



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Friday, 1 June 2018

Chairman: Councillor B Laughton
Vice-Chairman: Councillor T Wendels

Members of the Committee:

Councillor Mrs B Brooks
Councillor Mrs C Brooks
Councillor Mrs I Brown
Councillor M Buttery
Councillor Mrs S Michael
Councillor N Mison
Councillor N Mitchell
Councillor Mrs P Rainbow
Councillor Mrs S Saddington
Councillor Mrs S Soar

Substitute Members:

Councillor R. Crowe
Councillor Mrs G Dawn
Councillor A Roberts
Councillor D Staples
Councillor D Thompson

MEETING: Homes & Communities Committee
DATE: Monday, 11 June 2018 at 6.00 pm
**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Notts NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk 01636 655248.

AGENDA

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1. Apologies for Absence	
2. Declarations of Interest by Members and Officers and as to the Party Whip	
3. Declaration of any Intention to Record the Meeting	
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Part 1 - Items for Decision	
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Confidential & Exempt Items	None
16. Exclusion of the Press and Public	
<p>To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.</p>	

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Homes & Communities Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Monday, 15 January 2018 at 6.00 pm.

PRESENT: Councillor B Laughton (Chairman)
Councillor T Wendels (Vice-Chairman)

Councillor Mrs B Brooks, Councillor Mrs C Brooks, Councillor Mrs I Brown, Councillor M Buttery, Councillor K Girling, Councillor Mrs S Michael, Councillor N Mitchell, Councillor Mrs P Rainbow and Councillor Mrs S Soar

APOLOGIES FOR ABSENCE: Councillor B Crowe

Prior to the commencement of the meeting the Chairman took the opportunity to thank the team of Officers who had worked on the resettlement of the Syrian Refugees and the event held prior to Christmas. The Newark Advertiser had published an article on the matter which had been well received by its readers.

The Director – Safety advised the Committee that the Council had been selected as a finalist in the UK Housing Awards in the Strategic Local Authority of the Year category, the results of which would be known in May 2018.

31 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

32 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that there would be an audio recording of the meeting undertaken by the Council.

33 MINUTES OF PREVIOUS MEETING

AGREED (unanimously) that, subject to the inclusion of Councillor Mrs Soar's apologies for absence, the Minutes of the meeting held on 6 November 2017 be approved as a correct record and signed by the Chairman.

34 SHERWOOD & NEWARK CITIZENS ADVICE PRESENTATION OF PERFORMANCE OUTTURNS 2016/17

The Committee considered the joint presentation by the Business Manager – Housing & Safeguarding and Jackie Insley, Chief Officer (SNCA) in relation to the performance targets in respect of core advice service provision as set out in the Service Level Agreement between the SNCA and the Council, for which grant funding was awarded. Circulated at the meeting was an 'Our Impact in 2016/17' sheet produced by SNCA.

Ms Insley advised that the SNCA's relocation to Castle House had been well received by officers, volunteers and clients. She explained that the service being provided in Ollerton had been reduced to 2 days per week due to resource issues. It was hoped that more could be made of providing assistance to clients via email and webchat. It was, however, acknowledged that the most vulnerable clients continued to require face to face interaction and this would not be compromised. Ms Insley acknowledged that the service could not exist without their volunteers. She stated that the recruitment of volunteers was costly due to the amount of training that was required and that attempts to secure additional funding may be required. It was reported that the SNCA's finances were sound at present but that working arrangements were constantly reviewed. Talks had commenced with Bassetlaw CA to explore the possibility of developing a working partnership but that the allocation of funding streams for both areas must be discussed in depth so that all parties were clear as to its allocation.

Members agreed that the service provided an invaluable resource to the district's residents. In noting the figures provided for clients using the service, a Member referred to the high number of queries where there was no indication of where the client lived, suggesting that these might be persons from outside the district. He queried why people from out of the district did not use services more local to themselves. Ms Insley advised that it was hoped that in future a new recording system would eradicate the 'others' category from the list of clients and clarify whether they were clients from within the district or outside. However, she made the point that the 'others' figure took into account those who did not wish to divulge their home address, which did not necessarily mean that they were from outside the district. She also stated that SNCA were keen never to turn any client away who had made the effort to seek its assistance regardless of their home address.

The Chairman of the Committee asked Ms Insley to pass on the Committee's thanks to all her officers and volunteers for the work they undertook to assist the residents of Newark and Sherwood.

AGREED (unanimously) that the contents of the report, particularly the performance outturns and annual/impact reports regarding the provision of core advice services to residents in the district by Sherwood and Newark Citizens Advice, be noted.

35 HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2018/19

The Committee considered the report presented by the Assistant Business Manager – Financial Strategy & Performance which provided information on the budget and scale of fees and charges for the areas that fell within the remit of the Committee for 2018/2019.

The revenue budget proposals were listed at paragraph 3 of the report together with the major variances between the 2017/18 and 2018/19 budgets.

AGREED (unanimously) that:

- (a) the final Committee budget as shown in Appendix A to the report be recommended to Policy & Finance Committee at its meeting on 22 February 2018 for inclusion in the overall Council budget; and
- (b) the scale of fees and charges as shown at Appendix B be recommended to Policy & Finance Committee at its meeting on 22 February 2018 and Council on 8 March 2018.

36 5 YEAR HRA DEVELOPMENT PROGRAMME UPDATE REPORT

The Committee considered the report presented by the Business Manager – Strategic Housing in relation to progress with the 5 Year Housing Revenue Account (HRA) Development Programme and the proposal to develop an extra care facility in Ollerton in partnership with Nottinghamshire County Council.

The report provided Members with information as to the Phase One – Site Progression and gave further detail of the Gladstone House – Extra Care Scheme, Homes & Communities Agency Grant Funding and the Budgetary Position. Paragraph 4 of the report related to the proposed extra care facility in Ollerton.

A Member of the Committee commented that he was pleased to read of the proposed extra care facility in Ollerton. However, he queried whether the increased development costs on Phase One of the development programme would jeopardise the extra care proposal if the application for grant funding to the HCA towards Phase One was unsuccessful. The Business Manager advised that it could have an impact given that it could affect the available capital within the HRA Business Plan for new development, but reassured Members that capital costs associated with the development programme were constantly reviewed. The increased costs had resulted from issues with securing planning permission and the small scale of the developments which had led to unforeseen additional costs. It was noted that NCC was reviewing its approach to extra care with a view to developing a new strategy. This would be presented to its Adult Social Care and Public Health Committee in early 2018. It was essential that NCC supported, in principle, the development of extra care facility in order for it to proceed.

Members noted that the original cost per unit had been set at a low level and queried who had set the original estimate and how this would be avoided in the future. The Business Manager advised that the original figure had been based on previous development delivery costs but that the additional abnormal costs were not known at that time. In relation to the bid submitted to the HCA for funding, Members were informed that the HCA had encouraged the Council to submit the bid and therefore it was hoped that it would be successful.

The Chairman noted that 6 units had been opened in Caunton which had been developed by NCHA. These were 2 bedroomed semi-detached and had cost approximately £144,000 each, which was significantly more expensive than those developed by the Council. He suggested that it would benefit the Committee to understand the cost of developing the units if they met with a senior member of the team from the developers, Robert Woodheads. The Business Manager suggested that it would also be beneficial to explore the challenges on a site by site basis.

AGREED (unanimously) that:

- (a) the current progress to deliver the 5 year HRA development programme be noted;
- (b) in principle, approval be given for Officers to progress the feasibility work to develop an extra care facility in Ollerton and continue discussions with Nottinghamshire County Council regarding this; and
- (c) the Business Manager – Strategic House extend an invitation to a member of the development team from Robert Woodheads to attend a meeting of the Committee to discuss the challenges of the development programme on a site by site basis.

37 2017 ROUGH SLEEPERS COUNT

The Committee considered the report presented by the Business Manager – Housing & Safeguarding in relation to the annual figure submitted to the Department for Communities & Local Government (DCLG) which demonstrated that local initiatives had been effective in tackling rough sleeping locally.

The report set out the methodology used to undertake the count and the agencies involved in its completion.

A Member raised the issue of beggars on the streets suggesting that the public should not give them money as it would likely encourage others to beg in the town. He added that more emphasis was needed on rough sleepers and the homeless. The Business Manager advised that there was a difference between beggars and rough sleepers and that in the district's known hotspots information was to be distributed advising the public and shop owners on how to report any incidents. She noted that receiving such information enabled the Council to monitor the situation and react to any incidents.

All Members agreed that despite the increase in the national figures for rough sleeping, the Business Manager's team were to be congratulated for reducing the levels in Newark and Sherwood.

AGREED (unanimously) that the contents of the report and the progress made in tackling rough sleeping in the district be noted.

38 URGENCY ITEM - MINUTE OF DECISION (APPROVAL OF TWO CONSULTATION RESPONSES FOR SUBMISSION TO THE DCLG RELATING TO THE IMPLEMENTATION OF THE HOMELESS REDUCTION ACT (HRA) IN APRIL 2018)

NOTED the responses submitted to the DCLG in relation to the Homeless Code of Guidance and the H-Click – New Burdens Assessment.

Meeting closed at 7.02 pm.

Chairman

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

AFFORDABLE HOUSING DELIVERY 2017/18

1.0 Purpose of Report

- 1.1 To provide the Committee with detail on affordable housing delivery across the district for the financial year 2017/18 and provide an indicative guide on future anticipated delivery.
- 1.2 An update will also be provided on the progress being made to deliver the approved 5 year Council housing (*Housing Revenue Account*) development programme.

2.0 Background Information

- 2.1 Delivery of new affordable housing continues to be a strategic priority for the Council, with the need to develop a mixed provision of affordable homes to meet the requirements of younger people, families with young children and older people across the district's urban and rural communities.
- 2.2 The Council, along with enabling the supply of new affordable housing, continues to deliver directly new Council homes through its Housing Revenue Account (HRA) housing development programme in partnership with its housing management company, Newark and Sherwood Homes (NSH).
- 2.3 In addition to the Council's own development programme a range of approaches are adopted to secure the delivery of new affordable housing units in the district, through working with Registered Providers (housing associations) and developers.
- 2.4 The delivery of affordable housing is set against the Council having a robust evidence base and as the Committee will recall at its meeting on 7 January 2015 the findings of the Newark and Sherwood Housing Market and Needs Assessment (2014) were presented and endorsed.
- 2.5 The assessment indicated a total net affordable housing need of 677 units per annum and after deducting the annual supply of housing, the shortfall for the next 5 years is 221 homes per annum.
- 2.6 The Council owns 5443 dwellings, with 31 homes being sold through the Right to Buy in 2017/18.
- 2.7 There are currently 2722 applicants on the Council's housing register (*31st March 2018*), an increase of 575 on the previous year.

3.0 Affordable Housing Delivery 2017/18

- 3.1 Over the past thirteen years, a total of 1177 additional affordable homes have been provided across the district, through S106 agreements, 100% affordable housing developments, exception sites, the Council's own developments and NSH Growth Programme.

- 3.2 Between April 2017 and March 2018 130 additional affordable homes have been built across the district (*located in Newark, Farnsfield, Rainworth, Ollerton and Caunton*) and the approaches to deliver these are outlined below:

Developer: Section 106 Agreements	Registered Provider 100% Affordable Housing Schemes	NSH	HRA Developments	Total
49	16	5	65	135

- 3.3 The tenure breakdown of these units is as follows:

Social Rent	Affordable Rent	Intermediate Housing (Shared Ownership)	Discount for sale	Total
14	96	21	4	135

Section 106 Agreements and 100% Affordable Housing Schemes

- 3.4 The table below details the location of the affordable housing units delivered either through Section 106 planning agreements or on 100% affordable housing schemes:

Location	Affordable Ownership	Affordable Rent (AR)	Shared Ownership (SO)	Discount for Sale (DFS)	Type (total units)
Beacon Hill Road, Newark (S106)	Longhurst Housing Association	4	10	-	1 bed apartments 2 & 3 bed houses
Ash Farm, Farnsfield (S106)	HRA	16	-	-	3 x 3 bed houses
Ash Farm, Farnsfield (S106)	Derwent Living	-	9	-	3 x 3 bed houses
Warsop Lane, Rainworth (S106)	Derwent Living	4	-	4	4 x 2 bed houses 4 x 3 bed houses
Newark Road, Ollerton (S106)	NSH	2	-	-	2 x 2 bed houses
Gladstone House, Newark	HRA	60	-	-	48 x 1 bed apartments 12 x 2 bed apartments
Stephen Road, Newark	HRA	2	-	-	2 x 1 bed apartments
Quibell Road, Newark	HRA	3	-	-	1 x 2 bed bungalow 2 x 2 bed houses

Hedge Row, Caunton	Nottingham Community Housing Association (NCHA)	4	2	-	4 x 2 bed houses 2 x 3 bed houses
Mount School, Newark	St Leonards Trust	10 (<i>Social Rent</i>)	-	-	10 x 2 bed apartments
Total		105	21	4	

Gladstone House

- 3.5 Most significantly in 2017/18 the Council completed Gladstone House in Newark, a 60 unit (48 x 1 bed & 12 x 2 bed units) extra care scheme, in partnership with Homes England, Nottinghamshire County Council and Newark and Sherwood Homes, who project managed the development.
- 3.6 The scheme is let on an affordable rent basis, which includes meals at lunchtime, laundry and community facilities, with the intensive housing management service provided by Newark and Sherwood Homes who manage the scheme. Nottinghamshire County Council have nomination rights to 40 of the units (32 extra care & 8 assessment units) and provide extra care support to eligible residents in these units.
- 3.7 The Council has entered into a Co-operation Agreement with the County Council for the 40 nominated units, which guarantees a rental income to the HRA Business Plan should a unit continue to be void after a prescribed period of time.

4.0 Anticipated Affordable Housing Delivery

- 4.1 The table below shows the number of units that at this point are anticipated to be delivered over the next 4 financial years. It is difficult to provide an accurate picture beyond 2019 as further sites may come forward through the planning system, some sites may be delayed (especially those major developments phased over a long build period) and national funding/policy arrangements may change: (**NB: Units being delivered through the HRA development programme are detailed at Section 6.**)

Scheme Details	Ownership	No. of Units	Progress
Anticipated Delivery 2018 – 19			
Elston (100% affordable housing rural exception site scheme)	NCHA	10 (AR/SO) 3 x 2b3pbungalow (AR) 4 x 2b4p houses (AR) 1 x 3b5p house (AR) 1 x 2b4p house (SO) 1 x 3b5p house (SO)	Anticipated completion March 2019

Clipstone x 3 sites (100% affordable housing development)	NCHA	25 (AR) 13 x 2b houses 12 x 1b2p apartments	Anticipated start on site June 2018. Completion June 2019
Belle Vue, Blidworth 21 unit market development by NSH. (S106)	NSH	6 (AR) 6 x 1 bed apartments	Anticipated completion July 2018
Warsop Lane, Blidworth Taylor Wimpey	Derwent and Developer DFS	17 (10 DFS and 7 for S/R)	Continued delivery throughout 2018/19
Augustus Grange, Ridgeway, Farnsfield 60 unit market development by Miller Homes (S106)	NCHA	18 (AR/SO) 1 x 2b flat (AR) 3 x 3 bed houses (AR) 7 x 2 bed houses (AR) 7 x 2 bed houses (SO)	Anticipated completion September 2018
Anticipated Delivery 2019 – 21			
Southwell Rd, Farnsfield 48 unit market development by Bellway Homes. (S106)	Gedling Homes	14 (AR/DFS) 6 x 2 bed (AR) 2 x 3 bed (AR) 2 x 3 bed (DFS) 4 x 2 bed (DFS)	Anticipated completion July 2019
Augustus Grange, Ridgeway, Farnsfield 60 unit market development by Miller Homes (S106)	NCHA	18 (AR/SO) 1 x 2b apartment (AR) 3 x 3 bed houses (AR) 7 x 2 bed houses (AR) 7 x 2 bed houses (SO)	Anticipated completion September 2018 (1 st phase)
The Council has agreed to take an off-site S106 contribution in the form of land (Newark location) and a monetary sum. The land would then be developed for affordable housing. (100% affordable housing development)	HRA	12 (AR)	No start on site confirmed.
Allenby Road, Southwell (S106)	No provider confirmed	20 (12 AR/8 SO)	No start on site confirmed
Braemar Farm, Collingham S106	NCHA	24 (8 AR/16 SO)	Commenced development

Former Miners Welfare, Edwinstowe <i>(100% affordable housing development)</i>	NCHA	28 (14 SO/12 AR & 2 Rent to buy) 1,2 & 3 bed houses and apartments	Anticipated start on site December 2018
Bowbridge Road, Newark <i>(100% affordable housing development)</i>	NCHA	62 (AR/SO) 1, 2, 3 & 4 bed houses and bungalows	Anticipated start on site December 2018
Edwinstowe House, Edwinstowe <i>(Affordable Housing by planning Condition)</i>	NCHA	21 A/R & S/O 2 and 3 beds	Anticipated start on site July 2019
New Lane, Blidworth (S106 (10 units) plus additional 38 additional units)	Derwent	48 8 x 2 bed bungalow 21 x 2 bed houses 6 x 3 bed houses	Delivery over two years from 2019/20

5.0 Rural Exception Sites

- 5.1 Exception sites, in accordance with Planning Policy, are schemes solely for the development of affordable housing on land within or adjoining existing small rural communities, which would not be otherwise released for general market housing. The evidence to support the development of such sites includes the commissioning of a parish housing needs survey.
- 5.2 In November 2017, a scheme at Caunton was completed by NCHA and delivered 6 affordable dwellings, consisting of two and three bedroom houses for affordable rent and shared ownership for local people. The scheme has been part funded by Homes England and Council Grant.

Hedge Row, Caunton



- 5.3 The Council continues to work in partnership with NCHA and Trent Valley Partnership to deliver rural affordable housing. NCHA have commenced development of a scheme at Elston for ten affordable units, consisting of two and three bedroom houses and bungalows for affordable rent and shared ownership to applicants with a local connection to the village. The scheme has received funding from Homes England.
- 5.4 The partnership is currently working towards the delivery of other exceptions site for affordable housing in the district including sites at North Muskham and Walesby (Phase 2), which will be subject to planning approval.

6.0 Housing Revenue Account - Development programme

- 6.1 In addition to the above affordable housing delivery the Council, further to Policy & Finance Committee approval at its meeting on 30 June 2016, is progressing an ambitious 5 year Council housing (HRA) development programme to deliver an indicative 335 additional homes across the district to meet the housing needs of local residents.
- 6.2 The Council is working in partnership with NSH, who are project managing the development programme, and Robert Woodhead Ltd who have been awarded the build contract to deliver the new Council homes.
- 6.3 The majority of the sites identified for the development programme are relatively small, often disused HRA garage or infill sites. Flexibility is required within the 5 year development programme as sites may have to be swapped, as some will be able to be progressed for development and some will either be delayed or not suitable linked to further due diligence works.
- 6.4 The target delivery for the first phase of the programme is 70 units; this is in addition to the 60 units now developed at Gladstone House, and **Appendix A** details current progress to meet this target.
- 6.5 To date the Council has successfully received Homes England grant funding via the 2016-21 Affordable Homes Programme for 65 units totalling £2.8m, which averages over £40,000 per unit. A further grant bid has been submitted for the 4 units at the Windsor Close site in Collingham and the outcome of this is now awaited. For 1 unit, 1-4-1 Right to Buy receipts have been utilised to ensure this money is spent within the Governments required timelines.

Better Care Fund - Accessible Homes

- 6.6 Further to a successful bid into the Better Care Fund for £118,000, this finance is being utilised to improve accessibility standards to some of the units in phase 1 of the programme. In consultation with the Company the following sites have been identified:
- California Road, 1 bungalow
 - Wolfit Avenue, 2 bungalows
 - Wolfit Avenue, 1 bungalow
 - Wolfit Avenue, 2 bungalows
 - Adj 67 Greenwood Crescent, 1 bungalow
 - Adj 31 Trinity Road, 1 bungalow
 - 102 Haywood Oaks Lane, 2 ground floor flats

- 6.7 The Company are currently in a value engineering exercise with Robert Woodheads to finalise costings, with the intention to deliver level access / low access showers to each unit and level entry access where appropriate.

Phase 2

- 6.8 The Council and Company are progressing work to deliver phase 2 of the development programme with a target to deliver 50 units. The table below shows those sites now with planning permission or currently in the planning system:

Site	Units (Nos)	Type of Unit	Planning Status
Knotts Court, Balderton	1	2 Bed bungalow	Approved
Beech Avenue, Ollerton	2	2 Bed houses	Validated
Meldrum Crescent, Newark	4	1 Bed apartments	Approved
Central Ave, Blidworth	4	2 x 1 Bed apartments 2 x Bed bungalows	Approved
Valley View, Coddington	3	3 x 2 Bed houses	Approved
Parkes/Thorpe Close, Coddington	4	1 x 1 Bed bungalow 3 x 2 Bed bungalows	Approved
Thorpe Close, Coddington	1	3 Bed bungalow	Validated
Windsor Close, (Off Braemar Road), Collingham (Will form part of Phase 1 delivery)	4	2 x 2 Bed houses 2 x 3 Bed houses	Approved
Gainsborough Rd, Winthorpe	1	1 Bed bungalow	Validated

- 6.9 Work continues to identify further suitable sites for the remainder of phase 2, which will involve consultation with local ward members.
- 6.10 In terms of continued grant support from Homes England, discussions have been held with local officers who are keen to receive future bids from the Council to support the ongoing development programme.

Extra Care Scheme - Ollerton

- 6.11 As reported to the Committee at its meeting on 15th January 2018 consideration is being given to the development of a new extra care facility in Ollerton, on an allocated housing site in the HRA's ownership, based on the model that operates at Gladstone House. This is in recognition of the demand for suitable accommodation for older adults requiring 'housing with care' in Ollerton.
- 6.12 Scheme designs have been drawn up by Newark and Sherwood Homes, on the Council's behalf, showing that the site can accommodate 40 supported housing units, as well as on-site communal facilities. To date a formal planning application has not been submitted, though pre-application advice has been obtained.
- 6.13 Most recently the Council has received a letter of support from Nottinghamshire County Council, stating:

“.....In respect of the above development, as proposed by Newark & Sherwood District Council, I can confirm that Nottinghamshire County Council will be seeking to agree nomination rights to a proportion of the new homes to be created for use as ‘housing with care’ for its service users as part of the implementation plan.

The County Council will meet all of the ongoing eligible social care needs of all the occupants living in the units that the County Council’s has nomination rights for, as well as occupants living in the other units at the scheme where these individuals develop future needs that are assessed as eligible for social care support.

The care support contract will be funded from the County Council’s ongoing revenue budget.....”

- 6.14 The Committee should note, however, that the County Council will not contribute a capital sum towards the cost of this proposed development, which it did for Gladstone House.
- 6.15 As with the arrangements at Gladstone House, those units not nominated to the County Council would be let as general supported housing, with the Company providing the housing management and repairs service for the whole scheme.
- 6.16 Financial modelling is now being undertaken within the HRA Business Plan against the total scheme costs for this proposal and existing commitments to ascertain whether there is available finance to take forward this development.
- 6.17 Members should also note that due to the enhanced design principles of the proposed scheme, and as no additional capital funding will be received from the County Council, a grant bid submission will also be made to Homes England.
- 6.18 These matters will be reported to the next Policy & Finance Committee meeting to seek approval to progress the development of an extra care scheme in Ollerton, subject to the finance being available through the HRA Business Plan, a grant funding bid submission to Homes England and receiving full planning permission.

7.0 Equalities Implications

- 7.1 The Council’s housing needs evidence based informs the type of affordable housing to be delivered across the district to meet the needs of all communities, including those with protected characteristics.

8.0 Impact on Budget/Policy Framework

- 8.1 The Company, in consultation with the Council, continues to work with Robert Woodhead to establish accurate costs for the delivery of each site prior to commencement for ongoing financial monitoring. This process will continue throughout the life of the project and work will be progressed to ensure that the average cost per unit over the programme achieves good value for money.
- 8.2 Monitoring of the HRA Business Plan continues based on the known changes and grant funding obtained via Homes England. Current indications show that the approved 5 year development programme is deliverable within the resources available.

9.0 RECOMMENDATION

That the Committee notes the affordable housing delivery in 2017/18, future anticipated delivery and progress with the Council's five year development programme making any observations as appropriate.

Reason for Recommendation

To appraise Members on the current and future delivery of affordable housing across the district.

Background Papers

Nil

For further information please contact Rob Main, Business Manager - Strategic Housing on 01636 655930 or Jill Sanderson, Housing Development Officer on 01636 655624.

Karen White
Director – Safety

Housing Revenue Account – Development Programme

Cluster	Site	Start	Completion	Unit Type	Progress
Newark 18 units	Stephen Road	14-08-17	13-02-18	2 x 1 bed apartments	Completed
	Grange Road	14-08-17	04-05-18	5 x 2 bed terraced houses	Completed 25/4/18
	Meldrum Crescent	07-08-17	25-06-18	8 x 1 bed apartments	On programme. Completion date at risk awaiting Section 38 agreement.
	Quibell Road	29-08-17	29-03-18	1 x 1 bed bungalow 2 x 2 bed houses	Completed
Farndon Cluster 17 units	Almond Grove 1	08-01-18	13-06-18	2 x 2 bed bungalow	Superstructure works commenced
	Almond Grove 2	27-11-17	14-08-18	1 x 2 bed bungalow	On programme. Completion date at risk awaiting Section 38 agreement.
	The Willows	20-11-17	14-08-18	1 x 2 bed and 1 x 3 bed houses (semi-detached)	On programme. Completion date at risk awaiting Section 38 agreement.
	Staveley Court	06-11-17	14-08-18	6 x 2 bed houses 2 x 3 bed houses 2 x 1 bed bungalow 1 x 3 bed bungalow	Work progressing well. Plots at various stages ranging from sub structure brickwork to second lift brickwork. Roof timbers placed on first pair of bungalows.
	California Road	23-03-18	14-08-18	1 x 2 bed bungalow	On site.
Bidderton Cluster 10 units	Wolfit Avenue	05-02-18	11-08-18	3 x 2 bed houses	On site.
	Wolfit Avenue	26-02-18	11-08-18	2 x 2 bed bungalows	Diversion of STW main delayed progress
	Wolfit Avenue	26-02-18	14-08-18	2 x 1 bed bungalow	On site.
	Wolfit Avenue	05-03-18	14-08-18	1 x 2 bed bungalow	On site
	Gibson Crescent	08-01-18	14-08-18	2 x 3 bed houses	On site
Canningham Cluster 9 units	Windsor Close 1	05-03-18	03-08-18	3 x 2 bed house	On site, footings in for all 3 units, blockwork up-to dpc going in.

	Snowdon Road	05-03-18	03-08-18	2 x 2 bungalows	On site, garages demolished, fencing up all around, ground workers on site.
	Windsor Close 2	29-03-18	03-10-18	2 x 2 bed house 2 x 3 bed house	On site, garages demolished
West of Newark Cluster 16 units	Preston Road (2) Rainworth	18-01-18	14-08-18	2 x 1 bed bungalows	On site.
	Haywood Oaks Lane, Blidworth	19-03-18	30-09-18	3 x 1 bed apartments	On site.
	Central Avenue, Blidworth	12-03-18	14-08-18	1 x 2 bed bungalow	On-site.
	Greenwood Crescent, Boughton	08-01-18	14-08-18	2 x 2 bed bungalows	On site.
	Adj 67 Greenwood Crescent, Boughton	26-03-18	30-09-18	1 x 2 bed house	On site.
	Eastfield Close, Clipstone	19-03-18	29-10-18	2 x 2 bed houses	On-site.
	Adj 1 Allenby Road, Southwell	12-03-18	30-09-18	2 x 1 bed apartments	On-site.
	Adj 31 Trinity Road & Vicarage Road, Southwell	19-03-18	30-09-18	1 x 2 bed bungalows	On-site.
	Vicars Court, Clipstone	12-03-18	30-09-18	2 x 2 bed house	On-site.
Total: 70 units					

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

LOWDHAM FLOOD RISK MANAGEMENT SCHEME

1.0 Purpose of Report

1.1 To update the Committee on the current situation with delivery of a flood risk management scheme in Lowdham and for the Committee to consider a financial contribution to assist in the delivery of such a scheme.

2.0 Background Information

2.1 The village of Lowdham has suffered from repeat flood events in 1999, 2007, 2012 and 2013. The Lowdham Flood Risk Management Scheme aims to protect up to 200 residential properties at risk of flooding for an estimated investment of **£6m**.

2.2 The scheme currently has indicative funding identified of **£3.45m**, which consists of: £1.4m Flood Defence Grant in Aid; £1.5m Local Levy on behalf of the Trent Regional Flood and Coastal Committee; £500k contribution from Nottinghamshire County Council; and £55k raised by the local community via Lowdham Parish Council. Following a review of the scheme's benefits, the Environment Agency are requesting an increase in Flood Defence Grant in Aid to £3m, which if approved, will bring the total funding available for the scheme to around **£5m**.

3.0 Proposals

3.1 The Outline Business Case (OBC) for the scheme is due to be complete by summer 2018. Following this, if an affordable and technically viable solution is identified, the scheme will progress through to detailed design in 2019. Construction could then begin in 2020 for a two year duration, with scheme completion expected by late 2022.

3.2 The current solution identified is a large scale diversion of water to the west of the village. The aim is to divert water in flood conditions only, allowing the Cocker Beck to remain unchanged in normal conditions. To achieve this, there will be a combination of flood storage areas, culverts under two main roads and raised defences in the form of embankments, walls or hedgerows. The draft design of the scheme is shown in **Appendix One**.

3.3 The design is currently conceptual and open for comment from all stakeholders. It was presented to the community at an open evening held on 24 May 2018, so that feedback and suggestions could be gathered to inform the scheme going forwards. District Council officers were involved with the event in order to provide support and advice to the consultation.

3.4 In previous discussions between the District Council and the Environment Agency, it has been recognised that finding a solution to flooding in Lowdham is a priority for both organisations. To this end, a suitable contribution from the Council has been suggested as essential for the scheme to go ahead.

- 3.5 In September 2017 Members may recall that the Policy & Finance Committee, on recommendation from this committee, approved the allocation of £220k from capital reserves to support the Southwell Flood Alleviation scheme, which is a more complex scheme of works affecting multiple catchments and floodwater sources including surface water flooding risks (pluvial flooding). The proposed Lowdham scheme focusses more on flooding from the Cocker Beck (fluvial flooding) which by its nature is more predictable, making it easier to model and design an engineering solution for.
- 3.6 As set out at paragraph 2.2, the scheme has a potential funding shortfall of £1m, therefore any contribution the Council provides will be integral to securing the delivery of a solution to flooding at Lowdham.
- 3.7 A more accurate calculation of any shortfall in funding will be possible once the current investigations into ground conditions and other site specific issues have been completed e.g. location of underground utility infrastructure. Costs may increase or decrease depending on the complexity of any engineering works once the Outline Business Case has been finalised. The Environment Agency anticipates that this investigative work will be completed by the end of July 2018.
- 3.8 The Council has a remaining grant funded allocation of £140,000 for 'Major Flood Alleviation' within the capital programme.

4.0 Equalities Implications

- 4.1 A full Equalities Impact Assessment has been completed and can be viewed in full at **Appendix Two**. It is considered that the scheme will have no negative impacts on equality issues and will be likely to have positive impacts on the protected characteristics of disability and pregnancy & maternity. There will also be a positive impact on other vulnerable groups such as older persons who may be more adversely impacted by flooding.

5.0 Impact on Budget/Policy Framework

- 5.1 The Council currently holds an uncommitted balance of £140,000, allocated to Major Flood Alleviation, within its approved Capital Programme that could be allocated to this scheme. In addition to this, the Council approved at its meeting 8th March 2018, within the budget report, to create a reserve for £250,000 as a Flooding Defence Reserve.

6.0 RECOMMENDATION that:

That the Committee consider committing a level of funding towards the cost of the Lowdham Flood Alleviation Scheme in the region of £120,000, and make a recommendation to the Policy & Finance Committee for that amount to be allocated from the current major flood alleviation scheme currently included in the District Council's capital programme.

Reason for Recommendation

The District Council's funding support will assist the Lowdham Flood Alleviation Scheme to achieve the total funding necessary to make the scheme deliverable.

Background Papers

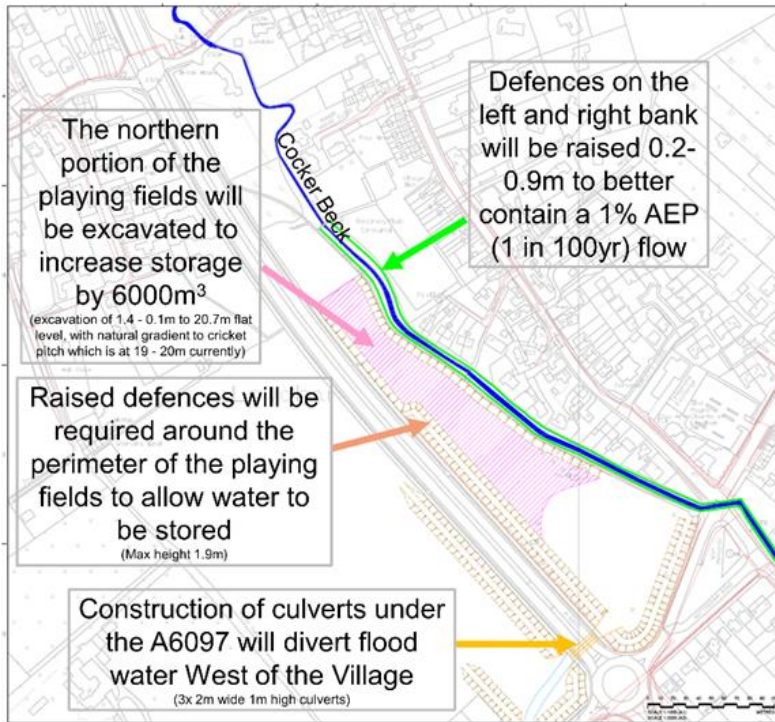
Nil

For further information please contact Ben Adams on Ext 5232

Karen White
Director - Safety

PROPOSED FLOOD ALLEVIATION SCHEME DIAGRAMS

Draft Design: Area A



With these 4 key interventions we aim to:

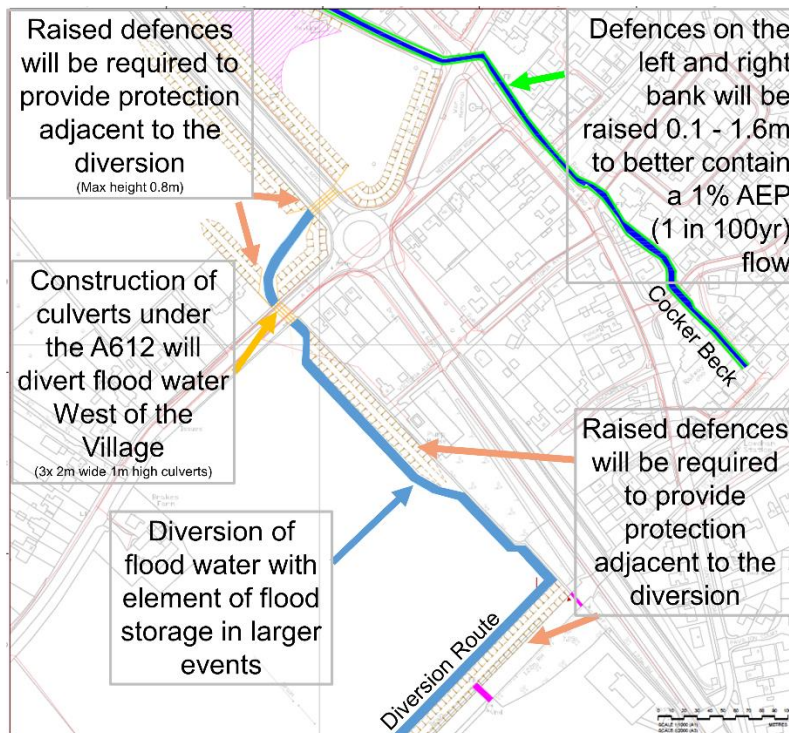
Increase the capacity of the storage area

Better contain water stored

Improve the ability to keep water in channel

Divert flood water West of the village to protect properties

Draft Design: Area B



With these 4 key interventions we aim to:

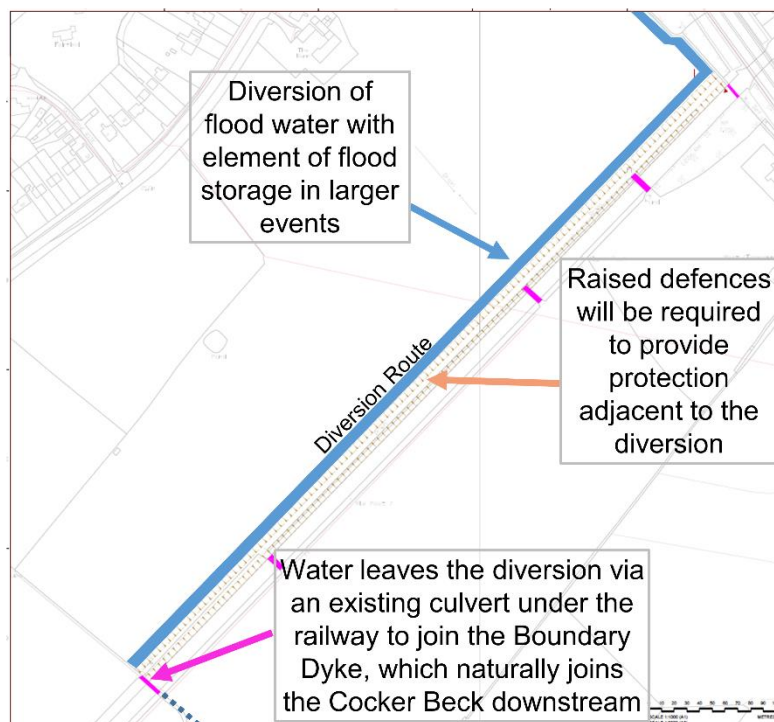
Improve the ability to keep water in channel

Protect areas surrounding the diversion

Divert flood water West of the village to protect properties

Provide additional flood storage for larger events

Draft Design: Area C



With these 3 key interventions we aim to:

Protect areas surrounding the diversion

Provide additional flood storage for larger events

Better manage the movement of flood water to naturally re-join the Cocker Beck downstream

EQUALITIES IMPACT ASSESSMENT

EQUALITIES



LOWDHAM FLOOD ALLEVIATION SCHEME

Equality Impact Assessment

This document should be completed only after the Equalities Checklist has been completed and it has been determined that a full Equality Impact Assessment is required.

Service Area

SAFETY / COMMUNITY SAFETY

Section/service delivery/policy covered by the assessment

FLOOD ALLEVIATION SCHEME FUNDING

Stage 1 - what is being assessed?

Name of strategy / policy /service / review being assessed:

The impact of making a contribution to the proposed flood allevation scheme in Lowdham

Stage 2 - who is carrying out the assessment?

Members of the assessment team:

Ben Adams

Others involved in the assessment (external challenge):

John Bullock

Stage 3 - aims of the strategy or service

Briefly describe the aims of the strategy or service:

The Environment Agency have developed a proposed scheme to alleviate the impact of flood water in and around the village of Lowdham. The Council is considering the amount of funding it will commit to support delivery of the scheme.

Stage 4 - knowing our customers, communities and employees

List the main customers, employees, users or groups receiving, delivering or affected by, this strategy or service:

Once delivered the flood alleviation works will benefit 200 properties in the village of Lowdham.

Stage 5 - background information

List any information from previous surveys, customer feedback or any relevant performance information that relates to this strategy or service:

The people of Lowdham are keen for the scheme to go ahead so that they are better protected from flood water in the future.

Stage 6 - this stage looks at the barriers to accessing services and any possible discrimination that customers and communities may face

Age

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

People of all ages will benefit from the scheme as the risk of being affected by flood water would be reduced. This would allow better access to services and continued delivery of services during periods when high water levels are experienced. It may be that older persons who are vulnerable during times of evacuation during flooding incidents would be positively impacted by being more likely to be able to stay in their home during such events.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

The scheme is a new development and previous measures to help the people of Lowdham during flooding have been limited to responsive services rather than preventative schemes such as this one.

Race

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme is positive for all those whose property is protected by it regardless of race.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Gender

Access to Service	Delivery of Service
-------------------	---------------------

<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact
--	--	--	--	--	--

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The flood alleviation scheme will provide protection regardless of gender

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Disability

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme will provide protection regardless of disability. In times of flooding evacuation disabled people may be particularly vulnerable and so this scheme will benefit people by minimising the likelihood of that situation arising.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

Records of vulnerable households in the event of a flooding evacuation are held by the County Council however this scheme is preventative in nature and should enable vulnerable disabled residents to stay in their homes rather than be evacuated.

Sexual Orientation

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme will provide protection from flooding regardless of sexual orientation.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Gender Reassignment

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme provides protection against flood water regardless of gender reassignment

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Marriage and Civil Partnership

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme provides protection against flood water regardless of marriage and civil partnership

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Pregnancy and Maternity

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Postive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

A person who is pregnant or has very young children may be adversely affected during an evacuation situation. This scheme will reduce the likelihood of the need to evacuate during heavy rainfall events and is therefore potentially beneficial to a vulnerable group such as pregnancy and maternity.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

People who are pregnant or who have very young children would be prioritised in the event of an evacuation situation, however, this scheme is designed to reduce the likelihood of the need to evacuate.

Religion or Belief

Access to Service			Delivery of Service		
<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact	<input type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input checked="" type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The scheme protects premises and people regardless of religion of belief

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Other Groups or Issues (e.g. socio-economic)

Access to Service			Delivery of Service		
<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact	<input checked="" type="checkbox"/> Positive Impact	<input type="checkbox"/> Negative Impact	<input type="checkbox"/> Nil Impact

Please describe any positive impact, negative impact, any barriers or potential discrimination:

Because the scheme is designed to increase resilience to flooding of property in Lowdham then it will have economic benefits which are outlined as part of the Environment Agencies submission for grant funding. The community will be better protected against the disruption and distress caused by flooding.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

See 'age' response

Stage 7 – Action Plan and Policy Review

From the previous section list the specific actions required to address any problems you have identified:

Action:	Service Plan / Delivery Plan:	Officer Responsible:	Timescale:	Resources:	Milestones, Monitoring and Review Details:
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Date of next review

Click here to enter a date.

Stage 8 – Outcomes(s) of equality impact assessment

No major change needed
 Adjust the policy/proposal
 Adverse impact but continue
 Stop and remove the policy and proposal

Further description:

This scheme is broadly neutral in terms of impact on the protected characteristics set out in the Equality Act 2010, however, there are some positive benefits for the more vulnerable groups in relation to flooding evacuation.

Stage 9 – Confirmation and Publish the Results

I confirm that these actions are being adopted as everyday practise and if necessary incorporated into the Service Plan or Delivery Plan

Signed by Lead Officer: Ben Adams

Date 24/5/2018

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

1.0 Purpose of the Report

1.1 To outline the changes to the licensing regime for Houses in Multiple occupation (HMOs).

2.0 Introduction

2.1 The private rented sector accounts for 4.5 million or 20% of households in England and it is the second largest tenure after home ownership. HMOs are an important form of accommodation within the private rented sector because they are typically cheaper than other private rental options and often house vulnerable tenants. It is estimated that there are around 508,000 HMOs across England. Currently and since 2006, only large HMOs of 3 storeys or more housing 5 or more persons in 2 or more separate households are subject to mandatory licensing – capturing 60,000 HMOs. It is generally not disputed that licensing has been largely successful in improving management and safety standards in those HMOs.

2.2 Houses in Multiple Occupation (HMOs) have been subject to mandatory licensing since 1 April 2006. The Housing Act 2004 sets the definition of a licensable HMO is any property that:

Is 3 or more storey in height (storey includes a basement, loft conversion and any storey comprising business premises) and contains 5 or more people in 2 or more households plus it has shared facilities such as a kitchen, bathroom or toilet.

2.3 Within the Newark & Sherwood District there are currently 28 licensed HMOs with 2 applications pending.

2.4 All applications for a HMO license must be accompanied by a fee set by the local authority. The 2018/19 fee has been set at £520 with a discount to £440 for multiple applications. A licence on granted is valid for a period of 5 years.

3.0 The New Proposals

3.1 Following a lengthy consultation process the definition of a licensable HMO was amended by regulations. The new definition is set out below.

Description of HMOs prescribed by the Secretary of State

An HMO is of a prescribed description for the purpose of section 55(2)(a) of the Act if it—

- (a) is occupied by 5 or more persons;
- (b) is occupied by persons living in 2 or more separate households; and
- (c) meets—

- (i) the standard test under section 254(2) of the Act;

- (ii) the self-contained flat test under section 254(3) of the Act but is not a purpose-built flat situated in a block comprising three or more self-contained flats; or
- (iii) the converted building test under section 254(4) of the Act.

3.2 There are 2 main elements of the above definition that require some clarity. The fundamental change is that the definition now applies to any house regardless of the number of storeys. Therefore all houses (irrespective of the number of storeys) where there are 5 or more people and they are living in 2 or more separate households will now require licensing as HMOs.

3.3 The second element of the definition applies to a flat which is occupied by 5 persons or more, in 2 households or more and is in a converted building: or in certain circumstances is in a building where part of the building is used for commercial or other non-residential purposes.

3.4 The principle behind applying the licensing regime to flats rests in the risks posed by certain purpose built blocks. Frequently a shop with a flat above is a purpose built block. The risks and management challenges posed by such property is no different, in the Government's view, to a building converted into a shop with a flat above. It is also the case that a purpose built shop may have upper storeys converted into letting rooms.

3.5 The intention is to ensure that flats in multiple occupation or other HMOs are licensable if above commercial premises, but not if:

- the flat is in a purpose built block comprising entirely of self-contained flats; or
- where the flat is in a block which contains commercial premises, but also comprises 3 or more purpose built flats.

3.6 Under Part 2 of The Housing Act 2004 a licence may only be granted if the licence holder is a "fit and proper" person, the management standards are satisfactory and the HMO is suitable, or can be made suitable, for the specified number of occupiers, including shared amenity standards. Section 67 of the Act provides that a Local Housing Authority may impose licence conditions relating to the management, use and occupation of the HMO and its condition and contents. Section 72 sets out licensing offences, including that it is an offence to manage or have control of an HMO that is required to be licensed, without a licence being in force.

3.7 The requirement to licence HMOs is a statutory duty placed on the local authority and therefore there is no discretion as to whether we choose to adopt these changes.

3.7 Amenity Standards

In order to provide consistency and to ensure that landlords are well informed about the standards that their properties are expected to achieve a set of amenity standards have been developed.

3.8 The standards have been drawn together from best practice documents from across the country and in the opinion of officers reflect a balance between providing suitable living

accommodation standards for the occupiers of the buildings without placing an undue burden on the landlords.

3.9 The standards cover room sizes, washing and bathing facilities, kitchen and food preparing facilities.

3.10 The draft amenity standards are set out in **Appendix One** to this report.

3.8 Transitional Arrangements

The new definition of HMOs comes into force on 1 October 2018. Before that date local housing authorities must promote the changes this instrument makes and the extension of mandatory licensing in their respective areas. During this period, LHAs must also process applications for licences relating to those HMOs prescribed by this instrument. However, any licences issued in advance by virtue of this instrument cannot come into force before 1 October 2018. Landlords of HMOs falling within the prescribed description who fail to apply for licences by 1 October 2018 commit a criminal offence from that date.

4.0 Resource Implications

4.1 In 2016 A House Condition Survey was undertaken in the Newark & Sherwood district. One of the pieces of work included in the specification was to identify the potential number of HMOs that may fall within an amended definition. (The Government had already consulted on a change to the HMO definition at this time). The Survey concluded that there were 909 HMOs in the district of which 144 would be included in the new definition of HMOs and would require licensing.

4.2 Process mapping has been undertaken to identify the key tasks that will be associated with the application, validation, issue and compliance checking of a HMO licence application. This is attached as **Appendix Two**. It is estimated that each application will require 26.5 hours of officer time.

4.3 Whilst every effort will be made to ensure as many applications are made within the required timeframe it is anticipated that the application process for new HMOs will in effect be spread over a number of years as it is not expected that all landlords will be aware of the new requirements or they may seek to continue operate the HMO without a licence.

5.0 Proposals

5.1 HMOs pose one of the highest risks in the private rented sector and the new licensing regime provides a mechanism for exerting additional controls. In order to support landlords in meeting the requirements of the new licensing regime the following actions are proposed.

Develop a communication plan and promotional activity backed by clear information on the Council's website.

Promote on line licensing with clear guidance.

A simple fee structure with discounts for multiple applications

Adopt Amenity standards that are easily understood and provide consistency.

6.0 Budget Implications

- 6.1 The HMO licence fee is £520 per property. A licence is valid for a period of 5 years whereupon it is required to be renewed. The renewal fee is set at the same level.
- 6.2 The renewals of the current 29 licences are spread randomly over the next 5 years which gives on average an income of £3,016 per year.
- 6.3 As stated above it is anticipated that there will be an additional 144 HMOs required to be licensed. Based on the current fee this would generate an additional £74,880 over the next five years (assuming it takes 5 years to get them all licensed).
- 6.4 This would then mean that there was a total of 173 licensed HMOs generating income over 5 years of £89,960. This equates to £17,992 per annum

7.0 Equalities Implications

- 7.1 There are not considered to be any equalities implications arising from this report.

8.0 RECOMMENDATIONS that:

- (a) the introduction of the new licence regime relating to Houses in Multiple Occupation Members be noted; and**
- (b) the amenity standards set in Appendix One to the report be adopted.**

Reason for Recommendations

To ensure members are fully aware of the changes to the licensing regime relating to HMOs and how these will be implemented in Newark and Sherwood.

Background Papers

Nil

For further information please contact Alan Batty, Business Manager - Environmental Health & Licensing on (01636) 655467.

Karen White
Director - Safety

**NEWARK AND SHERWOOD DISTRICT COUNCIL
HMO Amenity and Space Standards – May 2018**

Bathroom Requirements

		Minimum Washing and Bathing Provision		
Number of people sharing washing and bathing facilities		Bathroom/Shower Room with WC	WC with Wash Hand Basin	Wash Hand Basin in each Bedroom
2 to 4 people		1		
5 to 7 people	Option 1	2		
	Option 2	1	1	Yes
8 to 10 people	Option 1	3		
	Option 2	2	1	Yes
11 to 13 people	Option 1	4		
	Option 2			Yes

Kitchen Requirements

	Minimum Kitchen Provision			
Number of people sharing facilities	Fridges	Cooking	Washing Up	Storage/Food Preparation
2 to 4 people	1 standard fridge	1 cooker with 4 ring hob	1 sink with constant supply of hot and cold water	1 x 300mm cupboard 500mm work surface per person
5 to 7 people	1 additional fridge for every additional 3 people	1 cooker with 4 ring hob + microwave and grill	1 sink with constant supply of hot and cold water + dishwasher	1 x 300mm cupboard 500mm work surface per person
8 to 10 people	1 additional fridge for every additional 3 people	2 cookers with 4 ring hob	2 x sinks with constant supply of hot and cold water	1 x 300mm cupboard 500mm work surface per person
11 to 13 people	1 additional fridge for every additional 3 people	2 cookers with 4 ring hob + microwave and grill	2 x sinks with constant supply of hot and cold water + dishwasher	1 x 300mm cupboard 500mm work surface per person

Bedrooms

	1 person room	2 person room	3 person room	4 person room
Bedroom with no lounge/dining space elsewhere and cooking facilities not provided in bedroom	10m ²	15m ²	20m ²	25m ²
Bedroom with adequate lounge or dining space elsewhere and cooking facilities not provided in bedroom	8m ²	12m ²	17m ²	22m ²
Bedrooms with cooking facilities provided in the room	14m ²	18m ²	23m ²	28m ²

Living Areas

Kitchen Requirements	7m ² if used by 1 – 5 persons
	For over 5 persons an additional 3m ² per person sharing the kitchen
Dining Space Requirements	2m ² per person (for those sharing the space)
	Any dining space (shared or for exclusive use) shall be suitable and conveniently located (normally not more than one floor from the living unit)

Notes

Bathrooms

- Any person with access to an en-suite facility shall be excluded from the calculations.
- Bathrooms and WCs must be of an adequate size and layout, be adequately heated and ventilated and should include mechanical extraction.
- All rooms in which a WC is located shall have a wash hand basin in the same room.
- All baths, showers and wash hand basins shall be fit for purpose and have taps supplying an adequate supply of hot and cold water.
- Bathrooms and WCs must be suitably located, not more than one floor away from any living accommodation.
- In HMO's where the occupants tend to live separately there should (where reasonably practicable having regard to the age and character of the HMO, the size and layout of the unit and the existing provision of shared wash hand basins) be a sink/wash hand basin within the living units. The table for bathroom requirements (page one) provides two options for such situations and the standards shall be applied accordingly.

Kitchens

- Each kitchen must have a suitably sited fire blanket, and adequate provision of fire doors and fire detection.
- All kitchens shall be of such a layout and size to adequately enable those sharing to safely store, prepare and cook food.
- Shared kitchens must be suitably located, not more than one floor away from any living accommodation except where a dining room is provided next to the kitchen.
- All equipment and facilities in kitchens shall be fit for purpose.

General

- In rooms with sloping ceilings any floor space with less than **1.5m** ceiling height will not be considered as part of the room measurement.
- Any shared living room or dining room must be suitably and conveniently located.
- Accommodation must have adequate means of space heating.
- Communal areas shall be fitted with appropriate fire detection and precaution equipment. Specific advice can be given by contacting the Environmental Health Department on 01623 650000.

Using this Guide

Not all the standards contained within this document are legal requirements. However the standards contained within this guide have been adopted by Newark & Sherwood District Council for HMO accommodation within its area.

The standards prescribed within this document are usually regarded as a minimum but are a guide only. Other factors or compensatory features will be taken into account when inspecting a property, therefore allowing for a degree of flexibility in applying the standards in certain circumstances. These factors could include the shape of the usable living space, or the needs and wishes of the occupants.

This document should be used as a guide only. Please contact Newark & Sherwood District Council direct for property specific advice.

HMO Licensing Cost Calculations

<u>Transaction Type</u>		<u>Hrs</u>
<u>House in Multiple Occupation</u>		
<u>Receipt of application</u>	<u>Receipt and validation of application</u>	<u>EHO 1.00</u>
	<u>Land Registry Search</u>	<u>Admin 0.25</u>
	<u>Receipt and validation of enclosures</u>	<u>EHO 0.50</u>
	<u>Fit and Proper Person Check</u>	<u>EHO 1.00</u>
<u>Processing and Drafting</u>	<u>Inspection of property, report + travel time</u>	<u>EHO 6.00</u>
	<u>Calculations of occupancy given space and amenities</u>	<u>EHO 0.50</u>
	<u>Drafting Licence</u>	<u>EHO 4.00</u>
	<u>Proposal Notice and Draft Licence</u>	<u>EHO 1.50</u>
	<u>Reviewing Consultation Responses & Amendments</u>	<u>EHO 1.00</u>
	<u>Approval Notice and Final Licence</u>	<u>SEHO 1.50</u>
	<u>Print and postage</u>	<u>Admin 0.25</u>
<u>Compliance Checks</u>	<u>2 Interim Visits with travel and report</u>	<u>EHO 5.00</u>
	<u>4 x Annual Certification Checks Admin</u>	<u>Admin 4.00</u>
<u>Totals</u>		<u>26.50</u>

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

ENERGY EFFICIENCY (PRIVATE RENTED PROPERTY)(ENGLAND AND WALES) REGULATIONS 2015

1.0 Purpose of Report

1.1 To set out the contents of the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 and the implications for Newark & Sherwood.

2.0 Introduction

2.1 The Regulations were approved by Parliament and made on 26 March 2015. The Regulations were subsequently amended in June 2016 to postpone the dates on which the Private Rented Sector Exemptions Register will open to domestic and non-domestic landlords.

2.2 The Regulations fulfil a duty placed on the Secretary of State in the Energy Act 2011 to introduce Regulations to improve the energy efficiency of buildings in the domestic and domestic private rented sector in England or Wales.

3.0 Background

3.1 The Regulations are intended to ensure that those tenants who most need more efficient homes, particularly vulnerable people, are able to enjoy a much better living environment and lower energy bills. Although newly built homes in the private rented sector tend to have higher energy-efficiency ratings than the average, there remains a stock of older, less modern properties, and many of these have poor energy efficiency and are difficult and costly to heat. These less efficient properties result in higher tenant energy bills and for many, the likelihood of living in fuel poverty.

3.2 Amongst EPC F and G rated properties in the sector, recent data shows that 45% of households are classified as fuel poor. Put simply, the PRS has a disproportionate share of the UK's least energy-efficient properties and fuel-poor households. Installation of energy efficiency measures can help address this.

3.3 The Regulations set out the minimum level of energy efficiency for private rented property in England and Wales. In relation to the domestic private rented sector the minimum level is an energy performance certificate (EPC) rating of band E. Landlords who are installing relevant energy efficiency improvements may, of course, aim above and beyond this current requirement if they wish.

4.0 The New Requirements

4.1 The minimum standard will apply to any domestic privately rented property which is legally required to have an EPC and which is let on certain tenancy types. Where these two conditions are met the landlord must ensure that the standard is met (or exceeded).

4.2 The minimum level of energy efficiency means that, subject to certain requirements and exemptions:

- a) from the 1 April 2018, landlords of relevant domestic private rented properties may not grant a tenancy to new or existing tenants if their property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property);
- b) from the 1 April 2020, landlords must not continue letting a relevant domestic property which is already let if that property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property).

4.3 In both cases this is referred to in the Regulations and in this guidance as the prohibition on letting sub-standard property. Where a landlord wishes to continue letting property which is currently sub-standard, they will need to ensure that energy efficiency improvements are made which raise the EPC rating to a minimum of E. In certain circumstances landlords may be able to claim an exemption from this prohibition on letting sub-standard property; this includes situations where the landlord is unable to obtain funding to cover the cost of making improvements, or where all improvements which can be made have been made, and the property remains below an EPC rating of Band E.

4.4 Where a valid exemption applies, landlords must register the exemption on the national PRS Exemptions Register.

4.5 Local authorities will enforce compliance with the domestic minimum level of energy efficiency. They may check whether a property meets the minimum level of energy efficiency and may issue a compliance notice requesting information where it appears to them that a property has been let in breach of the Regulations (or an invalid exemption has been registered in respect of it). Where a local authority is satisfied that a property has been let in breach of the Regulations it may serve a notice on the landlord imposing financial penalties. The authority may also publish details of the breach on the national PRS Exemptions Register.

4.6 Local Enforcement

Every Local Authority is the “enforcement authority” for their area and will be responsible for enforcing compliance with the minimum level of energy efficiency provisions within their geographic boundaries. A representative or authorised officer of the Local Authority may carry out the enforcement activities including using the information held on the national PRS Exemptions Register or produced in response to a compliance notice to monitor compliance and issue compliance and penalty notices where applicable.

4.7 Discussions have taken place across the county as to how the regulations will be enforced as both County Council Officers and District Officers can be authorised. It would seem appropriate for District/Borough Officers to take the lead on this function as they are the Officers most commonly visiting private rented sector properties and have local knowledge of letting agents and landlords.

4.8 Officers are required under Regulation 35 to be formally authorised to enforce the provisions of the regulations.

4.9 Financial Penalties

Where the Local Authority decides to impose a financial penalty, they have the discretion to decide on the amount of the penalty, up to maximum limits set by the Regulations. The maximum penalties are as follows:

- (a) Where the landlord has let a sub-standard property in breach of the Regulations for a period of less than 3 months, the Local Authority may impose a financial penalty of up to £2,000 and may impose the publication penalty.
- (b) Where the landlord has let a sub-standard property in breach of the regulations for 3 months or more, the Local Authority may impose a financial penalty of up to £4,000 and may impose the publication penalty
- (c) Where the landlord has registered false or misleading information on the PRS Exemptions Register, the Local Authority may impose a financial penalty of up to £1,000 and may impose the publication penalty.
- (d) Where the landlord has failed to comply with compliance notice, the Local Authority may impose a financial penalty of up to £2,000 and may impose the publication penalty.

4.10 A local authority may not impose a financial penalty under both paragraphs (a) and (b) above in relation to the same breach of the Regulations but they may impose a financial penalty under either paragraph (a) or paragraph (b), together with financial penalties under paragraphs (c) and (d), in relation to the same breach. Where penalties are imposed under more than one of these paragraphs, the total amount of the financial penalty may not be more than £5,000.

4.11 It is important to note that this maximum amount of £5,000 applies per property and per breach of the Regulation. Given this, it means that, if after having been previously fined up to £5,000 for having failed to satisfy the requirements of the regulations, a landlord proceeds to unlawfully let a substandard property on a new tenancy; the local enforcement authority may again levy financial penalties up to £5,000 in relation to that new tenancy.

4.12 It is important to note that the maximum penalty amounts apply per property and per breach of the Regulations.

4.13 A publication penalty means that the enforcement authority will publish some details of the landlord's breach on a publicly accessible part of the PRS Exemptions Register. The enforcement authority can decide how long to leave the information on the Register, but it will be available for view by the public for at least 12 months.

4.14 If a landlord does not pay a financial penalty imposed on them, the enforcement authority may take the landlord to court to recover the money. In proceedings for the recovery of a financial penalty a certificate signed by or on behalf of the person with responsibility for the financial affairs of the enforcement authority and stating that payment of the financial penalty was or was not received by a given date, will be accepted as evidence of the landlord's non-compliance with the penalty notice.

4.15 Set out below is a table showing the maximum penalty available for the various offences. As stated above the enforcing authority can set its own level of penalty up to the maximum within the regulations and the table shows the level of penalty proposed.

Infringement	Penalty (less than three months in breach)	Penalty (three months or more in breach)	Penalty (three months or more in breach)	Penalty (three months or more in breach)
	Maximum	Proposed	Maximum	Proposed
Renting out a non-compliant property	Up to £2,000, and/or Publication penalty	£1,500	Up to £4,000, and/or Publication penalty.	£3,000
Providing false or misleading information on the PRS Exemptions Register	Up to £1,000, and/or Publication penalty	£750	Up to £1,000, and/or Publication penalty	£750
Failing to comply with a compliance notice	Up to £2,000, and/or Publication penalty	£1500	Up to £2,000, and/or Publication penalty	£1,500

5.0 Proposals

5.1 It is proposed that the following Officer designations are authorised to enforce the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

Designation	Authority
Business Manager – Environmental Health & Licensing	To issue compliance Notice To withdraw or amend compliance Notice To impose financial penalty (Penalty Notice) To issue a publication penalty (Penalty Notice) To amend withdraw a Penalty Notice
Assistant Business Manager - Environmental Health	To issue compliance Notice To withdraw or amend compliance Notice To impose financial penalty (Penalty Notice) To issue a publication penalty (Penalty Notice) To amend withdraw a Penalty Notice
Senior Environmental Health Officer	To issue compliance Notice To withdraw or amend compliance Notice
Environmental Health Officer	To issue compliance Notice To withdraw or amend compliance Notice

5.2 It is further proposed that the penalties as set out in paragraph 4.15 are adopted as the penalties under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

6.0 Budget Implications

6.1 It is not anticipated that there will be any substantial or sustained income from the enforcement of these Regulations.

7.0 Equalities Implications

7.1 There are not considered to be any equalities implications arising from this report.

8.0 RECOMMENDATIONS that:

- (a) the introduction of the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 be noted;**
- (b) the Officers as set out on paragraph 5.1 be authorised to enforce the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015; and**
- (c) the financial penalties as set out in paragraph 4.15 be adopted.**

Reason for Recommendations

To have enforcement procedures in place to effectively implement the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

Background Papers

Nil

For further information please contact Alan Batty Business Manager - Environmental Health & Licensing on (01636) 655467.

Karen White
Director - Safety

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

APPOINTMENT OF MEMBERS TO WORKING PARTIES/TASK & FINISH GROUPS

1.0 Purpose of Report

1.1 To appointment two Members to the Local Development Framework (LDF) Task Group established by the Economic Development Committee.

2.0 Background Information

2.1 Previously the Homes & Communities Committee have appointed two Members to the LDF Task Group and the Committee are invited to appoint two representatives in anticipation that the Group will be reconvened by the Economic Development Committee.

2.2 The appointed representatives for 2017/2018 were Councillors: R.B. Laughton and Mrs A.C. Brooks.

4.0 Additional Information

4.1 The following Groups, established by the Policy & Finance Committee, also have the named representatives from the Homes & Communities Committee:

Strategic Housing Liaison Panel (Chairman and Opposition Spokesperson)

Development Vehicle Working Party (Vice-Chairman and Opposition Spokesperson)

3.0 RECOMMENDATION

That two representatives be appointed to the LDF Task Group.

Reason for Recommendation

To appointment representatives to the LDF Task Group.

Background Papers

Nil

For further information please contact Nigel Hill on Ext. 5243.

K.H. Cole

Acting Chief Executive

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE HOMES & COMMUNITIES COMMITTEE

1.0 Purpose of Report

1.1 To provide the Homes & Communities Committee with a list of the exempt business considered by the Committee for the period 16 May 2017 to date. Members have the opportunity to review the exempt reports and request further information. The rule is defined in paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information'.

2.0 Background Information

2.1 The Councillors' Commission at its meeting held on 25 September 2014 proposed a number of changes to the Constitution, one of which being that 'the Committees undertake an annual review of their exempt items at their last meeting prior to the Annual Meeting in May', this was ratified by the Council on 14 October 2014.

2.2 Members will be aware that, they have the opportunity to request under Rule 18 of the Access to Information Procedure Rules, that exempt information should be released into the public domain if there are substantive reasons to do so.

3.0 Proposals

3.1 The following table provides the exempt business considered by the Homes & Communities Committee for the period 16 May 2017 to date:

Date of Meeting	Agenda Item	Exempt Paragraph
12 June 2017	Moving Ahead – Potential Co-Location to Castle House	3 (Three)

4.0 RECOMMENDATION

That Members consider whether the contents of the reports noted in paragraph 3.1 above should be released into the public domain.

Reason for Recommendation

To advise Members of the exempt business considered by the Homes & Communities Committee for the period 16 May 2017 to date.

Background Papers - Nil

For further information please contact Nigel Hill – Business Manager Democratic Services on Ext: 5243.

Kirsty Cole
Deputy Chief Executive

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

COUNCIL HOUSING ALLOCATION SCHEME – ANNUAL UPDATE

1.0 Purpose of Report

1.1 To provide the Committee with an update on the implementation of the Council's Housing Allocations Scheme, particularly on the impact of the changes approved by Committee on 12 September 2016 and 13 March 2017, which were formally launched in April 2017.

2.0 Annual Update

2.1 The re-registration which took place in April 2017 brought about an overall reduction in numbers on the housing register across all bands. With the exception of numbers in band two we are not up to the levels we had pre re-registration. However numbers across all bands are increasing and the reduction in numbers has not had an adverse effect on re-let times, which have improved.

2.2 The table below gives the position across all bands pre and post re-registration:

	March 2017	May 2017	April 2018
Number in Band 1	199	144	152
Number in Band 2	271	190	279
Number in Band 3	1069	513	788
Number in Band 4	1862	1324	1583
Total Number All Bands	3401	2171	2802

3.0 Impact of the new Scheme and changes implemented April 2017

3.1 The new Housing Allocations Scheme went live in April 2017 following the successful testing of the updated rule operated through the Capita housing module and re-registration of applicants.

3.2 Having operated the updated policy for twelve months Newark and Sherwood Homes (NSH) have conducted analysis of the amendments made and measured the impact these changes have had. Attached at **Appendix A** is a copy of their impact report.

3.3 The overarching feedback from this assessment is that the majority of the changes are creating positive improvement and are achieving their desired outcomes. Monitoring will continue and will feed into ongoing reviews.

3.4 You will note that there are number of the amendments Newark and Sherwood Homes have been unable to provide analysis for due to insufficient data being available to assess the impact at this time. These are:

- i) **Ex-Armed Forces** - The Armed Forces England Regulations 2012 provide that Additional Preference must be given to an applicant with urgent housing needs who falls within one of the Reasonable Preference categories.

- ii) **Right to Move Regulations** - The Allocation of Housing (Qualification Criteria For Right To Move) (England) Regulations 2015 (the 2015 Regulations) provide that local authorities must not disqualify certain Applicants on the grounds that they do not have a local connection with the authority's district where the Applicant is a 'Relevant Person' being a person who:-
 1. Has Reasonable Preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
 2. Need to move because the tenant works in the district, or
 3. Need to move to take up an offer of work.
- iii) **Remove applicants of tied houses or service tenancies not required to leave**
- iv) **To amend qualification for an additional bedroom for an unborn child from 26 weeks pregnancy to 36 weeks**
- v) **Foster Caring/Adopting** - To allow foster carers/those adopting requiring additional bedrooms to be allocated suitable size properties, assessed on an individual basis in liaison and as confirmed in writing by social care (s14 suitability of property types)

4.0 Scheme Review

4.1 To provide assurance to Members, and in accordance with the scheme, there is a cross Council and Company Officer Group that meets quarterly to regularly review the Allocations Scheme to ensure its requirements are being implemented and that it continues to meet relevant legislation and any new duties placed upon the Council.

5.0 Equalities Implications

5.1 No equalities implications have been identified during implementation from the Equalities Impact Assessment carried out by NSH.

6.0 Impact on Budget/Policy Framework

6.1 There are no financial implications identified from this report and the implementation was completed on budget.

7.0 RECOMMENDATION

That the report be noted

Background Papers

Nil

For further information please contact Leanne Monger, Business Manager – Housing and Safeguarding on extension 5545 (Council) or Dave Newmarch, Assistant Director – Housing Management and Responsive Repairs on 01636 655455 or dave.newmarch@nshomes.co.uk (Company).

Karen White
Director – Safety

Allocations Scheme - Impact Report May 2018

Author – Julie Davidson

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
<u>ELIGIBLE PERSONS</u>					
Local Connection (LC) Criteria:					
<p>To join the Housing Register, an Applicant must usually have been resident in the District of Newark and Sherwood for the following time periods or qualifying criteria:</p> <ol style="list-style-type: none"> 1. 2 consecutive years or; 2. 3 out of the last 5 years or; 3. 5 or more consecutive years in which family members have been resident within the District (family members include parents, those with parental responsibility or guardianship, grandparents and siblings); 4. employment for an average of 16 hours per week for the last 6 months or more or; 5. Applicants who are statutory homeless or; 6. Special conditions might include, but is not limited to, the need for specialist medical or support services which are available only in NSDC or; Right to Move Regulations 7. Former and serving members of the armed forces*. 	To meet statutory duties to local households in housing need	89.4% awarded to those with Local Connection to district	99.8% awarded to those with Local Connection to district	<p>The Scheme allows for exceptions in cases of Hard to Let Properties</p> <p>Since the commencement of the new Scheme 1 allocation has been made to applicants with no LC as property was classified as Hard to Let.</p>	Amendment to the Scheme has achieved the desired outcome.

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
Affordability:					
<p>An Applicant would not normally be made an offer of accommodation, if they own or have interest in another property in the UK or abroad that is reasonable to occupy.</p> <p>Generally an Applicant in these circumstances will only be considered for supported housing, extra care, re-designated and adapted properties set against their housing needs.</p> <p>All Applicants will be required to complete a financial assessment and will be required to self-certify their financial position, with relevant supporting evidence to confirm their ability to sustain a tenancy in line with NSDC's Tenancy Agreement.</p>	<p>To meet statutory duties to local households in housing need</p> <p>To manage demand and encourage applicants to self-manage their housing choices and make informed decisions</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market.</p>	Data not held	65 applicants have registered for general needs properties who have stated they have a property reasonable to occupy.	<p>From April 16 to March 17, 16 allocations were made to supported accommodation and 1 allocation was made to general needs accommodation where the applicant stated they had a property that was reasonable for them to occupy.</p> <p>From April 2017 to March 2018 we have made 27 allocations to supported accommodation but none to general needs accommodation.</p> <p>This amendment was introduced to manage supply and demand but to also ensure that accommodation is available for those in the greatest housing need.</p>	Amendment to the scheme has achieved the desired outcome. No general needs accommodation has been allocated to an applicant where they have stated they had a property that was reasonable for them to occupy.

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
REASONABLE PREFERENCE					
Homeless Part VII: Direct Offers					
For statutory homeless households to be awarded a separate category within Band One and suitable direct offers to be made in order to discharge duty.	<p>To meet statutory duties to local households in housing need</p> <p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market</p>	<p>Allocations made to homeless households</p> <p>Band 1 = 33</p>	<p>Allocations made to homeless households</p> <p>Band 1 = 51</p>		<p>Comparing the number of allocations over the 2 periods is not sufficient to evidence that this policy change has created a positive effect. The numbers of accepted households during the first 3 quarters of both periods are similar and therefore the increase in allocations may be linked to more of the right properties becoming available for these households as well as bids being placed for all suitable properties.</p>
Medical / Welfare:					
Prioritise medical circumstances across Bands One, Two and Three rather than just Band One and Three.	To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market	<p>Band 1 =121</p> <p>Band 2 = n/a</p> <p>Band 3 =824</p>	<p>Band 1 =30</p> <p>Band 2 =151</p> <p>Band 3 =339</p>	Whilst there is significant decrease in the number of Band 1 medical applicants registered the allocation of properties between bands remains relatively consistent:	The introduction of the additional medical banding and a revised medical matrix supports best use of stock and housing applicants with priority needs first.

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
				<p>Allocations to Band 1 medical applicants in 2016 = 22</p> <p>Allocations to Band 1 medical applicants in 2017 = 21</p> <p>All medical assessments were reviewed during the reregistration process which combined with the non-returning of forms may account for the decrease.</p>	
Ex Armed Forces:					
<p>The Armed Forces England Regulations 2012 provide that Additional Preference must be given to an applicant with urgent housing needs who falls within one of the Reasonable Preference categories.</p> <p>An Applicant, who has been assessed as having Reasonable Preference, awarded a Band 2 and who meets the additional preference criteria will be have their banding increased by a maximum of one band. Those already awarded Band 1 will be given an additional six months waiting time.</p>	<p>To meet statutory duties to local households in housing need</p>	<p>No data available</p>	<p>We have 6 applicants on the housing register who have been awarded additional preference.</p>	<p>Consideration was given to the [signed 2013] Community Covenant between NSDC and the Armed Forces Community in Newark and Sherwood.</p>	<p>Insufficient data available to assess the impact of this amendment at this time</p>

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
Right to Move Regulations:					
<p>The Allocation of Housing (Qualification Criteria For Right To Move) (England) Regulations 2015 (the 2015 Regulations) provide that local authorities must not disqualify certain Applicants on the grounds that they do not have a local connection with the authority's district where the Applicant is a 'Relevant Person' being a person who:-</p> <ol style="list-style-type: none"> 1. Has Reasonable Preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and 2. Need to move because the tenant works in the district, or 3. Need to move to take up an offer of work. 	<p>To support applicants to meet their housing aspirations, across housing tenures</p> <p>To manage demand and encourage applicants to self-manage their housing choices and make informed decisions</p> <p>To ensure the Councils equal opportunities obligations are met.</p>	No data available	No applicant has applied under the RTM regulations.	NSDC opted for the minimum quota allowed within the guidance due to the high number of applicants on the Housing Register with identified housing need and low number of allocations that become available each year. The quota is set at 1% of housing allocations forecasted for the coming year, based on the actual number of allocations in the previous year.	No data available to assess the impact of this amendment at this time
ADDITIONAL PREFERENCE					
Move on from Supported Housing Projects be categorised as Band Two (instead of Band One)		22 R2Ms registered	23 R2Ms registered	This was amended in Policy to ensure Band 1 Statutory Homeless Applicants were not outnumbered by R2M applicants.	This amendment has had a positive impact on NSDC as more Band 1 homeless applicants have been housed compared to R2M applicants. The banding change has had limited impact on the R2M process. However Supported Housing Services have

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
					expressed concerns that the local connection criteria are having an impact on their ability to move households on. To minimise this impact Services have been advised that they can submit requests for consideration under the special circumstances category explaining why this particular applicant needs to remain in Newark and Sherwood.
Move adaptations to effective and efficient from Band One	To improve management / facilitate move on due to a lack of supply of such properties	8 moves	10 moves		Minimal impact
Changing Places to be expanded to two beds and to demote applicants if they are not actively bidding within a 12 month period.	To improve management / facilitate move on due to a lack of supply and prevent under occupancy and knock on impact to HRA BP	101 applicants	97 applicants	Slight decrease in applicants registered for the CP scheme. 25% of allocations in 2017/18 have been possible due to this amendment; tenants have moved from a 2 bedroom property to a 1 bedroom property.	This amendment has had a positive impact.

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
Remove cumulative preference/multiple needs	No longer a requirement under Localism Act and to manage housing need and demand.	151 applicants			This amendment has not had a significant detrimental effect on applicants securing accommodation
Remove children in first floor	Limited stock availability for certain household types and avoiding like for like moves	63 applicants			In terms of allocations to Band 3 households 2017/18 data shows 72 were housed compared to 88 in the previous year.
Remove applicants of tied houses or service tenancies not required to leave (17.4.3)	Reducing number of applicants on the register with no prospect of being housed - in band 4	No applicants registered	No applicants registered		No data available to assess the impact of this amendment
<u>OTHER PROPOSALS</u>					
To amend qualification for an additional bedroom for an unborn child from 26 weeks pregnancy to 36 weeks				There have been insufficient allocations to monitor impact of this amendment, which was introduced to help prevent the accumulation of arrears and trigger of enforcement action (£250/4 weeks arrears) where pregnant applicants are under occupying until the birth of their child.	No data available to assess the impact of this amendment at this time. Data should be available for the next review.

<u>Amendment</u>	<u>New Scheme Objective/s</u>	<u>March 2017</u>	<u>March 2018</u>	<u>Commentary</u>	<u>Impact</u>
<p>Penalising Refusals -</p> <p>Applicants who refuse two offers of accommodation will have their application suspended for six months and will be unable to bid for properties advertised during this period.</p> <p>If a further refusal of an offer of accommodation is made, following reinstatement on the Housing Register, a twelve month suspension will be applied.</p>		<p>Not available</p> <p>Average % of properties accepted at 1st offer = 61.4%</p>	<p>We currently have 4 applicants on 6 month suspension and no applicants on the 12 month suspension</p> <p>Average % of properties accepted at 1st offer = 80.92%</p>	<p>This was introduced to prevent repeat refusals and the associated administrative resource.</p>	<p>This Amendment has had a positive impact as acceptance rates at first offer have increased by circa 20%.</p>
<p>Foster Caring/Adopting</p> <p>To allow foster carers/those adopting requiring additional bedrooms to be allocated suitable size properties, assessed on an individual basis in liaison and as confirmed in writing by social care (s14 suitability of property types)</p>	<p>To manage demand and encourage applicants to self-manage their housing choices and make informed decisions</p>	<p>Not available</p>	<p>No applicant registered with these requirements</p>	<p>Statutory guidance makes clear that it is expected that social homes go to people who generally need them, such as hard working families and those looking to adopt or foster a child in need of a stable family.</p>	<p>No data available to assess the impact of this amendment.</p>

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

OLLERTON PUBLIC SERVICES HUB UPDATE REPORT

1.0 Purpose of Report

1.1 The purpose of this report is to update Members on the ongoing developments of the Public Services Hub in Ollerton.

2.0 Background Information

2.1 As well as moving to the Castle House, the council are committed to improving the delivery of council services in Ollerton in recognition of both customer demand and need from this area.

2.2 In January 2014, the council in conjunction with the DWP, Dukeries Community College and Ollerton and Boughton Town Council (OBTC), commenced delivery of a joint service from Ollerton and Boughton Town Hall. Initially this service operated for one day a week but due to the demand for the service, in April 2017 this increased to two days a week.

2.3 This service is very popular and clearly demonstrates a requirement for an enhanced service in Ollerton. There is a limited public transport service from Ollerton to Newark and this together with the increased complexity of the queries received proves why a face to face provision in Ollerton is important. Additionally Universal Credit goes live in Mansfield in September 2018. Ollerton and the surrounding areas are served by the Mansfield Job Centre which will result in an increase in the number of customers accessing the service in Ollerton.

2.4 The Cabinet Office have established the One Public Estate (OPE) programme which is a pioneering initiative providing practical support and funding to councils to deliver ambitious property focused programmes in collaboration with central government and other public sector partners.

2.5 The terms of OPE dictate that the council have to be the lead authority for this project. As the majority of the study is related to health, the CCG are the most heavily involved partner in the study. The council's role is to facilitate and to be able to access funding.

2.6 A bid was submitted by the council to the OPE for funding to support a feasibility study to investigate the creation of a public services hub in Ollerton. This bid was successful and the council was awarded £50,000 for the procurement of consultants to carry out the feasibility study. Arcadis have been recruited to carry out this feasibility study.

3.0 Current Situation

3.1 Ongoing discussions are taking place with Ollerton and Boughton Town Council (OBTC), Newark and Sherwood CCG and other potential partners regarding future customer access in Ollerton and the surrounding area. OBTC, in conjunction with other partners would like to develop a public services hub in Ollerton. The benefits to both local residents and service providers would be significant and include improving accessibility of services for

customers and patients, improved collaborative working across public services and the potential to release other assets in the community to support further regeneration within Ollerton. It would also provide NSDC with a location to deliver an improved customer service function and enable Newark and Sherwood Homes to move from their neighbourhood office on Sycamore Road.

- 3.2 The concept of a number of different organisations being located in one building has been proven with the success of Castle House which has seven organisations delivering a service from it which provides the customer with an efficient and effective joined up service.
- 3.3 The driver for a Public Services Hub in Ollerton is based on concerns that the current health provision in Ollerton does not serve the needs of its residents and will certainly not be able to cope with both the ageing population and projected anticipated growth in population of 32% by 2026. The life expectancy in the west of the district is significantly lower compared to other parts of the district.
- 3.4 The draft objectives of the Public Services Hub have been identified as the following:
 - Accommodate the increase in enquires due to the growth in population
 - Improve health and well-being
 - Reduce the gap in life expectancy
 - Provide equity of access to services across the locality
 - Improve access to healthcare services out of hospital
 - Integrate the provision of health and social care
 - Improve access to public services
 - Make the best use of public sector estate
- 3.5 The development of the hub links to the council's strategic objectives by improving the current provision of the unfit for purpose and limited health services and supports the regeneration of the town centre.
- 3.6 The ongoing dialogue between the council, OBTC and the CCG has helped to raise the profile within the CCG of the issues with the health provision in Ollerton and the surrounding area. The regeneration of the health provision in Ollerton in order to improve health deprivation is included in the Nottingham and Nottinghamshire Sustainability Transformation Plan.
- 3.7 The feasibility study will identify which services can be delivered from the public services hub and whether the proposed identified site would actually be large enough to accommodate those services together with potential funding options. The enquiry service which the council in conjunction with other partners currently deliver at Ollerton Town Hall would transfer to the public services hub.
- 3.8 Consideration has been given to alternative locations for the hub. However the proposed site is in the ideal location as it is in the town centre, adjacent to retail units, supermarkets and bus stops.

3.9 Arcadis have been working with the CCG and other potential partners to determine their requirements. It has identified that the potential site has the capacity to accommodate the hub. The Feasibility Study which at the time of writing this report is still at the draft stage.

3.10 The Feasibility Study report is structured on the basis of the HM Treasury Five-Case Model which is mandatory for schemes requiring NHS capital funding which this project requires

4.0 Next Steps

4.1 Ongoing discussions are taking place with the CCG in relation to them approving the Feasibility Study report.

4.2 The Acting Chief Executive together with other senior officers of the council is meeting with the Chief Officer and other senior officers from the CCG on 30 May 2018. An update to the outcome of this meeting will be provided to the Members at the committee meeting.

5.0 Equalities Implications

5.1 The Public Services Hub will support the inequalities of the services currently provided in Ollerton and the surrounding area. The legacy impact of the mining industry has resulted in sustained health issues together with lower than average life expectancies.

5.2 If this project develops to a full business case then a detailed equalities impact assessment will be carried out at that stage.

6.0 Impact on Budget/Policy Framework and Comments of Directors

6.1 Ongoing discussions are taking place with the CCG regarding the capital funding of the hub. There are various options to consider including submitting bids to the STP and/or Estates, Transformation and Technology Fund (ETTF) both of which are national funding sources through the CCG. The financial implications for Newark and Sherwood District Council will depend on the successful outcome of the bids.

7.0 RECOMMENDATIONS that:

- (a) the content of the report be noted; and**
- (b) further updates be presented to this Committee.**

Reason for Recommendations

This report is to keep Members informed of the latest position of the development of a Public Services Hub in Ollerton. There are no recommendations requiring action.

For further information please contact Jill Baker on ext. 5810.

Matthew Finch
Director – Customers

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

CORPORATE SAFEGUARDING ANNUAL UPDATE

1.0 Purpose of Report

1.1 The purpose of this report is to update Members on corporate safeguarding matters and to provide assurance that the Council's activity is in line with its safeguarding responsibilities, policies and procedures.

2.0 NSCB Update

2.1 The Business Manager continues to attend the Nottinghamshire Safeguarding Children's Board (NSCB) quarterly meetings (as the District/Borough Council's representative) and has actively contributed to the continued improvements to the safeguarding children arrangements in Nottinghamshire.

2.2 NSCB released their latest annual report for 2016/17 and it is available at:
<http://www.nottinghamshire.gov.uk/media/125777/nscb-annual-report-2016-17-final-version.pdf> .

2.3 The year ahead is likely to see the development of plans to change the way safeguarding arrangements are coordinated across the county with the enactment of the Children & Social Work Act 2017.

3.0 NSAB Update

3.1 The District/Borough representative on the Nottinghamshire Safeguarding Adults Board (NSAB) is Ruth Hyde, Chief Executive at Broxtowe Borough Council. The Business Manager - Housing and Safeguarding attends and contributes to the work of the board via the six-monthly NSAB Partnership events, which focussed on Making Safeguarding Personal and Prevention.

3.2 The NSAB annual report for 2016/17 is available at:
<http://www.nottinghamshire.gov.uk/nsab/news/report-published>

4.0 Corporate Safeguarding Group

4.1 The Corporate Safeguarding Group continues to meet on a quarterly basis, co-ordinating and managing the Council's, Newark and Sherwood Homes, Active4Today and Southwell Leisure Centre Trust safeguarding activity to ensure it is in line with safeguarding responsibilities, policies and procedures.

4.2 The Corporate Risk on Safeguarding (CORP_OR10) remains at 'controlled' status.

5.0 Corporate Case Management

5.1 Details are provided below on the number of internal safeguarding referrals received and managed during 2015, 2016 and 2017/2018. *(As of April 2017, data has been captured in financial years April – March, therefore the period Jan – March 2017 stands alone as a reporting period)*

5.2 Anonymised case studies are also provided as an **Appendix**, which includes two Domestic Homicide Reviews the Community Safety Partnership are dealing with from the N&S area.

5.3 Internal Referrals Year on Year

Child/Adult Split Per Year	1 Jan - 31 Dec 2015	1 Jan - 31 Dec 2016	1 Jan - 31 Mar 2017	1 Apr - 31 Mar 2018
Child	31	16	3	20
Adult	20	30	5	27
TOTAL	51	46	8	47

Referrers	1 Jan - 31 Dec 2015	1 Jan - 31 Dec 2016	1 Jan - 31 Mar 2017	1 Apr - 31 Mar 2018
Housing Options	20	13	1	11
Environmental Health	3	2	1	4
A4T	1	1		3
CMT		1		
Community Safety	16	15	2	9
Planning		3		2
Customer Services	2	2		4
HB Intervention Team		3	1	2
Palace Theatre		1		1
Democratic Services		1		
Human Resources		2		1
NSH	8	2	3	4
Parks	1		8	
Waste & Cleansing				1
Other				5
TOTAL	51	46	8	47

5.4 Outcomes for the period 1 April – 31 March 2018

NFA & Closed	Managed and Referred to Early Help	Managed and Referred to LMAPS	Managed and Referred to Other	MASH Referrals made	MASH Referrals SC already involved	MASH Referrals – made but unaccepted	MASH referrals awaiting outcome	MARAC	Current Live Cases awaiting further action/response
15	0	4	12	7	10	3	3	4	5

5.5 Categories for the Period 1 April 2017 – 31 March 2018

Adults		Child	
Self-Neglect	12	Emotional	4
Emotional Abuse	1	Physical	2
Modern Slavery	1	Neglect	13
Physical Abuse		Sexual	1
Domestic	5		20
Sexual			
Organisational			
Financial			
Neglect			
Discrimination	7		
Other - Perpetrator	1		
	27		

Above data for N&S aligns with County and National trends.

6.0 Licensed Premises and Safeguarding

6.1 Nottinghamshire County has been successful in obtaining a place on the Home Office Local Alcohol Action Areas Scheme. This initiative has 5 key themes two of which are relevant to the safeguarding agenda. These are:

- How can local authorities, the police and businesses ensure the safe movement of people in the night time economy?
- How can local areas expand their use of safe spaces?

6.2 The Nottinghamshire local authorities are working in partnership with the police to examine these themes and develop local initiatives. This is still in the early stages of development.

7.0 Internal Safeguarding Training

7.1 The Council's internal safeguarding awareness training materials have been reviewed and validated for a second year, by the NSCB under their Quality Assurance Scheme in April 2017.

7.2 Our validated course, which includes domestic violence, has been tailored to meet staff/BU needs through a variety of delivery methods (as agreed with respective Business Managers) and been fully rolled out across the Council. E-learning is also actively promoted, where relevant. Training is scheduled in quarterly for all new starters and has also been delivered to partners based at Castle House and volunteers.

7.3 Members may also wish to consider undertaking the e-learning packages available to them.

7.4 The following training courses/events which are linked to 'safeguarding' have also been delivered to relevant staff:

- Working with Survivors of Domestic Abuse with Complex Needs – January 2018
- NSCB – Responding Effectively to Sexual Abuse – March 2018

CSE Training - Taxi Licencing

- 7.5 In 2015 the General Purposes Committee agreed that as part of the taxi licencing process all drivers should be required to undertake safeguarding training. A county wide approach to the training was developed and the process was supported by Nottinghamshire Police.
- 7.6 The training has been well received and all existing drivers have now completed the training. The training requires drivers to complete an assessment at the end of the session to demonstrate that they have understood the principles of safeguarding.
- 7.7 In order to sustain the training each Council within Nottinghamshire is now delivering a small number of safeguarding sessions. Because the training is consistent across the county drivers from outside their own licencing area can attend a session at the most convenient authority. This appears to be working well with no driver having their application delayed due to the unavailability of a training course.

8.0 **Equalities Implications**

- 8.1 There are no equalities implications arising from this report

9.0 **Impact on Budget**

- 9.1 There are no budgetary impacts arising from this report.

10.0 **RECOMMENDATION**

That the Committee consider the contents of this report and comment accordingly.

Background Papers

Nil

For further information please contact Leanne Monger, Business Manager – Housing and Safeguarding on extension 5545.

Karen White
Director – Safety

ANNONOMISED CASE STUDIES

Case 20/17: An internal referral came from a member of staff in Financial Services concerned about 3 young children living in a property nearby her home address. The staff member would take any opportunity to speak to the children to ensure they were okay and would often find them in their night clothes all day, stating their mum was in bed asleep and they had fed themselves, the oldest child being 8. The staff member also reported concerns about the road worthiness of the mother's car and that she would often see the children being driven in the car without seatbelts.

This family had also been referred to the ASB team by another neighbour stating the children were causing nuisance and left unsupervised.

A referral was made and accepted by MASH. The information regarding the car was passed to Police who stopped the mother the following day (no tax/insurance/MOT).

Two perspectives on the same behaviour – NSDC employee looked upon it as safeguarding/neglect whilst other resident as nuisance.

Safeguarding (Historic) & LMAPS Case: Safeguarding referral received in 2016 in relation to an elderly adult male, alcoholic, with the onset of dementia, in relation to a known female offender taking advantage of him, financial abuse and directing others to his property to steal from him. The case was referred to Adult Safeguarding and a Social Worker appointed. Referred to LMAPS in 2016 and referred for the same in 2017. On Monday, 13 November 2017 the female was convicted of 2 burglaries at the male's address and sentenced to 2 years 5 months in prison; on the back of these offences, Community Safety supported Police in applying for a Restraining Order to come into force upon her release from prison and the Judge ordered this to be in place for life with the conditions of not to contact the male and not to visit the road he lives on.

Consideration for Serious Case Reviews – Request for Information (specific to NSDC/NSH)

SCR Consideration 1

A mother and her four children moved into Seven Hills, there were various concerns regarding domestic abuse between the mother and her partner and relevant referrals made to social care.

The tenancy support officer raised concerns that the youngest child had unexplained marks on his face and body and forced the mother to access medical help. The boy was admitted to hospital and all the children were subsequently removed from the family home and placed into foster care due to child neglect.

Medical staff identified the marks as burns which may have been inflicted by the eldest child.

Recommendations have been made that the case is not considered for Serious Case Review but there is a great deal of learning from the case.

SCR Consideration 2

A male with learning disabilities and treatment resistant schizophrenia resided with his brother in Newark. His brother has no diagnosed condition but has been described as potentially having a mild learning difficulty (not confirmed).

The male was susceptible to urine infections which had a negative impact on his mental capacity and physical and mental health.

The male was not independent in most aspects of daily living such as shopping, cooking, keeping the house clean and personal care. He did not access the community independently.

There were previous safeguarding concerns regarding possible neglect by family members dating back to 2014.

The male died on 1 December 2017

NSDC and NSH information was returned to the Safeguarding Board and we are awaiting the outcome of the initial review held in March 2018

Young People of Concern

Verbal update

Domestic Homicide Reviews (DHR's)

Legislation introduced in 2011 places responsibility on Community Safety Partnerships to undertake DHRs.

The Community Safety Partnership is currently dealing with two DHR's in the N&S area; one relating to a husband who killed his wife in the family home in Perlethorpe and the other in relation to a husband who killed wife in the family home in Newark. Both are subject to full DHR's that will be submitted to the Home Office for approval.

Any learning points from the DHR's will be shared through the Safeguarding Group and across a wider audience to promote wider acceptance of the learnings

Domestic Abuse – Assurance Learning and Implementation Group (ALIG) A countywide meeting has been set up - ALIG (Assurance Learning and Implementation Group) to look at outcomes from DHRs. The ALIG met on 12 April 2018 and is looking at how the group will function, standardising processes countywide and sharing common themes and learning. This is a sub group of the SNB Domestic and Sexual Abuse Executive Group.

HOMES & COMMUNITIES COMMITTEE

11 JUNE 2018

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

To approve amendments to Newark and Sherwood District Council Allocation Scheme, reflecting the requirement for implementation of the Homeless Reduction Act (HRAcT) on 5 April 2018.

Appropriate Committee:

Homes and Communities Committee

Details of Item (including reason(s) for use of urgency procedure):

A report was due to be presented to the Homes and Communities Committee on 12 March 2018, which was cancelled.

In order to minimise the impact of the HRAcT on the Housing Allocations Scheme and prevent homelessness applicants dominating future allocations, reduce the impact of this on other applicants and minimise the risk of legal challenge, this urgency procedure is being used to make necessary amendments to be implemented as soon as legally viable, following consultation with Registered Providers.

Current Allocation and Homelessness Legislation

The HRAcT is designed to ensure that all persons who consider themselves homeless or threatened with homelessness receive the same level of advice and assistance from the local housing authority.

Part of the role of the housing options team is to consider all avenues of possible accommodation available to an applicant. This can include using the Council's Allocation Scheme to secure offers of accommodation.

Under the existing Allocations Scheme if an applicant is accepted as being owed a main housing duty by the local housing authority they will receive **Band One** status and an offer of suitable accommodation will be made directly to them.

In addition to this where an applicant is working with housing options to try and prevent their homelessness but having explored all options it is still apparent that they will be homeless, these households receive **Band Two** status under the Scheme. Examples of this might be a landlord is selling the property and this is not through anything the applicants has done or the rent has been increased to market levels which are no longer affordable under housing benefit.

The existing Scheme does not allow homeless applicants to dominate any of the bandings awarded as waiting time ensures that other applicants in housing needs can access accommodation through the waiting list without the need to present as homeless.

Homelessness Reduction Act and Proposed amendments

The amendments to the homelessness legislation as defined in the HRAAct are changing the starting point for all households who are considered eligible and homeless or threatened with homelessness.

In terms of the Council's Allocation Scheme what these changes mean are that if we do not amend its banding priorities for 'statutory homeless applicants' all other applicants on the waiting list are likely to be disadvantaged.

The proposed amendments are attached, here is a summary:

Band One – Where it is accepted that a main housing duty is owed to the applicant/households, who are residing in temporary accommodation and engaging with plans to help secure accommodation.

Band Two - This band will be awarded to those applicants who NSDC are working with under Prevention Duties and/or Relief Duties and the applicant/household are homeless and engaging with resolving their accommodation issues.

Band Three - This band will be awarded to those applicants who are threatened with homelessness and are working with NSDC under Prevention Duties and/or Relief Duties and engaging with resolving their accommodation issues.

Band Four – This band will be awarded to those who are working with NSDC under Prevention Duties and/or Relief duties but do not qualify for any other banding on the waiting list. Also applicants owed Prevention Duties and/or Relief duties but are not engaging in actions to resolve their accommodation issues.

Financial Impact

Newark and Sherwood Homes, who administer the scheme on the Council's behalf, have advised there are no financial costs to implement this change.

Equality Impact

It is not anticipated that the proposed amendments will have any impact upon those with protected characteristics and the impact of these amends will be monitored by the cross Council/Company Housing Allocations project Team and reported back to Homes and Communities Committee.

Members Consulted:

Councillor R.V. Blaney – approved via email 31 March 2018

Councillor R.B. Laughton – approved via email 29 March 2018

Councillor Mrs C.A. Brooks – approved via email 1 April 2018

Signed : *Karen White*

Date .3 April 2018