

**Strategic Housing Group
Minutes**

2014-2015

Strategic Housing Group

Monday 22nd September 2014

Lesser Town Hall Falkirk

Present:

Jennifer Litts	Head of Housing, Falkirk Council
Kenny Gillespie	Property and Asset Manager, Falkirk Council
Steve Bentley	Service Manager, Falkirk Council (chair)
Karen Strang	Strategy and Development Co-ordinator, Falkirk Council
Joan MacLellan	Senior Strategy Officer, Falkirk Council (minute)
Alan Christie	Community Support Co-ordinator, Falkirk Council
Jenny Boag	Senior Practitioner (Policy & Research), Falkirk Council
Lesley MacArthur	Corporate Policy Officer, Falkirk Council
Catherine Devlin	Senior Planning Officer, Falkirk Council
Laura Taylor	Community Care Service Manager, Falkirk Council
Mike Bruce	Chief Executive, Weslo Housing Management
Margaret Torrance	Director, Paragon Housing Association
Craig Sanderson	Chief Executive, Link Housing Association
Jenny Deed	Housing Team Leader, Blackwood
Karen Herbert	Chief Executive, CVS Falkirk & District

Apologies:

Julie Bregulla	Development Officer, Hanover Housing Association
Will Quinn	Investment & Local Strategies Co-ordinator, Scottish Government
Tammy Adams	Senior Planning Advisor, Homes for Scotland
Andrew Wilson	Policy and Community Planning Manager, Falkirk Council
Suzanne Thomson	Community Care Service Manager, Falkirk Council

1. Proposed Model

- 1.1 SB advised that KS had attended the Strategic Housing Group meeting in Dundee as this had been identified as a best practise model by the Scottish Government (SG). The purpose of attendance was to identify the format of their meetings and who attended. The Dundee group meets quarterly with attendance from different services within the Council as well as RSLs and Homes for Scotland. There is a work plan of topics for discussion and possible speakers which is planned in advance.
- 1.2 A discussion took place by those present on the representatives for the Falkirk group and it was decided that it would follow the same format as the Dundee model with staff from the council involved such as housing, social work and planning and also RSLs and Homes for Scotland. Also considered were potential areas for discussion at future meetings. It was agreed that there should be a number of areas of discussion including;

- Health and Social Care Integration

- Update on SHIP projects
- Welfare Reforms (Benefit sanctions)
- Fuel Poverty
- SOA and housing's Role
- Engaging with Communities and how to do so jointly
- Employability
- Community Planning Update
- Joint training e.g. on the Charter

There may be a need to have separate meetings with other appropriate people on specific topics.

- 1.3 It was agreed that KS would circulate with the minute a work plan of topics for future meetings. Members agreed to comment on this and send back with any other suggestions/ speakers. KS
All

2. **Affordable Housing**

Strategic Housing Investment Plan (SHIP) Update

- 2.1 KS spoke to a note circulated before the meeting on the SHIP. She advised that the SG approved the programme for 2014/15 in November 2013. The SHIP was then approved again by Council committee in December.
- 2.2 The programme agreed for 2014/15 is on the circulated note which also includes details of Resource Planning Assumptions for SG grant for the next 5 years. New SHIP guidance was issued by Scottish Government in July 2014 for the SHIP 2014/15 to 2019/20. She further advised that the same methodology is to be used to assess projects as last year. This has been discussed with Scottish Government prior to proformas and the methodology being circulated to RSLs and Council new build asking for projects for 2015/16 to 2019/20.
- 2.3 The programme for 2015/16 will be particularly challenging due to the budget overspend for 2013/14. She advised there have been 11 potential projects from 3 RSLs and the Council new build team and discussions are currently on-going with the Scottish Government on the overspend. All proposed projects have been sent to planning for advice on deliverability from their viewpoint.
- 2.4 We are currently meeting with RSLs and Council new build team to discuss details of proposals. The SHIP is due for submission to Scottish Government in November but supposed to be approved by committee before then.

Local Development Plan Update

- 2.5 CD advised that the LDP has been under examination since February 2014. There have been no objections from RSLs but a number of objections around sites. There have been no hearings/ enquiries but the Reporter has come back to query some objections. There have been a couple of private developers who are not in agreement with objections around the Affordable Housing Policy

- 2.6 CD advised that was thought that the reporter would respond by November but this might slip a bit. It is hoped that the LDP can be adopted by March then work start on the next Development Plan. CD highlighted that as the LDP is informed by the HNDA it is important to have the timescales in alignment or this is queried by Government and developers. KS agreed and confirmed that initial discussions had taken place. At this point in time it was envisaged that the HNDA would be completed and approved by Scottish Government in the last quarter of 2015. The next LHS would be undertaken in 2016.

3. Social Housing Charter

- 3.1 A discussion took place on the Charter and the issues involved such as collecting information on indicators where the definition had changed half way through the year and also how to get tenants involved responding to surveys and scrutiny and ensuring that it's not just a tick box exercise.
- 3.2 MT advised that Paragon survey their tenants every year with a 12% response rate whereas Weslo survey their tenants every 3 years and the person responsible for the survey is given a bonus if the response rate is above 50%.
- 3.3 AC advised that not just about tenant participation. It's about pulling all the information we collect together to identify what customers are telling us and ensure services are set up to deliver.
- 3.4 JD advised that Blackwood have put a big effort into Scrutiny and are now looking at training. Tenants who are involved in this are enthused.
- 3.5 MT advised that Paragon are not doing anything that they didn't before but are aware that they need to evidence it and report back to the regulator. MT advised that Paragon have been involved in a joint Tenant Participation Strategy with Clackmananshire Council for the last 10 years.
- 3.6 There is scope for the Council and RSLs to work together. There is a Forth Valley Officers Forum which could be formalised to raise the profile. Joint training is an area that could be shared between RSLs and the Council and joint events such as Anti-social behaviour.

4. Health and Social Care Integration

- 4.1 LM gave an overview of health and social care integration. The legislation bringing in health and social care integration is called the Public Bodies (Joint Working) Act 2014 and received royal assent on 1st April 2014. This permits the integration of local authority and health services to address challenges associated with the current health and social care system in Scotland, including the need to respond to an ageing population and associated pressure on budgets and services. Key aims of integration are to shift the balance of care from acute to community based settings and to ensure services/ resources are flexible to better meet need through early intervention.
- 4.2 The Act sets out a schedule of social care functions which must/ may be delegated to an integration authority. Local partners decide which of two models they will

use.

She advised that a report to Falkirk Council on 4th March agreed in principal to Falkirk Council officers working with the Health Board to develop a Scheme of Integration based on a Body Corporate model. This means delegation by Falkirk Council and the Health Board of all functions within the scope of integration, to a new entity governed by a Joint Board and accountable for overseeing the provision of functions. Please find link below.

<http://www.falkirk.gov.uk/coins/submissiondocuments.asp?submissionid=9838>

- 4.3 Stirling and Clackmannan are also taking forward their Integration Scheme based on a body corporate model. Both partnerships (Falkirk and Stirling/ Clacks) have each appointed Programme Managers to progress. Given NHS Forth Valley covers both Partnership areas, where practical, integration frameworks will be developed on a Forth Valley level e.g. finance and arrangements around hospital care. Operational planning and engagement will be taken forward at a local level. LM referred to an integrated care fund to progress integration, of around £2.8 million for 2015/2016. This will follow on from, but not replace the RCOP Change fund and will have a strategic and commissioning focus. Partnerships are required to submit proposals to the SG by December 14, outlining how the funding will be used. It is important that Housing are able to input into the development of the proposal.
- 4.4 KS gave an overview from a housing perspective on health and social care integration. She recommended in the first instance the frequently asked questions guide for housing practitioners produced by the housing co-ordinating group. She will circulate with the minute of this meeting.
- 4.5 The Act recognises the importance of people's homes to their health and wellbeing and the vital role played by housing organisations.

KS referred to the note circulated prior to the meeting on Housing functions included within health and social care integration. She advised that the particular focus highlighted by the Scottish Government is equipment and adaptations specifically those in the private sector funded through the Scheme of Assistance. Other functions which must be transferred include garden aid and services focusing on domestic violence. Functions which may be delegated include homelessness functions and housing support.

- 4.6 She advised that the new integration authorities will be held to account for their performance in relation to national health and well-being outcomes. There are 9 outcomes but outcome 2 has a particular emphasis on independent living, the importance of home and has particular significance for housing organisations.

People, including those with disabilities, long term conditions, or who are frail, are able to live, as far as reasonably practical, independently and at home or in a homely setting in their community.

- 4.7 It was agreed that in relation to health and social care integration and the role of housing, there is work to be done at an operation level. MT highlighted it is important that housing is represented.

5. Older People's Housing Plan

5.1 Joan advised that a lot of work has been undertaken on the Older Person's Plan and has been progressed through the following pieces of work;

- A Change Fund research project carried out in 2012/13 into the housing needs of older people from particular groups;
- The Housing Contribution statement which is an appendix to the Joint Commissioning Plan;
- A review into the need for and supply of Council housing with care;
- The hub co Social Work/ Health review of high end care. Falkirk Council Neighbourhood services, Hanover and Bield have all participated at some point in this review. It is on-going.

5.2 The Change Fund research project, Housing Contribution statement, and the Council housing with care review have informed a first draft of an Older People's Housing Plan.

5.3 Consultation is now being undertaken on the proposals highlighted in the draft Older People's Plan. Consultation will take the format of focus groups and meetings. This will include consultation with stakeholders including;

- Equality Groups
- Voluntary organisations
- Scottish Government Joint Improvement Team
- Housing, Social Work, Health and voluntary sector staff

5.4 Feedback from the consultation and the Hubco review once completed will inform the final draft of the Older Person's Plan.

A more detailed note of the work undertaken for the Older People's Plan is attached with the minute.

5.5 Change Fund Projects

Adaptations Project

Title - Develop an integrated partnership agreement for a streamlined adaptation service

A temporary project development officer was appointed to work with colleagues from Falkirk Council Corporate and Neighbourhood and Social Work Services and NHS Forth Valley to develop a joint strategic and operational approach to the delivery of an adaptation services which takes account of good practice developed by the Scottish Government Joint Improvement Team.

Moving Assistance

We were advised on 15/9/14 that the Joint Management Group had approved the Moving Assistance change fund bid.

This proposal aims to introduce a pilot which will collect evidence and gain

experience to remove barriers which are perceived to be preventing an older or vulnerable person to move from their current home to one which is more suitable to their needs. It will work in partnership with the voluntary sector to provide practical assistance to older or vulnerable people. This could take the form of assisting with the move by packing belongings, arranging utility transfers and notifying of new address. In addition it will provide a signposting service to organisations such as Falkirk Council Care & Repair or Small Repairs Handyperson Services and the Scottish Welfare Fund. Finally it will provide advice on third sector services such as lunch clubs, befriending and local social activities.

6. AOCB

6.1 No other competent business

7. Date of Next Meeting

7.1 It was agreed that a list of dates for the four meetings in 2015 will be sent to all attendees with a work plan for the group. KS

Papers circulated prior to meeting

1. SHIP update
2. Housing functions included in health and social care integration

Papers circulated with minute

1. Proposed action plan
2. Scottish Housing Regulator Landlord report – Link Group
3. Link – Landlord report by Regulator

Paper circulated at meeting

1. Older Peoples' Housing Plan update

Dates for future meetings

22nd January

23rd April

23rd July

22nd October

Strategic Housing Group

Thursday 23rd April 2015

Lesser Town Hall Falkirk

Present: Jennifer Litts Falkirk Council Neighbourhood Services
Kenny Gillespie Falkirk Council Neighbourhood Services (Chair)
Karen Strang Falkirk Council Neighbourhood Services
Joan MacLellan Falkirk Council Neighbourhood Services (Minute)
Liz Seargent Falkirk Council Social Work Services
Colin Hemfrey Falkirk Council Development Services
Mike Bruce Weslo Housing Management
Rhona Anderson Loretto Housing Association
Margaret Torrance Paragon Housing Association
Sally Buchanan Falkirk Council Corporate Services
Tammy Adams Homes for Scotland
Alex McLaren Kingdom Housing Association

Apologies: Will Quinn Scottish Government
Victoria McRae CVS
Craig Sanderson Link Group
Lesley McArthur Falkirk Council Corporate Services
Jenny Boag Falkirk Council Corporate Services
Allison Alan Bield Housing Association

1. Minute of Previous Meeting

1.1 Minute was agreed

2. Matters Arising

2.1 Timing of LHS

KS advised she has consulted with Sue Harris at the Scottish Government and they have agreed:

- The next LHS should be submitted to the Scottish Government in December 2016.
- Links to the LDP should be taken forward in annual LHS Updates.

2.2 Pension Fund Proposal

KS advised that a report is being considered by Executive on the 28th April 2015 on the Pension Fund and recommends the following:

- Bringing forward c£2.35m Affordable Housing Grant to facilitate new build development at Bellsdyke and Redding.
- A further c£2.35m will be provided by the Scottish Government to reflect the national and innovative dimension of the proposal.
- This will provide 96 units in total (Bellsdyke 62 and Overton 34).
- This leaves c£2.4m for potential projects in future years 2018/19.

Post Meeting Note: Report approved at Executive

2.3 LHS Update

Karen advised that the LHS Update is available on the Council's website via the link below. [LHS Update](#)

2.4 SOA Update

Andrew Wilson advised that a report will go to Members updating them on Welfare Reform which includes:

- The Council's experience of the Scottish Welfare Fund and the future service delivery model for this;
- The rollout of Universal Credit and the partnership requested by the DWP to support this;
- Proposals for on-line support and personal budgetary support;
- Training on Universal Credit; and
- The latest on Discretionary Housing Payments and Personal Independence Payments.

Work is currently underway to review progress on the key priorities within the Council's Poverty Strategy, which will again inform a future report to Members.

2.5 Older Person's Plan Consultation

Following on from discussions at the last meeting KS advised:

- Consultation with the Citizens Panel has just finished. To date 800 people have commented – 575 through the Citizens' Panel and 221 through focus groups, surveys;
- Moving Assistance – this is a Change Fund project to assist older people to move house if their current property is not suitable. This is being progressed through a voluntary group "Outside the Box". This project began at the beginning of the year, to date a guide "Hints and Tips to Move" has been produced and consultation has been on-going with the Making it Happen over 50s group.
- Disabled Adaptations. This project is being led by Liz Sargent (LS) in SW. The project has made a lot of progress in relation to identifying pathways to adaptations, agreeing definitions of adaptations and proposals for future working arrangements for example decisions on major adaptations to be agreed by a panel. In future it is planned to link to services which will provide housing information and link to services to assist people to move home if an adaptation will not meet their needs.

LS advised that she is keen to encourage other RSLs to get involved in this project. To date Link through Horizon and Paragon are involved. She has also made connections with the Link Help to Move project.

The further uses of technology to assist people remain in their own home being progressed through the technology bid.

MB advised that he would be interested in Weslo being involved. KS to forward details of meetings of the Working Group.

K
S

3. Local Development Plan

- 3.1 CH advised that the Reporter fed back on 6th March and few changes were made on the LDP. All policies from the LDP have been endorsed. However three housing sites removed and one added.

The next stage is approval at Full Council on 13th May. The new LDP will start immediately after this one has been submitted to the Scottish Government.

- 3.2 Developers have raised concerns that there are not enough sites coming forward. TA advised that she will be writing to the Council as Homes for Scotland are disappointed and have concerns with the Reporters final report. CH to meet with TA to discuss future joint working possibilities. C
H
T
A

4. Multi Agency Public Protection Arrangements (MAPPA)

- 4.1 JL advised that the MAPPA sub group is looking at the way information on high risk offenders is shared. The group have pulled together a protocol for sharing information on sex offenders between the Council and RSLs. The protocol has been revised to take into consideration National legislation such as National Accommodation Strategy for Offenders.

A launch event is being planned for link officers from the Council, RSLs and police and social work etc. to give an overview of arrangements and then to get the protocol signed off. The Council's Serious Offender Liaison Officers (SOLO) would also like to arrange twice yearly meetings with the link person in RSLs.

5. Presentation – Housing Need and Demand Assessment Housing Market Refresh and Key Housing Market Drivers Paper.

- 5.1 JM gave a presentation on two reports that she has written for the HNDA. The first report looks at the Falkirk Market area and whether the existing six housing market areas need to change based on analysis undertaken on sales data. JM advised the analysis has shown that the Falkirk Market area has become more self-contained which means the existing housing sub areas will remain. The presentation is attached.
- 5.2 TA asked if the HNDA is an update of the previous one or a new HNDA. JM advised this is a new HNDA which follows the new guidance and will incorporate the HNDA Tool.
- 5.3 RA asked for information on the specialist housing element of the HNDA. KS advised that this work has just commenced and will be brought to future meetings of this group.
- 5.4 MB asked if the analysis will look at the requirements for Bo'ness. KS advised that it is proposed at this stage to break down the affordable housing requirements by sub areas and scenarios for the affordable need section of the HNDA will be brought to future meetings.

6. Presentation – Welfare Reform and Smith Commission

6.1 SB gave a presentation on the following:

- Welfare Reform;
- Its impact on Falkirk Council area;
- Housing issues relating to Universal Credit;
- The Smith Commission

6.2 SB advised that welfare reforms are estimated to have resulted in a loss of £46m a year in Falkirk, equivalent to £460 a year for every adult of working age.

6.3 In terms of Universal Credit, it will roll out on 25th May 2015. One of the issues SB highlighted is that the amount stated on the letter a tenant receives regarding Universal Credit may not include all the rent they have to pay. The tenant will also have to wait six weeks for their Universal Credit.

6.4 SB highlighted that a working group was set up which included staff within the Council and DWP staff. The contact within the DWP is Linda Savage.

6.5 SB advised applications are online and that she can circulate a mock application form for Universal Credit so that stakeholders can advise applicants of the information they need. It is hoped to make checklists available in libraries again so applicants know what information they need to complete the online application. SB

6.6 All RSL representatives expressed concerns around the process and potential impacts on their organisations.

It was agreed that SB would forward information to KS to be circulated with the minute. SB

7. Regeneration – Update from Recent Meeting

7.1 MT advised that representatives from the Council, Link and Paragon met recently to look at ways that there could be more involvement between them with regards asset management and procurement.

7.2 The meeting looked at a number of topics such as allocations and the demand for bigger properties, waste collection and estate management issues.

7.3 MT advised that she had met with Tsega Spence the manager of the Grangemouth housing office and they discussed a Common Estate Management Standard as well as looking at economies of scale through e.g. close cleaning. The next meeting is due to take place in May.

8. AOCB

8.1 CH advised that the Economic Development section of the Council are looking at a district heating system within the area by using waste heat for council housing. This has been discussed for a number of years but has not moved forward.

8.2 The following issues were also discussed as potential issues for future meetings:

- Older Peoples' Housing;
- Specialist housing section of the HNDA;
- SHQS and EESH;
- Affordable housing need section of the HNDA;
- New build.

Minutes of Meeting

Strategic Housing Group

Lesser Town Hall on 27 August 2015

Present: David McGhee, Falkirk Council Neighbourhood Services
Kenny Gillespie, Falkirk Council Neighbourhood Services (Chair)
Margaret Torrance, Paragon Housing Association
Joan MacLellan, Falkirk Council Neighbourhood Services
Maureen Esplin, Scottish Government
Colin Hemfrey, Falkirk Council Development Services
Jenny Boag, Falkirk Council Corporate Services
Craig Sanderson, Link Housing Association
Laura Jamieson, CVS
Rita Jardine, Falkirk Council Neighbourhood Services (Minute)

Apologie Jennifer Litts, Falkirk Council Neighbourhood Services

Karen Strang, Falkirk Council Neighbourhood Services
Mike Bruce, Weslo Housing Management
Tammy Adams, Homes for Scotland
Alex McLaren, Kingdom Housing Association
Rhona Anderson, Loretto Housing Association
Will Quinn, Scottish Government
Julia McKinnon, Hanover Housing Association
Jenny Deed, Margaret Blackwood Housing Association
Suzanne Thomson, Falkirk Council Social Work Services
Lesley McArthur, Falkirk Council Corporate Services
Allison Allan, Bield Housing Association

Agenda Item		Action By
1. Minutes of Previous Meeting		
	KG opened meeting and thanked people for attending. It was agreed that the minute of the previous meeting was accurate and should be issued.	RJ
2. Local Development Plan Update		
	CH circulated the Falkirk Local Development Plan (LDP) 2 timetable (attached). CH informed that the LDP1 had been adopted in July 2015 and was available on Falkirk Council's website at the link below.	RJ

[http:Local Development Plan](http://Local Development Plan)

CH informed that preparation work for the LDP2 had commenced in June 2015 and a full consultation exercise will be carried out during the preparation of the LDP2.

The LDP1 timeframe covers until 2034. However, a new LDP will be required on a 5 yearly basis. CH advised that developers will request that additional land is added to the LDP although the LDP1 has approximately 18% oversupply of land. Discussion followed on land allocations in particular geographical areas and restrictions on areas of land due to infrastructure and community concerns.

The impact of the Health and Social Care Act was also discussed in relation to maximising the social rented sector.

CB informed that Housing Association Strategic Plans will now include the Private Rented Sector and Health and Social Care integration.

JB informed that she had completed a report on the Private Rented Sector (PRS) which has increased to just over 9% of the total stock. This report also highlights that there has been an increase in the number of new build flats being rented privately in the Larbert area. CS advised that rent control in the PRS is being considered and this could have an impact on the sector.

3. Housing Need Demand Assessment (HNDA) Tool Scenarios

JM delivered a presentation on the use of the HNDA Tool and advised that the main purpose of the meeting was to agree the figure that should be used in the Tool for existing need and also to start a discussion on which scenarios should be used in the Tool. The HNDA Tool and the Tool instructions are available on the Scottish Government website via the link below.

[HNDA Tool Version 2.01 - 02 April 2015](#)

[HNDA Tool Instructions](#)

JM advised that there is a default figure within the Tool for existing need which uses the Homeless and Temporary Accommodation Pressure method (HaTAP). This method uses a figure of 510 households in existing need. JM advised that the HNDA Working Group felt that this figure is too low and its exclusive focus on homelessness is too narrow and underestimates the need for new affordable housing.

JM advised that the HNDA Working Group had decided on three possible options for existing need to bring to the Group and they are:

- HaTAP Method – 510 households
- Use the 2008 HNDA Guidance to calculate the existing need figure – 767 households
- Use figures provided by Scottish Government on the number of overcrowded and concealed households together with the number of live homeless cases – 612 (mid) and 1212 (upper)

		Option 1	Option 2	Option 3
3 Income, Growth and Distribution	Growth in median income scenario	Flat	Modest increases (core)	Flat
	Change in income Distribution	Creeping Inequality	Creeping Inequality	Flat
4 Prices and Affordability	House price scenario	Office of Budget Responsibility 2015	No Real Growth	Flat
5 Split Need into Tenure	Rent Growth Scenario	Office of Budget Responsibility 2015	No Real Growth	Flat

A discussion followed on the use of overcrowded households and which existing need figure to use. It was agreed that the existing need figure of 767 is used for the Tool.

JM advised that for the section within the Tool on income growth and distribution, house prices and rent growth assumptions there is a need to agree different scenarios which will best reflect what will happen in the local area in the future. The Scottish Government have pre-programmed the Tool with a number of scenarios to include higher, lower and midway scenarios.

JM advised that the HNDA Working Group had considered income and house price trends and recommended the following three scenarios for the SHG:

JM explained that she had inputted the different scenarios through the Tool and included the three options for existing need. She distributed the tables which showed the additional units needed each year broken down by tenure for each of the three scenarios.

JM explained that there is an error in the Tool with regards the household projections for Falkirk and she has contacted the CHMA and requested that it is amended. However, JM had still run the scenarios through the Tool even though the number of additional units needed is wrong so the group can see how the different existing need figures and the different scenarios affect the number of additional units needed in the future.

The group agreed that JM should use an optimistic, pessimistic and middle range of scenarios and once the CHMA had amended the population projections she should run the scenarios through the Tool using the existing need figure of 767 households and circulate the results to the group.

JM

4. **Regeneration**

MT circulated a note of Regeneration (attached) and discussion took place on partnership working and making best use of resources. MT informed of 2 groups:

Strategic Group will address issues around Grangemouth regeneration. MT has also fed into the Local Housing Strategy Consultation process.

Operation Group consisting of officers who will meet to discuss practical initiatives and share good practice relating to estate management , environmental works and landscaping

MT advised that she hoped to invite Pauline Douglas from Coalfields Regeneration Trust to speak to her staff about community engagement.

5. **Strategic Housing Group Remit**

JM outlined the draft remit of the group. CS suggested that employability and digital inclusion is included as part of the remit. ME asked how this group linked into the Community Plan with JM informing that staff from Corporate were invited to each meeting.

DM suggested that future agendas are structured around the remit of the group.

6. **AOCB**

No further business discussed.

7. **Date of Next Meeting**

To be arranged and advised when minute of meeting is circulated.

RJ

Minutes of Meeting

Strategic Housing Group

Lesser Town Hall on 3rd December 2015

Present: Karen Strang, Falkirk Council Neighbourhood Services
Joan MacLellan, Falkirk Council Neighbourhood Services
Kirsty McDonald, Falkirk Council Neighbourhood Services
Paul Robertson, Cairn Housing Association
Tammy Adams, Homes for Scotland
Colin Hemfrey, Falkirk Council Development Services
Jenny Boag, Falkirk Council Corporate Services
Hazel Robertson, Link Housing Association
Claire Bernard, CVS
Cat Cockburn, Falkirk Council Social Work Services

Apologies : David McGhee, Falkirk Council Neighbourhood Services
Kenny Gillespie, Falkirk Council Neighbourhood Services
Mike Bruce, Weslo Housing Management
Alex McLaren, Kingdom Housing Association
Rhona Anderson, Loretto Housing Association
Will Quinn, Scottish Government
Julia McKinnon, Hanover Housing Association
Jenny Deed, Margaret Blackwood Housing Association
Suzanne Thomson, Falkirk Council Social Work Services
Lesley McArthur, Falkirk Council Corporate Services
Allison Allan, Bield Housing Association
Margaret Torrance, Paragon Housing Association
Maureen Esplin, Scottish Government

1. Introductions

- 1.1 KS advised that David McGhee could not make the meeting so she would chair it and asked everyone to introduce themselves.

2. Strategic Plan and Housing Contribution Statement

- 2.1 Cat Cockburn gave a presentation on the Draft Strategic Plan which highlighted where integration is and the consultation undertaken. The draft plan highlights the intentions of the Integration Board. There will be gaps in the plan which will be completed from April 2016 onwards.

The presentation also highlighted the consultation currently on going in relation to the Draft Strategic Plan and encouraged stakeholders to contribute. The

consultation runs from 16 November to 31 December 2015.

KS gave some information to the group on the Adaptations Project. CC advised that another meeting of the group will take place on the 17th December.

JB asked if there was a method for speaking to housing especially regarding adaptations. JB highlighted that it was important that the needs assessment for the Strategic Plan to be linked to the LHS. KS advised that Jennifer Litts is on the Strategic Planning Board.

3. Minutes

3.1 The minute of the last meeting was agreed.

4. Specialist Housing Chapter – Key Findings

4.1 KS gave a presentation on the key findings from the work undertaken on the Specialist Housing chapter for the HNDA. The following are the key issues identified;

Non-Permanent Housing

- There are no need/issues identified for non-permanent housing. This includes migrant workers, students, homelessness, offenders, care leavers, asylum seekers.
- The Council will be housing some Syrian refugees after Christmas but they will be housed within existing mainstream housing. Falkirk Council will also be contacting RSLs in the area.
- Students in the area tend to live at home so there is no need for student accommodation
- There is no specific need for additional temporary homeless accommodation.

Issues relevant to LHS

- Health & social care integration
- Review current model HwC – circa 1500 HwC units but there are only around 300 people on the waiting list
- Potential need for Extra Care Housing – older people are remaining in their own home for as long as possible and possible only thinking about HwC when they have a fall or it's too late and need more support that is available
- Advice services older/ disabled people – in particular hospital discharge
- Housing design - If housing designed well it can extend the amount of time a person can remain at home, reduce incidents that lead to hospital admissions.
- Wheelchair/ accessible housing – estimated around 500 needed
- Disabled adaptations- 1380 required
- Increased need for extra care housing

Issues relevant to LDP

- Need for wheelchair/ accessible housing

- Need to explore housing design
- Potential need Extra Care housing
- No need Gypsy Travellers and Travelling Show People

5. Local Development Plan Update

- 5.1 CH gave an update on the LDP and advised that work is being undertaken on the Main Issues Report which is due to be published in September 2016. A great deal of consultation has taken place with developers, Council Members and also stakeholders.

A Call for Sites has been issued from the 23rd October 2015 until 8th January 2016 for landowners, developers and other parties to provide details of any proposals for future development or land use allocation. Information on the call for sites is available on the Council website, please see below link.

<http://www.falkirk.gov.uk/services/planning-building/planning-policy/local-development-plan/plan-two.aspx>

Once the evidence and views of different parties have been gathered a Housing Options Paper and a Constrained Paper can be produced.

CH also advised that the Housing and Healthcare Plan has also been adopted this week but only includes Denny and Bonnybridge.

6. Housing Need and Demand Assessment Tool Scenarios and Estimates

- 6.1 JM advised that at the last meeting she had gone through the HNDA Tool and the different scenarios available to choose from in terms of income growth and distribution and the rent and house price choices. Tables were produced which showed the number of additional units required with the caveat that they would change as the household projections in the HNDA were wrong and the Scottish Government were in the process of fixing them.
- 6.2 JM advised that updated figures had been sent to the group on the 28th September and feedback was asked on the assumptions the HNDA Working Group had made in the Tool. Feedback was received from one Housing Association disagreeing with 10 years be used to clear existing need instead of the 5 years set in the Tool. This was discussed at the HNDA Working Group meeting on the 17th November and it was decided that due to the rate of building and the resources available for affordable housing to leave it at 10 years.
- 6.3 JM handed out a revised key Findings Template which will be used for the final HNDA. This has been updated after advice from the CHMA regarding the timescale to be used for the HNDA which will be 2016-2020. The template shows that in that time period there are an additional 2,104 new households projected for that period and also an estimate of 2,956 additional housing units needed. This is an average of 531 additional units needed every year.
- 6.4 The template shows the number of units broken down by owner occupation, private rent, below market rent and social rent. Owner occupation and private rent will be amalgamated into a Private Sector figure and the social rent and below market rent will be amalgamated into a Social Sector figure.

7. AOCB

7.1 No further business discussed.

8. Date of Next Meeting

8.1 To be arranged and advised when minute of meeting is circulated.