

From: [redacted]

Sent: 13 May 2020 14:14

To: [redacted]

Subject: FW: New government advice on home moving during coronavirus outbreak

From: HBF <briefings@hbf.co.uk>

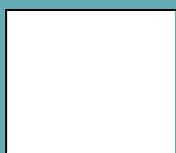
Sent: 13 May 2020 13:40

To: [redacted]

Subject: New government advice on home moving during coronavirus outbreak

New government advice on home moving during coronavirus outbreak

Problems viewing this email? [view in your browser](#)



BRIEFING

1. New government advice on home moving during coronavirus outbreak

1.1.1 13 May, 2020

Following last night's [announcement](#) confirming that housing market transactions can take place again, Government has now published updated [advice on home moving during the coronavirus outbreak](#).

The advice makes clear that the process of home moving is not returning to normality. Government is still encouraging all parties to be as flexible as possible and be prepared for delays due to illness, self-isolation or because the spread of coronavirus means that temporary restrictions are imposed again on home moving.

1.2 Advice to the public

The advice published today by the government states that:

- People who currently have coronavirus or who are self-isolating should not move

- Individuals who are clinically vulnerable or who are shielding should pay consider their situation carefully and make others in the transaction aware of their status. The advice notes that some moves, including to currently unoccupied properties are lower risk

1.3 Advice to developers

Developers can continue with sales but should ensure that sales teams follow safe working guidance and inform both employees and consumers about their procedures.

- Where possible, virtual viewings should be promoted
- Physical viewings, including visits to show homes should be by appointment with one household visiting one property at a time
- Surfaces should be cleaned between viewings
- New reservations and contracts should take account of risks posed by coronavirus, including necessary flexibilities should someone fall ill or need to self-isolate

HBF has today published safe sales and marketing operating procedures. This is available [here](#) and has been published alongside a joint HBF and MHCLG charter for safe working on site which is accessible [here](#).

1.4 Advice to estate agents

New advice to estate agents include ruling out open house viewings and arranging visits to offices and viewings of properties by appointment only. The advice also includes instructions on the principles that underpin safe viewings of properties.

1.5 Advice to surveyors

Government advice to surveyors and EPC assessors makes professionals and members of the public aware of the need to share information on the property in advance to minimise time spent at the property. With regard to occupied properties, householders' contact with surveyors should be minimised.

HBF continues to work with RICS and individual firms to develop more tailored guidelines, particularly around provision of information, with the aim of supporting valuers to recommence their work where necessary on site.

1.6 Advice to conveyancers

The advice to conveyancers continues to prioritise flexibility. Conveyancers are advised to take particular care in their advice to clients when moving to a currently occupied property. This states that they should 'promote flexibility making provisions for the risks presented by coronavirus, for example when advising their clients who are ready to

move not to exchange contracts on occupied property unless they have made explicit provision for the risks presented by the virus'

1.7 Inspectors and warranty providers

Where inspectors are required to visit an occupied property, they should contact the household in advance to check on the health status of those present. Where possible warranty providers should investigate claims remotely using photo and video evidence.

1.8 Removals firms

Removers are advised to make contact with households in advance to check whether symptoms of coronavirus are on display and also to encourage households to ensure internal doors are open and surfaces are clean. Where possible teams should be kept as consistent as possible.

HBF has supported the British Association of Removers in the development of their industry's safe working protocols.

Removers, like surveyors, warranty providers and others, are advised to pay close attention to existing government guidance on safe working in other people's homes.

The updated advice on home moving can be found [here](#). The updated regulations which now include home buying and selling activities among the reasons for which it is acceptable to leave one's home can be found [here](#).

David O'Leary, Policy Director

Phone: 020 7960 1600

Email: info@hbf.co.uk

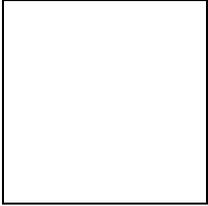
[Twitter](#)

Home Builders Federation
HBF House
27 Broadwall
London
SE1 9PL

[HBF members manage your email preferences](#)

To unsubscribe, simply click the following [link](#)

Please do not reply to this email. It has been sent from an email address that does not accept incoming emails. To contact us please email info@hbf.co.uk



From: Mott A (Andrew) <Andrew.Mott@gov.scot>
Sent: 14 May 2020 18:15
To: Nicola Barclay <N.Barclay@homesforscotland.com>
Subject: RE: COVID-19 Home Moves in Scotland Working Group - Meeting - Wednesday 20 May 2020

Nicola

Many thanks for this. I will get more info out ASAP about the meeting and how we can all prepare. Thank you for encouraging everyone to think and share too.

Andrew

Andrew Mott

Mobile: [redacted]

Note: message dictated using voice recognition software

From: Nicola Barclay <N.Barclay@homesforscotland.com>
Sent: 14 May 2020 11:38
To: Mott A (Andrew) <Andrew.Mott@gov.scot>; [redacted] Fionna Kell <F.Kell@homesforscotland.com>; [redacted]
Cc: [redacted]
Subject: RE: COVID-19 Home Moves in Scotland Working Group - Meeting - Wednesday 20 May 2020

Andrew

Thank you for setting this up. I can confirm that I am available to attend.

Can I ask is there anything that industry can do to prepare in advance of the meeting? We have to hope that by next Wednesday we will have some indication of the timescales for the easing of lockdown and I'm sure we would not want any restart to be delayed any longer than necessary.

For the benefit of other invitees, HFS and our members have prepared draft safe operating procedures for sales offices and handovers which are currently with Health Protection Scotland for approval. (Broader Construction industry SOPs are also fully prepared, but probably of less relevance to this group)

It might be helpful if others could share what they are doing with the group too, so we can see just how close to readiness we are?

Many thanks
Nicola

From: Andrew.Mott@gov.scot <Andrew.Mott@gov.scot>
Sent: 13 May 2020 16:34
To: [redacted] Nicola Barclay <N.Barclay@homesforscotland.com>; Fionna Kell <F.Kell@homesforscotland.com>; [redacted]
Cc: [redacted]
Subject: COVID-19 Home Moves in Scotland Working Group - Meeting - Wednesday 20 May 2020

All:

British Association of Removers [*representative to be identified*]
First Mortgage
Homes for Scotland
Law Society of Scotland
Lloyds Banking Group
Millar & Bryce
Registers of Scotland
Royal Institution of Chartered Surveyors
Solicitors Property Centre
UK Finance

I am writing to you to invite you to participate in a working group to prepare for allowing home moves to take place in Scotland when it is safe to do so. We are proposing to meet by videoconference from **10 am to 12 noon on Wednesday 20 May** – further details of how to join will be provided in a separate calendar request. An agenda and papers will follow too.

I am sure you are all aware that the UK Government has today taken steps to loosen restrictions in England. UK Government regulations and guidance **for England only** can be found here: regulations - <http://www.legislation.gov.uk/id/uksi/2020/500> and guidance - <https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak>

There is no change to policy on home moves in Scotland. The position remains that home moves can only happen where reasonably necessary, and our regulations and guidance are unchanged (see [Coronavirus \(COVID-19\): guidance on moving home](#)). The health and safety of the people of Scotland is the Scottish Government's top priority. We know that current restrictions are causing difficulty for many people who want to buy, sell or move home. We want to get the housing market moving as soon as it is safe to do so, but we will only act in line with the medical and scientific evidence and advice specific to the pandemic in Scotland.

We'd like to make sure that we have representation on the group from organisations involved in all stages of the home move (purchase and sale) process. We will be looking to bring together work on home moves across all tenures, but for the purpose of Wednesday's discussion, we will focus on the steps involved in sales and purchases. Please let me and Laura Carmichael know if there is any other organisation we should invite to ensure coverage of potential issues:

Step

- | |
|----------------------------------|
| 1 Mortgage in principle |
| 2 Property Valuation |
| 3 Home Report |
| 4 Marketing/listing the property |
| 5 Viewings |
| 6 Making/managing offers |

- 7** Additional Survey Reports
- 8** Buying new-build home
- 9** Securing a mortgage
- 10** Conveyancing
- 11** Settlement
- 12** Registration
- 13** Moving out / in (removals)

Many thanks, Andrew

Andrew Mott

Head of Housing Markets, Strategy and North Programmes, More Homes Division

The Scottish Government

Area 2-J(N), Victoria Quay, Edinburgh EH6 6QQ

Phone: **[redacted]**

Note: message dictated using voice recognition software

From: Jennifer Kennedy <J.Kennedy@homesforscotland.com>

Sent: 13 May 2020 13:11

Subject: PRESS RELEASE: First Minister asked to signal a timescale for the recommencement of home building in Scotland as housing market divergence increases

HFS Chief Executive Nicola Barclay is available for interview should you wish to arrange any follow-up discussion.

PRESS RELEASE 13 May 2020

First Minister asked to signal a timescale for the recommencement of home building in Scotland as housing market divergence increases

Members of the Board of trade body Homes for Scotland (HFS) have written to the First Minister requesting a phased return to work which would enable them to put the finishing touches to around 6000 largely completed homes worth in excess of £1bn to the economy.

With the industry having carefully considered and addressed all issues relating to the safe operation of construction sites and sales offices, the timely request follows the announcement by the UK Government that estate agents and home builders in England can re-start the buying and selling process. A similar announcement by the First Minister would allow customers in Scotland who have been left in lockdown limbo and who still wish to move to do so.

As the increasing divergence creates more confusion and uncertainty for customers, the letter (signed by 20 industry leaders who sit on the HFS Board and represent both national and smaller regional businesses), points to the detailed procedures developed by industry to ensure that activity can be safely recommenced as soon as the green light is given.

The signatories believe this first step would also help mitigate the pandemic's wide-ranging shockwaves by limiting the damage in terms of housing supply, job losses and business failures.

HFS Chief Executive Nicola Barclay said:

“The Scottish Government’s recently announced short-term loan facility for SME home builders is welcomed and will provide a lifeline for many, but there is no escaping the fact that the long-term survival of all these businesses depends on their ability to get back on site and build homes, for both owner-occupation and rent.

“As we see the first sets of figures being released about the financial impact of the lockdown, we can be sure that the full impact is still to be felt. Our industry contributes significantly to Scotland’s social and economic wellbeing and we are ready and willing to re-open safely with additional measures in place to help protect our employees and customers, while also supporting the struggling economy. Our Board is now asking for the First Minister’s backing to allow us to do so.”

Click [here](#) to read the full letter.

Ends

Enquiries to:

Jennifer Kennedy – Homes for Scotland: **[redacted]**

Notes to Editors:

1. Scotland’s home building industry is a major contributor to the country’s social and economic wellbeing. As well as every home built supporting four jobs, new housing delivery results in improved health and education outcomes and generates over £3bn per annum in direct, indirect and induced GVA. Access “The Economic and Social Benefits of Home Building in Scotland” report [here](#).
2. At the outset of lockdown, a survey of [Homes for Scotland](#) members highlighted that 65% believed they could only sustain themselves for 2-3 months in such circumstances. A more recent survey shows that this figure has now increased to 75%.
3. The updated [Health Protection \(Coronavirus, Restrictions\) \(England\) \(Amendment\) \(No. 2\) Regulations 2020](#) make substantial changes to Regulation 6 on ‘Restrictions on movement’ and mean that the activities listed as a ‘reasonable excuse’ to leave one’s home now include:

'to undertake any of the following activities in connection with the purchase, sale, letting or rental of a residential property—

- *visiting estate or letting agents, developer sales offices or show homes;*
- *viewing residential properties to look for a property to buy or rent;*
- *preparing a residential property to move in;*
- *moving home;*
- *visiting a residential property to undertake any activities required for the rental or sale of that property*

4. A high res image of Homes for Scotland Chief Executive Nicola Barclay can be downloaded [here](#).

Kind regards
Jennifer

Jennifer Kennedy
Head of Public Affairs
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW

Tel: [redacted]

Mob: [redacted]

Email: j.kennedy@homesforscotland.com

Website: www.homesforscotland.com

(Please note my working pattern is Mon/Tues 9am – 3pm, Wed 9am – 4pm and Thurs/Fri 9am – 4.30pm)

Homes for Scotland's [strategy](#) sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.**



This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: Fiona Kell <F.Kell@homesforscotland.com>

Sent: 18 May 2020 14:26

To: [redacted]

Subject: SME fund

[redacted]

I see the web page is now updated. We will advise members.

Thanks for all your help so far in getting this up and running, I hope it will be much appreciated by a number of our members.

Keep me advised of any queries you are getting where you think we can help.

Regards

Fionna

Fionna Kell
Director of Policy
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW

Tel: [redacted]

Mob: [redacted]

Email: f.kell@homesforscotland.com

Twitter: @HFSFionna

Website: www.homesforscotland.com

Please note my hours of work are Tuesday to Friday 8.30 – 5.00

*Homes for Scotland's strategy sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.***

Click [here](#) to access the strategy document.





T: 0300 244 4000
E: scottish.ministers@gov.scot

Nicola Barclay
Chief Executive
Homes for Scotland
5 New Mart Place
Edinburgh
Midlothian
EH14 1RW

n.barclay@homesforscotland.com

19 May 2020

Dear Nicola

Thank you for your your letter dated 7 May to the First Minister. I am replying as this falls within my portfolio.

You will know from discussions at the Restart sub group of the Construction Leadership Forum which I chair, I very much welcome all of the work that has been done through Construction Scotland, Homes for Scotland and others to develop a phased restart programme and associated Safe Operating Procedures. These are now at an advanced stage and will help to ensure that the construction industry is well-prepared when appropriate relaxation measures are introduced.

I note the information you provide in relation to around 6,000 homes being close to completion. This is indeed a significant number which represents a considerable opportunity for the housebuilding industry as well as for the many people who will be waiting for them – people who will, in many cases, be urgently in need of their new home. Whilst I understand that a case can be made for relaxing the restrictions in relation to these near complete homes, I am also conscious that many sub-sectors across the Scottish economy would make similar cases for why their restrictions should be eased. In looking across the wider economy, we need to understand the aggregate impact of the easing of restrictions and also ensure that, when we start progressively to move out of lockdown, the changes made are part of a coherent and evidence-based approach. We will of course bear in mind your suggestion as the options for easing restrictions are developed.

Our key message to the industry at this time remains the same, we expect businesses to consider and comply with the advice provided. It remains absolutely vital that we continue to adhere to measures to slow down the spread of the virus, protect the NHS and save lives.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot



I can however assure you we share the ambition of business to get the construction industry back to work as soon as possible but this must be done with public health and safety as the first priority. As you know, we are continuing to work closely with industry to develop plans to get back to work safely as soon as the medical evidence suggests it is appropriate to do so. It is only when we are sure the virus is fully under control that we can begin to ease any of the restrictions.

In conclusion, I would like to thank you and your Board for sharing your thinking with the First Minister. She is aware that we are engaging regularly and constructively throughout this period and looks forward to us continuing this close working as we move forward.

Kind regards

A handwritten signature in black ink, appearing to read 'Kevin Stewart', with a long horizontal flourish extending to the right.

KEVIN STEWART

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



Accredited
Until 2020



From: Fiona Kell <F.Kell@homesforscotland.com>

Sent: 20 May 2020 11:54

To: [redacted]

Subject: SME applications

Morning [redacted]

Just wondering if you have had any interest in the scheme to date? If so have there been any particular areas of concern or clarity you would like us to share with members to help the process along

Thanks
Fionna

Fionna Kell
Director of Policy
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW

Tel: [redacted]

Mob: [redacted]

Email: f.kell@homesforscotland.com

Twitter: @HFSFionna

Website: www.homesforscotland.com

Please note my hours of work are Tuesday to Friday 8.30 – 5.00

*Homes for Scotland's strategy sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.***

Click [here](#) to access the strategy document.



From: Nicola Barclay <N.Barclay@homesforscotland.com>
Sent: 21 May 2020 14:02
To: Gilbert B (Brad) <Brad.Gilbert@gov.scot>
Cc: [redacted] Mott A (Andrew) <Andrew.Mott@gov.scot>
Subject: RE: Scotland's Route Map through and out of the crisis

Brad
Thanks. Can you confirm if I've got this right.

Phase 1 - From next Thursday 28th, construction can do phase 0 and phase 1 of their plan (planning and pre-start site preparations), and housing market can prepare for safe re-opening – all the things in our SOPs for sales centres and all the work already underway as outlined on the call with Andrew yesterday.

Phase 2 – Construction moves to phase 2 of their plan (soft start with distancing etc) and there is a relaxation of restrictions of house moves.

Where does the finishing off of the 6000 homes sit within all this – (not strictly construction work)?
And what is the time lag between phase 1 and 2 in relation to this sector?

These are the questions I am now being asked.
Thanks
Nicola

From: Brad.Gilbert@gov.scot <Brad.Gilbert@gov.scot>
Sent: 21 May 2020 13:50
To: Nicola Barclay <N.Barclay@homesforscotland.com>
Cc: [redacted]; Andrew.Mott@gov.scot
Subject: FW: Scotland's Route Map through and out of the crisis

Nicola

As has now been announced, we have published a further document setting out Scotland's approach to Covid-19 – Scotland's Route Map through and out of the crisis.

I attach a copy but please note that it's a living document so it may be advisable to use the [online copy](#) in the days and weeks to come as the situation develops.

You may have already caught up with the First Minister's statement on this, but key things to highlight include:-

- This sets out a phased approach to lockdown exit – with phase 1 planned to start next Thursday 28 May, subject to the latest evidence
- The document provides a table setting out five phases ranging from Lockdown to Phase 4 (when the virus ceases to be a significant issue)
- It includes some practical examples of what people can expect to see change over time, but omission of an activity from these examples does not mean it is not being considered (this is key for us as e.g. restarting of lettings is not specifically name checked but as you know work on this is being progressed)
- The need for enhanced public health measures remain critical including hand washing, cough hygiene and physical distancing as well as compliance with our test, trace, isolate and support system – Test and Protect.

- For now, our advice remains to Stay at Home, except for essential work that can't be done at home, going out for food and medicine, or for exercise. When it is necessary to be outside, our advice is to stay two metres from people from other households, and to wear a face covering in enclosed spaces like shops or public transport.
- Shielding arrangements remain in place but will be reviewed before the end of the initial 12 week period. There is a commitment to listen to the experiences of those who have been shielded as we figure out what needs to come next.
- The messaging is now becoming more complex, but with the trade-off that we will start to be able to do more

I know you will want to read and reflect on this document for your own perspective but I would highlight some points included in the documents critical for housing:

In Phase 1 We are making plans to restart housebuilding and energy efficiency schemes and preparing for safe re-opening of the housing market; we are planning the gradual resumption of key support services in the community with appropriate physical distancing and hygiene measures.

In Phase 2 we will see a scaling up of public services from phase 1 where it is safe to do so.

I'm very happy to discuss any of this as useful and look forward to continuing to work with you as we track the path back to functionality for the housing sector.

Best wishes
Brad

Brad Gilbert
Deputy Director (Interim) More Homes
Scottish Government
Mob: **[redacted]**
Tel: **[redacted]**
e: brad.gilbert@gov.scot

I am currently home working. E-mail and mobile number are the ways to contact me.

From: Jennifer Kennedy <J.Kennedy@homesforscotland.com>

Sent: 21 May 2020 17:35

Subject: PRESS RELEASE: 6000 HOUSEHOLDS STILL WAITING ON URGENT CLARITY ABOUT MOVING HOME

Press release 21 May 2020

6000 HOUSEHOLDS STILL WAITING ON URGENT CLARITY ABOUT MOVING HOME

Scotland's home building industry today expressed its continuing frustration at what it views as unnecessary further delay to a safe return to work. This follows publication of the Scottish Government's route map which refers to "planning for the construction sector to implement the first two phases in its restart plan".

Nicola Barclay, Chief Executive of trade body Homes for Scotland, said:

"It is obviously good news that we are now seeing steps put in place to relax lockdown restrictions but the construction industry has spent the last 9 or so weeks working on a restart plan to enable a safe return to work as soon as it was considered appropriate and which has been agreed with the Scottish Government. There is no reason to delay the start of a phased return beyond next Thursday. It is no exaggeration to say that to wait any longer could prove too late for many businesses and jobs.

"The biggest question still remains in relation to the 6000 households currently waiting to move into what are largely complete homes requiring only internal finishing touches that can be easily and safely undertaken. There is absolutely no mention of how or when they can be completed. With all these customers still stuck in limbo, they have been given no indication today of when they can move on with their lives and government needs to urgently provide further clarity on this.

"The route map also states that 'we are preparing for the safe reopening of the housing market'. We have already been working on this with other relevant stakeholders such as The Law Society, RICS, UK Finance and Registers of Scotland, and, other than the immediate updating of guidance on moving home that is required, there is nothing now preventing this."

Kind regards
Jennifer

Jennifer Kennedy
Head of Public Affairs
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW

Tel: [redacted]

Mob: [redacted]

Email: j.kennedy@homesforscotland.com

Website: www.homesforscotland.com

(Please note my working pattern is Mon/Tues 9am – 3pm, Wed 9am – 4pm and Thurs/Fri 9am – 4.30pm)

*Homes for Scotland's [strategy](#) sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.***



From: [redacted] On Behalf Of COVID-19 Planning Enquiries
Sent: 26 May 2020 11:33
To: Tammy Swift-Adams <T.Swift-Adams@homesforscotland.com>
Cc: COVID-19 Planning Enquiries <covid19planningenquiries@gov.scot>; Chief Planner <Chief.Planner@gov.scot>
Subject: RE: Appeal submission timeframes

Dear Tammy,

Thank you for your inquiry. I apologise for the delay in responding. The Scottish Government does not at present consider that there is a need to change the timescales for processing of applications, appeals etc. We will continue to monitor the situation.

I hope you find this information useful.

Kind regards,

COVID-19 Response – Planning and Architecture Division

From: Tammy Swift-Adams <T.Swift-Adams@homesforscotland.com>
Sent: 26 March 2020 10:33
To: [redacted]
Subject: Appeal submission timeframes

Dear [redacted]

I've already had a good talk with [redacted] and his PAD colleagues about development management issues arising from the Covid19 restrictions and instances where a change to regulations might be needed.

An additional point raised by Homes for Scotland members relate to the appeal system: It is the issue of **the timeframes within which an appeal can be lodged**.

Could either of the following options be implemented to ensure applicants don't lose their appeal rights if it not possible for the time being to submit?

- Allow applicants to submit a simple notice of intent to appeal (rather than a full appeal)
- A general extension of the time period for appeals to be submitted – for example by 6 months / to the end of the year

Either options would likely require a regulation change.

Any updates or holding positions you can provide would be gratefully appreciated and I will communicate these to our members to help reduce the disparate queries that might be coming in to you. I'd be particularly grateful for a quick confirmation of whether this is already on your radar.

The online updates on [DPEA guidance for reporters](#), that [redacted] has already drawn my attention, are very helpful. I will keep our members up to date with these.

Best wishes,

Tammy

Tammy Swift-Adams
Director of Planning
Homes for Scotland

Mob: [redacted]

Email: t-swift-adams@homesforscotland.com

Website: www.homesforscotland.com

*Homes for Scotland's [strategy](#) sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.***

