



City of Westminster

# Cabinet Member

<b>Meeting or Decision Maker:</b>	Cabinet Member for Housing
<b>Date:</b>	13 February 2024
<b>Classification:</b>	General Release
<b>Title:</b>	Supply and Allocation of Social and Intermediate Housing 2023/24
<b>Wards Affected:</b>	All
<b>Policy Context:</b>	The Allocation Scheme requires an Annual Supply and Allocation Report setting out the proportion of social housing that will be allocated to each of the groups on the housing register
<b>Key Decision:</b>	Yes
<b>Financial Summary:</b>	The gross Housing General Fund homelessness budget for 2023/24 is £65.8m. Of this sum approximately £58.4m relates to the provision of temporary accommodation
<b>Report of:</b>	Sarah Warman – Strategic Director of Housing and Commercial Partnerships

## 1. Executive Summary

### 1.1. *Social housing lettings 2023/24*

In line with the Housing Allocations Scheme, the annual Supply and Allocation of Social Housing Report estimates the proportion of social lettings to be made to each of the priority groups on the council's waiting list, based on available supply (known as projections). The recommended projections for 2023/24 are summarised below and detailed in Appendix B. They take into account competing demands for social housing and the council's statutory duties and strategic priorities and the overall the aim is to achieve a balanced approach to lettings. A similar number of lettings to last year is proposed in advance of a full review of the Allocation Policy.

*Table 1: Projections 2023/24*

<b>General Needs</b>	<b>Studio</b>	<b>1-Bed</b>	<b>2-Bed</b>	<b>3-Bed</b>	<b>4+ Bed</b>	<b>Total</b>	<b>%</b>
Homeless	41	56	95	38	4	234	41%
Westminster Council Tenants	5	66	86	36	5	198	34%
Housing Register	54	61	21	10	1	147	25%
<b>Total General Needs</b>	<b>100</b>	<b>183</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>579</b>	
<b>CSH</b>	<b>64</b>	<b>150</b>				<b>214</b>	24%
<b>Grand Total</b>	<b>164</b>	<b>333</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>793</b>	

### 1.2 *Allocation Scheme changes*

Minor changes are proposed to the Allocation Scheme to extend the bidding period for certain homeless households before direct offers are made to reflect the shortage of supply. The Scheme will also be made clearer on when the income threshold of £37.5k for new applicants applies.

### 1.3 *Homelessness policies*

A new Action Plan for procuring private sector housing for homeless households during 2023/2024 is put forward in Appendix D. The impacts of the private sector homelessness policies are also considered. Just over 1,000 temporary accommodation (TA) allocations were made during 2022/2023 of which 99% were in in greater London and 1% were outside London.

### 1.4 *Intermediate housing*

Certain key workers are prioritised for intermediate housing, and it is proposed that where this is the case, the definition of key workers is extended to include care workers and teaching assistants. The council's preferred approach to intermediate tenancy renewal is set out, that tenancies should be renewed where possible as long as household income does not exceed the Mayor's threshold for affordable housing which is currently £90k.

## 2. Recommendations

### 2.1 That the Cabinet Member for Housing agrees:

2.1.1 The approach to social lettings set out in table 8 and Appendix B

- 2.1.2 The changes to the Allocation Scheme outlined in section 6
- 2.1.3 The updated Accommodation Procurement Policy Action Plan 2023/24 in Appendix D.

### **3. Reasons for Decision**

- 3.1 The council's Housing Allocation Scheme is read alongside the annual Supply and Allocation of Social Housing Report, which sets out the proportion of social housing the council expects to let to the different groups in need. These lettings projections are needed to guide the approach to lettings during the year.
- 3.2 This Report is also needed in order to consider and update wider policies relating to the allocation of social and private housing for households on the council's housing register and to update any policy changes in relation to intermediate housing.

### **4. Background, including Policy Context**

- 4.1 Each year the council publishes a Supply and Allocation of Social Housing Report. These reports not only relate to the letting of social homes but announce related policy changes and consider the impacts of other associated policies and deal with, on occasions, intermediate housing.
- 4.2 *Social housing lettings*  
The council's Housing Allocation Scheme needs to be read in conjunction with these reports<sup>1</sup>, as the Scheme refers to 'annual lettings projections' being made through them. These 'lettings projections' set out the proportion of social housing, which the council aims to let to the different groups with priority.
- 4.3 In order to recommend 'lettings projections' for 2023/24, a range of factors have been taken into account, including:
- a) the council's statutory obligations
  - b) the council's strategic priorities, such as;
    - the developing Fairer Westminster Strategy
    - the homelessness strategy<sup>2</sup>, which aims 'to ensure a range of accommodation is available for homeless households' and 'to develop a temporary accommodation reduction strategy', which aims to reduce numbers and costs
    - the Corporate Parenting Board Action Plan and responsibilities
  - c) the varying and competing demands for social housing.

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<sup>1</sup> [www.westminster.gov.uk/housing-strategies#allocations-scheme](http://www.westminster.gov.uk/housing-strategies#allocations-scheme)

<sup>2</sup> [www.westminster.gov.uk/housing-strategies#homelessness-strategy](http://www.westminster.gov.uk/housing-strategies#homelessness-strategy)

4.4 The aim is to take a balanced and transparent approach to the letting of social housing, however this is a holding position based on last year's lettings and a wider review of the Allocation Scheme is due to take place.

## 5. Social Lettings Projections for 2023/24

5.1 In order to project the number and proportion of lettings to different groups, available social housing supply during the year is firstly estimated, based on new supply from new build development and from natural turnover (voids) based on past trends. 793 homes are estimated to become available during 2023/24. Of these, 579 are general needs properties and 214 are Community Supportive Housing (CSH) for older people.

Table 2: Estimated social supply summary 2023/24

Community Supportive Housing (CSH, Sheltered)			General Needs						Grand Total
Studio	1-Bed	Total	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	Total	
64	150	214	100	183	202	84	10	579	793
8%	19%	27%	13%	23%	25%	11%	1%	73%	

Table 3: Estimated social supply by type 2023/24

Estimated social supply by type 2023/24	General Needs/CSH					
	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	Total
RP/WCC New build	0	128	81	37	0	246
RP/WCC Routine voids (average over 3 years)	114	182	104	43	8	451
<b>Total Net Supply</b>	<b>114</b>	<b>310</b>	<b>185</b>	<b>80</b>	<b>8</b>	<b>697</b>
WCC Transfers (voids created 2022/23)	51	65	33	14	5	168
<b>Total Gross Supply</b>	<b>165</b>	<b>375</b>	<b>218</b>	<b>94</b>	<b>13</b>	<b>865</b>
WCC Decants	1	5	4	4	1	15
Regen Decants	0	37	12	6	2	57
<b>Total Projected Supply</b>	<b>164</b>	<b>333</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>793</b>

Table 4: Current Demand by Property Type and Main Priority Group

Housing Demand 2023/24	Community Supportive Housing (Sheltered)		General Needs					Total	
	Studio	1-Bed	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	All	%
Homeless Main Duty	4	1	175	9	1184	881	252	2506	58%
Homeless Relief Duty	4	0	52	1	38	8	1	104	2%
Existing WCC Tenants	12	41	44	223	397	424	122	1263	29%
Housing Register	60	15	233	28	50	43	34	463	11%
<b>Total</b>	<b>80</b>	<b>57</b>	<b>504</b>	<b>261</b>	<b>1669</b>	<b>1356</b>	<b>409</b>	<b>4336</b>	

Table 5: Current Demand Summary (All)

Housing Demand 2023/24	Total	
	All	%
Homeless Main Duty	2506	58%
Homeless Relief Duty	104	2%
Existing WCC Tenants	1263	29%
Housing Register	463	11%
<b>Total</b>	<b>4336</b>	

Table 6: Current Demand Summary by Bedsize (General Needs)

Housing Demand 2023/24	General Needs						
	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	Total	%
Homeless Main Duty	175	9	1184	881	252	2501	60%
Homeless Relief Duty	52	1	38	8	1	100	2%
Existing WCC Tenants	44	223	397	424	122	1210	29%
Housing Register	233	28	50	43	34	388	9%
<b>Total</b>	<b>504</b>	<b>261</b>	<b>1669</b>	<b>1356</b>	<b>409</b>	<b>4199</b>	

Table 7: Current Demand Summary by Bedsize (CSH)

Housing Demand 2023/24	Community Supportive Housing (CSH, Sheltered)			
	Studio	1-Bed	Total	%
Homeless Main Duty	4	1	5	4%
Homeless Relief Duty	4	0	4	3%
Existing WCC Tenants	12	41	53	39%
Housing Register	60	15	75	54%
<b>Total</b>	<b>80</b>	<b>57</b>	<b>137</b>	

5.2 As the tables above show, demand for social housing will continue to outstrip estimated supply during 2023/24. Table 8 summarises projected lettings to key groups and full details are in Appendix B.

Table 8: Projected Social Housing Lettings 2023/24

	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	All	%
<b>Homeless Households (Main Duty):</b> the council has statutory rehousing duties towards	41	56	95	38	4	234	41%
<b>Existing WCC Tenants:</b> including those that are overcrowded, that need to move for medical reasons and to enable the housing renewal programme to proceed	5	66	86	36	5	198	34%
<b>Housing Register:</b> including people moving on from supported housing and those needing to move for medical reasons	54	61	21	10	1	147	25%
<b>Total General Needs</b>	<b>100</b>	<b>183</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>579</b>	
<b>CSH*</b>	64	150				214	26%
<b>Total</b>	<b>164</b>	<b>333</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>793</b>	

\*difficult to predict CSH lettings, expect some to go to Relief Duty applicants even with low priority

## 6. Policy/Other changes and updates

### 6.1 *Changes to the Housing Allocation Scheme:*

The council is planning to review its Allocation Scheme so the following minor changes are put forward in view of their urgency or for clarification purposes.

### 6.2 *Bidding period for single homeless*

The Allocation Scheme sets out at 2.2.9 that certain homeless households may be given a time limit of 6–12 months for bidding for properties, after which direct offers may be made. It is proposed that this period is changed to 12–24 months as 6–12 months is no longer realistic given the shortage of supply.

### 6.3 *Exclusions from the Housing Register*

Minor changes to 1.6.1 of the Allocation Scheme are proposed in order to clarify who cannot register for housing due to exceeding the income cap and who the cap applies to. To avoid ambiguity the amendments will clarify that:

- The income taken into account is all sources of taxable household income
- The income cap reflects taxable income so is set at the higher rate of taxation minus the personal allowance (so is currently £37,700)
- The cap applies only at the point of application for social housing and not throughout the time an applicant is on the waiting list, so it does not apply to existing tenants applying to transfer.

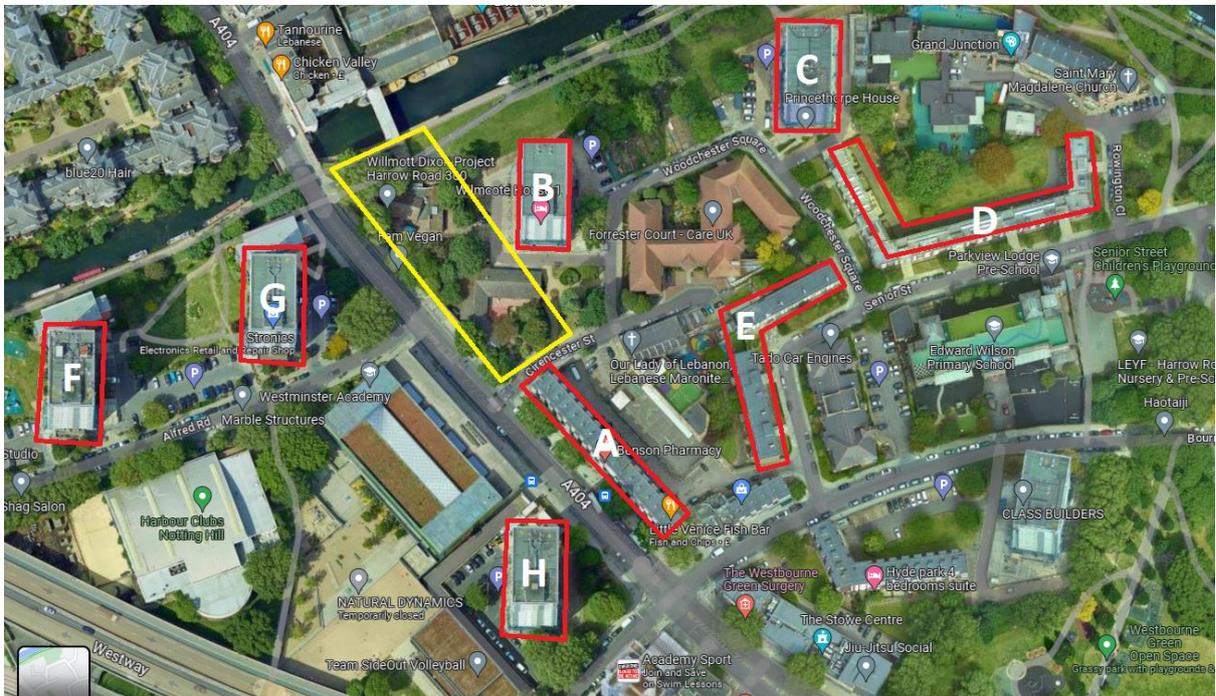
### 6.4 *Local Lettings Plan (LLP) 300 Harrow Road: Delegated Authority*

300 Harrow Road is a large infill development consisting of 77 homes and provides the opportunity for much needed new high-quality social housing to meet the Council's Fairer Westminster commitment, with an LLP that secures a fair and equal allocation of the properties to residents who live in the locality and to promote a strong and stable community.

6.5 In the 2018-19 Supply and Allocation Report, some principles were included which set out the agreed LLP approach for infills and decisions for individual schemes were delegated to the Director of Housing. It should therefore be noted that the Director of Housing Needs has made the following decision for this development;

- The LLP will follow the principles set out in the 2018-19 report with the exception of homeless households who must have lived in the LLP area for five years, however there will be no requirement for them to meet the rehousing threshold for this financial year. This is because homeless households living in temporary accommodation within the LLP area will also have been affected by the disruption caused by the development, given its scale.

- The LLP area is defined by the blocks identified in the map below. First priority within the LLP will be to those registered for housing in blocks A, B and G. Second priority will go to those in the remaining blocks.
- 50% of the properties will be allocated to those within the LLP area and any unlet properties will be allocated in line with the Allocation Scheme.



Colour on Map	Block Name/Street
Yellow	300 Harrow Road Development
Red A	Oldbury House
Red B	Wilmcote House
Red C	Princethorpe House
Red D	Dartington House
Red E	Senior Street
Red F	Oversley House
Red G	Langley House
Red G	Polesworth House
Red H	Brinklow House

6.6 It should be noted that the whole approach to LLPs will be considered as part of a review of the Allocations Scheme which will be subject to a full consultation and equality impact assessment.

## 7. Homelessness Policies: Impacts

7.1 In 2017 the council published a suite of homelessness policies<sup>3</sup> and the impacts of them are monitored and reported annually through this Report: (These, along with the Homelessness Strategy are being reviewed in 2023).

- **An Accommodation Procurement Policy for Homeless Households** setting out the principles that will be followed when the council is procuring private accommodation for homeless households. Its Action Plan, to ensure sufficient supply of accommodation to meet demand, is updated regularly and the Action Plan for 2023/24 is in Appendix D.
- **A Private Rented Sector Offers (PRSOs) Policy** setting out that PRSOs may be made to homeless households. PRSOs were temporarily suspended in 2022 pending a policy review.
- **An Accommodation Placement Policy** setting out how homeless households will be prioritised for private accommodation (PRSOs or temporary accommodation) in different areas based on their needs, in three location Bands. Band 1 is Westminster and adjoining boroughs, Band 2 is London and Band 3 is outside London.

7.2 Temporary Accommodation (TA) lets to homeless households across the Bands reflect the accommodation available to meet their needs at any time and the market is increasingly challenging, in particular due to increased interest rates and cost of living pressures.

7.3 The current market conditions to secure private sector accommodation whether to prevent or relieve homelessness, for households to find their own accommodation or for use as TA are particularly challenging across London. The LSE, Savills and The Smith Institute have all released reports highlighting challenges across London Housing Market and London wide data from London Councils covering all aspects of housing supply, demand, cost and availability illustrating both the supply and demand pressures authorities are facing.

7.4 Nearly 1,100 TA placements were made during 2022/23, with the majority (99%) within London. Eighteen per cent were into Band 1 which reflects the shortage of affordable TA within Westminster and central London. The majority of placements into family sized accommodation were outside Westminster, but in London, which reflects the particular shortage of larger affordable units in central London.

*Table 9: TA Placements by Band and Bedroom size 2022/23*

	<b>Band 1</b>	<b>%</b>	<b>Band 2</b>	<b>%</b>	<b>Band 3</b>	<b>%</b>	<b>Total</b>	<b>%</b>
Studio/ 1 Bed	130	27%	347	73%		0%	477	44%
2 Bed	24	7%	304	90%	9	3%	337	31%
3 Bed	30	19%	130	81%		0%	160	15%
4 Bed +	5	6%	75	94%		0%	80	7%
5 Bed +	1	4%	26	96%		0%	27	2%
<b>Total</b>	<b>190</b>	<b>18%</b>	<b>882</b>	<b>82%</b>	<b>9</b>	<b>1%</b>	<b>1081</b>	

<sup>3</sup> [www.westminster.gov.uk/housing-strategies#homelessness-policies](http://www.westminster.gov.uk/housing-strategies#homelessness-policies)

7.5 The majority of placements were to the 25–64 age group (57%) which is the group most likely to have children.

*Table 10: TA Placements by Band and Age 2022/23*

	<b>Band 1</b>	<b>%</b>	<b>Band 2</b>	<b>%</b>	<b>Band 3</b>	<b>%</b>	<b>Total</b>	<b>%</b>
16-24	18	13%	116	85%	2	1%	136	13%
25-44	98	16%	509	83%	7	1%	614	57%
45-64	64	23%	212	77%		0%	276	25%
65-74	9	21%	33	79%		0%	42	4%
75+	1	6%	15	94%		0%	16	1%
<b>Total</b>	<b>190</b>	<b>18%</b>	<b>885</b>	<b>82%</b>	<b>9</b>	<b>1%</b>	<b>1084</b>	

7.6 The ethnic origin of TA households is not always declared as table 11 highlights. A greater proportion of Band 1 lets were made to Black, Mixed and White households compared with other groups.

*Table 11: TA Placements by Band and Ethnicity 2022/23*

	<b>Band 1</b>	<b>%</b>	<b>Band 2</b>	<b>%</b>	<b>Band 3</b>	<b>%</b>	<b>Total</b>	<b>%</b>
<b>Arab</b>	<b>11</b>	<b>16%</b>	<b>59</b>	<b>84%</b>		<b>0%</b>	<b>70</b>	<b>20%</b>
<b>Asian</b>	<b>5</b>	<b>12%</b>	<b>38</b>	<b>88%</b>		<b>0%</b>	<b>43</b>	<b>12%</b>
<b>Black</b>	<b>19</b>	<b>23%</b>	<b>64</b>	<b>76%</b>	<b>1</b>	<b>1%</b>	<b>84</b>	<b>24%</b>
<b>Chinese</b>		<b>0%</b>	<b>2</b>	<b>100%</b>		<b>0%</b>	<b>2</b>	<b>1%</b>
<b>Mixed</b>	<b>18</b>	<b>26%</b>	<b>49</b>	<b>72%</b>	<b>1</b>	<b>1%</b>	<b>68</b>	<b>20%</b>
<b>White</b>	<b>20</b>	<b>25%</b>	<b>59</b>	<b>75%</b>		<b>0%</b>	<b>79</b>	<b>23%</b>
<b>Total</b>	<b>73</b>	<b>21%</b>	<b>271</b>	<b>78%</b>	<b>2</b>	<b>3%</b>	<b>346</b>	

## **8 Changes to intermediate housing priorities and approach**

### **8.1 Key workers**

Six groups have priority for intermediate housing and within the third (Westminster Residents) and fifth (Working in Westminster) priority groups, certain key workers have additional priority over other households. These key worker groups are:

- NHS Health Service Clinical Staff (excluding doctors and dentists)
- Public Sector Teachers
- Police
- Social Care Workers (with a professional qualification only).

8.2 Minor changes to these groups are proposed to reflect pressing recruitment issues in some professions. It is recommended that:

- The Public Sector Teachers category is extended to Teaching Assistants who can evidence twelve months continuous employment in Westminster:

- The Social Care Workers category is amended to include those without a professional qualification who can evidence twelve months continuous employment in Westminster.
- 8.3 It is acknowledged that a professional qualification, while desirable, is not a requirement for working in social care and many care workers have experience, but not a formal qualification.
- 8.4 The GLA is consulting on an Affordable Housing LPG<sup>4</sup> which proposes that local authorities follow their definition of key workers set out in a Practice Note<sup>5</sup> and prioritise them.
- 8.5 The consultation supports councils prioritising particular groups of key workers, within this broad definition to suit local needs. Given that the GLAs proposed definition of key workers covers over 200 different types of key worker and in view of limited supply and competing needs, wider changes to key worker definitions and priorities are not suggested at this stage but a further review may be needed in the future.
- 8.6 *Intermediate rent: tenancy renewal*  
A range of registered providers offer intermediate rent across Westminster often with different approaches to renewing tenancies i.e. some are offered for two years and can only be renewed once or twice. Others are offered for a fixed term only as they are linked to savings plan or incentives which can lead to home ownership.
- 8.7 It is recognised that for London Living Rent intermediate homes funded by GLA grant<sup>6</sup>, the Mayor requires tenants to be offered the opportunity to purchase their home as shared owners and if no tenant has come forward within ten years of the first letting, the home can be sold to another purchaser.
- 8.8 The council generally supports, where possible and where funding conditions allow, for providers to renew intermediate rent on an ongoing basis, as long as the household income does not exceed the maximum threshold for eligibility for intermediate housing (currently £90k). This approach reflects the lack of alternative affordable opportunities for middle income households in the city and to help intermediate tenants to have a stable and settled home.
- 8.9 The exception to this is intermediate rent which is clearly linked to a savings plan leading to alternative housing and which was always intended for a fixed term.

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<sup>4</sup> [www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/affordable-housing-lpg](http://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/affordable-housing-lpg)

<sup>5</sup> [www.london.gov.uk/sites/default/files/gla\\_housing\\_policy\\_practice\\_note\\_-\\_allocating\\_intermediate\\_homes\\_to\\_londons\\_key\\_workers\\_.pdf](http://www.london.gov.uk/sites/default/files/gla_housing_policy_practice_note_-_allocating_intermediate_homes_to_londons_key_workers_.pdf)

<sup>6</sup> [www.london.gov.uk/sites/default/files/2023-05/Affordable%20Housing%20LPG%20Consultation%20Draft\\_2May2023.pdf](http://www.london.gov.uk/sites/default/files/2023-05/Affordable%20Housing%20LPG%20Consultation%20Draft_2May2023.pdf)

## 9. Equalities Implications

- 9.1 An Equalities Impact Assessment (EIA) initial screening has been completed on the 'projections'. As Appendix C shows, the housing register is made up of a range of different groups in need and the EIA finds that each of the main groups housing have protected characteristics compared to their share of the Westminster population.
- 9.2 These protected characteristics vary between the main groups in need of housing however. Homeless applicants owed the main housing duty are more likely to be women, from a Black, Arab, Other Mixed ethnic background, in the 25–44 and 45–64 age groups and in households with children. Waiting list applicants are more likely to be men, from a Black, Arab or Other ethnic and in the 16 – 24, 45–64 and the 65–74 age groups. Transfer applicants are more likely to be women, from a Black, Arab or Asian ethnic background, in the 45 – 64 age group and in households with children. Transfer and waiting list applicants are also more likely to need a level access property.
- 9.3 The EIA screening concludes that overall the 'projections' approach generally balances lets between the different groups in need of housing as none of the priority groups are excluded during 2023/24, it does however recognise that there are likely to only be a small number of lets to homeless households owed the relief duty and these will be to older applicants into Community Supportive Housing (CSH). In 2022 the Allocation Scheme was amended to enable homeless households owed the relief duty to join the register with the lowest level of points and a full EIA was carried out on this change.

## 10. Financial Implications

- 10.1 Any changes to the number of lettings to homeless households will impact on the temporary accommodation budget. The budget is monitored and reported on monthly. The Temporary Accommodation Reduction Strategy is being rolled out and aims to reduce costs.

*Table 12: 2023/24 Base Budget*

Service Area	Controllable Expenditure	Controllable Income	Grand Total
	£m	£m	£m
Homelessness	£7.40	-£3.28	£4.12
Temporary Accommodation	£66.40	-£55.58	£10.83
	£73.80	-£58.86	£14.95

## 11. Legal Implications

- 11.1 The council has a duty under the Housing Act 1996 (Part VII), as amended, to ensure that accommodation is made available for homeless applicants who are owed a full housing duty by the council.
- 11.2 Where the council determines under the provisions of the Housing Act 1996 Part VII (as amended) that a person/household is eligible for assistance, homeless, in priority need and not homeless intentionally, it has a duty to secure suitable accommodation (unless it refers the applicant to another authority under the local connection provisions): s193(2), s206(1). The suitability of accommodation is governed by s210 of the 1996 Act, a number of statutory instruments made under that provision (Sis 1996/3204, 2003/3326 and 2012/2601) and by the Homelessness Code of Guidance for Local Authorities.
- 11.3 When discharging its housing duties under Part VII, the council must, so far as reasonably practicable, secure that accommodation is available for the applicant's occupation in their own district: s208(1) of the 1996 Act.
- 11.4 The Homelessness Reduction Act 2017 places a duty on Local Authorities to intervene at an early stage to help prevent homelessness and take reasonable steps to relieve homelessness for all eligible applicants, not just those in priority need.
- 11.5 By virtue of s166A Housing Act 1996 the council is obliged, in its Allocation Scheme, to afford reasonable preference to specified groups including:
- People who are homeless, within the meaning of Part 7 of the Act or who are owed specified duties under that Part;
  - Those in insanitary or overcrowded housing;
  - Those needing a move on medical or welfare grounds;
  - Those needing to move to a particular locality within our district where hardship would otherwise be caused.
- 11.6 The Code of Guidance 'Allocation of accommodation: guidance for local housing authorities in England' issued by the Secretary of State and amended in January 2021 provides;
- 'Welfare grounds' would encompass a wide range of needs, including, but not limited to, the need to:
- provide a secure base from which a care leaver.....can build a stable life
- 11.7 The council is also under a general duty, pursuant to s11 Children Act 2004, to have regard to the need to safeguard and promote the welfare of children within their area.
- 11.8 As a public authority, the council must take account of the provisions of the Human Rights Act 1998 and not act in a way which is incompatible with a Convention right. Under Article 8, any interference with the right to respect for a person's private and family life and home must be proportionate and Article 14 requires that there must be no unjustified discrimination within the scope of human rights on any grounds, such as sex, race, colour, language, religion, political or

other opinion, national or social origin, association with a national minority, property, birth, or other status.

11.9 The Equality Act 2010 introduced a public sector equality duty which requires the City Council when making decisions to have due regard to the need to;

- eliminate discrimination, harassment, victimisation and any other conduct that is unlawful under the Equality Act 2010;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

11.10 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The City Council is required to act in accordance with the equality duty and have due regard to the duty when carrying out its functions.

## **12. Staffing Implications**

12.1 There are no direct staffing implications in relation to the projections.

## **13. Consultation and Communications**

13.1 A range of officers across the council were consulted in order to complete this Report.

13.2 Ongoing consultation and discussion on housing supply and allocations issues is carried out with key stakeholders both within and outside the council, for example through meetings with registered providers and the Housing Solutions Service Improvement Group.

13.3 This Report will be uploaded to the council's website where it is made clear that it links to the Housing Allocation Scheme.

## **14. Carbon Impact**

14.1 There are no carbon impact implications arising from this report.

**If you have any queries about this Report or wish to inspect any of the Background Papers, please contact;**

Sally Nott, Housing Solutions Coordinator

Email: [sanott@westminster.gov.uk](mailto:sanott@westminster.gov.uk);

Cecily Herdman, Principal Policy Officer

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## **BACKGROUND PAPERS:**

Background papers are referenced as footnotes throughout this report.

For completion by the **Cabinet Member for Housing**

**Declaration of Interest**

I have <no interest to declare / to declare an interest> in respect of this report

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: **Councillor Liza Begum, Cabinet Member for Housing**

State nature of interest if any

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*(N.B: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter)*

For the reasons set out above, I agree the recommendations in the report entitled **Supply and Allocation of Social Housing 2023/24** and reject any alternative options which are referred to but not recommended.

Signed .....

Councillor Liza Begum, Cabinet Member for Housing

Date .....

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

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If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Director of Law, the Executive Director of Finance and Resources, and, if there are staffing implications, the Director of People Services (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.

## **Appendix A:**

### **Other Implications**

#### **1. Resource Implications**

The proposed lettings approach will be delivered within existing resources.

#### **2. Business Plan Implications**

There are no implications.

#### **3. Risk Management Implications**

There is a risk that the proposed approach to lettings could change if there is an upsurge in Covid-19 cases in the Winter, however this is unlikely given the current trajectory.

#### **4. Health and Wellbeing Impact Assessment including Health and Safety Implications**

Social housing is let using safe practices.

#### **5. Crime and Disorder Implications**

There are no implications.

#### **6. Impact on the Environment**

There are no implications.

#### **7. Human Rights Implications**

There are no implications.

#### **8. Energy Measure Implications**

There are no implications.

#### **9. Counter Terrorism and Security Implications**

There are no implications.

## Appendix B: Allocations Projections 2023/24

Projections 2023-24	Studio	1-Bed	2-Bed	3-Bed	4+ Bed	Total	%
<b>Existing Tenants</b>							
Housing Renewal	0	8	12	5	2	27	4.4%
Overcrowded	0	1	30	16	3	50	8.1%
Category A Medical Priority	1	6	15	10	0	32	5.2%
Studio to 1 Bed	0	33	0	0	0	33	5.3%
Management Transfers	2	6	10	2	0	20	3.2%
Major Works (Decant/Essential Repairs)	2	2	1	0	0	5	0.8%
Cash Incentives	0	10	15	3	0	28	4.5%
Children Act	0	0	2	0	0	2	0.3%
Community Care Nominations	0	0	1	0	0	1	0.2%
<b>Total (Existing Tenants)</b>	<b>5</b>	<b>66</b>	<b>86</b>	<b>36</b>	<b>5</b>	<b>198</b>	<b>31.9%</b>
Homeless (Main Duty)	41	56	95	38	4	234	37.7%
Homeless (Relief Duty*)	0	0	0	0	0	0	0.0%
<b>Total (Homeless)</b>	<b>41</b>	<b>56</b>	<b>95</b>	<b>38</b>	<b>4</b>	<b>234</b>	<b>37.7%</b>
<b>Housing Register</b>							
Hostel Move-On (including MH)	4	2	0	0	0	6	1.0%
Children Act Rehousing (CAAP and WALC)	30	10	3	1	0	44	7.1%
Category A Medical	4	4	10	3	1	22	3.5%
Pathways (Single Persons)	9	9	0	0	0	18	2.9%
Second/Discretionary Succession	1	23	1	2	0	27	4.4%
Assisted Cash Incentive	5	5	0	1	0	11	1.8%
Housing Renewal (split households)	0	2	1	1	0	4	0.6%
Community Care Nominations	0	0	3	0	0	3	0.5%
Reciprocals	0	0	1	1	0	2	0.3%
Statutory Overcrowded	0	0	1	0	0	1	0.2%
Learning Disability Quota	0	2	0	0	0	2	0.3%
Registered Providers Severe Overcrowded	0	0	0	1	0	1	0.2%
Staff Rehousing	0	0	1	0	0	1	0.2%
Low Income Workers Quota	0	1	0	0	0	1	0.2%
Veterans Nomination Scheme	0	1	0	0	0	1	0.2%
Right to Move Scheme	1	0	0	0	0	1	0.2%
Pan London Reciprocal Scheme	0	1	0	0	0	1	0.2%
Housing Moves (GLA) Scheme	0	1	0	0	0	1	0.2%
<b>Total (Housing Register)</b>	<b>54</b>	<b>61</b>	<b>21</b>	<b>10</b>	<b>1</b>	<b>147</b>	<b>23.7%</b>
<b>CSH</b>	<b>64</b>	<b>150</b>				<b>214</b>	<b>26.3%</b>
<b>Grand Total (General Needs/CSH)</b>	<b>164</b>	<b>333</b>	<b>202</b>	<b>84</b>	<b>10</b>	<b>793</b>	

\*Relief Duty applicants are likely to only be offered CSH

A description of each group is on the following table.

Priority Group	Comment
Housing Renewal (including Returning Decants)	Council tenants that need to move (or return) due to Regeneration Schemes taking place
Overcrowded	Council tenants that are overcrowded
Category A Medical Priority	Council tenants with medical priority for a move
Studio to 1 Bed	Council tenants living in a studio, moving to a 1-bed
Management Transfers	Council tenants needing to move urgently eg because of harassment
Major Works	Council tenants required to move for essential repair works
Cash Incentives	Council tenants under-occupying a property
Children Act	Council tenants working with Social Services and their household includes a child in need
Community Supportive Housing for Older People	Tenants aged 60+ who require sheltered accommodation
<b>Homeless</b>	Homeless households
Hostel Move-On	Applicants living in a hostel (including applicants living in mental health supported accommodation) and require general needs or CSH accommodation
Children Act Rehousing	Council tenants working with Social Services and their household includes a child in need. Includes young adults leaving care
Category A Medical Priority	Housing Register applicants accepted with medical priority
Pathways (Single Persons)	Single homeless applicants that have required support
Second/Discretionary Succession	Member of a tenants' household who is eligible to succeed to a tenancy eg where the tenant has died
Assisted Cash Incentive	Adult siblings of under-occupying council tenants whose move will help release a larger family sized unit
Housing Renewal (split households)	Members of a Regen household that need separate re-housing
Community Care Nominations	Applicants nominated by Social Services who have no other priority for housing
Reciprocals	Arrangement between a Registered Provider and the Council to rehouse the RP tenant
Statutory Overcrowded	Non council tenants living in overcrowded accommodation
Learning Disability Quota	Applicants nominated by the Westminster Learning Disability Partnership
Registered Providers Severe Overcrowded	Severely overcrowded tenants of an RP
Staff Rehousing	Council staff living in tied accommodation eg caretakers
Community Supportive Housing for Older People	Applicants aged 60+ who require sheltered accommodation
Low Income Workers Quota	Applicants on a low income moving via Westminster Homeownership
Veterans Nomination Scheme	Armed Forces applicants nominated by Stoll and/or Veterans Aid
Right to Move Scheme	Mayor of London's Housing Moves scheme enabling tenants of London's boroughs or RP's to move to a home in another borough.
Pan London Reciprocal Scheme	Coordinated by Safer London, supports households at risk of abuse to move to a safe area of London.
Housing Moves (GLA) Scheme	Mayor of London's Mobility Scheme for victims/survivors of domestic abuse and former rough sleepers.

## APPENDIX C: Demand for Social Housing

Demand	CSH		General Needs					Total	
	Studio	1-Bed	Studio	1-Bed	2-Bed	3-Bed	4-Bed	All	%
<b>Existing WCC Tenants</b>									
Tenant - Cash Incentive			7	46	43	6		102	2.4%
Tenant - Category A Medical			2	47	57	71	29	206	4.8%
Tenant - Children's Act CAAP					1			1	0.0%
Tenant - CIS Money to Move				1		1		2	0.0%
Tenant - CSH	11	37						48	1.1%
Tenant - CSH CIS	1	4						5	0.1%
Tenant - Decant/Essential Reps			27	8	13	8	4	60	1.4%
Tenant - General List					267	328	88	683	15.8%
Tenant - Management Transfer				4	4	2		10	0.2%
Tenant - Regen Decant			1	11	12	8	1	33	0.8%
Tenant - Studio to One-Beds			7	106				113	2.6%
<b>Existing WCC Tenants (Total)</b>	<b>12</b>	<b>41</b>	<b>44</b>	<b>223</b>	<b>397</b>	<b>424</b>	<b>122</b>	<b>1263</b>	<b>29%</b>
Homeless - Main Duty	4	1	175	9	1184	881	252	2506	57.8%
Homeless - Other	4		52	1	38	8	1	104	2.4%
<b>Homeless (Total)</b>	<b>8</b>	<b>1</b>	<b>227</b>	<b>10</b>	<b>1222</b>	<b>889</b>	<b>253</b>	<b>2610</b>	<b>60%</b>
<b>Housing Register</b>									
HR - Category A Medical			46	13	42	36	20	156	3.6%
HR - Children's Act - WALC			117					117	2.7%
HR - CIS Assist Priority Rehsg			4	2				6	0.1%
HR - Community Supportive Hsg	53	15						68	1.6%
HR - CSH Pathways	1							1	0.0%
HR - Hostel Move-On CSH	6							6	0.1%
HR - Learning Disability				1				1	0.0%
HR - MH Hostel Move On			6					6	0.1%
HR - Pathways			51					51	1.2%
HR - Reciprocals					1			1	0.0%
HR - Registered Provider O/C						4	10	14	0.3%
HR - Statutorily Overcrowded					6	2	4	12	0.3%
HR - Street Hmls Hostel MoveOn			6					6	0.1%
HR - Succession / Assignment			3	12	1	1		17	0.4%
<b>Housing Register (Total)</b>	<b>60</b>	<b>15</b>	<b>233</b>	<b>28</b>	<b>50</b>	<b>43</b>	<b>34</b>	<b>463</b>	<b>11%</b>
<b>Grand Total</b>	<b>80</b>	<b>57</b>	<b>504</b>	<b>261</b>	<b>1669</b>	<b>1356</b>	<b>409</b>	<b>4336</b>	

## APPENDIX D: Accommodation Procurement Policy Action Plan 2023/24

Action Plan for procuring properties to meet housing need				
Action	2022/23 (actual)	2023/24 (estimate)	Timescale	Lead
<b>Temporary Accommodation</b>				
Directly purchase units for use as Temporary Accommodation, principally 2 and 3 bed properties for families, and studio and 1 bed properties for rough sleepers	94 completed purchases for TA and 10 one bed properties for rough sleepers	60 - 80	By March 2024 as part of ongoing programme	Divisional Head of Housing Needs
Work with current and new providers to maintain existing stock which meets standards e.g. renew existing leases and procure new properties	Total TA portfolio of c. 2950 properties	Continue to deliver total TA stock	Ongoing to meet statutory need	Divisional Head of Housing Needs
Through activity above to purchase and lease new properties, increase supply of larger size, in-borough and accessible units to meet housing needs of households living in TA that does not meet current need	Above activity targeted at new and existing TA households in unsuitable accommodation		Ongoing	Divisional Head of Housing Needs
Supporting households to move into the private rented sector to prevent homelessness	378	360	By March 2024	Divisional Head of Housing Needs, Support and Safety Homelessness Contract and Performance Manager
Ensure at any one time there is a sufficient pool of good quality suitable properties available for households in need	Ongoing	Ongoing	Ongoing	Head of Accommodation and Commissioning