



Please reply to:

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Date: 11 November 2021

Notice of meeting

Community Wellbeing and Housing Committee

Date: Tuesday, 23 November 2021

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

To the members of the Community Wellbeing and Housing Committee

Councillors:

S.A. Dunn (Chairman)	S. Buttar	J. McIlroy
S.M. Doran (Vice-Chairman)	R. Chandler	O. Rybinski
M.M. Attewell	N. Islam	V. Siva
C. Bateson	M.J. Madams	J. Vinson

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

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

1. **Apologies and Substitutions**

To receive apologies of absence or details of any substitutions.

2. **Minutes**

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To confirm the minutes of the meeting held on 28 September 2021 as a correct record.

3. **Disclosures of Interest**

To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.

4. **Questions from Members of the Public**

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

5. **Ward Issues**

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

At the time of publication of this agenda no ward issues were received.

6. **Verbal Update on the Community Wellbeing Covid Recovery Plan**

To receive an update on the Community Wellbeing COVID-19 Recovery Plan from the Joint Head of Community and Wellbeing, Deborah Ashman.

7. **Step Down Service Partnership**

To consider the report that seeks agreement to an extension of the Step Down Service Partnership Agreement for a further 12 months from April 2022.

Recommendation:

To agree an extension of the Step Down Service Partnership Agreement for a further 12 months from April 2022.

Report to follow.

- 8. Capital Monitoring Q2 (July - Sept) 11 - 18**

To note the Capital Monitoring Report 2021/22 – Q2 30 September 2021 for the Community Wellbeing & Housing Committee.
- 9. Revenue Monitoring Q2 (July - Sept) 19 - 26**

To note the Revenue Monitoring Report 2021/22 – Q2 30 September 2021 for the Community Wellbeing & Housing Committee.
- 10. Oast House - Bid for Cultural Grant Update**

To receive an update on the bid for a Cultural Grant for the Oast House, Staines.
- 11. Household Support Fund**

To receive a verbal update on the Household Support Fund
- 12. Shared Ownership Strategy 27 - 50**

To consider the report that seeks approval of the proposed new Shared Ownership Strategy.

Recommendation:

To approve the proposed Shared Ownership Strategy
- 13. Refugee Settlement Update**

To receive a verbal update from the Joint Head Community and Wellbeing, Deborah Ashman.
- 14. Forward Plan 51 - 54**

To consider the Forward Plan for committee business.
- 15. Exclusion of press & Public**

To move the exclusion of the Press/Public for item 7, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006
- 16. Leisure Operator Procurement Project Update 55 - 76**

To note the recent actions that the Project Team has undertaken to progress this procurement project.

**Minutes of the Community Wellbeing and Housing Committee
28 September 2021**

Present:

Councillor S.A. Dunn (Chairman)
Councillor S.M. Doran (Vice-Chairman)

Councillors:

C. Bateson	O. Rybinski	J. Vinson
M.J. Madams	V. Siva	

Apologies: Councillors M.M. Attewell and N. Islam

In Attendance: Councillors M. Beecher and L. E. Nichols

390/21 Apologies

Apologies were received from Councillors Attewell and Islam.

391/21 Disclosures of Interest

There were none.

392/21 Minutes - 29 June 2021

The minutes of the meeting held on 29 June 2021 were agreed as a correct record.

393/21 Afghan Resettlement Scheme

The Committee received a report from the Family Support Manager that outlined the Afghan Relocations and Assistance Policy (ARAP) which relates to families members of whom had been working directly to support UK forces in Afghanistan and that sought the Committee's approval for the Council to participate in the Policy to provide support for up to five families and to being open to support in general future refugee schemes in Spelthorne as requested by Central Government.

The Committee were advised that currently the Family Support Team had been supporting a number of families who are being accommodated in temporary accommodations in the Borough before being moved on by the Home Office to more permanent accommodation around the country.

The families under the ARAP scheme would be housed in private rental properties and would be fully funded by Central Government and as such, there would be no adverse effect on the current residents of Spelthorne on the Housing Register.

The Family Support Manager advised the Committee that a full-term post would be needed to support the 5 families and that the cost of this would be funded by money provided by Central Government as part of the ARAP. As most of the families have a member that can speak fluent English, recruitment for this post should not be challenging.

The Committee **resolved** to:

1. approve the participation in Afghan Relocations and Assistance Policy (ARAP) in Spelthorne to provide support for up to five families; and
2. to support a policy approach of being open to support in general future refugee schemes in Spelthorne as requested by Central Government, on which detailed reports will be provided.

394/21 Capital Monitoring Report (Qtr. 1 April - June)

The Committee received a Capital Monitoring report related to services falling under the remit of the Community Wellbeing and Housing Committee for quarter one of the financial year from the Deputy Chief Executive. The Committee were advised that for the quarter year that ended 30 June 2021 there was a projected aggregate net underspend of £290k.

Concerns were raised in respect of the overspend of £356k on the Whitehouse Single Person Homeless Hostel development. The Deputy Chief Executive advised that this figure was due problems caused by the pandemic in respect of labour, sourcing of materials and deadlines not being met. Additional enhanced specification in respect of fitting out the hostel, including disability adaptations, had also added to the costs of this development. However, £308k of this overspend had been offset by external grant funds. The Committee were advised by the Deputy Chief Executive that he would provide a written statement of the costs involved in respect the Whitehouse Hostel and also the land value split between the Whitehouse Hostel and Whitehouse Residential developments.

The Committee made reference to a previous development, Churchill House that had gone over budget. The Council had sought to learn from that past experience to ensure that future developments stayed on budget and were neither subject to an underspend or a overspend and this in part is why the

additional governance associated with the Development Sub-Committee had been put in place. It was agreed that the Council must put in place good practice to ensure that any budget allocated to a development is managed effectively. The Deputy Chief Executive advised the Committee that Term Sheets were being used for all new developments and that the Development Sub-Committee would be monitoring each development to ensure that the costs incurred were inline with the original budgets.

The Committee **resolved** to note the report.

395/21 Revenue Monitoring Report (Qtr. 1 April - June)

The Committee received a Revenue Monitoring report related to Community Wellbeing and Housing services falling under the remit of the Committee for quarter one of the financial year from the Deputy Chief Executive. The Committee were advised that for the quarter year that ended 30 June 2021 there was a projected aggregate underspend of £271k.

A significant number of the overspends and underspends in the report were related to COVID-19

The Committee **resolved** to note the report.

396/21 Tenancy Strategy

The Joint Group Head Community Wellbeing presented a report to the Committee that sought approval for the revised Tenancy Strategy. The original Tenancy Strategy was introduced in 2012 and had not been reviewed since.

The Committee were advised that the affordable rents were currently 80% of the market rent. Because of the high rents within the Borough these reduced rents were still not affordable for a lot of potential residents on low income. A number of tenants had been relying on Discretionary Hardship Payments initially to afford their rent which is not a sustainable funding basis and adds pressure to the Council's revenue budget. The revised Tenancy Strategy sought, following a consultation with Registered Providers and Knowle Green Estates to deliver an affordable rental of 70% for new tenancies for re-lets as well as new builds where planning permission had already been granted.

Concerns were raised about the financial implications for the Council's wholly owned housing delivery company Knowle Green Estates and its ability to repay loan financing to the Council if the affordable rent was reduced to 70%. No other Local Authorities in Surrey currently used the 70% model although a few are considering moving to 70%. It was raised that because it was a change of policy it should go before more Committees for their feedback before going onto Council. The Deputy Chief Executive stated that this issue

fell within the remit of this Committee but that it would go before the Corporate Policy and Resources Committee.

The Committee asked that Directors from Knowle Green Estates be asked to attend the next meeting of the Committee.

It was suggested that this issue needed to be deferred to the next meeting of the Committee in order for the views of Knowle Green Estates and the Corporate Policy and Resources Committee to be sought. However other Committee members were happy to make a decision at the meeting.

The Chair, Councillor Dunn proposed that Recommendation 2 of the report be approved and by way of a show of hands the Committee agreed as follows:

For - 5

Against - 1

The Committee **resolved** to approve the Tenancy Strategy and recommend to the Corporate Policy and Resources Committee that the Tenancy Strategy is approved.

397/21 Acquisition of Registered Providers' Street Properties

The Joint Head Community Wellbeing presented a report to the Committee that sought to enable Knowle Green Estates Ltd to acquire the specific type of properties to suit local housing needs, and to set up disposal protocols for Registered Providers with stock in Spelthorne to ensure that affordable housing remains within the borough.

The Committee **resolved** to recommend to the Corporate Policy and Resources Committee that:

1. the Acquisition of Registered Providers Street Properties Policy is approved; and
2. to make Capital Programme recommendations for 2022-23 before approval by Council in February 2022.

The Chair asked that the Committee's appreciation for the work that had been undertaken by Community Wellbeing officers throughout the pandemic be noted.

398/21 COVID-19 Recovery Plan Update

The Joint Group Head, Community Wellbeing provided the Committee with details of how the services are recovering post COVID-19.

Community centres have reported that a large number of people have returned to the centres, particularly the OPAL Group that provides for elderly residents with high needs in the Borough. Benwell Centre, Sunbury has not reopened due to concerns from local residents about attending the centre.

Evening meals on wheels service that was introduced during the pandemic has continued.

The first tenants are moving into the Whitehouse Residential development on 06 October 2021.

The amount of rough sleepers in the Borough have reduced from 12 down to 2.

399/21 Forward Plan

The Committee considered the Forward Plan for the Community Wellbeing and Housing Committee.

The Committee asked for the following items to be put on the Forward Plan to consider at the meeting of the Committee on 23 November:

1. Knowle Green Estates Annual Report and discussion.
2. Oast House – Bid for Cultural Grant Update

The Committee **resolved** to note the Forward Plan.

400/21 Contract for Cleaning of White House and Harper House

The Committee received a report from the Joint Head Community Wellbeing that sought approval of a cleaning contract for White House and Harper House. A tender process had been carried out in accordance with the requirements of Contract Standing Orders.

The Committee **resolved** to approve the recommended contract for cleaning of White House and Harper House, for the duration of 3 years with an option to extend for a further two 12-month periods.

401/21 Exclusion of Press and Public

It was proposed by Councillor Dunn and Seconded by Councillor Doran and **resolved** to move the exclusion of the Press and Public for the remaining items on the agenda in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

402/21 Search Moves Partnership Review

To Committee **resolved to** approve Recommendation 3.

Community Wellbeing & Housing Committee



23 November 2021

Title	Capital Monitoring Report 2021/22 – Q1 30 September 2021
Purpose of the report	To note the above for the Community Wellbeing & Housing Committee
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Corporate Priority	Financial Sustainability
Recommendations	<p>This is an abridged copy of the full report to be submitted to the Corporate Policy & Resources Committee (CPRC) at their meeting on 29 November and just shows the capital projects that fall under the Community Wellbeing & Housing Committee's remit.</p> <p>The Committee is asked to note the current level of underspend on capital expenditure against its Capital Programme provision as at 30 September 2021, which may be subject to change at the CPRC meeting in November.</p> <p>Also, it has not been possible to disaggregate the housing element of the Elmsleigh project for 91/92 High Street for this report, therefore, the whole scheme is shown under Corporate Policy and Resources, formerly with Economic Development.</p>

1. Key issues

- 1.1 The Capital Monitoring report covers the cumulative actual expenditure to date, against the cumulative Council approved Capital Programme budget and compares this against the latest forecast outturn from Officers.
- 1.2 For the quarter ended 30 September 2021 our approved Capital Programme expenditure for the Community Wellbeing & Housing Committee including Disabled Facilities Grants (DFGs) was £302,971k (June: £302,971k). The latest forecast outturn position is £304,183k (June: £302,681k), giving a projected aggregate overspend of £1,211k (June: (£290k) underspend) as per appendix B.
- 1.3 The significant movement being with Thameside House, showing an increase of £1,500k in the projected overspend, as a result of conditions requested by the Planning Committee.

1.4 In arriving at the cumulative expenditure to date, the Finance Team account for capitalised borrowing costs, salaries, and all costs of acquisition on each development project.

2. Variance analysis

2.1 We report on any significant projected variance over £50k or 20% of budget, whichever is the highest, by committee as follows:

2.2 Community Wellbeing & Housing – projected net overspend £1,211k (June: (£290k) underspend).

- (a) Community Centre Projects - £70k overspend on the Day Centre extensions at two of our Day Centres to be funded from the planned maintenance budget at the end of the financial year.
- (b) Ashford MSCP residential scheme - £233k overspend, no change from last quarter.
- (c) Bugle - (£680k) underspend, no change from last quarter.
- (d) Benwell phase 1, no change to the reported underspend of (£2,700k) of last quarter. In response to a question raised at the last Corporate Policy and Resources Committee meeting, officers reviewed the Cabinet papers and whilst the design was changed, there was no recommendation by Cabinet to reduce the budget to reflect the revised project.
- (e) Benwell land £623k overspend, no change to the financials since our last report.
- (f) Whitehouse Land £299k overspend back in 2017 and no change to the figures reported last quarter.
- (g) Thameside House £1,570k projected overspend (June: £70k overspend) due to increased conditions requested by the Planning Committee.
- (h) Thameside House Land & Building (£160k) underspend is unchanged since last quarter's report.
- (i) West Wing the projected overspend is below the reporting limit and unchanged since last quarter.
- (j) Whitehouse Hostel Phase A £356k overspend unchanged since last quarter's report.
- (k) Victory Place (Ashford Hospital) £1,470k projected overspend is unchanged from last quarter.

3. Financial implications

3.1 Once a project is completed, any underspend on the approved Capital Programme enables the Council to invest the monies to gain additional treasury management investment income or to fund additional schemes.

3.2 Working closely with our Treasury Management advisors, officers are currently saving the Council more than £1,300k per annum in interest

charges, through prudent use of short-term interest rates to fund regeneration development projects.

- 3.3 Upon completion of each project, officers obtain fixed rate interest loans to significantly reduce the Council's exposure to risk of future interest rate rises over the next 50 years.

4. Other considerations

- 4.1 None.

5. Equality and Diversity

- 5.1 Not Applicable.

6. Sustainability/Climate Change Implications

- 6.1 Not Applicable.

7. Timetable for implementation

- 7.1 Not applicable

Background papers: There are none.

Appendices:

Appendix A – CWH Committee - Detailed Capital Monitoring Report at 30 September 2021.

Appendix B – CWH Committee DFG - Detailed Capital Monitoring Report at 30 September 2021

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 30 Sept	Budget vs Outturn Variance	Comments
Community Wellbeing & Housing							
Heather Morgan	41024	SpelthorneLeisurCenDevelopment	40,420,000	2,197,670	40,420,000	-	No change from Q1 reported financials
Karen Sinclair & De	41622	Affordable Housing Opportunity	1,000,000	-	1,000,000	-	No change from Q1 reported financials
Heather Morgan	42034	Community Centre Projects	230,000	295,508	300,000	70,000	Overspend to be funded from Repairs & Maint budget at end of the financial year.
Heather Morgan	41328	Ashford MSCP	15,267,000	40,005	15,500,000	233,000	No change from Q1 reported financials
Heather Morgan	42039	Bugle	2,400,000	1,688,093	1,719,750	(680,250)	Project completed. Well controlled to bring in substantially under budget
Heather Morgan	42042	Benwell House I	13,800,000	10,946,879	11,100,000	(2,700,000)	Project completed
		Benwell Land & Building cost Phase 1	10,123,100	-	10,746,000	622,900	Land acquired on 30/09/17.
	Memorandum Item	Whitehouse Land Acquisition	1,501,500	-	1,800,000	298,500	No change from Q1 reported financials
		Whitehouse - Design Fees & Construction					
Heather Morgan	42052	Phase B	2,990,000	378,578	2,990,000	-	No change from Q1 reported financials
Heather Morgan	42054	Thameside House	54,430,000	1,307,689	56,000,000	1,570,000	Planning application submitted in March 21. Planning decision in abeyance until mortatorium lifted. Demo in delay until planning approval. Demo and construction budgets at risk due to ongoing delays. Revised plans to reduce height to be considered by Dev Sub Committee on 18 Oct 21.
	Memorandum Item	Thameside House Land & Building cost	9,860,000	-	9,700,000	(160,000)	No change from Q1 reported financials
Heather Morgan	42055	West Wing	5,780,000	5,427,449	5,850,000	70,000	No change from Q1 reported financials
Heather Morgan	42056	Whitehouse Hostel - Phase A	4,417,000	4,593,172	4,773,000	356,000	No change from Q1 reported financials
		Victory Place (Ashford Hospital car park site)	25,930,000	1,444,307	27,400,000	1,470,000	No change from Q1 reported financials
	Memorandum Item	Victory Place - Land & Building Costs	5,260,000	-	5,260,000	-	No change from Q1 reported financials
Heather Morgan	42060	Oast House	105,200,000	21,268,812	105,200,000	-	No change from Q1 reported financials
Heather Morgan	42062	Harper House Redevelopment	3,390,000	3,052,789	3,451,000	61,000	No change from Q1 reported financials
		Committee Total	301,998,600	52,640,951	303,209,750	1,211,150	
Corporate Policy & Resources							
Heather Morgan	41015	Capitalised Planned Works (formerly Runnymede Estates)	55,600	-	55,600	-	No change from Q1 reported financials - this is a rolling budget
Heather Morgan	42063	Elmsleigh Centre	18,000,000	383,207	18,000,000	-	For the regeneration of the Elmsleigh Centre, including Tothill car park & 91 to 93, The High Street, Staines Town Centre. Current forecast includes fee spend for designs and feasibility. Progressing mixed use scheme of 12 units for 91-93 High Street and design concept prepared for mixed use scheme comprising ad circa 290 residential units, retail and commercial uses. The progression of development plans linked with car parking expansion within the town centre.
		Committee Total	18,055,600	383,207	18,055,600	-	

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CAPITAL MONITORING REPORT AT 30 SEPTEMBER 2021

Portfolio / Service Head	Cost Centre	Description	Revised Cumulative Budget 2017-25	Actuals Cumulative 2017-22	Managers Projected Outturn at 30 Sept	Budget vs Outturn Variance	Comments
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Housing Investment Programme

Community Wellbeing & Housing- DFG

Karen Sinclair & De	40203	Disabled Facilities Mandatory	943,200	367,440	943,200	-	No change from Q1 reported financials
Karen Sinclair & De	40204	Disabled Facilities Discretion	29,600	-	29,600	-	No change from Q1 reported financials
Net Cost of Disabled Facilities Grants			972,800	367,440	972,800	-	
Total For HIP			972,800	367,440	972,800	-	

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Community Wellbeing & Housing Committee



23 November 2021

Title	Q2 Revenue Monitoring Report as at 30 September 2021
Purpose of the report	To note
Report Author	Paul Taylor Chief Accountant
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Financial Sustainability
Recommendations	<p>The Committee is asked to note the draft forecast outturn for 2021/22 as at 30 September 2021 and the aggregate variances by cost centre reported in Appendix C2.</p> <p>(Please note that this is a draft report taken from the full report currently being prepared for the Corporate Policy & Resources Committee meeting on 29 November and has been collated before the completion of a full review process and may be subject to change, and if this is the case the Committee will be notified.)</p>
Reason for Recommendation	Not applicable

1. Key issues

- 1.1 This report provides a summary of the forecast outturn position for the financial year 2021-22 as at 30 September, for the Community Wellbeing & Housing Committee which is showing a projected net overspend of £122k (June: £271k).
- 1.2 The forecast underspend of expenditure amounted to (£6,658k), (£757k) *excluding HB Payments*, (June: £463k underspend) and the forecast under-recovery of income was £6,780k, £916k *excluding HB Payments*, (June: £734k). The major differences from Q1 are as follows:
- (a) A forecast £22k decrease in Housing Needs costs.
 - (b) A forecast £242k decrease in Homelessness costs.
 - (c) A forecast £220k decrease in Homelessness income.
 - (d) A forecast £21k increase in Housing Benefits Admin costs.
 - (e) A forecast £5,901k decrease in Housing Benefits Payments costs.
 - (f) A forecast £5,864k decrease in Housing Benefits Payments income.
 - (g) A forecast £24k increase in Leisure Administration income.

- 1.3 The net under recovery of income is further broken down to show the impact of COVID-19 on the Council forecast outturn position
- (a) COVID-19 – a projected net under recovery of income of £408k (June: £399k).
 - (b) Non COVID-19 a projected net underspend of (£286k) (June: (£128k)).

The forecast outturn shows the projected impact of COVID-19 on Cost of Services is mainly an under recovery of fees, charges, and income for our Day Centres and Leisure Centres, together with significant underspends all shown below in section 2.

2. Significant Forecast Budget (under)/overspends at year end.

- 2.1 Noting that we are only providing commentary for those budget lines with £20k or more variance, and where there has been a change in variance since Q1.

- 2.2 A projected net under recovery of income of £122k and the significant net variances are as follows:

- (a) Community Care Administration – a projected net underspend of (£27k) (June: (£13k)) due to vacant posts, recruitment to which has been delayed by lockdown
- (b) Community Centres - a net projected overspend of £77k (June: (£40k) underspend), which was due to the following
 - i) (£261k) under recovery of income (June: (£279k)) due to the pandemic, offset by
 - ii) (£59k) underspend in costs (June: (£76k)) due to the pandemic and
 - iii) (£125k) underspend (June: (£87k)) due to unfilled vacancies, caused by the pandemic.
- (c) Community Development – an underspend of (£27k) which was due to an unfilled vacancy
- (d) Housing Benefit Admin – a net underspend and over recovery of income of (£100k) (June: (£121k)) mainly due to:
 - i) A projected underspend of (£59k) (June: (£81k)) which is being recruited to.
 - ii) No change in the forecast (£47k) over-recovery of income reported last quarter.
- (e) Housing Benefits Payments – a net underspend of (£37k) (June: (£nil)) due to a reduction in Housing Benefits caseload due to transfer of claims to Universal Credit.
- (f) Leisure Administration – a net underspend and under-recovery of £75k (June: (£44k) underspend) due to:
 - i) A projected underspend of (£52k) (June: (£44k)) for unfilled vacancies and a new staffing structure being considered.
 - ii) A projected over-recovery of (£23k) (June: (£nil)) relating to Public Health funding of a COVID Outreach project.

(g) Spelthorne Leisure Centre – No change in the forecast net overspend of £297k reported last quarter.

3. Other considerations

3.1 None.

4. Equality and Diversity

4.1 Not applicable.

5. Sustainability/Climate Change Implications

5.1 Not applicable.

6. Timetable for implementation

6.1 Not applicable

Background papers: There are none.

Appendices:

Appendix C3 – Community Wellbeing Housing Revenue Report 30-09-21

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Community Wellbeing & Housing

Results to 30-Sep-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Comments
Employees	118,900	131,600	0	12,700	12,700	
Other Expenditure	83,300	82,100	0	(1,200)	(1,200)	
Income	(205,000)	(210,000)	0	(5,000)	(5,000)	
Span	(2,800)	3,700	0	6,500	6,500	
Employees	440,800	410,300	(30,500)	0	(30,500)	Underspend due to vacant posts. Recruitment in progress now that lockdown is over.
Other Expenditure	19,900	29,300	0	9,400	9,400	
Income	(20,000)	(25,400)	0	(5,400)	(5,400)	
Community Care Administration	440,700	414,200	(30,500)	4,000	(26,500)	
Employees	646,800	522,000	(124,800)	0	(124,800)	Vacant posts in the community centres which are being recruited for now that lockdown is over. Expenditure lower due to closure of Community Centres as a result of COVID-19 restrictions. Income impacted by closure of Community Centres due to COVID-19. Losses will be partially offset by the Sales, Fees and Charges 71.25% COVID-19 reimbursement grant
Other Expenditure	292,000	232,600	(59,400)	0	(59,400)	
Income	(394,200)	(133,200)	261,000	0	261,000	
Community Centres	544,600	621,400	76,800	0	76,800	
Employees	162,300	162,300	0	0	0	
Other Expenditure	87,400	100,600	0	13,200	13,200	
Income	(184,400)	(179,500)	0	4,900	4,900	
Meals on Wheels	65,300	83,400	0	18,100	18,100	
Employees	577,200	562,200	0	(15,000)	(15,000)	
Other Expenditure	12,400	22,400	0	10,000	10,000	
Income	(589,600)	(589,600)	0	0	0	
Spelthorne Family Support	0	(5,000)	0	(5,000)	(5,000)	
Employees	58,800	32,900	0	(25,900)	(25,900)	Community Development post currently vacant. Team structure currently under review
Other Expenditure	40,800	39,600	0	(1,200)	(1,200)	
Income	0	0	0	0	0	
Community Development	99,600	72,500	0	(27,100)	(27,100)	

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Community Wellbeing & Housing

Results to 30-Sep-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Comments
Employees	0	0	0	0	0	
Other Expenditure	258,500	258,500	0	0	0	
Income	0	0	0	0	0	
General Grants	258,500	258,500	0	0	0	
Employees	0	0	0	0	0	
Other Expenditure	13,000	0	0	(13,000)	(13,000)	Budget no longer required, to be used to fund growth in 2022/23
Income	0	0	0	0	0	
Research & Consultation	13,000	0	0	(13,000)	(13,000)	
Employees	1,354,300	1,352,300	27,795	(29,795)	(2,000)	
Other Expenditure	63,900	67,200	0	3,300	3,300	
Income	(2,000)	(2,000)	0	0	0	
Housing Needs	1,416,200	1,417,500	27,795	(26,495)	1,300	
Employees	176,900	165,200	0	(11,700)	(11,700)	
Other Expenditure	4,102,000	3,245,500	279,598	(1,136,098)	(856,500)	Rent Assure team have focused their attention on interviewing tenants for the Benwell House and West Wing properties. There was therefore no new activity on the Rent Assure Scheme, resulting in the underspend. They intend to house five households with financial assistance under the scheme in the next month, which will reduce the variance. Delays in the delivery of White House and Harper House have also contributed to the underspends.
Income	(3,680,000)	(2,814,000)	(198,950)	1,064,950	866,000	
Homelessness	598,900	596,700	80,648	(82,848)	(2,200)	
Employees	612,800	554,200	0	(58,600)	(58,600)	Vacant hours/ positions - Recruitment for these is in progress.
Other Expenditure	41,700	47,000	0	5,300	5,300	
Income	(300,000)	(346,500)	0	(46,500)	(46,500)	No change from Qtr 1
Housing Benefits Admin	354,500	254,700	0	(99,800)	(99,800)	
Employees	0	0	0	0	0	
Other Expenditure	28,672,000	22,771,000	0	(5,901,000)	(5,901,000)	See below
Income	(28,621,000)	(22,757,300)	0	5,863,700	5,863,700	See below
Housing Benefits Payments	51,000	13,700	0	(37,300)	(37,300)	Net reduction in HB caseload due to transfer of claims to Universal Credit

Community Wellbeing & Housing

Results to 30-Sep-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Comments
Employees	304,300	251,900	(50,000)	(2,400)	(52,400)	£50k of the budget is ring-fenced for specialist leisure consultant advisory services for the leisure operator procurement project - instead of internal Project Manager salary.
Other Expenditure	11,200	12,800	0	1,600	1,600	
Income	0	(23,700)	0	(23,700)	(23,700)	
Leisure Administration	315,500	241,000	(50,000)	(24,500)	(74,500)	Covid Outreach project to be funded by Public Health
Employees	0	0	0	0	0	No change since Qtr 1
Other Expenditure	57,600	501,500	443,900	0	443,900	
Income	(260,300)	(407,300)	(147,000)	0	(147,000)	
Spelthorne Leisure Centre	(202,700)	94,200	296,900	0	296,900	No change since Qtr 1
Employees	12,600	10,600	0	(2,000)	(2,000)	
Other Expenditure	4,300	4,300	0	0	0	
Income	(3,100)	(3,100)	0	0	0	
Resource Centre	13,800	11,800	0	(2,000)	(2,000)	
Employees	1,600	800	0	(800)	(800)	
Other Expenditure	22,900	17,600	0	(5,300)	(5,300)	
Income	(7,100)	(4,600)	2,500	0	2,500	
Sports and Active Lifestyle	17,400	13,800	2,500	(6,100)	(3,600)	
Employees	0	0	0	0	0	
Other Expenditure	0	0	0	0	0	
Income	(46,200)	(46,200)	0	0	0	
Sunbury Golf Club	(46,200)	(46,200)	0	0	0	
Employees	0	0	0	0	0	
Other Expenditure	5,400	6,600	0	1,200	1,200	
Income	(8,000)	(8,000)	0	0	0	
Museum	(2,600)	(1,400)	0	1,200	1,200	
Employees	0	0	0	0	0	
Other Expenditure	25,900	27,900	0	2,000	2,000	
Income	0	0	0	0	0	
Youth	25,900	27,900	0	2,000	2,000	

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Community Wellbeing & Housing

Results to 30-Sep-21	Budget Revised £	Forecast Outturn £	COVID-19 Variance £	Non-COVID-19 Variance £	Total Variance to Revised £	Comments
Employees	1,500	700	0	(800)	(800)	
Other Expenditure	30,800	30,700	0	(100)	(100)	
Income	(3,000)	(3,000)	0	0	0	
Arts Development	29,300	28,400	0	(900)	(900)	
Employees	0	0	0	0	0	
Other Expenditure	7,900	9,500	3,363	(1,763)	1,600	
Income	(12,900)	(3,900)	0	9,000	9,000	
Public Health	(5,000)	5,600	3,363	7,237	10,600	
Total Employees	4,468,800	4,157,000	(177,505)	(134,295)	(311,800)	
Total Other Expenditure	33,852,900	27,506,700	667,461	(7,013,661)	(6,346,200)	
Total Income	(34,336,800)	(27,557,300)	(82,450)	6,861,950	6,779,500	
Net Total	3,984,900	4,106,400	407,506	(286,006)	121,500	

Community Wellbeing & Housing Committee



Tuesday 23rd November 2021

Title	Shared Ownership Strategy
Purpose of the report	To make a decision
Report Author	Stephanie Green, Housing Strategy and Policy Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Housing
Recommendations	Committee is asked to: Approve the proposed Shared Ownership Strategy
Reason for Recommendation	The existing Shared Ownership policy was last reviewed in 2019 and requires updating. There is also an action within the Council's Housing Strategy 2020-2025 to develop our approach to shared ownership as a tenure, to make sure that local households in housing need are prioritised for new schemes.

1. Key issues

- 1.1 In Spelthorne, approximately 1.4% of households are shared owners¹. Shared ownership is one of the Government's affordable homeowner schemes and is usually provided by housing associations. Purchasers can initially purchase between 25%-75% of the full purchase price and then pay a discounted rent on the remaining share. Additional shares of 10% or more can be purchased each year and is referred to as 'staircasing'.
- 1.2 The Government has recently introduced a new model of shared ownership which is due to be rolled out alongside the Affordable Homes Programmes for the next five years. The new model reduces the deposit required to 10% and reduces staircasing to 1% shares. There will also be a ten-year repairs allowance period where shared owners can claim costs of up to £500 a year from their landlord. The new model suggests shared owners will be able to have greater control over the resale process and can expect longer leases of up to 990 years. Further details can be found in Appendix 1.
- 1.3 When a developer contacts the Council, the Council will expect any necessary off-site infrastructure or affordable housing to be provided by the developer. Agreements on developer contributions are usually made under Section 106 of the Town and Country Planning Act or through a Community

¹ Source: 2011 Census ONS Table KS402EW

Infrastructure Levy (CIL) charge. As part of the S106 affordable housing, developers are required to provide 'affordable housing' which may be either 'affordable' rented or 'affordable' shared ownership or a combination of both. Spelthorne Borough Council currently has a policy requiring the provision of up to 50% of any units with a development scheme above a threshold of 15 to be affordable (subject to viability). Within that affordable element, it is required that 65% be rented and 35% shared ownership. Often, shared ownership is more appealing to developers due to resolving viability concerns.

- 1.4 Therefore, it is important that the Council makes effective use of the quantity of shared ownership coming forward from housing providers. The Council can do this by updating its shared ownership policy with a strategic emphasis on local marketing. There needs to be a clear process from the outset on working with the developer and planning team to promote affordable rent in the first instance. Where shared ownership is progressed, developers should actively ensure local residents (particularly those with a housing need) are prioritised for properties for an initial period of time before sales are sought elsewhere. There should be a clear priority framework detailing how units should be allocated and there needs to be clear communication and updates between both the developer and the Council.

2. Options analysis and proposal

Option 1: Do Nothing

- 2.1 There is an existing Shared Ownership Policy in place that was agreed in 2019. Whilst it contains a priority framework for registered providers to follow, it does not outline the Council's expectation of local marketing and it does not refer to the Government's new shared ownership model. This option is not recommended as the existing policy needs updating.

Option 2: Adopt the proposed Shared Ownership Strategy (recommended)

- 2.2 The proposed strategy is updated and refers to the Government's new shared ownership model and the new help to buy agent for the South of England. It also outlines specific guidance for housing providers to follow when marketing shared ownership homes with the aim of maximising sales to Spelthorne residents first. This option is recommended because it is feasible, updates the existing policy with a strategic emphasis on marketing whilst retaining a priority framework that puts local households in housing need first when homes are allocated.

Option 3: Offer a financial incentive scheme as part of the proposed Shared Ownership strategy

- 2.3 Within the shared ownership action under the Housing Strategy, the Council stated it would explore the merits of a financial incentive scheme for households vacating social rented housing in Spelthorne. Initial research has been difficult as there are limited data resources demonstrating a justification for this type of scheme. Whilst we are anecdotally aware that social housing tenants rarely move into shared ownership schemes due to affordability issues, there is little evidence to support this. Furthermore, there is not currently a specific fund set up for this purpose.
- 2.4 Additionally, the impact of the Government's 'First Homes' scheme is yet to be determined. First Homes was introduced in May 2021 and is referred to as 'discounted market sale'. First Homes must be discounted by a minimum of

30% against the market value with subsequent sales maintaining the discount. They must also be sold to a person meeting the First Homes eligibility criteria and be capped at £250,000 (or £420,000 in Greater London). Households may desire a 'First Homes' scheme as opposed to Shared Ownership as the £250,000 cap could be more affordable for residents with a lower-income wanting to access home ownership.

- 2.5 This option is not recommended due to the lack of supporting data available, the lack of suitable funding and due to the unexpected impact of First Homes which may be more desirable than shared ownership. When there is a review of this strategy, a financial incentive scheme could be reconsidered once the Council has seen the desire for the new shared ownership model versus the new 'First Homes' scheme.

3. Financial implications

- 3.1 There are currently no financial implications in the adoption and initial implementation of the proposed policy as it has been based around existing resources. Should Committee wish to make any changes to the proposal or choose option 3 then there may be a financial implication in relation to the resources required to implement a financial incentive scheme.

4. Other considerations

- 4.1 If the proposed strategy is not approved, a new completion date will need to be revised that is in line with the Housing Strategy 2020-2025.

5. Equality and Diversity

- 5.1 An Equality and Diversity Impact Assessment of Appendix 1 is provided in Appendix 2. This assessment has not identified any significant impact on equalities, although Committee should note that the Council's Public Sector Equality Duty is an ongoing duty and not discharged through the completion of an assessment. The Housing Strategy and Policy team will minimise any potential disproportionate impact through regular data monitoring, government returns and ongoing strategy development and review.

6. Sustainability/Climate Change Implications

- 6.1 The proposed policy itself does not have any impact on the Council's sustainability / climate change position.
- 6.2 The operation of the Help-To-Buy website which is used for shared ownership applications is a fully digital service, reducing the use of paper and printing.
- 6.3 Generally, new build Shared Ownership properties themselves benefit from features which promote sustainability as part of the Government's Future Homes Standard and target of net zero carbon homes by 2050.

7. Timetable for implementation

- 7.1 Provided that adoption is approved by Committee, the strategy will be put into effect immediately on any new Shared Ownership schemes offered in Spelthorne.

Background papers: None

Appendices:

Appendix 1: Proposed Shared Ownership Strategy

Appendix 2: Equality Impact and Diversity Assessment for the proposed Strategy

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Shared Ownership Strategy

September 2021

1. Introduction and scope

- 1.1 This strategy sets out the way in which applications for shared ownership properties in Spelthorne will be prioritised. It applies to new schemes delivered through developer contributions, new schemes delivered using Homes England grant funding, and resales where the Council has been asked to comment on the needs of a prospective purchaser.
- 1.2 Help to Buy Shared Ownership is one of the routes available under the Government's affordable homeowner schemes.
- 1.3 Shared ownership is sometimes known as 'part-rent / part-buy' and is aimed at people who cannot afford outright home ownership. Shared ownership is usually provided by a Registered Provider of Social Housing, also known as a Housing Association.
- 1.4 Purchasers can initially purchase from around 25%, up to a maximum of 75% of the full purchase price. Some schemes have a minimum share requirement. A discounted rent is payable on the remaining share. Each year, additional shares of 10% or more can be purchased – this is called 'staircasing'. On most schemes, a shared owner can staircase to 100%, at which point the property is in private ownership, and is no longer available as an affordable housing product for future households.
- 1.5 Whilst a shared owner, the Registered Provider offers a long lease of the property. Should the shared owner default on rent or service charge payments during the life of the lease, then they risk losing their home.
- 1.6 The Government introduced a new model of shared ownership in 2021. The new model will be implemented on all new build shared ownership homes delivered through the Affordable Homes Programme from April 2021, running for five years up to 2026. All shared ownership homes secured through s106 developer contributions – and receiving planning permission from April 2021 – will be based on the new model. In the new model:
- Minimum initial share purchase is reduced from 25% to 10% enabling reduced deposit levels;
 - There is a 10-year repairs allowance period¹ – in this period, shared owners will be able to claim costs up to £500 a year from their landlord to help with essential repairs²;
 - Shared owners will have the option to buy a 1% share each year for the first 15 years to help increase their share with small instalments, and with heavily reduced fees;
 - Shared owners will be able to take control of the resale process quicker if their landlord is unable to find a buyer. The current model gives the registered provider an 8-week period in which they have exclusive rights to market the property before the shared owner can market their property privately or on the open market. The new model will give shared owners the option to reduce this 8-week period to 4-weeks;
 - From May 2021, Homes England published a new leases model increasing the leases on new build homes from 99 to 990 years, this also applies to shared ownership housing;

¹ The 10-year repair cover will only apply to new build homes for the first decade of the property's life or until the shared ownership reaches 100% ownership – whichever comes first. If the home is resold through the shared ownership scheme within this 10-year period, the remaining years will be transferred over to the new shared owner.

² Shared Owners will also have the flexibility to roll over a maximum of one years' worth of unused repairs expenditure into the following year.

2. Objectives

The objectives of this policy are to:

- a) Complement the national Help to Buy Shared Ownership Scheme;
- b) Ensure that applicants with a local connection to Spelthorne are given appropriate priority for schemes;
- c) Ensure that shared ownership homes are sold to those in housing need, and for whom shared ownership is an appropriate solution to that need;
- d) Complement the Spelthorne Borough Council Housing Allocations Policy, whilst complying with relevant guidance.
- e) Complement Spelthorne Borough Council's Housing Strategy 2020-2025 to enable the delivery of more affordable homes in the Borough;
- f) Provide registered providers with a marketing framework that clearly outlines the Council's expectations of targeting local people living or working in Spelthorne for the first 3 months of marketing;
- g) Enable data monitoring of shared ownership sales to inform the Council's future policy reviews.

3. Shared ownership eligibility

3.1 Shared ownership is aimed at meeting the housing needs of those residents who can afford to purchase a share of their home and pay rent on the remaining unsold share. Generally, these households will not qualify to join the Council's Housing Register, potentially because their income and savings breach the relevant threshold³.

3.2 Applicants can buy a home through shared ownership in Spelthorne if their household earns £80,000 a year or less and any of the following apply:

1. They are a first-time buyer.
2. They used to own a home but cannot afford to buy one now.
3. They own a home and want to move but cannot afford to buy one now.
4. They are forming a new household – for example, after a relationship breakdown.
5. They are an existing shared owner and want to move.

4. How applicants apply

4.1 To buy a home through a shared ownership scheme, applicants need to contact the Help to Buy Agent in the area where they want to live. For Spelthorne, this is <https://helptobuyagent3.org.uk/>.

4.2 Applications to Help to Buy are initially assessed according to the following criteria:

- a) Purchaser must be at least 18 years old.
- b) Purchasers' annual household income should be less than £80,000 per annum.
- c) Purchaser should be unable to purchase a home on the open market that is suitable for their needs without assistance.
- d) Purchaser cannot be a current homeowner in the UK or abroad (or be named on the deeds of another property).
- e) Purchaser must not have any outstanding credit issues (i.e. unsatisfied defaults or county court judgments) and must demonstrate they can afford and sustain the purchase.

³ To qualify for Spelthorne Borough Council's housing register, applicants or a member of their household must not own, or part own a property, either in the UK or abroad. Applicants' joint household gross income must not be greater than £50,000 a year and an applicants' total household savings must not be greater than £30,000.

- 4.3 Once an application is accepted by Help to Buy, the applicant will be able to be considered for shared ownership opportunities. In every sale, the Registered Provider is required to carry out their own assessment of individual applicants to ensure that they meet all eligibility criteria and that the shared ownership product is affordable for the applicant.
- 4.4 Once all eligibility and affordability criteria have been met, generally a Registered Provider will ask Spelthorne Borough Council to verify applicants. Additionally, usually with new-build schemes, the Council is asked to prioritise applicants.

5. Marketing shared ownership properties

- 5.1 Where shared ownership schemes are put forward, Spelthorne Borough Council will work in partnership with registered providers to promote and market shared ownership properties for people who live and work in the borough of Spelthorne.
- 5.2 It is the responsibility of the registered provider to demonstrate that the residents and workers from Spelthorne are prioritised for shared ownership schemes.
- 5.3 The registered provider must agree a local marketing plan with Spelthorne Borough Council's Housing Strategy and Policy team which should be submitted no later than three months prior to the marketing of the scheme.
- 5.4 Within the submission of the local marketing plan, the registered provider should agree timescales with the Council in instances where sales are not achieved to the priority groups set out within the priority framework of this policy (see 6.3). Timescales should be agreed to enable the registered provider to cascade the sale of the remaining homes to those who may not reside or work in the borough of Spelthorne.
- 5.5 A marketing guide for registered providers is outlined in Appendix 1 of this document.

6. Allocating shared ownership properties (priority framework)

- 6.1 The Council is able to set its own priority framework for shared ownership schemes in the local area. From time to time, the Government may release regulations which require that priority is given to a certain group of applicants. Currently this only includes:
- a) Serving members of the Armed Forces
 - b) Former members of the Armed Forces, where they have been honourably discharged within the last two years.
 - c) Surviving partners of regular Armed Forces personnel who have died in service, and who have applied within two years of the bereavement.
- 6.2 Where allowed, local connection criteria will apply to all schemes. The local connection criteria for shared ownership in Spelthorne will match the local connection criteria in the Housing Allocations Policy.

6.3 Where the number of applicants meeting the selection criteria exceeds the number of homes available, priority will be given in accordance to the following framework:

Priority	Criteria
Band A (high priority)	<ol style="list-style-type: none"> 1. Applicants who fit the Armed Forces priority scheme. 2. Social housing tenants living in Spelthorne who wish to move from their social rented home, and where the Council will be able to nominate to the resultant vacancy.
Band B (medium priority)	<p>The applicant meets the Local Connection criteria as set out in the Housing Allocations Policy, and falls into at least one of the following categories (in order of priority):</p> <ol style="list-style-type: none"> 1. Applicant is homeless or threatened with homelessness and has engaged with the Housing Options team. 2. Applicant needs to move for identified medical reasons, and evidence has been presented. 3. Applicant requires one or more additional bedrooms for their household, according to the "Assessing overcrowding" section of the Housing Allocations Policy. 4. Applicant is living with friends or family, or in lodgings sharing facilities. 5. Key workers as defined in Spelthorne Borough Council's key worker policy. 6. Applicant is adequately housed in private rented accommodation.
Band C (low priority)	<ol style="list-style-type: none"> 1. Existing shared owners who meet the current local connection criteria, but who have no housing need. 2. Households who do not meet the local connection criteria, but who have an identified housing need or are a key worker as defined in Spelthorne Borough Council's key worker policy. 3. Households who do not meet the local connection criteria, and who have no identified housing need.

6.4 Where more than one applicant for one property falls into the same priority group, the deciding factor will be the date that they first applied to the Help to Buy register.

6.5 The Council's decision on priority will be final. There is no review process, although applicants who are not satisfied with the way in which their application has been prioritised will be able to raise a complaint under the Council's complaints process.

7. Monitoring and review

7.1 This strategy will be implemented upon approval from the Community Wellbeing and Housing Committee.

7.2 This policy will be monitored by the Housing Strategy and Policy team and will be updated as necessary to ensure that it reflects current legislation and the latest guidance.

Appendix 1 – Marketing of Shared Ownership: A Guide for Registered Providers

1. Introduction

- 1.1 Spelthorne Borough Council wishes for shared ownership schemes to be promoted and marketed to a broad range of residents with a view of maximising opportunities for those who live or work in the borough of Spelthorne.
- 1.2 Whilst this may be beneficial to those who can access this type of affordable home ownership, the Council recognises that not all households can afford this type of housing. Where this is the case, the Council expects registered providers to actively use marketing to raise awareness and aspirations amongst those who reside and work in the borough of Spelthorne.
- 1.3 The overall aim of this guide is to provide a marketing framework for registered providers to ensure that shared ownership is promoted through a range of accessible marketing channels with the objective of informing and engaging local residents within the borough of Spelthorne. This guide is intended to help prioritise sales to eligible prospective buyers who either live or work in Spelthorne through collaborative working between the Council and the registered provider.
- 1.4 Marketing should be inclusive with direct target marketing of social housing tenants, BAME households, and households affected by mobility/disability issues or other vulnerabilities. This guide will also enable Spelthorne Borough Council to monitor the take-up of shared ownership by local residents which will inform future service provision.

2. Initial Pre-Meeting

- 2.1 Registered providers are expected to meet with Spelthorne Borough Council's Housing Strategy and Policy Team at least 3 months prior to marketing commencing.
- 2.2 At this initial meeting, registered providers are expected to provide contact details of the sales executive team, details of unit and phasing schedule, branding details, a demonstration of how the scheme meets Spelthorne's affordable homes priority, and a local marketing plan.
- 2.3 In return, the Council will provide guidance on the use of Spelthorne Borough Council's logo/endorsement and clarification on the role of the Council in relation to supporting the marketing process for shared ownership schemes. The Council will also outline expectations in relation to the marketing plan schedule and reporting outcomes relating to overall take up (including monitoring equalities and diversity). The timescale for the development and submission of marketing plans is negotiable and will be determined at the initial pre-meeting.

3. Marketing Periods

- 3.1 Marketing activities may commence up to six months prior to practical completion date or earlier, however, marketing should include a period of up to three months after practical completion.
- 3.2 Registered providers should initially (for the first three months) only target marketing locally and offer homes to people who are existing social housing tenants in Spelthorne or households who have a local connection⁴ to Spelthorne. Thereafter, registered providers must engage discussion with the Council on cascading remaining sales to households who may not have a local connection to the borough of Spelthorne.

⁴ Local connection as defined in Spelthorne Borough Council's Housing Allocations Policy

3.3 In all cases, the Council strongly supports the completion of a show home prior to the commencement of marketing to provide an insight of space management for prospective buyers.

4. Role of the Council

4.1 Spelthorne Borough Council expects registered providers to take primary responsibility for the marketing of all shared ownership schemes in the borough of Spelthorne.

4.2 Registered providers are expected to identify applicants primarily through the Help to Buy Agent 3 website. This agent is appointed by the Government to help provide Help to Buy schemes across the South of England. Their role is to help applicants understand the schemes, assess their eligibility and affordability, and guide applicants through the Help to Buy home buying process.

4.3 In instances where first contact is made to Spelthorne Borough Council, the Housing Strategy and Policy Team will direct potential applicants to the Help to Buy website and registered providers.

4.4 The Council will ensure that it promotes shared ownership in Spelthorne by assisting in the following ways:

- Promotion of shared ownership via the Council's website.
- Promotion of specific shared ownership development schemes in Spelthorne through the Spelthorne Bulletin which is distributed to residents three times a year.
- Promotion of shared ownership and other affordable home ownership options through the Housing Register application form which will invite households to register an interest in shared ownership through the Help to Buy website.
- Promotion through the Council's existing networks and platforms to organisations who may be able to refer or signpost applicants. i.e. through existing partnership forums, through the Spelthorne Business Forum and internally using the Council's staff intranet.

5. Role of the Registered Provider

5.1 The Council wishes to prioritise the sale of new affordable shared ownership homes to households with a local connection to Spelthorne. Registered providers should therefore restrict marketing to eligible households in accordance with this guide for the first three months of any marketing period.

5.2 Registered providers are expected to ensure that the marketing of shared ownership incorporates an element of primary marketing directly to those who have a local connection to Spelthorne. As Spelthorne Borough Council is a non-stock holding authority, the Council also recommends that registered providers collaboratively work with the main stock holding registered providers who operate in the borough to direct marketing to existing social housing tenants where the Council will receive nomination rights to the property. This should include A2Dominion Housing Group, Metropolitan Thames Valley Housing, London and Quadrant, and Paragon Housing who form the majority of social rented stock in the borough.

5.3 Secondary marketing can be conducted through local organisation and networking events i.e. partnership forums, local businesses, money advice services, voluntary, community and faith based organisations covering the borough of Spelthorne. Registered providers are expected to attend or sponsor events and fairs even if not directly relevant to shared ownership marketing because it will facilitate networking with partners to gain additional secondary marketing channels (i.e. to their clients) which will raise awareness of shared ownership.

6. Framework

6.1 Marketing should be based on the following framework:

- Awareness raising (features and benefits, debunking myths, accessibility);
- General target marketing;
- Direct target marketing;
- Breakdown of proposed marketing channels;
- Process for the marketing of re-sales.

6.2 The Council is keen to ensure that Spelthorne borough residents have sufficient information about shared ownership schemes in order to make informed decision. Registered providers should aim to ensure that marketing information contains a property overview with specifications, location and eligibility details included. All properties marketed should clearly state a disclaimer which stipulates that the property description acts as a guide only. Registered providers are expected to have due regard to the Consumer Protection from Unfair Trading Regulations 2008.

6.3 Registered providers are asked to include the following information when marketing shared ownership schemes:

- Basic marketing information – Postal address, property type, number of bedrooms, floor level, new build or resale, internal and external photos, date property is available from, status e.g. under construction/under offer, viewing arrangements, eligibility criteria, full market price (including share price and monthly rent), service charge, length of tenancy available and whether the scheme is a mixed tenure.
- Additional marketing information (if available) – floor plans, design specifications, parking facility details, energy source information including energy performance certificate, garden access (sole use or communal), outside storage access, local authority area, council tax band, map of local area including amenities, minimum deposit/rent in advance required, recommended income level, years on lease, and FAQ's.

6.4 The Council is keen to ensure that registered providers actively engage with groups who are under-represented as homeowners such as existing social housing tenants, households affected by disabilities and other vulnerabilities, Black, Asian and Minority Ethnic (BAME) households and other minority groups. Registered providers should take reasonable steps to promote and raise awareness of the features and benefits of shared ownership amongst these groups by collaboratively working with local community-based organisations. Where required, the Council will assist with providing an updated list of community and local organisations with a view for the registered provider to direct target marketing.

6.5 Direct target marketing of these groups may include advertising in specialist or culturally specific press, publications, and radio stations. Direct marketing of existing social tenants will be most effective through liaison with Spelthorne's main stock holding registered providers as outlined above (5.2 Appendix 1). Registered providers should also give due thought and consideration to marketing imagery to ensure it is inclusive, for example imagery should depict households from various ethnic and cultural backgrounds, wheelchair users and non-ambulant households.

6.6 Spelthorne Borough Council are committed to collaboratively working with registered providers to ensure the effective promotion of shared ownership homes to wheelchair users and households affected by mobility issues. Registered providers are asked to consider marketing these types of unit at the earliest opportunity before practical completion with an awareness campaign arranged for at least the first six months of marketing activities. The campaign should highlight access and adaptation features to generate interest in the development. Registered providers should aim to

make contact with specialist organisations in the borough of Spelthorne who may have wheelchair users as part of their client base, for example, the Surrey Disabled Peoples Partnership. If, after six months of marketing, there is no uptake of wheelchair adapted properties, then registered providers can sell these units to general needs. Any subsequent resale can have parallel marketing to both wheelchair and non-wheelchair users, with priority given to wheelchair users or those with limited mobility.

6.7 Registered providers should adopt a blended approach to marketing to ensure effectiveness and targeting to a broad range of residents. Examples of marketing channels include:

- Print (minimising environmental impact) – Newsletters, flyers, posters, local magazines and newspapers (e.g. Spelthorne Bulletin, Shepperton Matters, Sunbury Matters, Heathrow Villager, and Ashford and St Peters Hospital ‘Smiles’ magazine).
- Digital – Help to Buy website, Rightmove/Zoopla, registered providers website, Council’s housing register website, email (mailshots), podcasts and blogs.
- Social Media – Facebook, Twitter, Instagram, and LinkedIn.
- Interactive – Open days, road shows, special events, television, local radio, YouTube, stakeholder events, co-hosted events or sponsorship of local events.

6.8 Where registered providers have been unable to successfully market and sell shared ownership homes to households with a local connection to the borough of Spelthorne, the registered provider must engage discussion with the Council on cascading the remaining units. Under such circumstances, applications from qualifying households who do not have a local connection to the borough of Spelthorne may be sought. This will be permissible where a registered provider has unsuccessfully marketed for a period of no less than three months to those with a local connection to Spelthorne. Registered providers are asked to provide information on the property details of unsold units e.g. address, bedroom size, floor level, if wheelchair accessible, and any challenging features/selling points. The Council will also require information on the percentage of homes available, sold and under offer at the time of cascading and details of marketing activities to date demonstrating that the units in question have been marketed for at least three months after completion. This data will help to inform the Council’s future planning in relation to marketing of shared ownership homes in the borough of Spelthorne. Assuming all information is provided, the Council will respond within two weeks of the meeting.

6.9 Outcomes of shared ownership sales should be monitored by the registered provider and shared with Spelthorne Borough Council on a regular basis. Registered providers are expected to provide monthly updates in relation to the uptake of shared ownership including successful and unsuccessful shared ownership enquires. Once all sales have been made, a more detailed data return should be completed by the registered provider detailing both the outcome of sales as well as information relating to equality and diversity. Returns should be forward to the Housing Strategy and Policy Team by email to HousingStrategy@spelthorne.gov.uk. The Council aims to use this data to inform future policy improvements and will be able to determine success rates between different groups e.g. genders, people of different ethnic origins etc.

7. Resales

- 7.1 Prior to the marketing of any resales, the Registered Provider has the right to buy a shared ownership property first, also known as 'first refusal'. The registered provider also has the right to find a new buyer for the home unless the home is owned 100% by the tenant. Where the registered provider does not wish to buy the property, they should contact Spelthorne Borough Council to offer next refusal as in line with Spelthorne Borough Council's 'Acquisition of Registered Providers Street Properties Policy'.
- 7.2 Spelthorne Borough Council recognise that many leaseholders have a nomination period built into their lease where registered providers can market the property to potential buyers from their waiting list before advertising on the open market. Therefore, the Council has a flexible approach to re-sales but expects registered providers to ensure reasonable marketing to households with a local connection to the borough of Spelthorne. Reasonable steps must be taken including those mentioned in this guide, for example, advertising through local marketing channels and advertising on the Help to Buy website.

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Equality Analysis

Directorate: Community Wellbeing & Housing	Lead Officer: Steph Green
Service Area: Housing Strategy & Policy	Date completed: 21 September 2021
Service / Function / Policy / Procedure to be assessed: Shared Ownership Strategy	
Is this: New / Proposed <input checked="" type="checkbox"/> Existing/Review <input type="checkbox"/> Changing <input type="checkbox"/>	Review date: The strategy will be comprehensively reviewed after 24 months.

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 Housing Strategy 2020-25 sets the strategic direction for the Council in its ambition that local residents have access to suitable and affordable housing options locally.

The final strategy contains three strategic priorities, and an associated Action Plan:

1. Enabling the delivery of more affordable homes across a range of tenures.
2. Promote independence and wellbeing to enable residents to remain living independently.
3. Prevent homelessness and rough sleeping.

Within the Housing Strategy, there is a specific action under priority 1 that proposes Spelthorne Borough Council will create a Shared Ownership Strategy to equip the Council to make the most effective use of the quantity of shared ownership coming forward from housing associations. The aim of this action is to develop the Council's approach to shared ownership as a tenure and ensure that local households in housing need are prioritised for new schemes. The Shared Ownership Strategy includes an applicant priority framework for registered providers to follow and is intended to develop relationships with registered providers on future re-sales.

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)

What outcomes are sought and for whom?	<p>The main outcome of the strategy is to enable the Council to deliver an approach to shared ownership as a tenure, to make sure that local households in housing need are prioritised for new schemes.</p> <p>Affected groups will include (not exhaustive):</p> <ul style="list-style-type: none"> • Partners involved in the delivery of affordable housing (specifically, shared ownership) in Spelthorne, such as Registered Providers and property developers. • All adults (and associated dependants) who are in housing need and are unable to access the housing market locally due to high property prices and require affordable routes into home ownership; • Housing Options and Planning Staff at Spelthorne Borough Council who negotiate with registered providers and developers;
Are there any associated policies, functions, services or procedures?	<p>Housing Act 1996 (as amended by various)</p> <p>Housing Strategy 2020-2025</p> <p>Homelessness and Rough Sleeping Strategy 2020-2025</p> <p>Corporate Plan</p> <p>Local Plan and associated planning policies</p> <p>Capital Strategy</p> <p>Economic Development Strategy</p> <p>Asset Management Plan</p>
If partners (including external partners) are involved in delivering the service, who are they?	<p>Whilst partners have a role in delivering affordable housing (specifically, shared ownership) in Spelthorne, the overall strategy and it's implementation is the responsibility of Spelthorne Borough Council.</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%). In Spelthorne, approximately 1.4% of households are shared owners.

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 Shared Ownership Strategy.

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)	<p>Young people aged 16-17 cannot hold tenancies and so housing options are severely limited.</p> <p>Older people may be less likely to access shared ownership when needed.</p>	<p>Young people aged 16-17 receive enhanced services via the Surrey Joint Protocol. They have access to specialist young peoples homelessness accommodation.</p> <p>Older people have greater access to social housing via age restrictions across the A2Dominion stock. Furthermore, people aged 55 or over can buy up to 75% of their home through the Older People's Shared Ownership (OPSO) scheme. Once they own 75%, they will not pay rent on the rest.</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 in relation to settled accommodation due to potential property adaption requirements.</p>	<p>Wheelchair/disabled units must be developed in accordance with the Council's planning policy requirements. Registered providers are asked to consider marketing these types of unit at the earliest opportunity before practical completion with an awareness campaign arranged for at least the first six months of marketing activities. The campaign should highlight access and adaptation features to generate interest in the development. Registered providers should aim to make contact with specialist organisations in the borough of Spelthorne who may have wheelchair users as part of their client base, for example, the Surrey Disabled Peoples Partnership. Furthermore, people with a long-term disability can apply for a scheme called Homes Ownership for People with a Long-Term Disability (HOLD) if other Help to Buy scheme properties do not meet their needs, for example ground-floor properties only. Additionally, pending approval, the Council's 'Acquisition of Registered Providers Street Properties' policy will enable to the Council to purchase the resale of affordable housing to meet with the specialist medical needs of some of Spelthorne's residents.</p>

Gender (men and women)	No negative impacts have been identified.	Please note better data collection through monitoring of sales (as mentioned below) for the Council to better understand if any genders are underrepresented in shared ownership sales.
Race (including Gypsies & Travellers and Asylum Seekers)	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.	Outcomes of shared ownership sales should be monitored by the registered provider and shared with Spelthorne Borough Council on a regular basis. Once all sales have been made, a more detailed data return should be completed by the registered provider detailing both the outcome of sales as well as information relating to equality and diversity. The Council aims to use this data to inform future policy improvements and will be able to determine success rates between different groups e.g. genders, people of different ethnic origins etc.
Religion or belief (including people of no religion or belief)	No negative impacts have been identified.	n/a
Gender Re-assignment (those that are going through transition: male to female or female to male)	No negative impacts have been identified.	n/a
Pregnancy and Maternity	No negative impacts have been identified.	n/a
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 ?

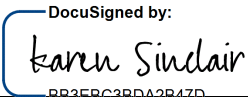
The Housing Strategy 2020-25 including the action plan and tasks within it will be monitored by the Council's Strategic Housing Group who meet monthly. The Shared Ownership Strategy is one of the actions within the Housing Strategy that will be monitored.

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

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Equality Analysis approved by:

Group Head:  DocuSigned by: karen Sinclair BB3EBC3BDA2B47D...	Date: 24 September 2021 2:45 PM BST
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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:

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Web: www.equalityanalysis.org.uk



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 25 June 2021 to 26 May 2022

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 23 11 2021	Briefing Update on the Community Wellbeing Covid Recovery Plan To provide the Committee with an update on the Covid Recovery Plan	Non-Key Decision	Public	Deborah Ashman, (Joint) Group Head - Community Wellbeing, Karen Sinclair, (Joint) Group Head - Community Wellbeing
Community Wellbeing and Housing Committee 23 11 2021	Household Support Fund A verbal update on the household support fund	Non-Key Decision	Public	Deborah Ashman, (Joint) Group Head - Community Wellbeing
Community Wellbeing and Housing Committee 23 11 2021	Oast House - Bid for Cultural Grant Update	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive
Community Wellbeing and Housing Committee 23 11 2021	Leisure Operator Procurement Project Progress update on the tender and procurement of a leisure operator for Sunbury Leisure Centre and the new Spelthorne Leisure Centre. Key decisions required.	Key Decision It is likely to result in the Council incurring expenditure above or making savings of up to £250,000	Private	Carolyn Sheppard, Leisure Facilities & Project Manager
Community Wellbeing and Housing Committee 23 11 2021	Revenue Monitoring Q2 (July - Sept)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 23 11 2021	Capital Monitoring Q2 (July - Sept)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Community Wellbeing and Housing Committee 23 11 2021	Shared Ownership Strategy	Non-Key Decision	Public	Stephanie Green, Housing Strategy and Policy Officer
Community Wellbeing and Housing Committee 01 02 2022 Council 24 02 2022	Member Mental Health Champion To receive nominations for the Member Mental Health Champion. On 15 July Council approved a motion for the creation of this post. Committee are asked to consider the nominations and make a recommendation to Council.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Sandy Muirhead, Group Head - Commissioning and Transformation
Community Wellbeing and Housing Committee 29 03 2022	Revenue Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Anna Russell, Deputy Chief Accountant
Community Wellbeing and Housing Committee 29 03 2022	Capital Monitoring Report Q3 (Oct-Dec 2021)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Community Wellbeing and Housing Committee 29 03 2022	Allocation Policy Review	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Community Wellbeing and Housing Committee 29 03 2022	Refugee/Rettlement Policy	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager
Community Wellbeing and Housing Committee 29 03 2022	Key Worker Policy Review	Non-Key Decision	Public	Marta Imig, Housing Strategy and Policy Manager

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