solutions (ways in which you could mitigate the impact)
Age (including children, young people and older people)	Young people aged 16-17 cannot hold tenancies and so housing options are severely limited.	Young people aged 16-17 receive enhanced services via the Surrey Joint Protocol. They have access to specialist young peoples homelessness accommodation.

	<p>Older people may be less likely to access our services when needed. This includes those that are retired from employment and will be excluded from key worker accommodation.</p> <p>Those aged 18-39 may have reduced access to social housing as a result of welfare policies as well as local landlord policies (age restrictions)</p>	<p>Older people have greater access to social housing via age restrictions across the A2Dominion stock. This includes sheltered and extra care homes.</p>
Disability (including carers)	<p>Anecdotally we know that physically disabled people accessing settled accommodation in Spelthorne have much more limited options available to them due to property adaptation requirements.</p>	<p>This policy enables sourcing specialised housing for specific local housing needs. See action 1.3 of the Homelessness and Rough Sleeping Strategy action plan – we will review the availability of accessible accommodation options for this affected group. Spelthorne Borough Council also offers Disabled Facilities Grants and handy person services to help residents live independently in their current home.</p>
Gender (men and women)	<p>No restrictions on gender are identified</p>	<p>This policy enables equal access to housing for both male and female.</p>
Race (including Gypsies & Travellers and Asylum Seekers)	<p>Accommodation for people seeking asylum is the responsibility of the Home Office. Provision for pitches for gypsies and travelling showpeople are dealt with under the Local Plan.</p>	<p>n/a</p>
Religion or belief (including people of no religion or belief)	<p>No negative impacts have been identified.</p>	<p>n/a</p>
Gender Re-assignment (those that are going through transition: male to female or female to male)	<p>Where individuals are transitioning, they may be impacted if they are placed into accommodation with shared facilities.</p>	<p>As part of standard assessments, we would consider this issue before offering accommodation with shared facilities. This policy enables specialised housing acquisition to meet local need.</p>
Pregnancy and Maternity	<p>Under homelessness legislation, pregnant women are recognised as being in ‘priority need’ and so arguably receive preferential treatment when compared with women who aren’t pregnant, or men.</p>	<p>Those who aren’t in priority need receive a comprehensive housing needs assessment and support to access their own accommodation solutions.</p>

Sexual orientation (including gay, lesbian, bisexual and heterosexual)	No negative impacts have been identified.	n/a
-------------------------------------------------------------------------------	-------------------------------------------	-----

Step 4 – Changes or mitigating actions proposed or adopted

Having undertaken the assessment are there any changes necessary to the existing service, policy, function or procedure? What changes or mitigating actions are proposed?

No changes required.

Step 5 – Monitoring

How are you going to monitor the existing service, function, policy or procedure ?

The Housing Strategy 2020-25 including the action plan and tasks within it will be monitored by the Council's Strategic Housing Group who meet monthly. Any required changes to the policy will be recommended to elected members (where required) as a result.

Part C - Action Plan

Barrier/s or improvement/s identified	Action Required	Lead Officer	Timescale
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a

n/a	n/a	n/a	n/a

Equality Analysis approved by:

Group Head:	Date:
-------------	-------

Please send an electronic copy of the Equality Analysis to the Equality & Diversity Team and ensure the document is uploaded to the EA Register which will be available to the public:

This Equality Analysis Template is the intellectual property of The National Equality Analysis Support Service Ltd (NEASS) and must not be distributed to or used by any other private or public body, any commercial organisation or any third party without the express permission of NEASS who can be contacted on:

**The National Equality Analysis Support Service Ltd
71 – 75 Shelton Street,
Covent Garden
London WC2H 9JQ**

Office: 0203 500 0700

Email: info@equalityanalysis.org.uk

Web: www.equalityanalysis.org.uk

This page is intentionally left blank

Rough Sleeper Accommodation Programme

- 1.1 The Department for Levelling Up, Housing and Communities (DLUHC) invited Councils, working closely with delivery partners and local stakeholders to submit Proposals and Bids for the Rough Sleeping Accommodation Programme (RSAP)
- 1.2 RSAP's objective is to provide Move-On homes, available as long-term assets, and accompanying support services to rough sleepers, or those with a history of rough sleeping, currently in emergency accommodation, to achieve a sustainable reduction in rough sleeping.
- 1.3 The delivery routes are eligible under the programme are:
 - a) Purchase and repair of properties, either as freehold or on a long lease
 - b) Acquisition of a second-hand existing dwelling, or dwellings, on the open market, which are already of a standard and condition suitable for affordable housing letting
 - c) Refurbishment and repurposing of existing stock
 - d) Development of new build properties
- 1.4 The accommodation must be delivered ready for occupation no later than 31 March 2024. Due to the time constraint, it is proposed to apply for the scheme under route a) purchase and repair of properties, with the aim of any works required to the acquired properties will not to be substantial.
- 1.5 The properties must be offered to rent on Homeless Tenancies under the Housing Act 1985 and are to be awarded for a maximum duration of two years, or three years in exceptional circumstances. RSAP's objective is to recycle the stock to support a larger number of residents in need.
- 1.6 Properties acquired under RSAP must be offered to rough sleepers, or those with a history of rough sleeping for the duration of 30 years. After that point the Council is free to use the stock in whichever way it sees fit.
- 1.7 Proposals for the bid must be submitted by the Council (on behalf of the partners who have collaboratively developed the Proposal, if the application is joined with a Registered Provider) by 12pm noon on 13 April 2022.
- 1.8 In order for the Council to deliver a joined application, the partner organisation must be a Registered Provider (RP). Knowle Green Estates (KGE) are not currently a RP, but a DLUHC Adviser informed that there

may be a potential to transfer the properties to KGE at a later date (when KGE becomes a RP).

- 1.9 The Council could partner with other RPs operating in the Borough, however it is proposed to proceed with the application without entering a partnership agreement. This approach, will enable the Council (or KGE in future) to retain the ownership of the assets and thus, retain control of the assets.
- 1.10 All payments will be made under Section 19 of the Housing and Regeneration Act 2008. Section 19 payments will be issued by Homes England to the Council. Capital payments will be made in three instalments: 45% on acquisition; a further 50% on start on site; and a final 5% on practical completion. The 6 properties, would enable the employment of a 0.5 FTE resource to provide support.
- 1.11 Delivery of successful Proposals and Bids will be monitored and overseen against the deliverables, timetable and project management plan set out in the original Proposal and Bids (as amended in agreement with DLUHC and Homes England post-submission). Payment is contingent on continuing engagement with monitoring and evaluation activities.