

## Decision by Portfolio Holder



Epping Forest  
District Council

**Report reference: HSG-004-2018/19**

**Date of report: 17 July 2018**

**Portfolio:** Housing – Councillor Syd Stavrou  
**Author:** Roger Wilson (Ext) 4419 Democratic Services: J Leither  
**Subject:** Delegated Authority to Renew Leases with NACRO  
**Decision:**

(1) That the Housing Portfolio Holder notes that;

- (a) Delegated authority was granted in February 2016 to the Director of Communities to renew leases (and any subsequent leases) on expiry for a further 5 years on the 12 properties currently leased to NACRO Community Enterprises Limited;
- (b) NACRO an affiliated company of NACRO Community Enterprises Limited are now responsible for providing support to vulnerable younger homeless applicants housed by the Council in the District;

(2) That when the leases between the Council and NACRO expire on the 12 properties on the dates set out at Appendix 1 they are renewed for a term of up to a maximum of 5 years; and

(3) That delegated authority be granted to the Service Director Housing and Property Development to renew the leases again in the future on the 12 properties to NACRO for a term of up to a maximum of 5 years on expiry provided there is a need to accommodate vulnerable younger homeless applicants.

**ADVISORY NOTICE:**

*A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest.  
A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.*

I have read and approve/~~do not approve~~ (delete as appropriate) the above decision:

Comments/further action required: None

Signed: Cllr S-A Stavrou

Date: 20<sup>th</sup> July 2018

*Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:*

None

*Dispensation granted by Standards Committee:*  
Yes/No or n/a

N/A

**Office use only:**

Call-in period begins: 23<sup>rd</sup> July 2018

Expiry of Call-in period: 27<sup>th</sup> July 2018

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**Reason for decision:**

In order to authorise the Director of Communities to renew the leases between the Council and NACRO on the 12 properties on the dates set out at Appendix 1 when they expire for a term of up to a maximum of 5 years and to authorise the Service Director Housing and Property Development to renew the leases in the future on expiry in the same way provided there is a need to accommodate vulnerable younger homeless applicants.

**Options considered and rejected:**

Not to authorise the Director of Communities to renew the leases between the Council and NACRO on the 12 properties on the dates set out at Appendix 1 when they expire for a term of up to a maximum of 5 years and to authorise the Service Director Housing and Property Development to renew the leases in the future on expiry in the same way.

**Background Report:**

1. The Single Accommodation for Epping Forest (SAFE) Project was set up in 1993 with funding from the former Housing Corporation, the Council and the Probation Service. SAFE is managed by NACRO Community Enterprises Limited, a registered Housing Association and charity, which offers supported accommodation to vulnerable single people across the District in order to help resolve their housing difficulties and prevent them becoming homeless. This work is now undertaken by an affiliated company NACRO.

2. The Council had entered into leases with NACRO Community Enterprises to provide 12 of the Council's properties for the SAFE Project and when NACRO took over management of the Project, new leases were granted to NACRO on the expiry of the then current leases to NACRO Community Enterprises Limited. The table attached at Appendix 1 sets out the location of the properties, the property type, available bed spaces and the end date of the current leases. As can be seen, the properties provide 16 bed spaces with the accommodation either shared or self-contained. NACRO pays the Council full rent on each of the Council properties, with the Council being responsible for repairs and maintenance in the usual way. The Project is essential in preventing homelessness for young people and reduces the numbers of rough sleepers in the District and avoids those admitted to the Project being potentially placed by the Council in costly bed and breakfast accommodation.

3. On 2 February 2016, the Housing Portfolio Holder authorised the Director of Communities be to renew leases (and any subsequent leases) on expiry for a further 5 years on the 12 properties currently leased to NACRO Community Enterprises, provided there is a continuing need to accommodate vulnerable younger homeless applicants.

4. NACRO is responsible for providing support to vulnerable younger homeless applicants housed by the Council in the District. It is therefore recommended that when the leases between the Council and NACRO expire on the 12 properties on the dates set out at Appendix 1 they are renewed for a term of up to a maximum of 5 years and that delegated authority be granted to the Service Director Housing and Property Development to renew the leases on the 12 properties to NACRO for a term of up to a maximum of 5 years on expiry provided there is a need to accommodate vulnerable younger homeless applicants.

**Resource Implications:**

Leasing of 12 Council properties to NACRO in order to accommodate vulnerable young homeless applicants

**Legal and Governance Implications:**

Housing Act 1985; Homelessness Act 1996 as amended

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**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

Current leases

**Risk Management:**

If the properties are not used to accommodate vulnerable young homeless applicants, it could result in providing costly bed and breakfast accommodation.

**Equality Analysis**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading. The equality information is provided in Appendix 2 to the report.

**Key Decision Reference (Y/N):**

No

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**APPENDIX 1****Properties Leased to NACRO Community Enterprises.**

<b>Property Address</b>	<b>Property Type</b>	<b>No. of Bed-spaces</b>	<b>Lease Expiry Date</b>
6 Ladyfields, Loughton	3 bedroom House	3	July 2018
36 Sunnyside Road, Epping	3 bedroom House	3	July 2018
1 Westall Road, Loughton	Studio Bungalow	1	July 2018
5 Guys Retreat, Buckhurst Hill	Studio Flat	1	July 2018
186 Willingale Road, Loughton	Studio Bungalow	1	July 2018
76 Albert Road, Buckhurst Hill	Studio Flat	1	July 2018
78 Albert Road, Buckhurst Hill	Studio Flat	1	July 2018
39 Audley Gardens, Loughton	Studio Bungalow	1	July 2018
82 Chequers Road, Loughton	Studio Bungalow	1	September 2019
34 Bushfields, Loughton	Studio Bungalow	1	October 2019
1 Mowbrey Gardens, Loughton	Studio Bungalow	1	June 2021
12 Broadgate, Waltham Abbey	Studio Bungalow	1	June 2021
<b>Total Bed Spaces</b>		<b>16</b>	

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## APPENDIX 2

### Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, i.e. have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. **All Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA.** An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
  - Factsheet 1: Equality Profile of the Epping Forest District
  - Factsheet 2: Sources of information about equality protected characteristics
  - Factsheet 3: Glossary of equality related terms
  - Factsheet 4: Common misunderstandings about the Equality Duty
  - Factsheet 5: Frequently asked questions
  - Factsheet 6: Reporting equality analysis to a committee or other decision making body

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## Section 1: Identifying details

Your function, service area and team: Homelessness

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Delegated Authority to Renew Leases with NACRO

Officer completing the EqIA: Roger Wilson Tel: Extension 4419 Email: [rwilson@eppingforestdc.gov.uk](mailto:rwilson@eppingforestdc.gov.uk)

Date of completing the assessment: 29 June 2018

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>No</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): What outcome(s) are you hoping to achieve (i.e. decommissioning or commissioning a service)?</p> <p>Granting again delegated authority to the Director of Communities to renew leases following the name change of the organisation providing the service</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users – No</li><li>• employees - No</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities – No</li></ul> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>Supports the work of the Homelessness function as set out under the Council's Homelessness Strategy</p>

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## Section 3: Evidence/data about the user population and consultation<sup>1</sup>

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

<b>3.1</b>	<b>What does the information tell you about those groups identified?</b>  The leasing of 14 properties to NACRO Community Enterprises will enable support to be provided to 16 vulnerable single homeless applicants. This will greatly assist this group of people and avoid them either sleeping rough or being placed in costly bed and breakfast accommodation. No discrimination issues have been identified as a result of the report.
<b>3.2</b>	<b>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</b>  Not necessary as the report does not concern any change in service arrangements.
<b>3.3</b>	<b>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</b>  Not necessary as the report does not concern any change in service arrangements.

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## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Support provided to mainly young single applicants who are threatened with homelessness	L
Disability	No impact	L
Gender	No impact	L
Gender reassignment	No impact	L
Marriage/civil partnership	No impact	L
Pregnancy/maternity	No impact	L
Race	No impact	L
Religion/belief	No impact	L
Sexual orientation	No impact	L

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.



**Section 6: Action plan to address and monitor adverse impacts**

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	None	N/A

**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately. (A typed signature is sufficient.)**

Signature of Director of Communities Alan Hall	Date: 2 July 2018
Signature of person completing the EqIA: Roger Wilson	Date: 29 June 2018

**Advice**

Keep your Director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, egg after a consultation has been undertaken.