

Meeting:	Tenants' and Leaseholders' Consultative Forum
Date:	Thursday 6 January 2005
Subject:	Revisions to the Standard Tenancy Agreement Revisions to the Garage License Setting up an Introductory Tenancy Regime.
Responsible Officer:	Acting Head of Housing Services
Contact Officer:	Acting Tenant Services Manager
Portfolio Holder:	Planning, Development, Housing and Best Value Portfolio Holder
Key Decision:	No
Status:	Public

Section 1: Summary

Decision Required

1.1 That the report be noted.

Reason for report

1.2 This report provides information on the process to be followed to introduce revisions to the Standard Tenancy Agreement, revisions to the Garage Licence and to set up an Introductory Tenancy scheme

Benefits

1.3 Better management of the Council's Housing and Garage stock

Cost of Proposals

1.4 The costs are likely to be in the region of £ £5,000 excluding officer time, and can be met from existing resources

Risks

Not applicable

Implications if recommendations rejected

Not applicable

Section 2: Report

2.1 Brief History

The current tenancy agreement was last revised in 1992 and requires extensive updating to ensure the continued good management of the Council's homes.

The date of the last revisions to the garage licence is unknown but the document is very dated and also needs to be revised to enable effective management to continue.

Copies of the proposed revised Tenancy Agreement and Garage Licence were sent to all Tenant and Resident Associations (TRA's) in December 2004

An Introductory Tenancy Scheme was agreed in principle by Cabinet in September 2004 and now needs to be implemented to ensure that officers have the full range of tools available to effectively deal with issues such as anti social behaviour and rent arrears during the first twelve months of a new tenancy. A copy of the report to Cabinet is attached (Appendix A).

After the scheme starts all **new tenants** will effectively be 'on probation' for the first year in their home. This will **not** apply to any existing tenant even if they transfer after the scheme has started.

These projects will entail a considerable amount of work and co-ordination and a small project team has been set up to oversee them. It will meet for the first time on 20 December 2004 to:

- 1 Agree a project plan.
- 2 Agree responsibilities.
- 3 Consider the draft revised tenancy agreement and garage licence.

The team consists of Housing Officers, a representative from Legal Services, one from the Communications Team, Councillors from each political group and resident representatives.

Copies of the revised document have been sent to each TRA and they will be consulted at each stage of the process. A copy of the draft project plan is attached to this report and any amendments will be reported verbally at the meeting on 6 January 2005. (Appendix B)

It is anticipated that each of these projects will be completed in early to mid May 2005

2.2 Options considered

Not applicable

2.3 Consultation

In addition to the consultation detailed above the introduction of the revised tenancy agreement and the revised garage licence will require statutory consultation with tenants under Section 105, Housing Act 1985. The consultation required under that section in relation to the Introductory Tenancy scheme was conducted in early 2004.

2.4 Financial Implications

The work detailed in the project plan will cost approximately £5,000 and can be contained within existing budgets.

2.5 Legal Implications

None have been identified at this stage but a representative of Legal Services will be a standing member of the project team

2.6 Equalities Impact

None

Section 3: Supporting Information/ Background Documents

Cabinet Report September 2004

Draft Project Plan

Existing Standard Tenancy Agreement and Garage Licence