The City of Edinburgh Council

Scheme of Assistance Statement

August 2016



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Scheme of Assistance

1. Summary and overview

This Statement sets out how the Council can help homeowners improve the quality of private housing in Edinburgh through its Scheme of Assistance, which focuses on providing information, advice and practical support.

The Scheme of Assistance is designed to promote greater responsibility among homeowners for the repair and maintenance of their homes. The Statement sets out a range of ways the Council will help homeowners achieve this.

There are two key elements to the Scheme of Assistance:

- Advice, information and practical support the Council will provide a range of general advice and information on home repairs, improvements and management to any homeowner in the city.
- **Financial Assistance** the Council will make financial assistance available to people with disabilities who require adaptations to their homes, subject to agreed eligibility criteria.

1.1 Background

The Housing (Scotland) Act 2006 gives local authorities powers to provide a wide range of advice, information, practical and financial assistance to homeowners.

Most homeowners are able to meet the costs of homeownership themselves and keep their homes in a reasonable state of repair.

However, there are a number of long term challenges facing homeowners and the Council in relation to the quality and management of housing in the private market. These include:

- Establishing better management arrangements for common repairs and maintenance in traditional tenements and mixed tenure housing.
- Ensuring homes are warm, energy efficient, accessible and adaptable.

1.2 Owner-Occupation in Edinburgh

In Edinburgh, 56% of homes are owner-occupied, 29% are privately rented and 13% are socially rented (2% other). A total of 68% of the city's homes are in flats, meaning that a high proportion of owners live in flats with common and shared obligations for repairs and maintenance. Edinburgh also has a large proportion of tenements and older homes, with 50% of homes being built before 1945.

Over half of the original Council housing stock has been sold through the right to buy. Most blocks of flats built by the Council are now in shared ownership between the Council, homeowners and private landlords. Homeowners and private landlords are either the sole owners or make up the majority in around one in three blocks.

Investment in private homes by their owners can therefore have the most significant impact on improving the city's housing stock.

1.3 Aims

The Scheme of Assistance supports the Council's Capital Coalition Pledges, Council Strategic Themes and Priorities and Single Outcome Agreement Priorities:

- Pledge 8 Make sure the city's people are well-housed, including encouraging developers to build residential communities, starting with brownfield sites.
- Pledge 10 Set up a task force to investigate ways to bring empty homes into use.
- Council Priority 4 Safe and empowered communities.
- Council Priority 10 A range of quality housing options.
- Council Priority 12 A built environment to match our ambition
- Single Outcome Agreement, Outcome 2 Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health.
- Single Outcome Agreement, Outcome 4 Edinburgh's communities are safer and have improved physical and social fabric.

It supports the policy objectives of the City Housing Strategy to maximise the use of existing housing, improve energy efficiency and reduce carbon emissions, improve access to and quality of private rented sector homes and help people stay in their own homes for longer.

1.4 Principles of the Scheme of Assistance

- (1) Homeowners have responsibility for ensuring their homes are properly maintained.
- (2) The role of the Council should be to provide help, advice and assistance to encourage homeowners to maintain and improve their homes over time.
- (3) Reacting to emergencies is more costly, so the Council wants to encourage a planned approach to maintenance among homeowners.
- (4) Council services support those owners who wish to take responsibility for maintaining and improving their properties and focus on households in identified priority groups with low incomes.
- (5) Council services will support homeowners participating in common repairs and improvements and encourages homeowners to set up co-operative owners associations to oversee management and maintenance of shared or common areas.
- (6) The Council's policy is to encourage owners to use savings or extend their mortgage or take out a commercially available loan, where it is prudent to do so to preserve their property.

(7) Owners should always seek financial advice before agreeing to any loan. The Council cannot provide any financial advice, but can give details for the Credit Union and sources of advice.

2. Edinburgh Shared Repairs Service (ESRS)

2.1 Overview of the service

Owning your home means you are responsible for keeping it well-maintained. Where your home is part of a building like a tenement, together with other owners, you are also responsible for the upkeep of areas or facilities you share. Organising a shared repair from start to finish can sometimes seem complicated, particularly where a number of owners are involved.

2.2 Advice and Support provided by the Council

The <u>Edinburgh Shared Repairs Service</u> provides guidance to help you manage the maintenance of shared areas. The service offers practical, straightforward advice to help you take a planned approach to your repairs, on everything from inspecting your building to finding a contractor and arranging payment. We can also direct you to other support services such as property factoring or mediation.

Advice is available through our website, on the phone and in person on:

- How to check your building for repairs that may be needed.
- How to check your title deeds.
- How to organise a stair meeting with co-owners.
- How to set up an owners' association or appoint a factor.
- How to trace property owners in order to agree shared repairs.
- How to choose a contractor.
- How to pay for repairs.
- How to claim payment for repairs where there are Council properties.
- How to pay for non-engaging owners' shares for repairs.
- How to use the Tenement Management Scheme and Tenements (Scotland)
 Act when arranging shared repairs.

2.3 Our Emergency Service

The ESRS operates around the clock response for emergency repairs where there is a risk to public safety or public health. This could include falling slates, stones, the risk of a building collapsing or a blocked sewage system. You can report unsafe buildings to this service.

We may use our legal powers as a last resort to serve an emergency notice, carry out the repair and divide the cost between owners. We also make safe potentially dangerous defects in non-residential buildings and other structures. If the repairs are not considered an emergency, you can access support and advice through ESRS as described in section 2.2.

If your emergency relates to high pressure water ingress and flooding you should take all necessary steps to contact the person responsible for the leak. If this does not resolve the leak, the Council's Environmental Health Team may be able to turn off the water supply or force entry if there is a risk of serious damage to the building or an imminent health and safety risk to occupiers.

2.4 ESRS Charter

Through our charter we guarantee:

- We will offer a free information and advice service with helpful and knowledgeable staff.
- Our information will be easy to understand, available in a number of formats and we will translate our material on request.
- Electronic leaflets or guides will be sent to you within five working days of your request.
- If you need a face-to-face meeting, we will offer you an appointment within five working days of your request.
- We will attend an emergency within two hours of your call.
- You will always deal with a named officer.

2.5 Paying for Shared Repairs

As an owner you are responsible for paying your share of any work carried out by the ESRS. In some cases, you may be able to claim from your household insurance.

Advice is available from the Council, the <u>Money Advice Service</u> and the <u>Advice</u> Shop about:

- Using savings and/or insurance.
- Setting up a maintenance fund.
- Extending your mortgage.
- Taking out a fixed term loan.
- Paying for works in stages.

3. Factoring

3.1 Finding a factor

Information is available from the Council to help owners to <u>find and appoint a factor</u>. All property factors must be registered in the <u>Scottish property factors register</u>. Make sure that any factor you are thinking about appointing appears on the register. It is an offence to operate as a property factor in Scotland without being registered.

Factors must be deemed "fit and proper" to act as a factor. Property factors must provide Scottish Ministers with a list of properties or land for which they act as property factors.

The <u>Property Managers Association Scotland Limited</u> website has a list of property factors. You can also use the Yellow Pages or personal recommendation to help find a factor.

3.2 Responsibilities of the factor

Under the <u>Code of Conduct</u> property factors must give homeowners a 'written statement of services'. The factoring arrangements should comply with what is set out in the title deeds. However, if all owners agree, a local arrangement can be set up, with the factors doing more or less than the title deeds stipulate.

This written statement of services must provide:

- The basis on which they are acting on behalf of all the homeowners in the building.
- The main services that they will provide.
- Any services that may be required in addition to the main services provided.
- How much their services cost (including how they will be split between homeowners), how often homeowners will be billed and how payments will be collected, how service will be affected if some homeowners do not pay their shares.
- Their complaints handling procedure.
- Timescales for responses to requests.
- The declaration of any financial or other interest in the building being managed.
- How to bring the property factoring agreement to an end.
- A clearly written down debt collection procedure (your factor must not be intimidating or abusive when recovering money).

3.3 Complaints about your factor

The <u>Code of Conduct</u> requires property factors to have a complaints procedure in place and provides for a dispute resolution service for property factors and homeowners if complaints are not resolved. Your factor should provide you with a copy of their complaints procedure and give you details on how to take your complaint to the <u>Homeowner Housing Panel</u> if necessary.

If you want to make a complaint about your property factor:

- Write to your property factor explain why you are complaining. For example, they haven't carried out their factoring duties correctly, or they haven't complied with the Code of Conduct for Property Factors.
- If your property factor refuses to resolve your complaint, or delays unreasonably in resolving your complaint, you can then take your complaint to the <u>Homeowner</u> Housing Panel.

If it is found that that the property factor has failed to comply with the code or failed to carry out their duties, then a Property Factor Enforcement Order must be made. This requires the property factor to take action to resolve the complaint. Failure to comply with such a Property Factor Enforcement Order is a criminal offence.

Further <u>information on property factors</u> is available from the Council. Advice and assistance to help you manage your factoring service is available from the <u>ESRS</u>.

4. Energy advice and assistance

4.1 Sign posting to independent advice on Scottish Government and other grants

The Council is a partner in the <u>Home Energy Scotland</u> hotline for South East Scotland. Home Energy Scotland provides advice on energy efficiency improvement measures to owners, tenants and landlords of all types of homes.

Information is available on the <u>Council website</u> about the grant assistance available from Scottish Government and other sources. The <u>Greener Scotland</u> website provides up to date advice on the subsidies and loans available, including:

- Warmworks Scotland which launched in September 2015
- Energy Companies Obligation (ECO).
- Home Energy Efficiency Programmes for Scotland (HEEPS: ABS).
- HEEPS loans.

4.2 Energy advice for vulnerable households

The Council commissions a service to provide advice through home visits to a small number of vulnerable households. This is provided by EHAP and is generally for

assistance with issues around fuel poverty and bill / tariff disputes with energy companies.

4.3 Insulation scheme

The Council also accesses funding through the Scottish Government Home Energy Efficiency Programmes Scotland: Area Based Schemes (<u>HEEPS:ABS</u>) to provide an insulation scheme for private owners. This is usually directed at specific target areas where these measures are needed, depending on the property type and the fuel poverty profile. It is marketed and managed by our partner Changeworks.

5. Energy Efficiency Standard for Social Housing (EESSH) and other common improvements

5.1 EESSH and Council-led improvements

In mixed tenure areas where the Council is upgrading its own homes, the Council will seek to maximise the funding available through the Energy Companies Obligation (ECO) and HEEPS. This includes owners in mixed tenure areas where EESSH works are being carried out and owners may be required to contribute to their share of the works.

5.2 Gas Infill Loans

Organisations and individuals can apply for funding to connect groups of owner occupied homes to the grid. The <u>Energy Saving Trust Scotland</u> gives more information on how this funding can be used to:

- Connect homes within the gas grid but not currently connected to it.
- Extend the gas grid to include homes sufficiently close to the grid to be connected at a reasonable cost.

If your home is not connected to the mains gas supply network, you may be eligible for a grant under the Help to Heat scheme. There is more information on the Scotia Gas Networks website at www.sgn.co.uk.

6. Private Rented Services

The Council provides general advice for landlords on how to effectively operate their business including how to comply with the law affecting their let.

6.1 Landlord Registration

Most private sector landlords need to register themselves with the Council as part of the <u>National Landlord Registration</u> scheme.

6.2 Licensing for Houses in Multiple Occupation (HMO)

<u>HMOs</u>, where three or more unrelated people live in a property, are required to meet additional safety standards and obtain a licence from the Council. The Council carries out property inspections on those properties that require an HMO licence.

The Council provides information on <u>applying for a licence</u>. A rental property must meet certain standards before a licence will be granted. The <u>S co tt ish G o vernm en t's HMO webpage</u> offers guidance on these standards.

6.3 Enforcement

Members of the public can raise concerns about privately let property if they believe there has been a breach of the law relating to private rented property. These concerns will be investigated by Private Rented Services in line with its enforcement policy with the aim of providing advice and assistance to allow parties to resolve their issues at an early stage.

The Council has adopted the Convention of Scottish Local Authorities' (COSLA's) Enforcement Concordat which promotes good practice in enforcement to deliver an approach that is proportionate, open and consistent. A formal enforcement policy was considered by the Council's Regulatory Committee on 6 September 2013.

6.4 Energy advice for landlords

The Council promotes awareness of advice services for landlords such as the specialist landlord adviser at Home Energy Scotland. This service can advise on subsidies, incentives and schemes to assist landlords to improve the homes they own. These include HEEPS loans and Resource Efficient Scotland SME loans. Landlords may also be able to access HEEPS: ABS funding.

7. Empty Homes

Advice and information is available for the <u>owners of empty homes</u> to help bring them back into use as there is an acute shortage of housing in Edinburgh. The Council website also has advice about <u>Council Tax for empty or second homes</u>.

7.1 Edinburgh Empty Homes Loan Fund

If you own an empty home that needs some work before you can rent it out or sell it, you may be able to access a loan through Link Housing Association (Link) to help with the costs. Link, through the Edinburgh Empty Homes Loan Fund, will provide loans of up to £15,000 to help with repair and renovation costs. Once the empty home is at a suitable standard to rent, Link2Let (part of Link) will market the property for you and can provide a management service for up to seven years. You can contact Link on 0330 303 0124.

7.2 Private Sector Leasing (PSL)

Under PSL you would lease your property for a set length of time (between 1-5 years) in exchange for guaranteed income. Link Group Ltd is the managing agent for PSL in Edinburgh.

Through Link Group Ltd, your property would be leased to people who are homeless or in need of housing. Rent on the property is guaranteed and paid to you quarterly in advance, even when empty. You can contact the <u>Link PSL</u> team on 0330 303 0087 or <u>using their online form</u>.

7.3 Letfirst

<u>Letfirst</u>, managed by Orchard and Shipman, help people who might otherwise find it difficult to access the private rented sector, particularly if they do not have a deposit.

Letfirst guarantee rent on the property, as well as providing a comprehensive and professional management service. If you wish to refurbish your property, Letfirst can also help you manage this process. You can contact Letfirst on 0131 553 0060 or e-mail letfirst@let-first.com.

7.4 Renting

Advice is also available on renting out your property privately or through a letting agent (see section 6).

8. Adaptations for people with disabilities

8.1 Mandatory works

If it is difficult for you to get around your home because of mobility or health issues the Council may be able to help you. This might mean recommending a major change to your property such as changing the layout of your kitchen or bathroom or putting ramps inside or outside your home. Alternatively this might mean getting a small piece of equipment to help you such as a bath or shower seat, or a personal alarm. Agreed criteria to explain who qualifies for adaptations are published on the Council website.

8.2 Financial assistance - Grants to help people with disabilities (mandatory works)

If you are an owner who is disabled or have a disabled member of your household, you may be entitled to grant aid to help pay for adaptations to your home (private and Housing Association tenants are also eligible for this grant).

A referral from an Occupational Therapist from Health and Social Care is required and they make recommendations for the work to be undertaken. The specification for the

work is provided by the occupational therapist. The Housing Adaptations Team administers the grant and in most cases develops plans for the work to be carried out on the basis of the Occupational Therapist's recommendations. You, as the owner, are responsible for appointing a contractor to carry out the work.

The mandatory grant is 80% of the approved expense. If you receive certain specified benefits you will automatically be eligible ('passported') for 100% grant for the approved expense. This is the full cost of the work required to meet the assessed need, except for the provision of additional living space (any extension other than a bathroom or wet room).

The benefits which mean an applicant is eligible for 100% grant are:

- Income Support.
- Income based Jobseeker's Allowance.
- Guaranteed Element of Pension Credit.
- Income Related Employment and Support Allowance.

Residents receiving Universal Credit will be assessed in regard to individual circumstances and benefits.

Under the terms of the 2006 Act the full cost of the work required to meet the assessed need can be grant funded.

While there is no specific monetary limit set, the Council will make a judgement as to the reasonable cost for the appropriate proportion of the work (i.e. the work assessed as necessary) and use that cost to calculate the grant offered.

8.3 Non-financial assistance

If we assess your needs as moderate or low and are unable to offer you assistance, we will suggest <u>other organisations</u> that can offer help and advice. Their services can help you improve your ability to undertake tasks on your own and maintain your independence.

8.4 How to apply

To apply, please contact <u>Social Care Direct</u> who will arrange for an Occupational Therapist to visit you to assess your needs. The adaptations required, and the grant approved, will be assessed as outlined in section 8.2.

8.5 Small repairs

The Council commissions a service to assist older vulnerable people to arrange and fund minor adaptations. This service is provided by <u>Care and Repair Edinburgh</u> and includes:

• Installation of Key Safes for Elderly People.

- Home from Hospital Adaptations.
- Handyperson and Small Repairs.
- Trade Referrals to accredited tradespeople.

9. Further advice

A number of the services provided by the Council offer help to manage your home and common areas, and provide assistance on issues that may arise.

9.1 Planning

If you are considering making changes to your home you may require planning permission or listed building consent. Advice about planning permissions and how to apply is available on the <u>Council website</u>. There is also detailed information available on <u>planning guidelines</u>. For further help and advice, the Planning Helpdesk can be contacted at <u>planning@edinburgh.gov.uk</u> or on 0131 529 3550 between 9am-1pm Monday – Friday.

9.2 Noise

The Council has powers to take action on noise nuisance through the Noise Team and Neighbourhood Teams which includes issues with 'party flats'. You can report noise to Police Scotland's non emergency line on **101** or **999** for emergency calls or report to the Council online at http://www.edinburgh.gov.uk/noisyneighbours.

9.3 Stair Cleaning

Owners in tenements can join the Council run <u>Stair Cleaning Service</u>. The service offers value for money and an easy way for neighbours to arrange payment. It also provides one-off special cleans, and an emergency service for cleaning bodily fluids, charged per incident. You can call the Stair Cleaning Service on **0131 529 7827** and you will be contacted within a day to talk about how to join the service.

9.4 Stair Lighting

The Council delivers a maintenance and repair service to <u>Stair Lighting</u> in blocks where the Council owns properties.

9.5 The Edinburgh Trusted Trader Scheme

The <u>Edinburgh Trusted Trader Scheme</u> helps residents locate reliable and trustworthy traders that have been vetted by the Council's <u>Trading Standards</u> team.

9.6 Waste and Recycling

Information and advice about <u>waste and recycling</u> is available on the Council's website. This includes information about bin collection days, uplift of bulky items, and how to report missed or overflowing bins. Most of your waste can now be recycled and it is important that waste is presented in the correct bin. Information about the range of services available to you and how to use them can also be found on our website.

10. Public Health and Enforcement

The Council will encourage owners to keep their homes in good repair. However, it needs to be recognised that, as a last resort, there may be a need for enforcement action to deal with properties and gardens that fall below acceptable standards. In instances where a property is affecting neighbours with odour or infestation, the Public Health Team can investigate whether there are grounds for further action. Gardens that are attracting vermin can be referred to local team wardens.

11. Future Developments

The Scheme of Assistance may be developed over time in line with guidance from the Scottish Government and changes to Council services.

12. Monitoring

The Scheme of Assistance will be reviewed regularly and the Statement revised when necessary due to changing Council services and external regulations.

The Council will measure and monitor the number of people supported, the outcomes achieved and customer satisfaction with the services.

13. Equalities

The Council is committed to equal opportunities. Equality measures will include providing advice and assistance on the basis of need with particular sensitivity to the needs of the most vulnerable.

Other measures to ensure equality include:

- (1) Ensuring that literature is available when required in Braille, large print, on CD and in the main languages spoken in the city. Translation will be available when requested.
- (2) Providing interpreters whenever needed.
- (3) Ensuring our services are available to all communities.
- (4) Reviewing and monitoring our services to ensure they are non-discriminatory, including monitoring uptake by minority households.

City of Edinburgh Council contacts	
Edinburgh Shared Repairs Service	Social Care Direct
0131 529 6778	0131 200 2324
esrs@edinburgh.gov.uk www.edinburgh.gov.uk/sharedrepairs	socialcaredirect@edinburgh.gov.uk
www.samsargri.gov.arvonaroaropano	www.edinburgh.gov.uk/socialcaredirect
Repairs Direct (includes Stairlighting)	Private Rented Services
0131 200 2345 (office hours)	0131 529 7454
0131 200 2000 (emergency out of office hours)	landlordregistration@edinburgh.gov.uk
repairsdirect@edinburgh.gov.uk	
Public Health	Licensing Section - HMO enquiries
0131 608 1100 or 0131 469 5641	0131 529 4208
(office hours)	hmo.licensing@edinburgh.gov.uk
0131 200 2000 (emergency – out of hours water ingress team)	
environmentalhealth@edinburgh.gov.uk	

www.edinburgh.gov.uk/publichealth	
Stair Cleaning	Council Tax - enquiries
0131 529 7827	0131 469 5000
staircleaning@edinburgh.gov.uk	www.edinburgh.gov.uk/counciltax
www.edinburgh.gov.uk/staircleaning	
Planning	Building Warrants
0131 529 3550	0131 529 7826
planning@edinburgh.gov.uk	buildingwarrant.applications@edinburgh.gov.uk
www.edinburgh.gov.uk/planning	www.edinburgh.gov.uk/buildingwarrants
The Advice Shop	Waste Services - Rubbish and Recycling
0131 200 2360	0131 608 1100
advice.shop@edinburgh.gov.uk	waste@edinburgh.gov.uk
249 High Street Edinburgh EH1 1YJ	www.edinburgh.gov.uk/waste
www.edinburgh.gov.uk/theadviceshop	

Neighbourhood Teams

Anti Social Noise Service, in partnership with Police Scotland

City Centre

0131 529 7061

citycentreteam@edinburgh.gov.uk

24 hour noise service - Police Force Control Centre

Call 101 when the noise is happening.

North

0131 529 5050

northteam@edinburgh.gov.uk

More information about the service:

0131 608 1100

asknoise@edinburgh.gov.uk

South

0131 529 5151

<u>communitysafety.south@edinburgh.gov.</u> uk www.edinburgh.gov.uk/noise

East

0131 529 3111

eastteam@edinburgh.gov.uk

Letfirst

0131 553 0060

www.let-first.co.uk

West

0131 529 7440

westteam@edinburgh.gov.uk

letfirst@let-first.com

South West

0131 527 3800

southwestteam@edinburgh.gov.uk

Other contacts	
Home Energy Scotland	Edinburgh Housing Advice Partnership
0808 808 2282	0845 302 4607
www.energysavingtrust.org.uk/scotland	www.ehap.org.uk
Link - PSL	Link - Empty Homes Loan Fund
0330 303 0087	0330 303 0124
www.linkhousing.org.uk/our- services/private-sector-leasing/	www.linkhousing.org.uk/our- services/edinburgh-empty-homes- initiative/

The Council is not responsible and cannot be held liable, for the information contained on the external websites linked in this document.

Statement coordinated by Strategy Team, Housing & Regeneration.

housing.research@edinburgh.gov.uk

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0131 529 6710

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