

## Welsh Housing Quality Standard at 31 March 2019:

This data collection is being undertaken by the Welsh Government.

Dewiswch eich iaith penodol / Choose your preferred language:

Saesneg/English

### Validation

Links	Completed
<a href="#">Guidance &gt;&gt;</a>	
<a href="#">Contact Information &gt;&gt;</a>	0%
<a href="#">Survey Response Burden &gt;&gt;</a>	0%

Form links	Table completed	Validation passed
<a href="#">Table 1 &gt;&gt;</a>	10%	<a href="#">Validation &gt;&gt;</a> 100%
<a href="#">Table 2 &gt;&gt;</a>	0%	<a href="#">Validation &gt;&gt;</a> 100%
<a href="#">Table 3 &gt;&gt;</a>	0%	
<b>Total</b>	<b>2%</b>	<b>Total</b> 100%

Please return this spreadsheet via Afon no later than 02 August 2019

<http://www.afonwales.org.uk>

Any enquiries should be directed to:

Email: [HousingCollection@gov.wales](mailto:HousingCollection@gov.wales)

Version 1 - 13/01/16

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Llywodraeth Cymru  
Welsh Government

### Technical Guidance

Guidance for completing the form

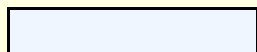
#### Navigation

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.

For example to return to the home page click the "< < Home" hyperlink

#### Required data items

On receiving the spreadsheet the cells requiring data items will have the following properties.



All cells requiring data will be coloured pale blue.

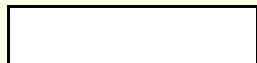


Some cells derive values from other data items. These cells are coloured in grey. You will not be able to enter data into these cells.



Some cells do not need to be completed as they are not applicable. These cells are coloured in dark grey. You will not be able to enter data into these cells.

#### Comments



A white space has been provided adjacent to each table for comments. If any data items are missing then a comment must be added to the spreadsheet.

#### Validation 1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted via AFON.



Data items that pass validation will be coloured green.



Data items where no data is entered or which break a validation rule will be coloured red. These items require a zero to be entered if the return is nil, or a comment must be made.



Data items where an explanation has been provided will be coloured amber.

## Technical Guidance

## Definitions

## Specific Elements

In completing this form please refer to "The Welsh Housing Quality Standard - Revised Guidance for Social Landlords on Interpretation and Achievement of the Welsh Housing Quality Standard July 2008" (link below). The number of properties that comply with the standard as a whole (excluding assessments made under Part 6) should be recorded in Table 1. To be compliant for any component, the property must meet the standard for each element that applies to that component. The number of properties that comply with the standard for each of the 10 components listed should be recorded in Table 2. In order to understand which elements of the standard apply to each of the 10 components, please refer to the 'Specific Elements' guidance page.

- <https://wales.gov.uk/docs/desh/publications/141030-whqs-guide-for-social-landlords-en.pdf>

For the purposes of this form "stock to be assessed" is defined as all self-contained properties, including bedsits, under the headings of general needs, sheltered, other supported, and extra care. The pre-populated stock number is taken from the annual stock return for 2015-16 for your organisation, taking the relevant totals from tables 1, 2a, 2b, and 3.

Any properties which are compliant but subject to an "acceptable fail" (as defined in the guide above) should be excluded from column b of Tables 1 and 2, but included in column c. The numbers in column b and c will be added together to determine compliance against the standard in column d. Compliant properties should also include any properties where a particular element of the standard is not applicable and hence not assessed. The total for column c is derived as the sum of the rows below, which disaggregate the acceptable fails according to the main reason (see below).

A property may contain one or more elements which are classified as an acceptable fail under the WHQS guidance. As a result there may be several reasons why the property containing those elements might then be regarded as an acceptable fail for the purposes of the WHQS statistical return to the Welsh Government. In such cases the main reason for that acceptable fail should be recorded, and in doing so, please record according to the hierarchical order below;

1. Resident Choice
2. Physical Constraint
3. Timing of Remedy
4. Cost of Remedy

Following are some examples of acceptable fails;

- a) A property may contain more than one element that acceptably fails WHQS e.g. where a resident has refused a new bathroom, but also the resident has accepted a new kitchen and the kitchen is too small to fully meet WHQS. In this case, using the hierarchy above, the main reason for the property containing an 'acceptable fail' should be recorded as 'resident choice'.
  - b) The roof of a property may need structural repairs planned within 2 years time and also needs the loft insulation upgrading to comply with the energy efficiency target of SAP 65. Although the loft insulation could be provided in advance of repairing the roof, and then renewed again following the structural works, it would not be cost-effective to provide the insulation twice. In this case the reason for recording the roof insulation as an acceptable fail would be both 'cost of remedy' and 'timing of remedy', but using the hierarchy above, the main reason should be recorded as 'timing of remedy'.
  - c) A steeply sloping rear garden may make it difficult, at reasonable cost, to provide a level area of 10 m<sup>2</sup> due to the physical constraint. Again using the hierarchy the main reason should be recorded as 'physical constraint' not 'cost of remedy'.
  - d) Example on cost – this could be where a solid walled dwelling would benefit from external wall insulation in order to bring the energy rating above SAP 65 and where this is practical, but not cost effective due to the high cost and where other grant support is not available.
- In order to complete table 1, and each line of table 2, a separate enquiry of your database should be made to check each property and count those which meet each of the elements listed against that particular component (see <<Specific Elements>> sheet).

Only those properties meeting all of the elements, apart from those listed in part 6, should be recorded in table 1, column b. However, for example to achieve compliance with the Electrical Systems component (recorded in table 2, line 8, column b), properties need to comply with elements 1(a) and 2(m) only. Thus the compliance numbers in table 2 will generally be higher than those given in table 1, as properties may comply with a subset of the elements, without necessarily complying with them all.

- For the purposes of completing Table 2 please follow the specific guidance for each of the components as listed below.

#### Roofs and associated components

- 1 In respect of the roof for a block of flats, all the separate flats should be considered compliant/non-compliant according to the assessment of the communal roof of the block as a whole.

#### Windows

- 2 In a block of flats all the separate flats should be considered compliant/non-compliant according to the assessment of the communal windows of the block as a whole, alongside the assessment required of individual windows of each property within the block.

#### External doors

- 3 In a block of flats all the separate flats should be considered compliant/non-compliant according to the assessment of the communal doors of the block as a whole, alongside the assessment required of individual doors to each property within the block.

#### Kitchens

- 4 No specific guidance.

#### Bathrooms

- 5 No specific guidance.

#### Energy rating (SAP ≥ 65)

- 6 The annual energy consumption for the space and water heating for a dwelling must be estimated using the Government's Standard Assessment Procedure for Energy Rating of Dwellings 2005 (SAP2005).

#### Central heating systems

- 7 No specific guidance.

#### Electrical systems

- 8 No specific guidance.

#### Mains powered smoke detectors

- 9 No specific guidance.

- 10 **Gardens and external storage up to and including the boundary of the property**

This should exclude any assessment of elements under Part 6 of the standard.

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Element	Specific Elements	Relevant under Section(s)
All elements are counted against "All components".		
<b>Part 1. In a good state of repair</b>		
1 (a)	Is the dwelling structurally stable and free from disrepair?	1, 2, 3, 4, 5, 7, 8, 10
1 (b)	Is the dwelling free from damp?	All components total only
<b>Part 2. Safe and secure</b>		
2 (a)	Is the staircase and balustrade safe?	All components total only
2 (b)	Is there adequate space for kitchen appliances?	4
2 (c)	Is the work surface sufficient for safe food preparation?	4
2 (d)	Is the cupboard storage convenient and adequate?	4
2 (e)	Is the number of convenient power sockets in the kitchen sufficient?	4
2 (f)	Is the flooring in the kitchen and bathroom safe and suitable for use?	5
2 (g)	Is there an external fire escape?	All components total only
2 (h)	Are there adequate fire alarms and equipment?	All components total only
2 (i)	Do rooms used for sleeping have escape routes not passing through another room?	All components total only
2 (j)	Are mains powered smoke detectors on each floor?	9
2 (k)	Are window locks without automatic locking action in rooms used for sleeping?	2
2 (l)	Is the gas, solid fuel or oil service and safety certificate up to date, and have all heating installations and appliances been certified safe by an appropriately qualified person as required by law?	7
2 (m)	Have electrical lighting and power installations been checked and certified safe by an appropriately qualified person?	8
2 (n)	Do external doors and windows give a reasonable level of physical security?	2, 3
2 (o)	Is the rear garden easy to maintain, reasonably private, safe and suitable for young children to play in?	10
<b>Part 3. Adequately heated, fuel efficient and well insulated</b>		
3 (a)	Is the heating system reasonably economical and capable of heating the dwelling to a reasonable level?	6, 7
3 (b)	Are external doors and windows adequately draught proofed?	2,3
3 (c)	Is the living room separated from the main entrance door?	All components total only
3 (d)	Is the hot water tank effectively insulated?	7
3 (e)	Is there adequate mechanical extract ventilation in the kitchen and bathroom?	4, 5
<b>Part 4. Contain up to date kitchens and bathrooms</b>		
4 (a)	Is the kitchen 15 years old or less, unless in good condition?	4
4 (b)	Are there adequate facilities for washing, drying and airing clothes?	4, 10
4 (c)	Are the bathroom and WC facilities 25 years old or less, unless in good condition?	5
4 (d)	Is there a shower as well as a bath?	5
<b>Part 5. Well managed (for rented housing)</b>		
5 (a)	Is the dwelling fairly, efficiently and well managed?	All components total only
<b>Part 6. Located in attractive and safe environments</b>		
For the purposes of this return do not measure compliance against Part 6 the standard. Instead please outline whether your organisation has a strategy/policy for complying with Part 6 of the standard in table 3 and provide details in part 2 of this return (separate word document).		
<b>Part 7. As far as possible, suit the specific requirements of the household (e.g. specific disabilities)</b>		
7 (a)	Is there sufficient space within the dwelling for every day living?	4
7 (b)	Is internal and external general storage space adequate?	4, 10
7 (c)	Does the dwelling layout meet the special cultural needs of the residents?	4, 5
7 (d)	Does the dwelling have the necessary physical aids to suit the requirements of the residents?	4, 5, 10
7 (e)	Is there a level area no smaller than 10m <sup>2</sup> directly accessible from the dwelling?	10
7 (f)	Is there a paved access to the drying line and any garden gate?	10

## Contact Information

Welsh Housing Quality Standard at 31 March 2019

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Please provide contact details for your authority or RSL below. This will help us to direct any queries to the correct contact.

### Form completed by/Main contact for data queries:

	V1
Name	X
Telephone number	X
E-Mail address	X

### Alternative contact details

Name	X
Telephone number	X
E-Mail address	X

## Survey Response Burden

Welsh Housing Quality Standard at 31 March 2019

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[Table 1 >>](#)

**The Welsh Government are monitoring the burden of completing the data collection forms. This helps us when planning future changes to data collection forms. We would be grateful if you could assist us by completing the table below.**

Please enter the time it has taken you (and any colleagues) to prepare and send the return. A number of staff employed in different roles may have been involved. You are asked to count the hours spent by staff in each full time equivalent annual salary band indicated below. You will need to round staff salaries to the nearest £1,000. Please record your time to the nearest hour.

Please enter the number of hours taken to complete this form by grade of each staff member:

- Retrieval and saving the empty form;
- Collection, collation, analysis and aggregation of records and figures required;
- Filling in, checking, amending, reviewing and, when completed, approving the form; and
- Sending the form back via AFON.

Grade of staff	Hours taken	V1
Band 1 (£11,500 - £19,999)		X
Band 2 (£20,000 - £26,999)		X
Band 3 (£27,000 - £33,999)		X
Band 4 (£34,000 - £53,999)		X
Band 5 (£54,000+)		X

Comments

Table 1 - Stock wholly compliant with the WHQS, at 31 March 2019

Welsh Housing Quality Standard at 31 March 2019

		Validation				Validation									
		Stock at 31 March 2019	Fully compliant* stock at 31 March 2019	Compliant* stock subject to acceptable fails at 31 March 2019	Non-compliant* stock	Percentage fully compliant* / compliant* with acceptable fails	Expected year of full compliance* for all stock	Validation		Comment					
		a	b	c	d	e	f	a	b(1)	b(2)	c(1)	d(1)	d(2)	e	f
1	Stock to be assessed (self-contained only, including bedsits)	0			0	#DIV/0!		✗	✗	✗	✗	✓	✗		
2	Dwellings compliant subject to acceptable fails; by reasons for acceptable fails.		Residents Choice							✗					
			Physical Constraint							✗					
			Timing of Remedy							✗					
			Cost of Remedy							✗					
			Total		0					✗					
Comment:															

Table 2 - Stock compliance with the WHQS by component, at 31 March 2019

		Validation				Validation									
		Component	Stock at 31 March 2019	Fully compliant* stock for given component at 31 March 2019	Compliant* stock for given component subject to acceptable fails at 31 March 2019	Non-compliant* stock for given component	Percentage fully compliant* / compliant* with acceptable fails for given component	Expected year of full compliance* for all stock for given component	Validation		Comment				
			a	b	c	d	e	f	a	b	c	d	e	f	
1	Roofs and associated components		0			0	#DIV/0!		✗		✗	✗		✗	
2	Windows		0			0	#DIV/0!		✗		✗	✗		✗	
3	External doors		0			0	#DIV/0!		✗		✗	✗		✗	
4	Kitchens		0			0	#DIV/0!		✗		✗	✗		✗	
5	Bathrooms		0			0	#DIV/0!		✗		✗	✗		✗	
6	Energy rating (SAP ≥ 65)		0			0	#DIV/0!		✗		✗	✗		✗	
7	Central heating systems		0			0	#DIV/0!		✗		✗	✗		✗	
8	Electrical systems		0			0	#DIV/0!		✗		✗	✗		✗	
9	Mains powered smoke detectors		0			0	#DIV/0!		✗		✗	✗		✗	
10	Gardens and external storage up and including the boundary of the property		0			0	#DIV/0!		✗		✗	✗		✗	
Comment:															

\*= Compliant properties should include any properties where a particular element of WHQS is not applicable and hence not assessed.

Table 3 - Compliance with the Part 6 of WHQS (properties are located in attractive and safe environments)

1. Does your organisation have a strategy/policy for complying with Part 6 of the standard (which states that all dwellings should be located in an environment to which residents can relate and in which they can be proud to live)?

2. Please also complete part 2 of the return (word document). If answering yes, this requests further details of this strategy/policy, or if answering no, it requests the details of the steps being taken to address this. Part 2 of the return can be downloaded from AFON:  
<http://www.afonwales.org.uk>

Table 1 - Stock wholly compliant with the WHQS, at 31 March 2018

<< Table 1-3

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<< Survey Response Burden

This table shows the difference between data collected on the 31 March 2018 and the data for the 31 March 2019 in the previous table. Please use the comments boxes to the right to explain any differences

	Stock at 31 March 2018	Fully compliant* stock at 31 March 2018	Compliant* stock subject to acceptable fails at 31 March 2018	Non-compliant* stock	Percentage fully compliant* / compliant* with acceptable fails	Expected year of full compliance* for all stock	Validation						Comment
	a	b	c	d	e	f	a	b	c	d	e	f	
1 Stock to be assessed (self-contained only, including bedsits)	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
2 Dwellings compliant subject to acceptable fails; by reasons for acceptable fails.	Residents Choice		0					✓					
	Physical Constraint		0					✓					
	Timing of Remedy		0					✓					
	Cost of Remedy		0					✓					
	Total		0					✓					
Comment													

Table 2 - Stock compliance with the WHQS by component, at 31 March 2018

Component	Stock at 31 March 2018	Fully compliant* stock at 31 March 2018	Compliant* stock subject to acceptable fails at 31 March 2018	Non-compliant* stock	Percentage fully compliant* / compliant* with acceptable fails	Expected year of full compliance* for all stock	Validation						Comment
	a	b	c	d	e	f	a	b	c	d	e	f	
1 Roofs and associated components	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
2 Windows	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
3 External doors	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
4 Kitchens	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
5 Bathrooms	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
6 Energy rating (SAP ≥ 65)	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
7 Central heating systems	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
8 Electrical systems	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
9 Mains powered smoke detectors	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
10 Gardens and external storage up and including the boundary of the property	0	0	0	0	#DIV/0!		✓	✓	✓	✓	✓	✓	
* = Compliant properties should include any properties where a particular element of WHQS is not applicable and hence not assessed.													
Comment													