

## **Housing Best Value Sub-Committee - 8 September 2004**

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Minutes of the meeting of the **Housing Best Value Sub-Committee** at a reconvened meeting held on **8 September 2004** when there were present:-

Cllr P F A Webster (Chairman)

Cllr K A Gibbs  
Cllr T Livings

Cllr P K Savill  
Cllr Mrs M S Vince

### **OFFICERS PRESENT**

A Coulson - Housing Client and Strategy Officer  
J Bostock - Principal Committee Administrator

### **26 HOUSING NEEDS QUESTIONNAIRE**

The Sub-Committee reviewed the draft housing needs questionnaire provided by David Couttie Associates on a page by page basis. The Sub-Committee's amendments are appended to these Minutes.

Responding to questions, the Housing Client and Strategy Officer advised that:-

- In its final form, the questionnaire would be printed in colour.
- The overall total survey cost would be £32,000. The production of this type of survey was specialist, sub-regional, work that most authorities contracted out.
- The survey process would include 250 "face-to-face" interviews. Whilst these would be undertaken on a confidential basis, it would be possible to ask for clarification on the number of Council tenants involved.

During debate, it was observed that face-to-face interviews were likely to produce more accurate information than the written questionnaire and that it would be appropriate to ensure weighting is given to this. The Sub-Committee concurred with the Chairman that, given survey costs, the Council must be sure that, unless there is valid reason, all the suggested amendments are incorporated in the survey document.

It was confirmed that the consultants would be approached on this basis.

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The meeting commenced at 3.00pm and closed at 4.23pm.

Chairman .....

Date .....

### APPENDIX

#### AMENDMENTS TO QUESTIONNAIRE

<b>Overall</b>	Larger print and better layout throughout Questionnaire – will increase number of pages
Letter	Bold lettering to <u>a pre-paid envelope</u>
7a and 7b	Delete 'in your opinion'
7c	For 'will' substitute 'may' Add YES/NO boxes
7d	Substitute 'are you intending' for 'do you intend' and add 'if you have a private property' at beginning of sentence
9a	Limiting long term illness – give examples
10a and 10b	Include as part of Question 9?
11	Boxes for 'now' and 'within the next three years'
12a	Boxes for 'now' and 'within the next three years'
12b	Boxes for 'now' and 'within the next three years' Replace 'HA' with 'Housing Association'
13b	Justify why question on ethnic origin should be included in Questionnaire.  If justified can we include additional category of 'Eastern European'
13c	Replace 'Gender' with 'Sex'
13g	Add Civil Service
13h	Insert 13 in front of c), d), e), f), g) and h)
15	Insert 'gross' between annual and income or give examples
15d	On 'other' financial support give examples Suggestions 'Council Tax reduction', 'TV Licence concession'

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- Section B**      Existing Household moving  
Replace 'intends to' with 'is likely to' or 'may'
- 17                Replace 'when do you plan to move' with 'when may you move'
- 18a              Replace 'required' with 'do you want'
- 18b              Replace 'require' with 'want'
- 19                Replace 'are required' with 'do you want'
- 20                Delete 'tenure'
- 21                Replace 'had' with 'have'
- Section C**      Replace 'intend' with 'want'
- 26b              Delete 'living'
- 28                Delete 'tenure'
- 34d              Replace 'does' with 'should' or 'must'
- 34e              Insert 'gross' between total and annual
- 37                Delete 'design for' and give examples  
Eg. 'more policing', 'better lighting'
- Delete High quality design
- Close to public transport and services  
Give examples of services i.e. schools and shops