

## GLOSSARY

TERM	EXPLANATION
<b>AFFORDABLE HOUSING</b>	Housing which is accessible to people whose income does not enable them to afford to buy or rent appropriate local housing for their needs on the open market.
<b>AFFORDABILITY</b>	Housing within the borrowing power of households in the bottom quartile or earnings assuming 5% deposit and 3.5x borrowing.
<b>ACRK</b>	Action with Communities in Rural Kent – formerly the Kent Rural Community Council. An independent voluntary organisation which: provides direct advice and support to community organisations; stimulates community action particularly voluntary action
<b>BME</b>	Black & Minority Ethnic groups
<b>CAB</b>	Citizens Advice Bureau – voluntary organization providing advice to the public on employment, housing, immigration/nationality, consumer debt, and welfare rights.
<b>CBL</b>	Choice-Based Lettings - system for allocating social housing which provides an opportunity for people seeking social housing to choose which properties they wish to be considered for via a bidding process.
<b>CLSP</b>	Community Legal Services Partnership – partnership which brings together organisations offering legal and advice services, such as solicitors in private practice, Citizens Advice Bureau, Law Centres, local authority in-house services, as well as representatives of the Legal Services Commission. All the partners act together to improve access to, and delivery of, legal and advice services in their local community. More than 200 Community Legal Service Partnerships have been established across England and Wales.
<b>CMHT</b>	Community Mental Health Team
<b>CORE</b>	Continuous Recording of Lettings – independently compiled statistics of all Housing Association letting activity

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<b>DECENT HOMES STANDARD</b>	To be defined as 'decent', a home must: meet current statutory minimum standard for housing; be in a reasonable state of repair; have reasonably modern facilities and services; provide a reasonable degree of thermal comfort (effective insulation and efficient heating).
<b>DECENT HOMES TARGET</b>	ODPM Public Service Agreement target (PSA7): By 2010 bring all social housing into a decent condition with most of this improvement taking place in deprived areas. For the private sector, 70% of vulnerable households, including families with children, should be living in a decent home and increase that proportion who live in a decent home.
<b>DFG</b>	Disabled Facilities Grant: This is a grant made available to disabled persons to provide adaptations to their property. It is a mandatory grant. The amount of grant awarded is subject to a test of resources of the relevant person.
<b>ECOHOMES</b>	Ecohomes is an environmental assessment method for homes. It addresses a range of environmental impacts such as energy, transport, pollution, materials, water, land use and ecology, health and well being.
<b>EEC</b>	Energy Efficiency Commitment – funding provided by the fuel utility companies for energy efficiency improvements, mainly insulation, by approved installers. 100% grants are available for priority households in receipt of one of the principal income or disability-related benefits. Partial grants are available for other households. The value of EEC funding varies and is linked to the carbon savings of the installed measures.
<b>EMPTY HOMES STRATEGY</b>	The Empty Homes Strategy sets out the ways by which the Council will encourage empty home owners to bring the empty home back into use.
<b>ENERGY EFFICIENCY</b>	Energy Efficiency is about reducing energy consumption in the house by improvements to a property and/or by making lifestyle changes.
<b>ENGLISH PARTNERSHIPS</b>	English Partnerships is the national regeneration agency, supporting high quality sustainable growth across the country. They are the key delivery agency for urban renaissance and the government's new Sustainable Communities agenda.

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<b>FS</b>	Floating Support – A scheme under which vulnerable people living in their own self-contained accommodation receive housing-related support from visiting ('floating') support workers.
<b>GOSE</b>	Government Office of the South East: Regional operations for nine central Government departments. Structured through multi-disciplinary teams that include housing and regeneration.
<b>HECA</b>	Home Energy Conservation Act 1995 – Requires local authorities to develop strategies leading to a 'significant reduction' in domestic energy consumption in their areas by 2010 and to report annually on progress made. A significant reduction is defined as 30%.
<b>HIA</b>	Home Improvement Agency – A not-for-profit organisation which assists older, disabled and other vulnerable people to have adaptations and repairs/improvements carried out to their homes to enable them to remain in their homes. Tonbridge & Malling HIA is an in house service.
<b>HOUSING ASSISTANCE GRANT</b>	A discretionary grant made available by the Council under its Housing Assistance Policy to homeowners to fund repairs/improvements to their homes.
<b>HiMP</b>	Health Improvement Programme: Overall strategy in which health authorities work towards the improvement of the health of the nation. Within the HiMP there are particular targets for reducing heart disease, speeding up the treatment of cancers etc.
<b>HNAS</b>	Housing Needs and Affordability Study
<b>HMOs</b>	Houses in Multiple Occupation – Defined under section 254 of the Housing Act 2004. Generally where there is more than two non-related persons sharing a house where there is some sharing of facilities i.e. bathroom, kitchen.
<b>HA</b>	Housing Association- A non-profit making organisation providing affordable housing. If registered with the Housing Corporation also known as registered social landlords (RSLs).

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<b>HOUSING CORPORATION</b>	Established by the Housing Act 1964 the Corporation is a non-departmental public body, sponsored by the Office of the Deputy Prime Minister (ODPM), whose role is to register, regulate and fund registered social landlords (RSLs) in England.
<b>HHSRS</b>	Housing Health & Safety Rating System – new system for assessing housing conditions and determining enforcement action which replaced the fitness standard with effect from April 2006. An assessment of the dwelling will involve a physical survey of the property noting the hazards. There are 29 listed hazards which will be classified according to the likelihood of the harm occurring and the severity of the harm, as either category 1 or category 2 hazard, following a complex calculation.
<b>HOMEBUY</b>	Scheme funded by the Housing Corporation to provide cash grants to assist people in housing need (including key workers) to purchase a home on the open market.
<b>JARP</b>	Joint Assessment Referral Procedure: A panel of relevant statutory agencies and local housing providers formed to consider the housing and support needs of vulnerable people.
<b>JPPB</b>	The Joint Policy and Planning Board: Established across Kent representing all the local authorities, Social Services and Health Authority to prioritise, monitor and review the provision of supported housing.
<b>KCC</b>	Kent County Council
<b>KASH</b>	Kent Action to Save Heat – discount insulation and heating scheme operating across Kent, set up by KEEP with the aid of a Government HEC Action grant. The scheme is managed by the Kent Energy Centre (KEC).

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<b>KEC</b>	Kent Energy Centre – a not-for-profit organization that is one of a network of 50 local energy advice centres. KEC was set up in 2000 and is funded primarily by the Energy Saving Trust and all thirteen of Kent’s local housing authorities. KEC works in close partnership with the authorities to help achieve the targets under HECA, provide free energy advice to all Kent households and reduce domestic energy consumption.
<b>KEEP</b>	Kent Energy Efficiency Partnership – the consortium of all Kent local authorities working together to co-ordinate projects, share information, improve domestic energy efficiency and reduce domestic energy consumption.
<b>KEY WORKERS</b>	A key worker (as used for the purposes of the Key Worker Living (KWL) Programme) is someone employed by the public sector in a front line role delivering an essential public service in a sector where there are serious recruitment and retention problems: health, education and community safety sectors.
<b>LAA</b>	Local Area Agreement – an agreement (alongside a Local Public Service Agreement) between the Kent local area and central Government. It was established through Kent County Council (KCC), working with the Kent Partnership and other local partners. The intention of the agreement is to drive further improvements to services to local people in Kent from 2005-08. The LAA comprises a set of 18 agreed outcomes with an ambitious work programme. Outcome 17 is ‘to improve Kent residents’ access to homes of excellent quality, in the right place, at the right time and at right cost’, and includes targets for the delivery of new affordable homes across Kent.
<b>LSVT</b>	Large Scale Voluntary Transfer- Wholesale transfer of housing stock from a local authority to a housing association.
<b>LDF</b>	Local Development Framework – the Governments proposed replacement for the Local Plan.
<b>LOCAL HOUSING AUTHORITY</b>	Local authorities with the statutory responsibility for housing matters. In two-tier local government areas such as Kent (excluding Medway, which is served by a unitary local authority, Medway Council) the district/borough councils are local housing authorities.

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<b>LOW COST HOME OWNERSHIP</b>	A range of initiatives which result in housing for sale at a lower price than the average open market price. Includes schemes such as shared ownership.
<b>NFRL</b>	National Federation of Residential Landlords: This organisation gives practical help and advice to private landlords and buy-to-let investors.
<b>ODPM</b>	Office of the Deputy Prime Minister – central government department established in 2002 which had responsibility for national policy and guidance on local government, housing and planning. Replaced by the Department for Communities & Local Government (DCLG) in May 2006
<b>OT</b>	Occupational Therapist – qualified professional who deals with cases where the service user has complex or multiple needs. OTs work in the community seeing people in their own homes where appropriate and assessing their needs according to their circumstances. The role of Kent County Council's OT Bureau is to assess the needs of people of all ages who have difficulty managing activities of daily living due to a physical disability or frailty for special equipment and/or adaptations to their home which will increase their control over the practical aspects of their everyday life.
<b>PCT</b>	Primary Care Trust: Part of the Health Authority with responsibility for primary care and general practitioner services.
<b>PFI</b>	Private Finance Initiative: Government scheme through which large capital projects can be financed.
<b>PURCHASE &amp; REPAIR</b>	Scheme whereby a Registered Social Landlord (RSL) purchases a property on the open market and carries out repairs/improvements prior to reletting as affordable housing.
<b>PSHCS</b>	Private Sector House Condition Survey: The survey looks at the internal and external elements of a sample of homes throughout the borough to predict the work that will be needed and the cost of that work to bring homes in the borough to a decent standard.
<b>PWLD</b>	People with Learning Disabilities
<b>RCGF</b>	Recycled Capital Grant Fund – receipts accruing from the sale of equity stakes in shared ownership accommodation.
<b>RIGHT TO ACQUIRE</b>	A scheme giving eligible tenants of registered social landlords the legal right to buy the home they currently rent.

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<b>RIGHT TO BUY</b>	Government policy that allows tenants of local authorities to purchase their home from councils with stock.
<b>RPG</b>	Regional Planning Guidance: Notes issued by Government to indicate its planning policies for the regions.
<b>RSL</b>	Registered Social Landlord: A Housing Association registered and governed by the rules of the Housing Corporation.
<b>RURAL EXCEPTION SITES</b>	Small plots of land in or on edge of villages to meet local needs for affordable housing on sites which would not have been granted planning permission for open market housing.
<b>SAP</b>	Standard Assessment Procedure is a measurement on a scale of 1 to 100, which indicates the energy efficiency of a property. The higher the rating the more energy efficient the property.
<b>SECTION 106 (S106) AGREEMENT</b>	Agreement under Section 106 of the Town & Country Planning Act 1990 on development of land. Often used as a legally binding agreement between a local authority and developer for a percentage of affordable social housing in a development. Often at nil public cost.
<b>SEEDA</b>	South East England Development Agency established in 1998 coming into operation April 1999 to take the lead in promoting the sustainable economic development of the area.
<b>SMART</b>	How targets should be set if they are to be effective - Specific, Measurable, Achievable, Relevant, Timely.
<b>SOCIAL HOUSING</b>	Subsidised housing provided by local authorities or housing associations.
<b>SOUTH EAST REGIONAL HOUSING BOARD</b>	The strategic public body responsible for allocating public funding to Registered Social Landlords (RSLs) and local authorities for housing investment in the South East.

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<b>SHG</b>	Social Housing Grant Housing Corporation capital grant to housing associations and other developing bodies to fully or partially fund social housing paid under S18 of the Housing Act 1996.
<b>SUPPORTED HOUSING</b>	Schemes for client groups needing additional support or care, e.g. people with learning difficulties, young at risk, frail elderly etc. Previously referred to, as special needs housing.
<b>SUPPORTING PEOPLE</b>	Grant for support services for vulnerable people to improve their quality of life and independence, providing people with housing related support services to remain independent or gain independence in their own home. Paid by central Government, administered by local authorities in partnership with NHS bodies and probation services.
<b>WARM FRONT</b>	A central government-funded grant scheme (administered by EAGA) to provide heating and insulation to certain vulnerable households (e.g. over 60s, families with young children etc) where in receipt of one of the principal income or disability-related benefits. The Kent Energy Centre (KEC) can provide information on the qualifying criteria and make referrals to the scheme. Maximum grant available is currently £2,700 (2006).
<b>WINDFALL SITES</b>	Sites not identified in development plan that may become available for development over the life of the plan.
<b>YOT</b>	Youth Offending Team – part of the Kent Youth Offending Service (YOS). There is a YOS in every local authority area in England and Wales. They are made up of representatives from the Police, Probation Service, Social Services, health, education, Drugs and Alcohol Team (DAT) and housing. Each YOT identifies the needs of individual young offenders by assessing them using a standardised national assessment guide. It identifies the specific problems that make the young person offend, as well as measuring the risk they pose to others.
<b>ZONE AGENT</b>	A Registered Social Landlord (RSL) appointed by the Housing Corporation to market low cost home ownership schemes (including those for key workers) across a sub-regional area. The zone agent deals with applications and assesses eligibility for such schemes. Moat Housing Group is the 'zone agent' for Kent.