

**Epping Forest District Council
Housing Service**

ANNUAL REPORT ON PERFORMANCE AGAINST HOUSING SERVICE STANDARDS 2014/15

Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
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We aim to....

GENERAL

(G1) Report on our performance against these Service Standards to your Tenants and Leaseholders Federation every year, and review the Standards in the light of performance	Director of Communities	Whether or not performance is reported	Yes	Yes	Yes	
(G2) Generally satisfy at least 80% of our tenants with the overall housing service provided	Director of Communities	Overall level of tenant satisfaction as surveyed through the national STAR survey	88%	88%	88%	The Satisfaction Survey is undertaken every three years – the next survey will be undertaken in 2015
(G3) Respond to your letters within 10 working days on routine matters, or acknowledge within 5 working days and then provide you with a full response within 28 days on more complex issues	Director of Communities	Not measured.	N/A	N/A	N/A	

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<p>(G4) Give you an opportunity to appeal within 3 months to a senior officer about any decision made about your housing that affects you, and then (for certain specified types of appeals)^(a) give you a further opportunity within a further 3 months to appeal to the Housing Appeals and Review Panel of district councillors ^(a)</p>	<p style="text-align: center;">Director of Communities</p>	<p>(a) Senior Officer appeals</p>	<p style="text-align: center;">2 appeals</p>	<p style="text-align: center;">135 appeals</p>	<p style="text-align: center;">4 appeals</p>	<p>The high number of appeals in 2013/14 was due to the excessive number of appeals from housing applicants removed from the Housing Register as a result of the new Housing Allocations Scheme introduced.</p>
		<p>(b) Panel appeals / reviews heard</p>	<p style="text-align: center;">6 appeals / reviews</p>	<p style="text-align: center;">7 appeals / reviews</p>	<p style="text-align: center;">7 appeals / reviews</p>	
<p>(G5) Give you an opportunity to complain about anything you are unhappy about, fully investigate your complaint, and inform you of the outcome of your complaint within the Council's published timescales.</p>	<p style="text-align: center;">Director of Communities</p>	<p>(a) No. of Step 2 complaints (to Asst. Directors) received</p>	<p style="text-align: center;">13 comps</p>	<p style="text-align: center;">19 comps</p>	<p style="text-align: center;">15 comps</p>	
		<p>(b) No. of Step 3 complaints (investigated by Complaints Officer)</p>	<p style="text-align: center;">11 comps</p>	<p style="text-align: center;">4 comps</p>	<p style="text-align: center;">5 comps</p>	
<p>(G6) <i>If you are unhappy about the way your complaint has been dealt with by housing officers, arrange to have your complaint heard by a panel of district councillors</i> <u>[Delete]</u></p>	<p style="text-align: center;">Director of Communities</p>	<p>No. of Step 4 complaints received</p>	<p style="text-align: center;">0 comps</p>	<p style="text-align: center;">0 comps</p>	<p style="text-align: center;">0 comps</p>	<p><i>The Council has now determined that there will no longer be a Step 4 and that Step 3 will be the last stage in internal complaints process</i></p>

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(G7) Deliver a copy of the Council's "Housing News" to your home (giving useful information about your housing) at least three times each year	PHO (Information/ Strategy)	No. of issues of Housing News produced	1 issue	2 issues	1 issue	Due to workload, only 1 issue of Housing News was sent to tenants. However, the next issue is in production.
HOMELESSNESS						
(H1) Give you an interview with a Homelessness Prevention Officer within 7 days of initial contact, or on the same day if an emergency	Asst. Housing Options Manager (Homelessness)	Not measured.	N/A	N/A	N/A	
(H2) If necessary, provide you with suitable temporary accommodation, whilst we investigate your homelessness application, until we provide you with a written decision	Asst. Housing Options Manager (Homelessness)	Total no. of applicants in temporary accommodation at end of year	52 apps	53 apps	114 apps	
(H3) If requested by you, review a homelessness decision that you are unhappy with (by either a senior officer or the Housing Appeals and Review Panel of district councillors) within 8 weeks ^(b)	Director of Communities	% Within target time (unless with the permission of the applicant to extend period)	100%	100%	100%	

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<p>(H4) Advise you of your right of appeal to the County Court within 21 days on a point of law if you are unhappy with the homelessness decision after it has been reviewed <i>(Statutory right and timescale)</i></p>	<p>Asst. Director of Communities (Operations)</p>	<p>% of applicants notified of their right</p>	<p>100%</p>	<p>100%</p>	<p>100%</p>	
<p>(H5) <i>Keep you in temporary accommodation for at least 3 months after providing you with our written decision, before making you an offer of suitable permanent accommodation.</i></p> <p><u>[Delete]</u></p>	<p>Asst. Housing Options Manager (Homelessness)</p>	<p>Average period in temporary accommodation</p>	<p>29.4 weeks</p>	<p>31.9 weeks</p>	<p>34.5 weeks</p>	<p><i>The latest Housing Allocations Scheme no longer requires applicants to wait 3 months before they are able to bid for properties; homeless applicants now receive “direct offers” of accommodation.</i></p>

HOUSING REGISTER AND ALLOCATIONS

<p>(HR1) Register your housing application or garage application, and advise you of the level of priority (band) given, within 10 working days of receipt of all the information we need from you and other people.</p>	<p>Asst. Housing Options Manager (Allocations)</p>	<p>(a) Average time to register</p>	<p>3-4 days</p>	<p>3-4 days</p>	<p>3-4 days</p>	
		<p>(b) No. of applications awaiting registration at end of year</p>	<p>0 apps</p>	<p>0 apps</p>	<p>0 apps</p>	

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(HR2) Notify you in writing of any change in your priority banding, within 7 days of the change being made	Asst. Housing Options Manager (Allocations)	Not measured	N/A	N/A	N/A	
(HR3) Write to you at least every year if you have not expressed any interest in vacant properties under the Home Options Scheme, and ask if you wish to remain on the Housing Register	Asst. Housing Options Manager (Allocations)	Not measured	N/A	N/A	N/A	
(HR4) Give you at least 5 calendar days notice between offering you a tenancy and the tenancy commencement date	Asst. Housing Options Manager (Allocations)	Not measured.	N/A	N/A	N/A	
(HR5) Unless you are a homeless applicant, allow you to choose the vacant Council or housing association home you would like to be offered (through our HomeOption Scheme), subject to the interest expressed by other applicants with higher priority	Asst. Housing Options Manager (Allocations)	Not measured	N/A	N/A	N/A	

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(HR6) If you are not a Council tenant already, offer you an Introductory Tenancy initially, followed by either a Secure Tenancy or a Flexible Tenancy automatically after 1 year, if you have not caused any anti-social behaviour, have had any significant rent arrears or broken any other Conditions of Tenancy.	Area Housing Managers	Not measured.	N/A	N/A	N/A	
(HR7) Give you a decision on your request for a mutual exchange within 5 working days of receiving an application from you and the other party/parties, with all the required information provided.	Asst. Housing Options Manager (Allocations)	Not measured.	N/A	N/A	N/A	
HOUSING MANAGEMENT						
(HM1) If you are a new tenant, visit you at home within 10 weeks of your tenancy commencing, to introduce you to your local housing officer and to discuss the main conditions of your tenancy and any queries you may have	Area Housing Managers	(a) No. of new tenant visits undertaken	170 Visits	190 visits	145 visits	
		(b) No. of visits undertaken within 10 weeks	143 visits	170 visits	122 visits	

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<p>(HM2) Provide you with the following options to pay your rent:</p> <ul style="list-style-type: none"> • At a Council Cash Office • At any post office • At any "PayPoint" access point • By direct debit / standing order • By credit card • By text • Through the internet • By telephone • By salary deduction 	Communities Support Manager	Not measured	N/A	N/A	N/A	
<p>(HM3) Give you a choice of <u>any date</u> four dates in the month to pay your rent by direct debit.</p>	Communities Support Manager	No. of direct debit payment dates available as at end of year	4 payment dates	4 payment dates	3 payment dates	<p><i>The revised wording reflects the fact that, from June 2015, tenants will not be restricted to a choice of just 4 direct debit dates, but will be able to choose any date in the month.</i></p>
<p>(HM4) Provide you with written confirmation of the balance on your rent account in April/May each year (unless your account is clear or only in credit or arrears by less than £4 £10)</p>	Area Housing Managers	Whether or not balance confirmations are sent out by end of May	Yes	Yes	Yes	<p><i>The £1 minimum amount has been in existence for many years now, and it is the view of officers that this minimum amount should now be increased to £10</i></p>

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(HM5) Provide you with a detailed statement of your rent account for the previous 12 months on request or automatically every three months if you are in arrears by more than £1	Area Housing Managers	Not measured	N/A	N/A	N/A	
(HM6) Make every effort to enter into an agreement with you to clear any rent arrears that you have through reasonable instalments, before we take any legal action to recover the arrears	Area Housing Managers	Not measured.	N/A	N/A	N/A	
(HM7) Make every effort to meet with you to discuss any rent arrears before any court hearing takes place	Area Housing Managers	(a) No. of visits to tenants' homes to discuss rent arrears	1,385 visits	637 visits	574 visits	
		(b) No. of office interviews held to discuss rent arrears	1,722 i/views	984 i/views	982 i/views	
(HM8) If you are an Introductory Tenant or a Demoted Tenant ^(c) , give you an opportunity to appeal to a senior officer against any proposed legal action within 2 weeks of you being advised of the proposed legal action.	Asst. Director (Housing Operations)	(a) No of reviews held for introductory tenants	0 reviews	2 reviews	4 reviews	
		(b) No. of reviews held for demoted tenants	0 reviews	0 reviews	0 reviews	

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(HM9) Remove abandoned vehicles from housing estates (after making enquiries of the DVLA on ownership and contacting the owner) within 5 weeks of receiving a complaint	Area Housing Managers	% of abandoned vehicles removed within 5 weeks of EFDC completing enquiries of the DVLA	100%	100%	100%	
(HM10) Remove clearly abandoned and potentially dangerous vehicles from housing estates within 5 working days of receiving a complaint	Area Housing Managers	Not measured	N/A	N/A	N/A	
(HM11) If you live in a flat with more than four flats in the block, clean the communal area weekly and re-charge you the cost to the Council.	Area Housing Managers	Not measured	N/A	N/A	N/A	
(HM12) Where we clean communal areas of blocks or flats, inspect the standard of cleaning at least twice a year	Area Housing Managers	Whether or not blocks of flats have been inspected at least twice a year	Yes	Yes	Yes	
(HM13) Undertake a formal inspection of your estate by a housing officer with a representative of any recognised tenant association covering your area and make a note of any required work at least once every year.	Area Housing Managers	No. of estate inspections undertaken	85 inspects	85 inspects	103 inspects	85 inspections = 100% of those due

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(HM14) Give you a decision on your request for permission to carry out improvements to your Council home (or former Council home) within 2 weeks of us receiving your request and all the required information.	Area Housing Managers	Not measured	N/A	N/A	N/A	
(HM15) When you vacate your Council home, inform you of your right to compensation for certain improvements you have undertaken within 7 days of you informing us of your vacation and give you a decision on your request for compensation to your Council home within 2 weeks of us receiving your application and all the required information.	Area Housing Managers	No. of compensation claims agreed	1 claim	4 claims	6 claims	
(HM16) If you are unable to succeed ^(d) to a tenancy because there has already been one succession, we will offer you a new tenancy of the property in which you are currently living or, if you are not a spouse and are under-occupying the property, the tenancy of another property.	Area Housing Managers	Not measured	N/A	N/A	N/A	

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(HM17) Comply with the Government's Respect Standard for Housing Management in dealing with anti-social behaviour on housing estates <i>[Delete]</i>	Area Housing Managers	Date of self-certification for compliance with the Standard	June 2007	June 2007	June 2007	<i>The Respect Standard long longer applies, so this Service Standard can be deleted</i>
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REPAIRS, MAINTENANCE & IMPROVEMENTS

(R1) Continue to ensure that your home meets the Government's Decent Home Standard	Housing Assets Manager	% of non- decent homes at the end of the financial year	0	0	0	
(R2) Attend all emergency repairs within 4 hours (including out of hours)	Housing Repairs Manager (Mears)	% emergency repairs completed within target time (Target – 99%)	99%	100%	100%	
(R3) Carry out all repairs within 7 working days	Housing Repairs Manager (Mears)	Average time to complete urgent repairs	6.5 days	7.8 days	6.2 days	

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(R4) Provide you with, and keep, an appointment to undertake repairs, within the Council's target times, at the time you report a repair – with a choice of three periods on any day, including a "School Times" option	Housing Repairs Manager (Mears)	% of all repairs, for which an appointment is made and kept (Target – 98%)	98.5%	98.1%	98.6%	
(R5) Remind you of your repairs appointment by text the day before, and give you an estimated time of arrival on the day of appointment	Housing Repairs Manager (Mears)	Not measured	N/A	N/A	N/A	
(R6) Satisfy at least 97% of tenants with the general standard of the repairs service we provide ^(e) .	Housing Repairs Manager (Mears)	% tenant satisfaction	100%	99%	100%	
(R7) If a repair needs to be inspected first, give you an appointment for a Housing Inspector to visit your home for a morning or afternoon within 10 working days of your request.	Housing Repairs Manager (Mears)	Not measured	N/A	N/A	N/A	
(R8) Arrange for Repairs Inspectors to randomly inspect the quality of work of a sample of repairs carried out by our Housing Repairs Service and contractors	Housing Repairs Manager (Mears)	Average number of properties visited per week to inspect repairs	9 props/ week	9 props/ week	9 props / week	

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<p>(R9) If you are dissatisfied with a repair, arrange for a Supervisor to telephone or visit you within 5 working days of you telling us of your dissatisfaction.</p>	<p>Housing Repairs Manager (Mears)</p>	(a) No. of repair requests completed	16,026 repairs	14,213 repairs	12,488 repairs	
		(b) No. of dissatisfied tenants	0 tenants	0 tenants	0 tenants	
		(c) No. of dissatisfied tenants considered justifiable	0 tenants	0 tenants	0 tenants	
		(d) No. of dissatisfied tenants considered due to minor problem	0 tenants	0 tenants	0 tenants	
		(f) No. of cases where dissatisfaction was considered to be not due to the Repairs Service	0 cases	0 cases	0 cases	
		(g) No. unable to gain access	0 tenants	0 tenants	0 tenants	

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(R10) If we do not complete certain specified repairs within specific timescales, arrange for another repairs contractor to carry out the repair within the same timescale on request ^(f) <i>(Statutory requirement)</i>	Housing Repairs Manager (Mears)	No. of tenants exercising their "Right to Repair"	0 tenants	0 tenants	0 tenants	
(R11) If a second contractor does not complete certain specified repairs within specific timescales, pay you compensation of £10 + £2 per day until the repair is carried out (upto a maximum of £50) ^(f) <i>(Statutory requirement/amounts)</i>	Housing Repairs Manager (Mears)	Amount of compensation paid	£ Nil	£ Nil	£ Nil	
(R12) Service all the gas appliances in your home (or undertake a safety check if you have installed the appliance yourself), and provide you with a copy of the associated safety certificate, once a year	Housing Assets Manager	% of properties where servicing not undertaken within 12 months (due to no access provided)	North – 0 %	North – 0 %	North – 0.06 %	
			South – 0.1%	South – 0 %	South – 0.18 %	
(R13) Arrange for a gas contractor to visit your home to attend to a gas appliance that is required as an emergency (e.g. a water/gas leak) within 2 hours	Housing Assets Manager	% attended within 2 hours	North – 100 %	North – 100 %	North – 100 %	
			South – 100 %	South – 100 %	South – 100 %	

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		% attended within 1 hour	North – 100 %	North – 100 %	North – 99.8 %	
			South – 100 %	South – 100 %	South – 99.6 %	
(R14) Arrange for a gas contractor to visit your home and carry out a non- emergency repair to your heating or hot water system (if no part is required):	Housing Assets Manager	% attended within 24 hours (or on the following Monday (if not an older person and reported over the weekend))	North – 100 %	North – 100 %	North – 100 %	
(a) Within 24 hours (if during the week, or if you are an older person); or (b) On the following Monday (if reported over the weekend and you are not an older person)			South – 100 %	South – 100 %	South – 100 %	
(R15) Arrange for a gas contractor to visit your home to repair a gas appliance within 5 working days (when a part is required)	Housing Assets Manager	% attended within 5 working days	North – 100 %	North – 100 %	North – 100 %	
			South – 100 %	South – 100 %	South – 100 %	

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(R16) If you are over 60 years of age and live in a 1 or 2 bed property, redecorate 1 room in your home, on request, every 5 years and within 13 weeks of your request	Housing Assets Manager	(a) No. of internal decorations completed	67 decs.	78 decs.	71 decs.	
		(b) Average time from request to completion	5.6 weeks	3.2 weeks	6.8 weeks	
		(c) No. of internal decorations outstanding at end of year, not completed within target timescale	0 decs.	0 decs.	0 decs.	

DISABLED ADAPTATIONS

(D1) Advise you in writing about whether or not you are eligible for specific adaptations to your Council home within one week of us receiving a request from the Occupational Therapy Service	Housing Assets Manager	(a) Minor adaptations	1.0 days	1.0 days	1.0 days	
		(b) Major adaptations	1.0 days	1.1 days	1.0 days	

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(D2) Carry out minor adaptations to your home within 4 weeks of receiving details of the required work from the Occupational Therapy service	Housing Assets Manager	(a) Average time from decision to completion of work	2.2 weeks	2.2 weeks	3.0 weeks	
		(b) No. of minor adaptations at end of the year not completed within the target time	3 adapts.	7 adapts.	0 adapts.	
(D3) Carry out non-minor adaptations to your Council home within 13 weeks of receiving details of the required work from the Occupational Therapy Service	Housing Assets Manager	(a) Average time from decision to completion of work	15.0 weeks	13.2 weeks	14.8 weeks	
		(b) No. of non-minor adaptations at end of the year not completed within the target time	8 adapts	24 adapts	7 adapts.	
SHELTERED HOUSING & CARELINE						
(S1) Test your Careline alarm in sheltered accommodation every 3 months and in non-sheltered accommodation every 6 months	Senior Scheme Manager	(a) % of tenants' alarms tested in sheltered schemes within 3 months of the previous test	97%	100%	94.7%	

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		(b) % of tenants' alarms tested in sheltered schemes within 6 months of the previous test	100%	100%	100%	
<p>(S2) Install:</p> <p>(a) 90% of urgent basic telecare packages within 2 working days and 100% within 5 working days; and</p> <p>(b) 100% of non-urgent telecare packages within 15 working days</p> <p><i>(Telecare Services Assn. Standards)</i></p>	<p>Housing Manager (Older Peoples Services)</p>	(a) % of urgent basic telecare packages installed within 2 w/days	94%	100%	92.3%	
		(b) % of urgent basic telecare packages installed within 5 w/days	100%	100%	96.9%	
		(c) Average time to install a telecare package	5.6 days	7.7 days	8.9 days	
		(d) % of non-urgent basic telecare packages installed within 15 working days	100%	96.9%	100%	
<p>(S3) Renew mains batteries in individual (dispersed) alarms every 5 years</p>	<p>Housing Manager (Older Peoples Services)</p>	Not measured	N/A	N/A	N/A	

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(S4) Treat all your alarm calls to Careline as potential emergencies, until proved otherwise	Housing Manager (Older Peoples Services)	Not measured	N/A	N/A	N/A	
(S5) Answer your alarm calls to Careline, on average, within 10 seconds	Housing Manager (Older Peoples Services)	Average time to respond to calls (including non urgent, routine calls from scheme managers and test calls)	5.5 seconds	5.6 seconds	6.0 Seconds	
(S6) Answer 97.5 % of all alarm calls to Careline within 60 seconds <i>(Telecare Services Association Standard)</i>	Housing Manager (Older Peoples Services)	% of calls answered within 30 seconds	99.8%	99.7%	99.7 %	
(S7) Liaise with other agencies and nominated contacts to ensure the wellbeing of our Careline customers	Housing Manager (Older Peoples Services)	Not measured	N/A	N/A	N/A	
(S8) Record and monitor all alarm calls to Careline, to help train our staff and look at how we can improve our service	Housing Manager (Older Peoples Services)	Whether all calls have been recorded and monitored	Yes	Yes	Yes	

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(S9) Repair: (a) 90% of critical faults to telecare equipment within 2 working days, and 100% within 4 working days (b) Repair 100% of non-urgent faults to telecare equipment within 15 working days <i>(Telecare Services Association Standards)</i>	Housing Manager (Older Peoples Services)	(a) No. of critical repairs completed within 2 days	95.2%	95%	95.5%	
		(b) No. of critical repairs undertaken in 4 days	81%	76.3%	85.6%	
		(c) No. of non-critical repairs undertaken within 15 working days	100%	100%	98.5%	
(S10) Visit you annually to test the back-up batteries in your Careline alarm and to review your personal details held on our records	Housing Manager (Older Peoples Services)	% of visits undertaken	100%	100%	100%	
(S11) Record, maintain and update your Careline records in a confidential and secure manner	Housing Manager (Older Peoples Services)	Not measured	N/A	N/A	N/A	
(S12) Train all our Careline staff to a high standard	Housing Manager (Older Peoples Services)	Not measured	N/A	N/A	N/A	

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(S13) If you live in sheltered accommodation, ensure that your Scheme Manager gives you a home visit (or accounts for you) every day (Monday to Friday – subject to holidays and sickness)	Housing Manager (Older Peoples Services)	Not measured (but monthly records from Scheme Managers are required and checked)	N/A	N/A	N/A	
(S14) If you live in sheltered accommodation and your Scheme Manager is on holiday or sick, arrange for another Scheme Manager to visit you 3 times a week	Housing Manager (Older Peoples Services)	Whether 3 visits per week have been arranged for absent scheme managers	Yes	Yes	Yes	
(S15) If you do not live in sheltered accommodation, but are visited by a Scheme Manager, ensure that you receive a visit every week, fortnight or month, as appropriate (as determined by a risk assessment)	Housing Manager (Older Peoples Services)	Average no. of visits per week	182 visits	118 visits	140 visits	The no. of visits has increased in 2014/15 due to more people receiving weekly visits
(S16) If you live in sheltered or non-sheltered accommodation for older people and have high support needs, provide you with a Tenant Support Plan – explaining the type and level of support that we will give you - and review the Tenant Support Plan every 12 months (or sooner if requested by you)	Housing Manager (Older Peoples Services)	No. of Residents provided with a support plan	104 residents	135 residents	164 residents	

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(S17) Carry out fire drills at sheltered accommodation every six months	Housing Manager (Older Peoples Services)	% of required fire drills undertaken every six months	100%	100%	100%	
HOUSE SALES						
(HS1) Confirm whether or not you are eligible for the Right to Buy within 2 weeks of receiving a properly completed application <i>(Statutory requirement, but the statutory timescale is 4 weeks)</i>	Principal Housing Officer (Sales/Leases)	(a) Average periods	F/Hold – 18 days	F/hold 13 days	F/hold – 22 days	Although the Housing Service Standards have not been met for the last 3 years (due to increasing workloads as a result of increased RTB applications) legislative time limits are generally met.
		(b) % within statutory timescale (4 weeks)	L/Hold – 21 days	L/hold 16 days	L/hold 21 days	
			F/Hold – 100%	F/hold 100%	F/hold – 100%	
			L/Hold – 100%	L/hold 100%	L/hold – 100%	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
<p>(HS2) Advise you of the valuation, discount and purchase price for the property you wish to purchase within 8 weeks of us confirming the Right to Buy if your property is a house or bungalow or 12 weeks if your property is a flat or maisonette</p> <p><i>(Statutory requirement/timescales)</i></p>	Principal Housing Officer (Sales/Leases)	(a) Average time to provide information	F/Hold – 7.4 weeks L/Hold – 10.4 weeks	F/hold – 5.6 weeks L/hold – 7.7 weeks	F/hold – 4.8 weeks L/hold – 8.7 weeks	
		(b) % within statutory timescale	F/Hold – 71.8% L/Hold – 91.7%	F/hold – 95.9% L/hold – 100%	F/hold – 94.38% L/hold – 92.8%	
<p>(HS3) Give you an opportunity to appeal against our valuation of your home, and to obtain an independent valuation (free of charge) from the District Valuer, within 3 months of you receiving our valuation</p> <p><i>(Statutory requirement/timescale)</i></p>	Principal Housing Officer (Sales/Leases)	No of appeals to DV	3 appeals	9 appeals	5 appeals	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
<p>(HS4) Complete the purchase of your property within 10 weeks 25 weeks of you confirming that you wish to proceed, provided that you and your solicitor deal with all required matters promptly</p>	<p>Principal Housing Officer (Sales/Leases)</p>	<p>Average time taken to complete a purchase</p>	<p>25.4 weeks – (46 sales)</p>	<p>25.5 weeks (53 sales)</p>	<p>23 weeks (13 sales)</p>	<p><i>As can be seen, the Standard has not been met for the last 3 years. To a large extent, completions are outside the control of the Council and dependent on the applicants and their solicitors progressing sales in good time. To ensure the Standard is realistic, it is suggested that the period be increased to 25 weeks</i></p>
<p>(HS5) If you do not proceed with your purchase, give you two formal notices of 8 weeks each before cancelling your Right to Buy application</p> <p><i>(Statutory requirement/timescale)</i></p>	<p>Principal Housing Officer (Sales/Leases)</p>	<p>Not measured</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
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LEASEHOLD SERVICES

(L1) Provide you with a detailed breakdown of your <u>estimated</u> annual service charge at least 4 weeks before the beginning of the financial year	Principal Housing Officer (Sales/Leases)	No. of weeks before the beginning of the reference year when all estimated service charge accounts were issued for the reference year	4 Weeks	4 weeks	4 weeks	
(L2) Provide you with a detailed breakdown of your <u>actual</u> annual service charge within 6 months after the end of the financial year	Principal Housing Officer (Sales/Leases)	No. of months after the end of the reference year when all actual service charge accounts were issued for the reference year	5.5 months	5.5 months	5.5 months	
(L3) If you fall into arrears with your actual service charge, give you an appropriate amount of time to clear the arrear in accordance with the Council's Sundry Income and Dept Policy ⁽⁹⁾	Principal Housing Officer (Sales/Leases)	Not measured	N/A	N/A	N/A	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
<p>(L4) Consult you on proposed major repairs and improvements (over £250) and give you the opportunity to nominate a contractor to provide a tender for the work at least 30 days before seeking tenders</p> <p><i>(Statutory requirement and timescale)</i></p>	Principal Housing Officer (Sales/Leases)	Not measured	N/A	N/A	N/A	
<p>(L5) Consult you on the estimated cost of major repairs and improvements and advise you of the selected contractor before commencing the work, and give you at least 30 days to provide any comments you may have, which we will take into account</p> <p><i>(Statutory requirement and timescale)</i></p>	Principal Housing Officer (Sales/Leases)	Not measured	N/A	N/A	N/A	
<p>(L6) Provide you, on request, with a copy of your current service charge account and other relevant information (perhaps if you wish to sell on the leasehold), for a fee, within 2 weeks of your request</p>	Principal Housing Officer (Sales/Leases)	Not measured	N/A	N/A	N/A	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
(L7) Support a District-wide Leaseholders Association and ensure that it meets at least three times each year	Tenant Participation Officer	No. of meetings held	1 meeting	3 meetings	3 meetings	
PRIVATE SECTOR HOUSING						
(PS1) Visit 95% of applicants for our (CARE) Service within 3 weeks of the initial enquiry	Private Housing Manager (CARE & Grants)	% of visits undertaken within 3 weeks	100%	100%	100 %	
(PS2) Undertake jobs through our Handyperson Service within 2 weeks of request	Private Housing Manager (CARE & Grants)	Average time for jobs to be completed	3.0 Weeks	3.0 weeks	3.0 weeks	
(PS3) Generally satisfy at least 95% of our customers for both CARE's core service and Handyperson Service	Private Housing Manager (CARE & Grants)	% satisfied with CARE's core service and the H/person Service	100%	100%	100%	
(PS4) Respond to applicants for Disabled Facilities Grants (DFGs) within 10 working days of receiving a referral from an occupational therapist (OT)	Private Housing Manager (CARE & Grants)	Average time to respond to referrals	10 working days	10 working days	10 working days	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
(PS5) Issue a decision on a formal application for a DFG within 5 working days of receipt	Private Housing Manager (CARE & Grants)	Average time to issue a decision	10 working days	4 working days	4 working days	
(PS6) Respond to applicants for other types of financial assistance for private occupiers within 5 working days of receiving a request	Private Housing Manager (CARE & Grants)	Average time to respond to requests	5 working days	5 working days	5 working days	
(PS7) Issue a decision on a formal application for other types of financial assistance for private occupiers within 5 working days of receipt	Private Housing Manager (CARE & Grants)	Average time to issue a decision	9.7 working days	5 working days	5 working days	The high increase in mandatory DFG applications impacted upon the timely administration of financial assistance. Staff resources were redirected periodically throughout the year to process the upturn in mandatory applications.
(PS8) Respond to requests for assistance from private tenants allegedly being harassed by landlords within 24 hours	Private Housing Manager (Technical)	% of responses within 24 hours	100%	100%	100%	
(PS9) Respond to initial enquiries for other private sector housing services (e.g nuisance, filthy / verminous properties, mobile homes, HMOs) within 5 working days	Private Housing Manager (Technical)	% of responses within 5 working days	100%	100%	100%	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
(PS10) Issue licences for houses in multiple occupation (HMOs) within 6 months of receiving a properly completed application	Private Housing Manager (Technical)	% of licences issued within 6 months	100%	100%	100%	
TENANT PARTICIPATION						
(TP1) Consult you on any significant matters relating to your tenancy and take your views into account when making decisions	PHO (Information/ Strategy)	No. of major consultations undertaken, that affect all tenants	0 consults	2 consults	1 consult	
(TP2) Consult you on major issues that affect your estate (such as improvement schemes) and offer individual choices where appropriate.	PHO (Information/ Strategy)	Not measured	N/A	N/A	N/A	
(TP3) Agree our approach to tenant involvement with the Tenants and Leaseholders Federation and maintain a written Tenant Participation Agreement which we review every 3 years.	Tenant Participation Officer	Whether or not the Agreement was reviewed	Yes	Not required	Yes	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
(TP4) Invite 2 representatives of all the recognised tenants associations in the District to become members of the Epping Forest Tenants and Leaseholders Federation, which will have a written constitution explaining how it will operate.	Tenant Participation Officer	Whether or not 2 representatives from recognised tenants associations have been invited	Yes	Yes	Yes	
(TP5) Consult the Tenants and Leaseholders Federation on proposed new, or changed, housing plans, strategies and policies, and take their views into account before making decisions.	Director of Communities	Not measured	N/A	N/A	N/A	
(TP6) Look for opportunities to form new tenants associations, and support these groups by providing practical or financial support.	Tenant Participation Officer	Not measured	N/A	N/A	N/A	
(TP7) Provide start-up funding of £100 to any recognised steering group wishing to form a recognised tenants association, and a further grant of £200 when formally recognised.	Tenant Participation Officer	(a) No. of new groups provided with start-up funding	0 groups	1 group	0 groups	
		(b) No. of new groups provided with further grant	0 groups	1 group	0 groups	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
(TP8) Make premises available for meetings of tenants groups or meet any reasonable costs of hall bookings.	Tenant Participation Officer	Not measured	N/A	N/A	N/A	
(TP9) Consider the training requirements of tenants and leaseholders who are members of the Federation or other tenants associations, and assist in arranging suitable training.	Tenant Participation Officer	Not measured	2 Training sessions held	N/A	N/A	
(TP10) Provide a variety of ways to involve residents, for those that prefer not to attend meetings, including surveys, panels and public events.	Tenant Participation Officer	Not measured	N/A	N/A	N/A	
(TP11) Review the success of the Council's Tenant Participation Strategy through consultation with the Federation and by conducting a survey once every three years.	PHO (Information/ Strategy)	% of tenants that feel that the landlord listens to their views and acts upon them as recorded by the bi-annual Tenant Satisfaction Survey	Not required this year	Not required this year	61%	

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
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Notes:

(a) The Housing Appeals and Review Panel will consider appeals on the following issues:

- (1) All homelessness reviews, with the exception of the following types of reviews that are already only undertaken by officers;
 - (i) whether or not single applicants are “homeless” or have a “priority need”;
 - (ii) whether or not an allocation of either temporary or permanent accommodation is suitable for the applicant and his/her family; and
 - (iii) whether or not a homeless applicant should be referred to another local authority, due to their local connection with that local authority;
- (2) Housing succession cases, where the successor is under-occupying Council accommodation, and has been required to transfer to smaller accommodation;
- (3) Non-provision of discretionary home improvement grants;
- (4) Refusal of requests for disabled adaptations to Council properties requested by the tenant;
- (5) Refusal to sell Council owned-land under 50 square metres to occupiers for garden use;
- (6) Refusal of requests from housing applicants for “priority moves” (i.e. those very urgent and rare cases, dealt with outside of the usual Allocations Scheme); and
- (7) Disagreements with tenants and former tenants on the level or liability for current or former rent arrears;

(b) Decisions relating to the priority need of single people, suitability of accommodation and referrals to other councils are considered by a senior officer. All other reviews of homelessness decisions are considered by the Housing Appeals and Review Panel of district councillors.

(c) A demoted tenant is someone who held a secure tenancy but whose secure tenancy rights have been taken away by a court and has therefore become a (demoted) tenant - who is allowed to live at the property but with limited rights.

(d) Succession takes place when, in specified circumstances, someone legally takes over the tenancy from their spouse or another family member, following the previous tenant’s death. In law, there can only be one succession. A person (spouse or family member) who would otherwise be a successor tenant, but cannot in law because there has already been one succession, will be offered a new tenancy of either the property they are living in or another one, depending on whether or not they under-occupy the property.

(e) Measured through the Council’s ongoing repairs satisfaction survey from satisfaction forms provided to tenants for all repairs requested.

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Service Standard	Officer Responsible	Performance Measure	2014/15	2013/14	2012/13	Comments
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(f) Under the Right to Repair legislation, defined repairs must be undertaken within either 1, 3 or 7 days as specified by the legislation.

(g) Under the Council's Sundry Income and Debt Policy, people are given the following time periods to repay the following levels of debts:

Debts below £500 Upto 3 months
Debts below £1,500 Upto 6 months

Debts below £2,500 Upto 9 months
Debts above £2,500 Upto 12 months

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