



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Friday, 31 May 2019

Chairman: Councillor T Wendels
Vice-Chairman: Councillor R Holloway

Members of the Committee:

Councillor Mrs K Arnold
Councillor M Brock
Councillor Mrs B Brooks
Councillor Mrs I Brown
Councillor M Brown
Councillor S Carlton
Councillor L Dales
Councillor L Goff
Councillor J Lee
Councillor Mrs S Saddington

Substitute Members:

Councillor Mrs G Dawn
Councillor P Harris
Councillor Mrs L Hurst
Councillor N Mitchell
Councillor P Peacock
Councillor Mrs S Michael

MEETING: Homes & Communities Committee

DATE: Monday, 10 June 2019 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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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.

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, 11 March 2019 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 Mrs S Michael, Councillor N Mison, Councillor N Mitchell, Councillor Mrs P Rainbow, Councillor Mrs S Saddington and Councillor D Staples (substitute).

APOLOGIES FOR ABSENCE: Councillor Mrs S Soar (Committee Member)

Prior to the commencement of the meeting the Chairman, Councillor R.B. Laughton, thanked all Members and Officers for their work over the past four years. He stated that the Homes & Communities Committee had achieved a great deal during the life of the Council and that it was to be applauded.

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

Councillor Mrs P. Rainbow declared a personal interest in Agenda Item No.6 - Temporary Accommodation - Project Update. Councillor Mrs Rainbow owns land adjacent to the land referred to in the report.

55 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

56 MINUTES OF PREVIOUS MEETING HELD ON 14 JANUARY 2019

AGREED (unanimously) that the Minutes of the meeting held on 14 January 2019 be approved as a correct record and signed by the Chairman.

57 SHERWOOD & NEWARK CITIZENS' ADVICE ANNUAL PERFORMANCE APPRAISAL

The Committee considered the report of the Business Manager – Housing, Health & Community Relations jointly presented with Jackie Insley, Chief Officer for Sherwood & Newark Citizen Advice (SNCA) in relation to the performance targets in respect of core advice service provision and debt advice, as set out in the Service Level Agreement between SNCA and the Council. Circulated at the meeting was the Client Experience Dashboard 2017/18.

Ms Insley highlighted the main points contained in the report whilst adding that it had been a very busy year for the service. She noted that the amount of clients the service had dealt with had reduced from the previous year but that their issues were more complex. She also noted that more clients presented with mental health issues

and that this was a challenge for the staff to deal with. It was reported that referrals to food banks continued to rise but that some clients did not wish to use the service as they were embarrassed to do so.

Ms Insley advised that the service continued to operate with the use of volunteers, some of which had left in the previous 12 months. A rolling programme of recruitment and training was in operation but that to fully train a volunteer could take up to 12 months. She added that advice over the telephone was continuing but that a web chat was also to be launched in April. Ms Insley stated that the Council's Customer Services Team continued to support the work of the SNCA and that this was invaluable. She added that the SNCA were looking to extend their partnership working with other organisations in order to maintain a sustainable local provision.

In considering the report and presentation Members raised a number of queries. In relation to the lower number of clients seen, a Member queried whether this was due to fewer individuals presenting themselves or whether it was because the numbers had to be managed due to the complexity of their issues. Ms Insley advised that it was very difficult, at times, to manage the waiting area. Some clients may only require a 10 minute interview but other issues may take up a number of hours. In those cases the clients waiting may not be seen and seek advice from a different source.

A Member noted the aborted partnership working with Bassetlaw and queried as to the motivating factor to create the partnership. Ms Insley advised that if a larger organisation was created it offered the opportunity for bigger funding to be bid for. Any additional funding would enable face to face services to be maintained at a local level.

A Member queried the total number of referrals to the service and where they had been referred from. Ms Insley advised that they were from both Newark & Sherwood District Council and Newark and Sherwood Homes. She added that it was hoped that the statistics could be expanded to give a clearer picture as to the nature of the referrals but that at present it appeared that most were in relation to debt.

A Member referred to the use of food banks and cited the case of a resident in the ward she represented. She congratulated the work that SNCA, the Council and Newark and Sherwood Homes did to help the individual concerned.

In summary, the Chairman thanked Ms Insley on behalf of the Committee for her informative report and that he was pleased to see that SNCA working at Castle House continued to assist in the continued improvement of an already excellent service provision, adding that he would wish to see such provision in the Ollerton area of the district.

AGREED (unanimously) that the report, particularly the performance outturns and annual report regarding the provision of core and debt advice service provision to residents in the district provided by SNCA, be noted.

The Committee considered the report of the Director – Governance & Organisational Development presented by the Business Manager – Housing, Health & Community Relations which sought to update Members on the work being progressed to ensure the Council had appropriate temporary accommodation available to discharge its statutory homeless duties, to meet current and anticipated future demand and determine the long term use of a strategic site, which is allocated for residential development and includes the Seven Hills homeless hostel.

The report set out the duty on local housing authorities in England in relation to securing accommodation for unintentionally homeless households in priority need and those placed in temporary accommodation under an interim duty pending completion of inquiries into a statutory homeless application. The report provided Members with statistical information into homelessness both locally and nationally and the current provision of the Council. Paragraph 4 of the report set out the options for Members to consider, providing information for both re-configuration and redevelopment with an update of the work undertaken by a Project Team assembled to deliver as set out in a project initiation document. A note of the financial implications of managing two hostels was set out in paragraph 7 of the report.

In considering the report a Member commented that she was pleased to see that a new build on the Seven Hills site to provide larger accommodation was being considered, adding that it was likely that this type of accommodation would be more frequently needed as the effects of universal credit increased. The Member also queried whether the assistance with winter fuel costs were paid weekly to those in receipt or in a lump sum. The Business Manager advised that that electricity cards were topped up on a weekly basis for a limited period during cold weather.

In relation to the financial implications a Member noted that the two hostels now appeared to be self-financing/profit making? The Business Manager noted that the rent and service charge did appear to show that but that there was no inclusion of charges for staffing and service provision. This financial information would be considered in further details as part of the developing business case, per site.

The Chairman noted and welcomed the contents of the report and added that the existing preventative work with the SNCA and private landlords must continue.

AGREED (unanimously) that:

- (a) the contents of the report be noted; and
- (b) support be afforded to the project team to continue its work to ensure the Council has appropriate temporary accommodation provision, which includes appraising opportunities for re-development on the Seven Hills site with a purpose built temporary accommodation facility and feasibility work to consider possible capital investment at Wellow Green.

59 HOMELESSNESS PREVENTION STRATEGY 2019-2024

The Committee considered the report of the Director – Communities & Environment, presented by the Homelessness Strategy & Safeguarding Officer which set out the new Homelessness Prevention Strategy 2019-2024 for approval and to outline its key themes which were informed by the Homelessness Review.

The report set out that a Homelessness Review was jointly commissioned with Mansfield District Council (MDC) and Ashfield District Council as they had become a shared service with MDC in 2015. Paragraph 2.6 advised that a further review was planned to identify gaps in current provision and to take account of the Homelessness Reduction Act 2017 and the implications thereof.

In considering the report Members entered into a debate about the definitions of affordable housing and social housing and how these were often misunderstood. The Chairman provided locations within the district where the Council provided affordable homes and stated that the Council aims to make maximum use of section 106 contributions, securing 30% of affordable housing where possible alongside the delivery of its social housing HRA build programme.

AGREED (unanimously) that:

- (a) the report be noted;
- (b) the Homelessness Prevention Strategy 2019-2024 be approved.

60 ALLOCATION POLICY AMENDMENTS INCORPORATING NOTTINGHAMSHIRE'S LOCAL OFFER FOR CARE LEAVERS

The Committee considered the report of the Chief Executive, presented by the Business Manager – Housing, Health & Community Relations which sought to present to Members the proposed changes to the Council's Housing Allocation Scheme to ensure the housing elements of the Nottinghamshire Local Offer for Care Leavers (approved by Policy & Finance Committee on 21 February 2019) could be delivered in Newark & Sherwood.

The report set out that there were approximately 70,000 children in care in England at any one time and the disadvantages they faced when they left care in comparison to their peers. The report set out that it was a requirement of the Children & Social Care Act 2017 for each local authority to publish a Local Offer for its care leavers (18-25 years). The Local Offer should provide information about all available services and support, both statutory and discretionary that would be available to them from each local authority.

The Local Offer was created following discussions at the Nottinghamshire Local Authorities Chief Executives' Group when it was agreed that a joint single Care Leaver Offer for Nottinghamshire would be developed. The document was attached as Appendix B to the report.

AGREED (unanimously) that:

- (a) the proposed amendments to the Council's Housing Allocations Scheme to facilitate priority being given to care leavers in line with the Nottinghamshire Care Leaver offer be approved in principle; and
- (b) delegated authority be granted to the Director – Communities & Environment to approve the final detail of the amendments.

61 DISABLED FACILITIES GRANTS NATIONAL REVIEW FINDINGS - IMPACT ON NSDC

The Committee considered the report of the Director – Communities & Environment, presented by the Business Manager – Public Protection which sought to update Members of the findings of the national review of Disabled Facilities Grants.

The report set out that the University of West of England had been appointed by the Department of Health & Social Care to carry out an independent review of Disabled Facilities Grants (DFG) in England. The review sought to ensure that the home adaptations policy remained fit for purpose and that funds were allocated as effectively as possible. A copy of the Review (in summary) was attached as Appendix One to the report. Paragraph 3 of the report set out how the DFG was currently operated and how it should change in the future. The areas identified were listed as: challenges identified; joining it up strategically; joining it up operationally; distribution formula; updating the regulations; developing a market; tenure issues; common parts; measuring outcomes; and the implications for the Council.

In presenting the report, the Business Manager stated that he was disappointed with the findings of the review. He noted that the grant for adaptations had not been increased for 10 years and that the maximum grant of £30,000 made it increasingly difficult to bring schemes in within budget, adding that NSDC had implemented their own discretionary fund to top-up the £30,000 maximum grant with an additional £10,000. He outlined to Members that each local authority administered their DFG differently and that this would make it difficult to have a single county scheme.

Members raised a number of queries in relation to how the funds were received and then distributed to those requiring adaptations. The Business Manager advised of the changes to the way in which the grant was received and the work undertaken to ensure that the cost of carrying out an adaptation was competitive, ensuring value for money.

In response to a Member stating that the report was only for noting, the Business Manager advised that, to-date, the Government had not responded to the findings of the review they had commissioned. He added that a further report would be presented to Committee once the Government responses were known.

A Member queried whether a means test was carried out prior to the level of grant being determined. The Business Manager advised that adaptations for adults were means tested but those for children were not. He added that it was likely that the

further roll out of universal credit would impact on the scheme further.

AGREED (with 10 votes for with 1 abstention) that the recommendations of the National Review of Disabled Facilities Grants be noted.

62 FORWARD PLAN FOR HOMES & COMMUNITIES COMMITTEE

AGREED that the Forward Plan for the Homes & Communities Committee between 1 April 2019 and 31 March 2020 be noted.

63 EXCLUSION OF THE PRESS AND PUBLIC

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 involved the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.

None

Meeting closed at 7.06 pm.

Chairman

HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

COUNCIL HOUSING ALLOCATION SCHEME – ANNUAL UPDATE

1.0 Purpose of Report

1.1 To provide the Committee with its annual update on the application of the Council's Housing Allocations Scheme and to recommend some minor amends to the Scheme for Committee approval.

2.0 Background

2.1 As part of its previous work programme, this Committee oversaw a detailed review of the Council's Housing Allocations Scheme, which was launched in April 2017.

2.2 At its meeting on 11 June 2018, the Committee received its annual update on the scheme and the impact of the amendments made. An Urgency Item – Minute of Decision was also presented on 11 June 2018 which advised that the urgency procedure was required to enable further amendments to the Scheme to support the implementation of the new Homelessness Reduction Act 2017, which went live in April 2018.

2.3 On the 11 March 2019, the Committee received and approved the recommendations contained in a report which proposed further changes to the Scheme to ensure the housing elements of the Nottinghamshire Local Offer for Care Leavers (approved by Policy & Finance Committee on 21 February 2019) could be delivered in Newark & Sherwood.

3.0 Annual Update

3.1 The Council's Housing Allocation Scheme is implemented on the Council's behalf by Newark and Sherwood Homes under the existing Management Agreement.

3.2 The current version of the Scheme went live in July 2018, following the successful implementation of the amendments for the Homelessness Reduction Act.

3.3 Having operated the updated policy for three successive quarters Newark and Sherwood Homes have conducted an analysis of the amendments, including those approved as part of the review in April 2017 and sought to measure the impact these changes have had. Attached at **Appendix A** is a copy of their impact report.

Banding and Lettings Data

3.4 The table below shows the number of applicants, by their bandings that were registered for housing at the end of quarter 4 2018/19.

	Total number of Applicants by end of Quarter 4 2018/19
Number of Applicants on register	3373
Applicants in Band 1	157
Applicants in Band 2	341
Applicants in Band 3	1015
Applicants in Band 4	1860

- 3.5 In addition to the number of applicants on the housing register below are details of the number of allocations that Newark and Sherwood Homes have made throughout 2018/19.

	Total number of Lettings for 2018/19
Total Lettings	441
Lettings to Band 1	87
Lettings to Band 2	197
Lettings to Band 3	124
Lettings to Band 4	33

- 3.6 100% of all lettings made in 2018/19 had a local connection to the District which is consistent with that of previous years.
- 3.7 A quarterly breakdown of all of these figures can be found at **Appendix B**.
- 3.8 The overarching feedback from this assessment is that the majority of the changes are creating positive improvement and are achieving their desired outcomes. There are some amendments to the scheme, such as the Right to Move Regulations and Fostering/Adoption where the impact and outcomes cannot be measured at this time as there have not been applicants who fulfil these criteria. Both of these are legal requirements and therefore will remain within the policy and ongoing monitoring of the Scheme will continue.
- 3.9 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.

Registration Online

- 3.10 Since 4 April 2019, those looking for a new home have been able to complete an application to join the housing register, view available properties and register interest in a property online through the Newark and Sherwood Homes website.
- 3.11 The new streamlined approach keeps pace with the majority of services now being delivered online, is more accessible, interactive and efficient as well as being environmentally friendly by reducing the use of paper applications.
- 3.12 Once an applicant has created an account, they are able to review their application details, upload supporting documents and register their interest in properties that match their needs.
- 3.13 Further improvements currently being considered include a facility for applicants to update on any changes to their circumstances and a facility to renew applicant's details on a regular basis.

4.0 Proposed Minor Amends

4.1 The cross Council and Company Officer Group have identified that further changes are required to the Scheme and recommend that the following minor amendments are made to ensure the Scheme remains legally fit for purpose and addresses local need requirements. Given that these are minor updates to the existing Scheme and not considered significant changes, there is no requirement for statutory consultation. Detailed below is a short overview of the proposed amendments:

- Eligibility Criteria – amendments to the wording to reflect a legislation change sent through by Government in relation to EEA family members;
- Local Connection - amendments to the wording to ensure the text better explains family member connection and to ensure that the wording from the Homelessness Reduction Act is included;
- Financial Resources – amendments to the wording to ensure applicants understand the tests applied to their application and information required;
- Review of Decision to Exclude from the Allocation Scheme – wording amendment to reflect current practice and clarify process;
- Medical Circumstances – additional section being added to cover very complex cases which are not covered by other aspects of the policy to ensure proper process and fair assessment of all applicants;
- Penalties – additional wording be added to explain what happened to applicants who have received a suspension, have been reinstated and then go on to refuse a further offer of accommodation;
- Suitability Criteria – amendments to categories to ensure the policy reflects day to day practice, it legally fit for purpose and enables the Council and Company to make best use of its stock;
- No Fixed Address – a new category to support the introduction of the Rough Sleepers Strategy to ensure fair assessment and accurate implementation of the legal requirements;
- Effective and Efficient – amendments to the wording to enable better use of stock and process where an applicant’s circumstances cannot be met under any other relevant category of the policy.

4.2 An updated Housing Allocations Scheme, which incorporates the proposed amends is attached at **Appendix C** for the Committee’s approval.

5.0 Equalities Implications

5.1 No equalities implications have been identified from the Equalities Impact Assessment carried out by Newark and Sherwood Homes which takes into account the specific needs of persons with protected characteristics to ensure the Council’s responsibilities under the Equalities Act 2010 have been fully considered and met.

6.0 Financial Implications – FIN19-20/7654

5.1 It is not expected that any of these amendments should have any financial implication however, if there are any associated costs with these proposals they will be contained within the Council’s allocated revenue budgets.

7.0 RECOMMENDATIONS that:

- (a) Members note the contents of this report which provides an annual update on the Council's Housing Allocations Scheme**
- (b) the proposed minor amendments and draft Scheme (attached at Appendix C) be approved.**
- (c) delegated authority be given to the Director - Communities & Environment to approve any further minor amends required that do not require formal consultation, to ensure the Scheme continues to adhere to statutory requirements.**

Reason for Recommendations

To ensure the Council has a fit for purpose Housing Allocations Scheme which is a statutory requirement under the Housing Act 1996.

Background Papers

Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019 – available from <http://www.legislation.gov.uk/uksi/2019/861/contents/made>

Homelessness Code of Guidance for local authorities – available from <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities>

For further information on the content of this report please contact Leanne Monger - Business Manager – Housing, Health & Community Relations on ext. 5545 or Maria Cook – Senior Housing Options Officer on ext. 5456 or Dave Newmarch, Assistant Director – Housing Management and Responsive Repairs for Newark and Sherwood Homes on ext. 5455.

Matt Finch
Director - Communities & Environment

Allocations Scheme - Impact Report April 2019

Author – Julie Davidson

Amendment	Scheme Objective/s	March 2018	March 2019	Commentary	Impact
ELIGIBLE PERSONS					
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*. 	<p>To meet statutory duties to local households in housing need</p>	<p>99.8% awarded to those with Local Connection to district</p>	<p>100% awarded to those with Local Connection to district</p>	<p>The Scheme allows for exceptions in cases of Hard to Let Properties</p>	<p>Amendment to the Scheme has achieved the desired outcome.</p>

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>	<p>65 applicants have registered for general needs properties who have stated they have a property reasonable to occupy.</p>	<p>70 applicants have registered for general needs properties who have stated they have a property reasonable 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>From April 2018 to March 2019 we have made 33 allocations to supported accommodation. 4 allocations were made to [new build] general needs bungalows, all Band 1 medical applicants so current property deemed as unreasonable to occupy.</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>	<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.</p>

REASONABLE PREFERENCE

Homeless Part VII: Direct Offers

<p>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>	<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 = 51</p>	<p>Allocations made to homeless households</p> <p>Band 1 = 49 Band 2 = 22 Band 3 = 2</p>	<p>Amendments made to better support HRA implementation and balance the distribution of accommodation to ensure that no one route dominates the scheme but that all applicants have a chance of securing accommodation based on their assessed need and that through put in temporary accommodation is not impacted upon.</p>	<p>Amendments to the scheme has achieved the desired outcome.</p>
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Medical / Welfare:

<p>Prioritise medical circumstances across Bands One, Two and Three rather than just Band One and Three.</p>	<p>To make best use of the supply of affordable housing stock in the District, contributing towards a vibrant housing market</p>	<p>Medical priority awarded:</p> <p>Band 1 =30 Band 2 = 151 Band 3 =339</p>	<p>Medical priority awarded:</p> <p>Band 1 = 28 Band 2 = 197 Band 3 = 455</p>	<p>Medical band 1's remaining consistent with a slight increase in bands 2 and 3.</p>	<p>The use of the medical matrix has allowed for a more definitive assessment made of applicants housing needs thus supporting best use of stock and housing applicants with priority needs first.</p>
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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>We have 6 applicants on the housing register who have been awarded additional preference.</p>	<p>This has remained consistent; we still have 6 applicants on the housing register who have been awarded additional preference. (although not the same six)</p>	<p>Consideration was given to the [signed 2013] Community Covenant between NSDC and the Armed Forces Community in Newark and Sherwood.</p>	<p>We have housed 3 applicants awarded the additional preference.</p>
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>	<p>No applicant has applied under the RTM regulations.</p>	<p>No applicant has applied under the RTM regulations.</p>	<p>NSDC opted for the minimum quota set at 1% of housing allocations which was based on the actual number of allocations in the 2017.</p>	<p>Insufficient data available to assess the impact of this amendment at this time</p>

ADDITIONAL PREFERENCE					
Move on from Supported Housing Projects be categorised as Band Two (instead of Band One)		23 R2Ms registered	18 R2Ms registered	<p>This was amended in Policy to ensure Band 1 Statutory Homeless Applicants were not outnumbered by R2M applicants.</p> <p>We have made 20 allocations to R2M applicants during 18/19 compared to 73 homeless allocations; of which 22 were Band 2 so comparable with R2M movement.</p> <p>Noting the introduction of the HRAct.</p>	<p>Amendment to the Scheme has achieved the desired outcome.</p> <p>Noting the introduction of the HRAct.</p>
Move adaptations to effective and efficient from Band One	To improve management / facilitate move on due to a lack of supply of such properties	10 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	97 applicants	112 applicants	<p>Slight increase in applicants registered for the CP scheme.</p> <p>22 Allocations under CPS during 18/19</p> <p>46% of allocations in 2018/19 have been possible due to this amendment which is an increase of 21% from last year.</p>	<p>This amendment continues to have a positive impact.</p> <p>Year-end report on non-bidders has been requested.</p>

Remove cumulative preference/multiple needs	No longer a requirement under Localism Act and to manage housing need and demand.	151 applicants	N/A		This amendment has not had a 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	N/A		In terms of allocations to Band 3 households 2018/19 data shows 124 were housed compared to 72 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		Insufficient data available to assess the impact of this amendment at this time
OTHER PROPOSALS					
To amend qualification for an additional bedroom for an unborn child from 26 weeks pregnancy to 36 weeks					Report to extract this data has been difficult to configure but are hopeful we can supply this by Mid-May.
<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>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 data is the same as last year</p> <p>Average % of properties accepted at 1st offer = 86%</p>	<p>This was introduced to prevent repeat refusals and the associated administrative resource.</p>	<p>This Amendment continues to have a positive impact as acceptance rates at first offer has increased for the second year running.</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>No applicant registered with these requirements</p>	<p>No applicant registered with these requirements</p>	<p>Statutory guidance makes clear that it is expected that social homes go to people 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>Insufficient data available to assess the impact of this amendment at this time</p>
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1. **Banding and Letting Data**

i. Applicant numbers continue to increase post re-registration:

	Quarter 1 2016	Quarter 1 2017	Quarter 1 2018/19	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19
Number of Applicants on register	3963	2147	2929	3095	3103	3373
Applicants in Band 1	238	142	156	168	159	157
Applicants in Band 2	326	198	316	365	317	341
Applicants in Band 3	1250	513	835	894	930	1015
Applicants in Band 4	2149	1294	1622	1668	1698	1860

ii. There has been an increase in the number of lettings during Quarter 2 & 3 but we remain fairly consistent in our allocations across the bands so still addressing housing need within the district:

	Quarter 1 2016	Quarter 1 2017	Quarter 1 2018	Quarter 2 2018/19	Quarter 3 2018/19	Quarter 4 2018/19
Total Lettings	94	87	98	132	128	83
Lettings to Band 1	31	30	18	26	23	20
Lettings to Band 2	31	27	42	48	68	39
Lettings to Band 3	24	23	30	45	28	21
Lettings to Band 4	8	7	8	13	9	3

iii. % of all lettings with a local connection to the District is consistent at 100%

iv. Number of Homeless lettings:

	Band 1 Homeless	Band 2 Homeless (Relief)	B3 Homeless (Prevention)
2018-19 April to March	45	31	2
2018-19 April to August	21	22	1
2017-18 April to August	21	4	n/a

Newark and Sherwood District Council

Allocation Scheme

Issue 4b

Revised June 2019

1. INTRODUCTION AND LEGAL BACKGROUND

Newark and Sherwood District Council (NSDC) operates an Allocation Scheme ('Scheme') which is implemented and managed by its wholly owned housing management company, Newark and Sherwood Homes (NSH).

Council housing, properties owned by NSH and some Registered Provider (RP) properties (where NSDC has 'Nomination Rights') are let to people in accordance with this Scheme. NSDC has Nomination Rights to most RP properties in the district. This means NSDC nominates applicants on the Housing Register who are successful in 'bidding'. However, the allocation of NSH owned properties and RP Allocation Schemes may differ to this Scheme and each will make the final decision as to who properties are offered to. If you wish to view a copy of their allocation policy you should contact the provider direct. Some RP's keep their own Housing Register and Applicants can apply to join these individually.

Applicants who are not currently NSDC tenants are defined as 'Housing Applicants'. This will include applicants who are current tenants with a RP.

Current NSDC Tenants

Current NSDC Tenants

All NSDC tenants who have held their current tenancy for at least one year may apply for a transfer. These are defined as 'Transfer Applicants'. This time period may be relaxed where a move is required to either meet an evidenced medical or social need of a member of a household, address under occupancy or in the interests of effective and efficient use of stock.

Transfer Applicants will be required to give up their existing property as a condition of granting them a tenancy of another property, although their status as a tenant will be unaltered and their rights under the Right to Buy scheme will remain uninterrupted.

Legislative Framework

It is a requirement under Part VI of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Localism Act 2011 that all Local Housing Authorities must have and publish an Allocation Scheme and ensure that properties are allocated according to that Scheme. This Allocation Scheme has taken into account all of the legal requirements outlined in Part VI and other relevant Acts and statutory guidance as may be amended from time to time.

This Scheme will make reference to specific pieces of legislation or guidance. The reader should note that both can be amended from time to time. Any amendments which alter the meaning of this Scheme will be available online until such time this Scheme requires formal amendment.

Reasonable Preference

The legislation requires that an Allocation Scheme must be framed to give Reasonable Preference to certain categories of people as follows:

- 1 people who are homeless (within the meaning of Part VII of the 1996 Act);
- 2 people who are owed a duty by any Local Authority under section 190(2) 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);

3. people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
4. people who need to move on medical or welfare grounds, including grounds relating to a disability;
5. people who need to move to a particular locality in the district of the Local Authority where failure to meet that need would cause hardship (to themselves or to others).

Applicants from these Reasonable Preference categories are placed within Bands One to Three of the Housing Register (discussed in more detail in Section 6 – Applicant Bandings) in order to give them Reasonable Preference over other applicants.

Please note that those applicants, who would fall within a Reasonable Preference category, will not qualify if they are subject to any of the exclusions set out in Section 3 – Exclusions of this Scheme.

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 referred to above if:-

1. S/he is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributed (wholly or partly) to his/her service; or
2. S/he has formerly served in the regular forces; or
3. S/he has recently ceased or will cease to be entitled to accommodation provided by the Ministry of Defence following the death of his spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
4. S/he is serving or has served in the reserved forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service

Forces are defined as “regular forces” are the Royal Navy, Royal Marines, The Army and the Royal Air Force. “Reserved forces” are the Royal Fleet Reserve, The Royal Naval Reserve, The Royal Marines Reserve. “The Army Reserve” are the Territorial Army, The Royal Air Force Reserve or Royal Auxiliary Air Force.

NSDC usually define former and serving members of the armed forces as:

1. People who left the regular Armed Forces within the last 10 years, except those dismissed under Section 265 as set out in Schedule 3, Part 2 of the Armed Forces Act 2006.
2. Serving members of either the regular or reserve Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
3. Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner.

Additional Preference for Armed Forces

An applicant who has been assessed as having Reasonable Preference 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.

Consideration has also been given to the Armed Forces Covenant (signed on 16 July 2013) between the Armed Forces community, Armed Forces Charities, Newark and Sherwood District Council and Newark and Sherwood Homes. More information about this can be found at www.newark-sherwooddc.gov.uk/communitycovenant/.

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. Specifically, a local connection may not be applied to existing social tenants seeking to transfer from another local authority district in England 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.

A Relevant Person has a need to move for the purpose of the 2015 Regulations if the Applicant:-

1. Works in the district of the local housing authority, **or**
2. Has been offered work in the district of the local Housing Authority **and**
3. The authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.

The 2015 Regulations do not apply if work is short term or marginal, ancillary to work in another district or voluntary.

NSDC has opted for the minimum quota allowed from 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 therefore set at 1% of housing allocations forecasted for the coming year, based on the actual number of allocations in the previous year.

This will be reviewed annually and altered if required.

Equal Opportunities

NSDC and its partners are committed to promoting equal opportunities and anti-discriminatory practises in the services it provides. It is committed to giving all applicants an equal opportunity to obtain housing, whatever their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

Data Protection

Applicant's details will only be disclosed to a third party with either the Applicant's consent, or lawfully (where one of the exemptions under Data Protection legislation applies) with other relevant agencies including but not limited to the Police, Health Service, Social Services and RPs.

By returning an application to us, applicants are giving their consent for NSDC and NSH to process and hold sensitive data which will be used in the assessment of the application and may be used for the delivery of other services provided.

2. REGISTRATION

Applications for housing are administered and processed by NSH on behalf of NSDC. More information is available from <http://www.nshomes.co.uk/applying-for-a-home> or by telephoning NSH Customer Access Service on 0845 2585550.

Every Applicant must complete an application form together with all relevant and supporting information required and submit this to NSH for registration.

Properties that become available to let will usually be offered to applicants on the Housing Register. Applications for housing will normally be completed online via www.nshomes.co.uk.

Applicants can request advice and assistance in completing their application form from NSH, this may include translation where required.

Once registered Applicants are placed on the Housing Register and provided with a bidding number.

Who Can Apply

Anyone aged 16 years or over can apply to go on the Housing Register if they have a local connection and is not subject to immigration control as set out in Asylum and Immigration Act 1996 and subsequent amendments.

An Applicant cannot usually be offered a tenancy until they are 18 years old. However in certain circumstances a tenancy could be offered and held in trust until the applicant reaches the age of 18. This will be assessed on a case by case basis and subject to NSDC/NSH senior officer approval.

Local Connection

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:

1. 2 consecutive years **or**;
2. 3 out of the last 5 years **or**;
3. 5 or more consecutive years in which your close family associations have been resident within the District. These associations include but are not limited to parents, grandparents, adult child/ren (18+), aunts, uncles or any other evidenced close family member;
4. be in employment for an average of 16 hours per week for the last 6 months or more within the district **or**;

5. Applicants who are statutory homeless **or**;
6. **Is classified as a Nottinghamshire County Council Care Leaver** **or**;
7. Special conditions might include, but is not limited to, the need for specialist medical or support services which are available only in NSDC, Right to Move Regulations **or**;
8. **Former or serving members of the armed forces:**
 - a) those who are currently serving in regular forces at any time in the five years preceding their application for an allocation of social housing;
 - b) bereaved spouses or civil partners of those serving in the regular forces where
 - (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and
 - (ii) the death was wholly or partly attributable to their service.
 - c) existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service*.

***For Housing Options Only** - Section 315 of the 2008 Act amends s.199 of the 1996 Act so that a person serving in the Armed Forces can establish a local connection with a district through residence or employment there, in the same way as a civilian person.

Some new build affordable housing units typically secured on a market housing development through a planning agreement called a Section 106 Agreement or through a rural affordable housing scheme will detail a more specific local connection criteria in line with both local and national planning and housing policy. Where this situation arises the property advert will clearly stipulate the local connection criteria applicable.

In exceptional circumstances and to ensure effective use of stock, allocations may be advertised and made available to households who do not have a local connection.

If the Applicant does not meet the above criteria but feel that they have special or unusual circumstances that should be taken into account, the applicant should apply in writing to NSH explaining what these special circumstances are.

Asylum and Immigration

An Applicant will not be eligible to join the Housing Register if they are subject to immigration controls under the Asylum and Immigration Act 1996 or Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2016, unless they;

1. Already hold a NSDC tenancy
2. Already hold an Assured tenancy
3. Are in a class as may be prescribed by regulations made by the Secretary of State a copy of which can be provided upon request or can be found using this link
<http://www.legislation.gov.uk/ukpga/1996/52/part/VI>

Any application identified as falling under the Asylum and Immigration Act 1996 (which may be amended from time to time) and in accordance with Regulations made by the Secretary of State, will be assessed in accordance with the Act and subsequent guidance.

Applicants who are not eligible at the point of application will not be placed on the Housing Register and will be notified of this in writing stating the reasons their application is not considered eligible and how to re-apply if their circumstances change.

The regulations that determine which persons from abroad, other than persons subject to immigration control, are ineligible for an allocation of housing accommodation under Part 6 of the Housing Act 1996 or for housing assistance under Part 7 of that Act were amended on 7 May 2019.

Under regulations 4 and 6 of the Eligibility Regulations, a person who is not subject to immigration control is ineligible for an allocation of social housing and for housing assistance respectively where they are not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland or their only right to reside in those places is:

- (a) as an EEA 'jobseeker' or as the 'family member' of an EEA jobseeker;
- (b) an initial right to reside for a period not exceeding three months under the Immigration (European Economic Area) Regulations 2016 (the EEA Regulations);
- (c) because they are a non-EEA national primary carer of an EEA dependant under the EEA Regulations.

Advocate

If an Applicant feels they cannot manage their own affairs and are unable to bid for properties themselves, they can choose someone to act for them. This person will be called an 'Advocate'. Applicants need to complete and sign the relevant questions on registration and ensure their advocate signs the declaration to act on their behalf.

The Applicant or their advocate is responsible for keeping their application up to date with their current circumstances by advising of any changes that could affect their application.

Information Declarations

If Applicants give false or misleading information or withhold information, which is reasonably required for the Applicants to give, they will be removed from the Housing Register and may be liable to prosecution. If they have been offered a tenancy as a result of this misinformation or the withholding of relevant information, the tenancy will be terminated. If Applicants have deliberately altered their circumstances to increase their banding, the right is reserved to move them into the correct band and may result in suspension of their application entirely.

If you are an employee or a Councillor of NSDC, an employee or Board Member of NSH your application must include a statement of this fact. In addition, a senior officer of NSDC or NSH must approve any offer of a property made to persons in these circumstances.

3. EXCLUSIONS

Some Applicants, although registered may not be eligible for the allocation of a property.

NSDC/NSH reserve the right not to make an offer of accommodation to individual applicants where satisfied that:

1. The applicant, or a member of their household, has been guilty of unacceptable behaviour, which if the applicant was a tenant of the Council would entitle the Council to a possession order.
2. The unacceptable behaviour is serious enough to make the applicant unsuitable to be a tenant.
3. The applicant or a member of their household is deemed unsuitable at the time of allocation.

Examples of unsuitability include but are not limited to:

1. Behaviour linked to financial gain such as benefit fraud or any other criminal offence of a similar nature.
2. Non-payment of rent, rechargeable repairs, other housing debt such as garage rent arrears, former rent arrears including NSDC/NSH and other social housing providers, anti-social behaviour, or any behaviour type which would be considered a breach of terms and conditions of NSDC's Tenancy Agreement (including any future variation)
3. Existing tenants wishing to transfer who have breached the terms and conditions set out in their Tenancy Agreement.
4. Behaviour which has resulted in any criminal or civil sanction against the applicant or a member of their household which affects their suitability to be a tenant (including but is not limited to, injunction, possession order, criminal conviction, money judgment or enforcement of the same).
5. If an applicant intentionally gives or has intentionally given in the past, false information on any part of a housing application form or form to claim benefits of any type

The exclusions in this section include past or present behaviour of the individual or any member of the applicant's household.

In some circumstances a limit may also be placed on the type of property and/or area an applicant can apply for in order to manage any wider risks posed.

Financial Resources and Affordability

The outcome of your financial assessment may affect the types of accommodation you/your household are eligible for.

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. Generally an Applicant in these circumstances will only be considered for supported housing, and/or extra care, set against their housing needs.

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.

If an applicant fails to provide this information, intentionally gives false information or diverts their interest in property in this respect, they will be excluded from being made an offer of accommodation.

Non Bidders

Applicants not bidding for accommodation will be reviewed regularly and those in priority Bands One and Two will be contacted to establish why they are not bidding and to ascertain if any support is required to facilitate future bidding.

In certain circumstances where applicants are not bidding for accommodation, without justification, their application may be removed from the Housing Register.

Exceptions

An exception may be made in making an offer of accommodation in the following (but is not limited to) circumstances:

1. There is no valid court order; or
2. A debt relief order is in place and in payment; or
3. At least 75% of their total housing debts has been paid off; or
4. Evidenced support needs.

All exceptions will be considered on a case by case basis.

If the Applicant does not meet the above criteria but feel that they have special or unusual circumstances that should be taken into account, the applicant should apply in writing to NSH explaining what these special circumstances are.

Statutory Homeless Applicants

If any of the exclusions contained within this Scheme are applicable to an applicant who is owed a statutory duty by NSDC, a case review will be convened and a final decision regarding an offer of accommodation would require NSDC/NSH senior officer approval.

4. REVIEW OF DECISION TO EXCLUDE FROM THE ALLOCATION SCHEME

Applicants can request a review in writing of any decision to exclude them from the Allocation Scheme, or any restrictions placed upon them. A senior officer, of NSH, not previously involved in the case will consider this review.

The Applicant or their Advocate is responsible for keeping their application up to date with their current circumstances. They must advise of any changes that could affect their application and complete a change of circumstances form where appropriate. Failure to do so may result in an offer of a property not being made.

Applications registered under this scheme will be subject to review as and when necessary.

Applicants will need to confirm or amend their information in order to remain registered for housing. Applicants who do not respond to these requested will have their applications cancelled.

These reviews will be conducted either in writing (including email) or online.

ASSESSMENT OF HOUSING NEED

Applicants are prioritised according to their housing need and are placed in the relevant 'banding'. This will allow applicants in greatest need to be given priority.

Transfer Applicants will be banded under the same assessment process as housing applicants.

NSH will notify the applicant of their registration date, registration number and priority band awarded. Information will also be provided as to the suitability and size of property applicants are eligible to bid for.

If an applicant's circumstances require a change in banding after registration, a band date will be applied as part of the allocation procedure (see Section 8 – Allocation Procedure). This will be the date an Applicant qualifies for that band and not their original registration date. If an applicant is assessed as Band 4 the original registration date will apply.

5. APPLICANT BANDINGS

BAND ONE

HOMELESSNESS

Homeless households are defined as those who, NSDC has a statutory duty to secure accommodation (within the meaning of Part VII of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017), are in priority need and who are not homeless intentionally.

Applications from these households are likely to be in temporary accommodation provided by the authority and will receive a direct offer of suitable accommodation in order to discharge NSDC's main housing duty. Applicants deemed to be owed a statutory duty will not be offered the opportunity to bid for accommodation, instead this will be managed in liaison with their assigned case officer at NSDC who will place bids on the Applicants behalf.

If this offer of accommodation is refused, and the property is considered reasonable and is suitable for the household's needs, then no further offers of accommodation will be made. NSDC will have discharged its duty under the Provision of Part VII of the Housing Act 1996; however, the homeless applicant has a right to request a review of this decision under Section 202 of the Housing Act 1996 by writing to NSDC within 21 days of the date of refusal, stating the reasons they do not agree with the decision.

MEDICAL GROUNDS

High Priority – A medical condition or disability where current accommodation seriously undermines and affects the Applicant or a member of their household's health and the accommodation is therefore considered unsuitable. Supporting evidence will be required.

LIVING CONDITIONS

Identified Category 1 hazards where the enforcement of Housing Act 2004 (Housing Health and Safety Rating System) is in place and subject to Environmental Health action. This priority is only awarded for the period of time that the work remains outstanding.

CARE LEAVERS

Applicants who have met the criteria within the care leaver element of the scheme and have been registered with the Council for a minimum of 8 weeks in a Band Two.

Applicant should note that in order to secure an offer of accommodation a positive Ready to Move form will need to have been submitted to support their application. Until such time as this is received applicants placing bids for advertised accommodation will have their bids overlooked.

STATUTORY OVERCROWDING

Applicants living in statutory overcrowded housing.

The permitted number of people for a property is worked out from the number and sizes of the rooms in the property, as detailed in the Housing Act 1985, shown in the two tables below:

Number of rooms	Permitted number
1	2
2	3
3	5
4	7.5
5	10
6 +	A further 2 persons for every room

Floor area of room	Number of persons
Over 110 sq ft	2
90 to 110 sq ft	1.5
70 to 90 sq ft	1
50 to 70 sq ft	0.5

Both tables are used and the lowest number reached is the permitted number for the property.

All living rooms and sleeping rooms are included in the calculation when the permitted number of persons is worked out. Kitchens, bathrooms and toilets are not included in the calculation.

When working out the number of persons sleeping in the property, occupants are counted as follows:

- Over ten years old - 1 person
- One to nine years - 0.5 person
- Under one year - not counted

A senior officer at NSH will assess and award the correct Banding according to the above assessment tables.

UNDER OCCUPATION – CHANGING PLACES SCHEME (applicable to NSDC tenants only)

The Changing Places Scheme is designed to give priority to Transfer Applicants who occupy a property of two or more bedrooms and want to move to smaller accommodation. Applicants awarded this Band who have not actively bid for accommodation within a twelve month period, will be demoted to the Band that represents their housing needs. Applicants losing this priority due to inactive bidding will only be reassessed following significant changes to their housing needs.

If evidence, such as the District Wide Housing Needs Survey carried out by NSDC, no longer supports the necessity for the Changing Places Scheme to have a priority status, relevant amendments or a revoking the scheme will be considered as part as the wider Scheme review process, as set out in Section 14 – Scheme Review.

BAND TWOHOMELESSNESS PREVENTION AND RELIEF DUTIES

This band is only applicable to applicants who are considered to be statutorily homeless and NSDC are working with under Prevention Duties and/or Relief Duties as assessed by Housing Options under the requirements of the Homelessness Reduction Act 2017. Applicants awarded this band will be expected to be engage in tasks specified in their Personal Housing Plans (PHP's) and are considered likely to be owed section 193 main housing duties after their 56 day Relief duty ends i.e. are likely be in priority need and who are not considered to be intentionally homeless.

APPLICANTS REQUIRING MOVE ON ACCOMMODATION FROM DESIGNATED SUPPORTED HOUSING PROJECTS AND TO IDENTIFIED CARE LEAVERS

This Band is only applicable when the Applicant's support needs have been identified and provision for meeting these needs is in place.

MEDICAL GROUNDS

Medium Priority – A medical condition or disability where current accommodation undermines or moderately affects the Applicant or a member of their household's health and is considered unsuitable and/or where this is leads to social isolation. Supporting evidence will be required.

CARE LEAVERS

Applicants who have met the criteria within the care leaver element of the scheme.

INSECURITY OF TENURE

Applicants who have been served a valid Notice of Seeking Possession or court possession proceedings from a landlord or mortgage lender other than NSDC, NSH or RPs. Applicants will be required to provide evidence that the Notice served is not a result of their or a member of the households act(s) or omission(s).

OVERCROWDING

Applicants who are lacking two bedrooms or more in their current home but are not considered to be statutorily overcrowded.

AGRICULTURAL WORKERS

Agricultural, horticultural and forestry applications for workers who need their workers to be housed under the Rent (Agricultural) Act 1976. NSH will make a decision to give priority under this band after receiving detailed information from applicants and their employers.

BAND THREE

MEDICAL GROUNDS

Low Priority - Where current accommodation creates some difficulties for an Applicant or a member of their household's health but it is considered manageable in their present accommodation.

THREATENED WITH HOMELESSNESS

This band is only applicable to applicants who are threatened with homelessness and who NSDC are working with under Prevention and/or Relief Duties as assessed by housing options under the Homelessness Reduction Act 2017. Applicants awarded this band will be expected to be engage in tasks specified in their Personal Housing Plans (PHP's) and are considered likely to be owed section 193 main housing duties after their 56 day Relief duty ends i.e. are likely be in priority need and who are not considered to be intentionally homeless.

This band will also be awarded to those applicants who NSDC are working with under Prevention and/or Relief Duties, who are engaging in tasks specified in their Personal Housing Plans (PHP's) and are considered unlikely to be owed section 193 main housing duties after their 56 day Relief duty ends i.e. they are not in priority need and/or are considered to be intentionally homeless.

LIVING CONDITIONS

Identified Category 2 hazards where the enforcement of Housing Act 2004 (Housing Health and Safety Rating System) is in place and subject to Environmental Health action. This priority is only awarded for the period of time that the work remains outstanding.

OVERCROWDING

Applicants who are lacking one bedroom in their current home but are not considered to be statutorily overcrowded.

SHARING

Applicants/households sharing personal facilities, such as kitchens and bathrooms within their current accommodation, with another household. This would exclude gardens and communal areas.

NO FIXED ABODE/ROUGH SLEEPERS

Rough sleepers are defined as being street homeless and having access to no accommodation at all, confirmation may be sort from Street Outreach Services. People of 'No Fixed Abode', who are for example staying at various locations on an ad hoc basis, are not regarded as rough sleepers.

Applicants who claim that they are of no fixed abode are those considered to have no settled accommodation and are living at various locations for very short periods of time.

Proof may be sought from each address and/or other agencies with which they are registered.

BAND FOUR**HOMELESS – NON-ENGAGEMENT**

This band is awarded to applicants who are assessed by housing options under the Homelessness Reduction Act 2017 as being owed Prevention and/or Relief Duties for the period of time that this duty is owed where they are not undertaking the required actions and tasks identified in their Personal Housing Plans (PHP's).

This band is also awarded to all applicants who are assessed by housing options under the Homelessness Reduction Act 2017 as being owed Prevention and/or Relief Duties for the period of time that this duty is owed where the applicant would not be eligible for any other banding at the end of the Relief Duty.

OTHER APPLICANTS

Applicants or Transfer Applicants with no identified and evidenced housing need.

Applicants who have deliberately worsened their circumstances to be awarded a priority banding or who have not taken reasonable steps to prevent the worsening of their circumstances.

Applicants should note that if they are awarded Band 4 within this Allocations Scheme, this is unlikely to secure an offer of social housing and therefore, these applicants are encouraged to consider other housing options and products.

MEDICAL CIRCUMSTANCES

In complex cases where an individual's circumstances do not seem to fit the policy and its requirements as set out, a multi-agency meeting will be convened including NSH Senior Officer/s, NSDC Senior Officer/s and any other relevant party to establish the level of need and award appropriate priority/banding.

6. ADVERTISING PROPERTIES

Properties available for allocation will be advertised by NSH on their website. Properties advertised will give a description of the property, its location, any local connection criteria (where applicable see page7) and suitability criteria to help applicants make relevant and informed choices.

These website adverts will include social housing properties and may also include private rented properties available through NSDC's Realhome Scheme. Realhome is a tenant finding service for Private Sector Landlords.

More information on the Realhome Scheme is available on the NSDC website <http://www.newark-sherwooddc.gov.uk/realhome/>.

In some circumstances, properties may not be advertised as part of the Allocations Scheme. Examples of this can include but are not limited to:

1. Temporary accommodation required because of a flood, fire or other emergency.
2. Properties required for existing tenants when they are faced with home loss
3. Effective and efficient use of the housing stock and duties of NSDC/NSH.

Properties advertised will be available for both Applicants and Transfer Applicants.

Applicants or their advocate can request details of available properties by contacting NSH Customer Access Service on 0845 2585550.

Applicants or their Advocate will be able to state their interest in a maximum of two properties per weekly advert cycle and unlimited RP or Realhome properties, giving their order of preference. Interest in a property can be made via telephone, email, online, text or in person. Applicants will not be contacted if their bid is unsuccessful.

Available properties will usually be advertised a maximum of twice. If the property remains vacant NSH will consider alternative ways of letting the available property. This could include allowing Applicants to bid on more than two NSDC properties per cycle and relaxing criteria.

7. ALLOCATION PROCEDURE

For all properties advertised a list will be generated of Applicants who have expressed interest in the property. Applicants who have stated their interest in the property and meet the criteria for that property will be matched by the following procedure:

1. Priority Band; then
2. Local Connection then
3. Banding Date.

It is the responsibility of the Applicant to provide information required to carry out the necessary verification checks and references.

Verification checks and financial assessments will be undertaken for the Applicants shortlisted. The applicant will be asked to confirm that the information given on the application form regarding their circumstances has not changed since the application. In some circumstances, the successful applicant may be contacted to assess that they are in an appropriate position to sustain a tenancy in line with NSDC's Tenancy Agreement.

If the Applicant's verification checks are satisfactory, the offer of the tenancy of the property will be made.

In the event of the applicant's verification checks being unsatisfactory they will be advised of the reason for this decision in writing and the property will be offered to the next qualifying applicant.

Withdrawing an Offer

NSH reserve the right to withdraw any offer of accommodation. An explanation will be given to the applicant in writing.

Penalties for Refusing Offers of Accommodation

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.

If a further refusal of an offer of accommodation is made, following reinstatement on the Housing Register, a twelve month suspension will be applied.

After an application has been reinstated following a 12 months suspension an applicant will be able to bid for suitable properties as advertised. If they are successful in receiving a further offer of accommodation and subsequently refuse that offer their application will be removed from the waiting list and they will be required to submit a new application after a period of 12 months.

If an applicant's circumstances significantly change during a suspension then the review process at Section 14 should be followed.

8. SUITABILITY CRITERIA FOR PROPERTY TYPES

Applicants should have regard to the criteria stipulated in the advertisement of available properties prior to placing a bid to ensure they meet the required criteria.

Before an offer of accommodation is made, NSH will take into account the suitability and size of the property in relation to the family/number of people seeking accommodation and the financial position.

The outcome of your financial assessment may affect the types of accommodation you/your household are eligible for.

Suitability criteria may be adapted from time to time to reflect the supply and demand of properties, management of stock and overall community housing needs.

To address issues of low demand certain properties have a designated age criteria, therefore the eligibility criteria may be different. Any such differences will be clearly identified when the properties are advertised.

The following will usually be applied:

1. Single applicants under 60 are considered to need bedsits/one bedroom.
2. An adult requesting to share with another adult (who is not a partner) will require one bedroom each.

3. Single/Couples over 60 are eligible for supported accommodation of one or two bedrooms. Applicants under 60 with proven medical need or disability may also be considered for supported one and two bedroom accommodation.
4. Married couples, same sex partners and persons' living as man and wife are considered to need one bedroom (unless the partner needs a separate bedroom on proven medical grounds).
5. Two dependent children of the same sex or two children under ten of the opposite sex will normally be expected to share a bedroom. Dependent children are defined as children less than 18 years who live with the applicant and where the applicant is the parent or guardian and in receipt of Child Benefit or the child is in higher education.
6. Households who have contact with their children but with whom the children do not reside on a permanent basis must be able to show that they do have established contact. Households who have contact with their children cannot normally be considered for properties larger than two bedrooms irrespective of the number of children they have contact with.
7. Foster carers or those adopting children who require additional bedrooms will be assessed on an individual basis in liaison and as confirmed in writing by relevant social care departments.
8. A woman with a pregnancy confirmed by an appropriate medical practitioner, will be counted as a household with a child after 36 weeks of pregnancy and therefore qualify for a bedroom each. If she already has one child, the unborn baby will be treated as if it were the same sex.

Applicants are suitable for accommodation designated as supported accommodation if:

1. The Applicant or partner are 60 years of age or over
2. The Applicant or a member of the household is aged 60 years over. (Such applicants may be considered for some, but not all, supported accommodation).
3. The Applicant or a member of the household is under 60 years but has a proven mobility, medical or disability need. (Such applicants may be considered for some, but not all, supported accommodation).

In some circumstances medical authorities and/or evidence may be requested in addition to and in support of, a completed medical self-assessment questionnaire.

9. EFFECTIVE AND EFFICIENT MANAGEMENT OF TENANCIES AND HOUSING STOCK

This section of the Allocation Scheme enables priority transfers for existing tenants or applicants who find themselves in exceptional circumstances, which means remaining in their current accommodation is no longer deemed appropriate or safe and/or to enable NSDC and NSH to make best use of its limited available housing stock, prevent homelessness and create sustainable communities.

In such cases, a review of individual circumstances will be carried out between a senior officer of both NSDC and NSH to make a final decision based on the evidence available.

The outcome of this decision may result in a direct allocation of accommodation, for reasons such as (but is not limited to):

1. Severe harassment, threats or actual violence, victims of anti-social behaviour, domestic abuse or where there is personal risk to the household if they remain. Sufficient evidence is required
2. Applicants who have either lost their statutory right to succession or have a succession right to a tenancy and the current accommodation is not suitable, as set out in the Tenancy Agreement.
3. To enable major repairs which require a permanent or temporary move (decant)
4. Where adapted properties are no longer required by a tenant or a member of their household.
5. Applicants or tenants requiring specialist and/or adapted properties.
6. **Complex cases with multiple needs not addressed elsewhere in the scheme, where a multi-agency approach is required i.e. evidenced entrenched rough sleeping.**

This decision may be part of a multi-agency risk assessment where information (including sensitive information) will be lawfully shared.

Local Lettings Schemes

Local Lettings Schemes can also assist in the management of existing housing stock, to help resolve issues such as, areas suffering from a disproportionate amount of anti-social behaviour or to help widen housing choices for local people and provide sustainable communities.

Local Lettings Schemes are an exception. They implement additional specific criteria to be considered in a local area when allocating housing through this Allocation Scheme.

The application of Local Lettings Schemes will be carefully considered by NSDC and NSH based on need and evidence for a limited period of time and reviewed to assess its effectiveness.

Local Lettings Schemes will be published on NSH website, available at www.nshomes.co.uk

10. ANNOUNCEMENT OF LETTINGS/FEEDBACK

Results of every property allocated will be published on a monthly basis on NSH website, available at www.nshomes.co.uk

Feedback information is available to applicants, to understand their housing options, to make informed decisions and choices about their future bidding and to compare their housing need against the available housing.

NSH will continue to produce and publicise facts on the overall allocation of properties within the district on a monthly basis.

11. CUSTOMER COMMENTS PROCEDURE

Applicants who wish to comment or complain about the service are able to contact NSH via housing@nshomes.co.uk or visiting the website at www.nshomes.co.uk in order to obtain the relevant forms for completion to ensure this is dealt with under official procedures.

NSH is committed to delivering excellent housing services to support NSDC deliver its housing vision and priorities.

12. REVIEWS AND APPEALS

If an applicant is dissatisfied with any decision made by NSH, they may request a review of this decision. This will allow an applicant to have their circumstances initially considered and reviewed by a senior officer from NSH, not previously involved in any assessment or decision.

If the applicant is still dissatisfied with the outcome, and feels there are additional special circumstances that should be (or have not been) taken into account, they would then be able to appeal to NSDC and this appeal would be undertaken by a senior officer.

This process will ensure that an applicant's appeal is dealt with fairly, according to the Scheme, relevant legislation and within a time limited framework.

Requests should be made in writing, supported by evidence.

Review requests relating to the offer of accommodation to statutory homeless households in Band 1, is excluded from this review process. Further details can be found in Section 6 -Applicant Bandings.

13. SCHEME REVIEW

Senior officers from NSDC and NSH will 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.

Where amendments are necessary these will be implemented in consultation with applicants and stakeholders when and where appropriate.

HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

DISTRICT WIDE HOUSING ASSESSMENT

1.0 Purpose of Report

1.1 This report seeks approval to commission a new district wide housing assessment, being a remit of this Committee, in order to provide an up to date evaluation of housing need, the wider housing market and affordability across all tenures.

2.0 Background Information

2.1 As a strategic housing authority the Council has a statutory requirement to undertake regular assessments of future housing requirements within the district in accordance with Part 11 (Section 8) of the 1985 Housing Act (*periodical review of housing needs*). These assessments commonly include establishing the need for all housing tenures, house types and location, with particular attention paid to the requirement for additional affordable housing.

2.2 In addition, more recently, the Government published the revised National Planning Policy Framework (NPPF), which reiterates the Government's central objective of 'significantly boosting the supply of homes' (NPPF, Para 59). The key points from the revised NPPF are:

- In place of the requirement to objectively assess need, the introduction of a standardised methodology for calculating housing need; to inform the number of new homes required;
- The introduction of the Housing delivery test which seeks to ensure that authorities achieve the intended level of housing delivery;
- Greater support for Neighbourhood Plans.

2.3 NPPF requires Councils' strategic policies to be informed by a local housing need assessment (NPPF, Para 60), conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach, which also reflects current and future demographic trends and market signals. In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for.

2.4 Within this context, the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to), those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes.

2.5 Robust and up to date, evidence of housing need is an essential requirement for the Council to underpin its key strategic and policy framework for its housing, planning and economic activities, which in turn inform and support the objectives of the Council's Community Plan.

3.0 Housing Assessment - 2014

- 3.1 In 2014 the Council commissioned David Couttie Associates (DCA) to undertake a district wide 'Housing Market and Needs Assessment' (HMNA), following the previous assessments completed in 2003 and 2009.
- 3.2 The key objective of the study was to provide high quality data to enable the Council to understand the nature and level of housing demand and need within the district and to provide a robust and credible assessment of the local housing market.
- 3.3 The assessment consisted of a postal questionnaire (primary research), secondary data analysis, focus groups with key stakeholders and Member consultation. These, together with an analysis of the district housing market data, a housing market survey, dwelling balance analysis, census information and household and population projections, informed the overall Assessment.
- 3.4 There were a number of important findings from the 2014 Assessment, demonstrating a significant housing need across the district, which can be found in the following link:
- <https://www.newark-sherwooddc.gov.uk/housing/housingneedssurvey2014/>
- 3.5 The findings informed the strategic housing priorities for the Council at the time, including the Housing Revenue Account Business Plan (HRA BP), and the relevant housing policies within the Local Development Framework.
- 3.6 The Committee should also reflect on the report at Agenda Item No. 11 detailing the strong delivery of affordable housing delivery across district, which can only be achieved where a robust housing needs evidence base is available.

4.0 New Housing Assessment

- 4.1 It is good practice for a local housing assessment to be reviewed every 5 years in order to support the Council's role as a strategic housing commissioner and local planning authority. In this respect, and as the last assessment was completed over five years, it is now considered appropriate to commission a new assessment.
- 4.2 Taking into consideration the requirements set out in section 2, the new assessment would follow the output framework identified below:
- a) Deliver the housing needs requirements for the Council in its role as a strategic housing commissioner and local planning authority, for all tenure types and the need for affordable housing, indicating appropriate tenure and dwelling type mixes at a district, ward and settlement level.
 - b) Demonstrate the overall housing need for both market and affordable housing for a period of up to 5 years (2024) and an indicative need forecast for the period 2024 to 2029, within both an urban and rural context.
 - c) Include the breakdown of the overall housing figure by tenure, including household types and size and dwelling size by tenure.

- d) Identify how the age profile and household mix relate to each other and how this may change in the future.
- e) Evidence the need for certain types of housing and the needs of different groups, including, but not exclusively, self-build and custom housebuilding, family housing, older people, housing for people with disabilities, service families, students, key workers, first time buyers, minority ethnic households, younger people, low-income households and homeless households
- f) Analyse and explain the housing aspirations for each household type and how future provision could be provided.
- g) Explore the range of intermediate housing products (*the wider affordable housing offer*) available and whether there is a role in the local housing market for them.
- h) Identify the levels of adapted housing.
- i) Review relevant national and local policies, population and demographic changes including migration patterns.
- j) Examine the function and dynamics of the district's housing market and its relationship with neighbouring authorities (*understanding the duty to co-operate*).
- k) Outline the local relationship between housing and the economy.
- l) Examine the impact of welfare reform and recent changes to homelessness legislation on housing need and the local market.
- m) Examine the configuration and turnover of the Council's housing stock to assess its fitness to meet local housing need now and in the future, set against maintaining a viable HRA BP. In addition to informing the type of new build Council housing units required over the period of the assessment.

Methodology

- 4.3 There are two principle approaches to undertake a housing assessment, one being where secondary research is only used and the other where both primary and secondary research is used.
- 4.4 Secondary research provides a review of readily accessible data sources including, but not limited to:
 - Income
 - Land Registry House Price data
 - CORE lettings data from Registered Providers
 - Statutory housing data returns
 - Population, household and migration projections
 - Census Data
 - Local intelligence and data, e.g. a Resident Survey, housing register data.
- 4.5 Primary research provides qualitative information, which gives the ability to review and triangulate the secondary data so strengthening the soundness of the evidence base. Examples of primary research include:
 - A postal questionnaire (*which would normally have to be to over 20% of households in the district to be statistically valid*)
 - Housing market surveys with estate, letting agents and Registered Providers.
 - Focus groups with key stakeholders, e.g. developer and local authority partners.

Timescale

- 4.6 Once a consultant has been commissioned to undertake the work, procured in line with the Council's 'Contract and Procedure Rules', it would take in the region of 6 months to complete and report on the findings of the housing assessment.

5.0 Proposals

- 5.1 It is proposed that the Council commissions a suitably qualified consultant to undertake a new district wide housing assessment, on the basis of utilising both primary (qualitative) research and secondary (quantitative) data, to meet the outputs detailed at paragraph 4.2 and any additions the Committee may feel relevant.

6.0 Equalities Implications

- 6.1 This report reflects the requirement for the housing assessment to take into account the specific needs of persons with protected characteristics to ensure the Council's responsibilities under the Equalities Act 2010 will be fully considered and met.

7.0 Impact on Budget/Policy Framework

- 7.1 It is a statutory requirement for the Council to undertake and periodically review a housing assessment to ensure the Council has a robust and up to date evidence base to inform key planning, housing and economic policy and strategy development.
- 7.2 Based on the assessment completed by DCA in 2014 and a review of recently completed surveys, an indicative cost for this type work is in the region of £30,000.

8.0 Financial Implications – FIN19-20/4957

- 8.1 The budget for the Housing Needs survey will be met from Housing Strategy and Development (£22k) and Planning Policy (£10k).

9.0 RECOMMENDATION

That the Committee consider and approve the commissioning of a new district wide housing assessment based on the collection of primary research and secondary data, with the budget provision for this detailed at 8.1.

Reason for Recommendation

To ensure that the Council meets its statutory duty and periodically reviews the housing needs of the district to provide a robust evidence base to inform the sound development of housing, planning and economic policies and strategies.

Background Papers - Nil

For further information please contact Rob Main (Ext: 5930) or Jill Sanderson (Ext: 5624) in the Housing Strategy & Development Business Unit.

Matt Lamb
Director – Growth & Regeneration

HOMES & COMMUNITIES COMMITTEE

10 JUNE 2018

RESHAPING THE COMMUNITY SAFETY PARTNERSHIP AND SETTING NEW PRIORITIES

1.0 Purpose of Report

1.1 To set out the purpose, legislation and duties around Community Safety, the existing structure of the Bassetlaw and Newark & Sherwood Community Safety Partnership and proposes changes that aim to improve the functioning of the CSP.

2.0 Background Information

2.1 The purpose of the CSP has not really changed dramatically over the years. They were originally set up as Crime & Disorder Reduction Partnerships to deliver on the statutory duty as detailed in Section 5 of the Crime & Disorder Act 1998 (“the Act”), as amended by the Police Reform Act 2002 and the Police & Justice Act 2006. The ‘responsible authorities’ as set out in the legislation are:

- i. The District Council(s)
- ii. The County Council
- iii. Every provider of Probation Services operating in the area
- iv. The Chief Officer of Police
- v. The Fire and Rescue Authority
- vi. The Clinical Commissioning Group

2.2 Section 6 of the Act states that the ‘responsible authorities’ must develop the following:

- i. a strategy for the reduction of crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment); and
- ii. a strategy for combatting the misuse of drugs, alcohol and other substances in the area; and
- iii. a strategy for the reduction of re-offending in the area

2.3 In the practical process of operating, the CSP needs to create a functioning local partnership that develops and promotes multi-agency working and in addition to the responsibilities set out at paragraph 2.2 above, it needs to actually implement those strategies.

2.4 Section 17 of the Act also states that; “it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent:

- (a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and
- (b) the misuse of drugs, alcohol and other substances in its area; and
- (c) re-offending in its area”

- 2.5 Section 19(1) of the Police and Justice Act 2006 states that; “Every local authority shall ensure that it has a committee (the “crime and disorder committee”) with power:
- (a) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions;
 - (b) to make reports or recommendations to the local authority with respect to the discharge of those functions.

- 2.6 Within the Newark & Sherwood District Council’s Constitution this function currently falls to the Homes & Communities Committee with the following extract being relevant:

“To meet at least annually with the appropriate overview and scrutiny committee of Bassetlaw District Council to undertake joint scrutiny of the Bassetlaw/Newark & Sherwood Community Safety Partnership. For this purpose the membership of the Homes & Communities Committee will constitute the designated Crime & Disorder Committee for the purposes of the Police and Justice Act 2006”.

The frequency of scrutiny is not set out in the constitution.

3.0 Existing Structures and Priorities

- 3.1 The BNSCSP has three layers to its existing structure with a single strategic group (Joint Strategic Group; “the JSG”), a single delivery group (Partnership Delivery Group; “the PDG”) and a number of operational groups (“the OGS”). A flowchart showing the existing structure can be found at **Appendix One**.
- 3.2 This structure is mirrored by the Domestic and Sexual Abuse (DASA) function of the CSP which also has three distinct layers with the Executive Group feeding directly into the Safer Notts. Board. Having said that, it is still worthy of note that the DASA work is also reported through the main CSP structure.
- 3.3 The chair of the JSG represents the CSP at the Nottinghamshire Safer Neighbourhoods Board and this role alternates between the two district councils on a biennial basis. The BNSCSP is administered by the Community Safety Partnership Support Officer which is a full time post based at Castle House in Newark. Other posts that service and support the CSP are the Domestic Violence Co-Ordinator, and the Partnership Analyst.
- 3.4 The SNB is a countywide strategic group that is required to ensure the delivery of shared priorities and a community safety agreement. It supports local CSPs and aims to bring together agencies and communities to tackle crime and ASB in local areas. The SNB was established in 2008 to fulfil the requirement for a county strategy group in Nottinghamshire.
- 3.5 It is unclear whether the SNB has been able to produce a Community Safety Agreement that is current and relevant, and equally unclear if any effective communication has been conducted around such a document if produced. There is some duplication of roles and plans between the SNB and the Office of the Police & Crime Commissioner.

3.6 For some time there has been a discussion within the CSP around the effectiveness of the current structure and how it might need to change to support new and emerging priorities, the current work demands and resources available within the partner organisations.

3.7 Current information received from the OPCC around Severity Index work suggests that the following crime types in the following areas are a priority for the CSP although very little detail is currently available to support this headline information

- a) Newark - Violence with Injury, Sexual Offences, Burglary, Robbery – Personal, Other Theft
- b) Bilsthorpe, Lowdham, and Villages - Violence with Injury, Sexual Offences, Burglary*
- c) Worksop South - Violence with Injury, Sexual Offences, Burglary, Robbery – Personal, Other Theft
- d) Worksop North - Violence with Injury, Sexual Offences, Burglary, Vehicle Crime

*it should be noted that HMP Lowdham is responsible for the inclusion of these areas in the severity Index. Work is taking place to try and remove these so as to get a clearer picture.

3.8 Even in the presence of strategic direction from the SNB or OPCC, the CSP would need to reserve the right to include its own priorities as a matter of local determination for the benefit of the communities it serves. To a certain degree it will always be the case that elected members and communities themselves will feedback intelligence to the individual organisations that make up the CSP about what is concerning them at any point in time. The CSP needs to be capable of responding to those needs.

3.9 Governance and Priorities

The CSP has a well-established schedule of meetings that are administered by the CSP Support Officer. Meeting attendance will vary with attendees fluctuating based primarily on the value that they derive from attendance. The meeting structure and frequency should of course be representative of the CSP's workload at any point in time.

3.10 Although responsibility for Community Safety lies with the Homes and Communities it is the Leader of the Council that represents Members on the Joint Strategic Group. The Leader has indicated that he will continue in this role.

3.11 Funding

Funding for the CSP has traditionally come from a wide range of sources which would be reasonably expected in such a well-established partnership setting.

3.12 A funding issue is currently emerging around the sustainability of the complex needs outreach worker in Newark & Sherwood with the assurance of funding for only the first quarter of 19/20 from the Office of the Police & Crime Commissioner (OPCC). The potential impact of diverting funds into the severity harm index profiles is that important pieces of work could come to an end.

3.13 It is considered important that the role provided by the Complex Needs Outreach worker is continued and proposals on this are set out below.

4.0 Proposals

- 4.1 The current CSP structure and way of working has remained unchanged for many years. The Director - Communities & Environment (Matthew Finch) is now chairing the JSG. It is important that the Group delivers its own priorities but that these also reflect the priorities of the two district Councils. In the case of Newark & Sherwood, the Cleaner Safer Greener agenda is seen as an important facet of the Community Safety Partnership as is the work to promote and deliver Objective two of the Councils priorities which is 'Reduce crime and anti-social behaviour, and increase feelings of safety in our communities'
- 4.2 Having taken all the above into account, officers have examined the way in which it operates and are proposing the following changes to both its structure and priorities.
- 4.3 The strong link between the countywide Safer Nottinghamshire Board and the Joint Strategic Group (JSG) of the CSP has been lost. Therefore it is proposed that the CSP representative on the SNG (NSDC, Director - Communities & Environment) works closely with the SNG to distil the county objectives in to the priorities of the CSP and to instil into the SNG a sense of programme shaping for the CSPs.
- 4.4 It is proposed that the Joint Strategic Group becomes a much smaller **more focused group**, setting the strategy for the CSP and being responsible for developing the CSP strategic plan. This should be informed by a strategic assessment of crime and disorder, substance misuse and re-offending drawn from the evidence of the previous year. This will allow for the creation of priorities and actions to be communicated to CSP Partnership Delivery Group. The JSG will be made up of officers and Members from both Bassetlaw and Newark & Sherwood. It will also be attended by the Police (Chief Inspector for Bassetlaw and Newark & Sherwood, Nottinghamshire County Council and the Police & Crime Commissioners Office. It is further proposed that it meets four times each year and will receive performance and monitoring reports from the BNS Partnership Delivery Group.
- 4.5 The Partnership Delivery Group will have a wider membership and will be tasked with delivering the strategic priorities and action plan developed by the JSG. This group will meet every two months and will be responsible for the identification of other relevant partners and the development of specific themed time limited operational groups to deliver actions within the local communities.
- 4.6 In order to provide direction to the CSP for the coming year some analysis of crime, disorder and anti-social behaviour has taken place. This allied to the Police & Crime Plan has led to the proposal that the following areas of work are set as the priorities for the CSP.

Domestic Violence

Burglary

Rural Crime

Area based work/Town Centre Issues

Gypsy and Travellers (Newark)

Community Cohesion

Knife Crime

Exclusions (Bassetlaw)

4.7 The table below sets of the rational behind each priority.

Priority	Evidence	Current Structure	Local Concerns/Response
Domestic and Sexual Abuse (in the Police and Crime Plan 2018 to 2021 under 'helping & supporting victims')	A high proportion (approx. 50%) of violence related crimes are linked to domestic abuse. These score highly on the Severity Index, as they relate to high levels of threat, risk and harm.	Countywide structures are in place, with the PCC commissioning DV services and our CSP structure is well established. Intelligence is in place and referral mechanisms well established and well known.	We have a possible issue of under reporting of Domestic Abuse and so promotional work continues. Domestic Homicide Reviews have to be organised and signed off at a local level.
Burglary (not specifically mentioned in the P&C Plan but covered under All Crime)	According to the P&C Plan burglary is on the rise generally. Locally we will experience spikes and are vulnerable to travelling gangs. Relatively high on the harm index and remains a priority at a local level and a Police priority. Rural isolation may be a factor.	Response is led by the Police and partners would be guided by the Police on any 'value added' work that can be done. Well established and tested response techniques are available to the Police.	BNS has some specific vulnerabilities: High quality/high value residential burglaries (including key thefts for high value cars) Rural burglary in isolated locations ATM thefts in isolated rural sites
Rural Crime (not specifically mentioned in the P&C Plan)	BNS is predominantly a rural area and therefore vulnerable to specific crime types not experienced in other areas. <i>"Rural crime is a key priority and I will be working hard to build trust among our isolated communities and show them that we are addressing their concerns. "Rural communities matter and I am doing everything possible to protect the public's right to feel safe and protected – regardless of where they live." Paddy Tipping quote taken from the OPCC website.</i>	The SNB has a rural crime group led by CI Andy Rooke which partners can attend.	BNS are likely to maintain this as a priority because of the geography of the area which is vulnerable to off road bikes, hare coursing, fuel theft and other such crimes.

Subject	Evidence	Current Structure	Local Concerns/Response
<p>Area Based Work (not specifically mentioned in the P&C Plan)</p>	<p>Existing Partnership Plus areas are: Worksop: NW/S/SE Wards Newark: Bridge/Castle/Magnus Wards</p> <p>For 19/20 the OPCC proposes to use a Severity Index to identify priority areas: BDC: has received analysis from the OPCC showing Worksop South & North Neighbourhood Areas</p> <p>N&S: has received <u>indicative</u> analysis from the OPCC identifying 'Newark' and 'Bilthorpe, Lowdham and Villages' as Neighbourhood Areas</p>	<p>Area based work is currently delivered in N&S through a P+ group and Worksop Town Centre remains the focus of BDC.</p> <p>The Severity Index is affected by the amount of 'harm' attributed to a particular type of offence and it is questionable what the CSP can do around these types of offences that is not already in place?</p>	<p>Worksop continues to experience issues with synthetic cannabinoid use in the town centre and carries out specific project work to address this.</p> <p>N&S has a focus on low level ASB, and local environmental quality in Newark with the recent appointment of wardens and upgrading of CCTV.</p> <p>It may be that the areas once identified are worked within by the CSP but to address the lower level crimes?</p>
<p>Gypsy Romany Traveller Community not specifically mentioned in the P&C Plan but Hate Crime and Community Cohesion are.</p>	<p>Newark has the largest G&T community in Notts. The G&T community faces a range of challenges around education, access to services, victimisation and hate crime, and perception from the settled community.</p> <p>Unauthorised encampments affect the whole of Notts, particularly in the summer months</p>	<p>N&S took on the Tolney Lane Working Group from NCC when their G&T Liaison Officer post was removed. This group has grown beyond the remit of Community Safety to look at many issues affecting the G&T community in N&S. Land use and planning issues are particularly controversial.</p> <p>Police resource for the G&T community has been identified.</p>	<p>Political concern in N&S around planning on Tolney Lane and other sites. Public perception that the G&T community are not subject to the same level of enforcement as other sections of society.</p> <p>Concerns aired that organised crime gangs are operating out of Tolney Lane. Lack of services for Travellers causing a feeling of disconnect and lawlessness in the community.</p>
<p>Community Cohesion (in the Police and Crime Plan 2018 to 2021 under 'tackling crime & ASB')</p>	<p>In Nottinghamshire, just under half (48%) of residents consulted via the annual Resident Survey feel that their area is a place where people from different ethnic backgrounds get on well together.</p> <p>N&S has recently completed its residents survey which</p>	<p>N&S has just employed a Community Relations Officer but no real structure exists for actively promoting community cohesion in N&S.</p> <p>N&S has recently delivered days of action aligned to the CSG</p>	<ul style="list-style-type: none"> • Integration of the Eastern European community • Brexit threat? • G&T Community • New and Emerging Communities

	may provide more data.	agenda. What is the role of the CSP in promoting cohesion?	
Knife Crime (in the Police and Crime Plan 2018 to 2021 under 'tackling crime & ASB')	Knife crime has risen by 31% locally and 23% nationally during 2016/17. Knife enabled violence in Notts. predominantly involves young males aged between 16 and 25 years committing offences in public spaces (43%), some of which can be attributable to evolving crime networks and disputes over drug dealing territories.	Nottinghamshire has a Knife Crime Strategy and is developing a Delivery Plan led by Rachael Miller from the NCC Early Help Services.	The biggest risk to the CSP area would appear to be linked to 'County Lines' and 'Organised Crime Gangs' expanding into the outlying areas to sell drugs. Violence and knife crime associated with this activity is of potential concern.
School exclusions / School enrolment / Home tutoring	The suggestion is that schools are perversely incentivised by their performance measures to remove some children from the school register. This is known as 'off rolling' and may also be linked to financial pressures facing some schools. Some anecdotal suggestion in N&S that schools have no interest in schooling the G&T community.	No structure exists within the CSP to deal specifically with this subject that is linked to ASB caused by those children not in school.	BDC has local concern from politicians around this issue with a scrutiny group dedicated specifically to the topic. N&S has concerns around groups of young people in the G&T community not accessing school which the TLWG has begun to address.

- 5.8 The themed groups will be established when necessary and will not automatically focus on a single priority. They may be cross cutting and be geographically or demographically based.
- 5.9 It is anticipated that with the exception of the Joint Strategic Group the membership of the Partnership Delivery Group and the thematic groups will be officer groups.
- 5.10 In order to maintain a continuity of service it is proposed that the outreach worker currently commissioned to work within Newark & Sherwood is funded for the final three quarters of the financial year from the Community Safety reserve pending additional information from the OPCC on the severity index and its application and whilst internal discussion within the council are developing with regard to the community engagement and cohesion and the potential restricting of the newly established Public Protection Business Unit

6.0 Equalities Implications

6.1 This report does not directly have any equalities implications. However, actions taken by the thematic groups may well have implications. Any proposed action plans will be subject to Equality Impact Assessments.

7.0 Financial Implications

7.1 The proposal to fund the commissioned outreach work will amount to a cost of £17,805.32. This will be funded from the budget C54014. There are sufficient funds to cover the cost of this post.

8.0 RECOMMENDATIONS that:

- (a) Members agree that the Joint Strategic Group of the Community Safety Partnership moves to a quarterly cycle and that a Member of Homes & Communities Committee is elected to sit on the Group;**
- (b) Members endorse the priorities for the Community Safety Partnership as set out in paragraph 5.6; and**
- (c) the Newark & Sherwood Complex Needs Outreach Worker is funded for the remainder of the year from the Community Safety Partnership reserve.**

Reason for Recommendations

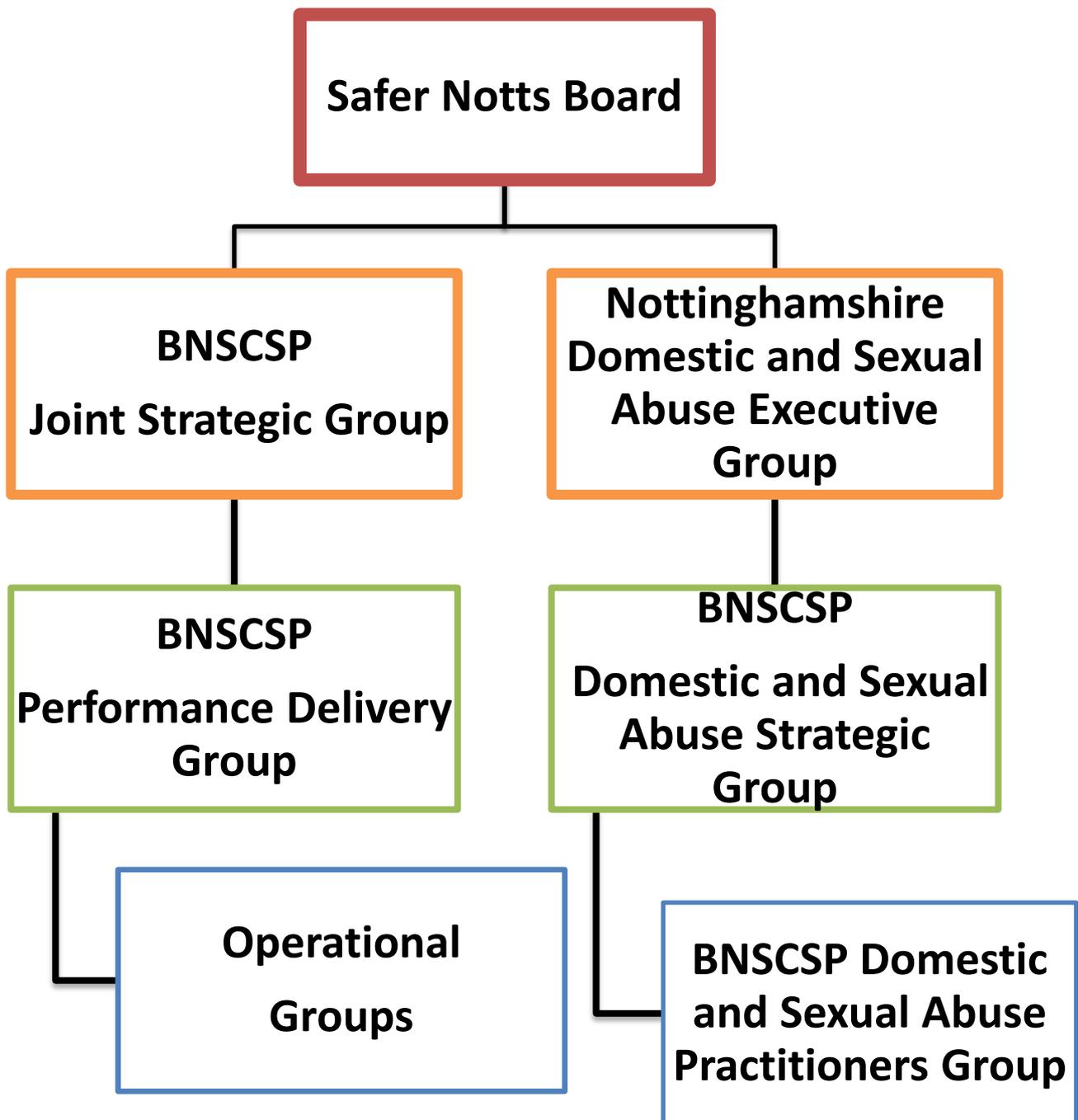
To ensure that the Bassetlaw/Newark and Sherwood Community Safety Partnership, continues fulfil its statutory responsibilities and meets the needs of the local communities through its governance priority setting.

Background Papers

Nil

For further information please contact Alan Batty, Business Manager - Public Protection on Ext. 5467.

Mathew Finch
Director - Communities & Environment



HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

UPDATE ON THE BETTER CARE FUND

1.0 Purpose of the Report

- 1.1 To update Members on the schemes that have been delivered from funding from the district's allocation of the Better Care Fund.

2.0 Background

- 2.1 A specific element of the Better Care fund is allocated for the statutory delivery of Disabled Facilities Grants across the district. In circumstances where the DFG allocation is in excess of that required to meet the demand for DFGs the local authority is empowered to use the remaining allocation for 'wider social care capital projects'.

3.0 Governance Arrangements for the BCF

- 3.1 The Better Care Fund Programme Board is chaired by the County Council and has the responsibility for the operational governance of the Better Care Fund. The Terms of Reference of the Board are:

The purpose of the Better Care Fund (BCF) Programme Board is to provide system leadership to ensure delivery of the BCF plan to improve outcomes for the people of Nottinghamshire. The Programme Board reports to the Health & Wellbeing Board, with the main focus being upon delivery assurance and proactive performance management of the agreed County-wide plan. The Programme Board will also be instrumental in creating the evidence base and sharing best practice for successful integration leading to best possible outcomes for the population of Nottinghamshire within available resources.

- 3.2 All the district and boroughs are now represented on the Board. Each year the spending plans for the new financial years are agreed by the Board and are then recommended for approval by the Health & Wellbeing Board.
- 3.3 It should be noted that the BCF Programme Board does not only oversee the DFG element of the Better Care Fund but is responsible for the larger BCF allocation that is used for primary secondary and social care provision.
- 3.4 The funding allocated to each local authority is based on a complex formula taking into account various indices of need, disability, health care and population demographics. The allocations vary across the county and it is not always obvious how the allocations reflect the general makeup of the local populations.

4.0 Delivery of Local Schemes in 2018/19

4.1 The pooling of the previous DFG element and the social care elements that have now been passed to second tier authorities has allowed significantly increased the overall budget available. The increased allocations have allowed for the development of new schemes. The initial total allocation for 2018/19 was £946,838. In December 2018 the Government made some additional funding available and the Council was able to secure a further £106,844 towards the delivery of its mandatory improvement DFG programme.

4.2 Mandatory Disabled Facilities Grants

The majority of the spend from the BCF allocation goes on the delivery of the mandatory Disabled Facilities Grant programme. In 2018/19 this accounted for a spend of £785,263.45 covering 90 schemes across the district. These can range from simple stair lifts to large extensions to provide ground floor facilities for severely disabled adults or children. The Council benefited from an additional allocation of £106,000 in December that enabled it to proceed with grant schemes that may have been delayed into the new financial year but also approve schemes in preparation for the contractors being available to start work.

4.3 Discretionary DFGs

The mandatory DFG regime only allows work that is reasonable and appropriate to meet the client's needs to be grant funded. This can often result in adaptations being carried out to a property that is defective in other areas, such as poor insulation or in serious disrepair. This can result in a client having the adaptation completed to allow them to stay in their own home but in a home that in other ways does not meet their needs. Many DFG clients have limited mobility and therefore a cold damp house has a proportionally adverse impact on their health and wellbeing than a more able bodied mobile occupant. An Essential Works Grant in support of DFG clients is used to ensure that where a DFG is awarded the overall condition of the property is suitable for occupation by that client.

4.4 Handy Person Adaptations Schemes

The Handy Person Adaptation Service (HPAS) aims to provide the help and support people need to keep safe and secure in their home with low cost but high quality essential adaptations and small practical jobs.

4.5 The Service is available to Nottinghamshire residents aged 60 or over, or with a disability, and all work is carried out by professional traders who have been approved by NCC's Trading Standards officers. The jobs undertaken reduce the risk of falls or help vulnerable residents remain living independently and range from fitting hand rails and half steps to changing light bulbs, fitting door locks and putting up shelves and can include key safes if referred by a health professional. Often very small jobs such as fixing loose carpets or installing a hand rail can prevent a fall and avoid a lot of unnecessary distress as well as high costs to health and social care services.

4.6 The budget for this service is passed directly to the county council as they are responsible for delivering this service. The allocation is calculated as % split across all the districts and boroughs.

- 4.7 The delivery of the Handy person scheme has recently been subject to a procurement exercise. Newark and Sherwood Homes have been successful in obtaining the contract to deliver the installations, repairs and adaptations in both Bassetlaw and Newark & Sherwood.
- 4.8 **Warm Homes on Prescription**
This scheme has now been operating for a number of years and its client base continues to grow.
- 4.9 GP Practices and Integrated Care Teams have been identified in each district/borough council and are contacting 'high risk' patients with long term conditions made worse by cold living conditions, particularly COPD and other respiratory diseases and those at risk of heart attack, stroke and falls.
- 4.10 Home visits are being undertaken to assess the energy efficiency of the home and whether the patient can afford to keep the house at a healthy temperature. A range of actions are then taken to achieve affordable warmth on behalf of the householder, including commissioning heating and insulation works and income maximisation (benefits checks and fuel switching) which will allow the resident to remain independent in their own homes.
- 4.11 **Assisted Technology**
The Council has operated a private sector lifeline facility for a number of years, managed by Newark & Sherwood Homes. This is where an assistive technology service (mainly provision of lifeline units) is offered to residents across the District outside of the HRA. This is an expanding service and each resident is charged for rental and monitoring, generating an income to both the HRA (NSH) and the GF.
- 4.12 The outturn for the schemes set out above in 2018/19 were as shown below. All underspends are carried forward to support schemes in future years.

Scheme	Budget	Spend	Carry forward
Mandatory DFGs	812,072	765,385	46,687
Discretionary DFGs	148,790	67,665	81,125
Assistive Technology	77,889	77,889	Nil
HPAS	61,364	61,364	Nil
Warm Homes on Prescription	173,852	99,852	74,000
Life time Homes	88,947	88,947	Nil

5.0 **Schemes for Future Years**

- 5.1 An increase in spend on mandatory DFGs and the ongoing to commitment schemes such as the Warm Homes on Prescription does limit the opportunity to start to develop new schemes, particularly as there is no indication of any allocation figure for 2019-20. It has taken some considerable effort to build interest and engage the public to take up the grant available from some of the schemes so it is important that funding remains in place to support them. However, with the increased allocation for 2019/20 there are some opportunities to develop new schemes.

- 5.2 Indicative costing for delivering the core programme of schemes is set out below. It can be seen that there is currently an unallocated amount of around £97,000 however the final cost of the HPAS scheme for 2019/20 has yet to be agreed.
- 5.3 The use of the discretionary DFG allocation has been slow in the previous two years however, this is already showing signs of an increased uptake and it is anticipated that this will achieve a full spend in the current year.
- 5.4 Officers are currently investigating the use of temporary accommodation that has been adapted for use by patients requiring hospital discharge but that are currently awaiting adaptations to their own home. This scheme is in its early stages of development and has proved successful in other areas across the county. The unallocated funds would be used to support this scheme.

6.0 Financial Implications

- 6.1 The Allocation from central government for 2019/20 is £1,021,695
- 6.2 The table below shows the indicative costings for each of the programmes

Scheme	Carry forward from 2018/19	2019/20 allocation	Total Budgets for Scheme
Mandatory DFGs	46,687	700,000	746,687
Discretionary DFGs	81,125	18,875	£100,000
Assistive Technology	Nil	50,000	50,000
HPAS	Nil	66,592 (TBC)	66,592
Worm Homes on Prescription	74,000	50,000	124,000
Independent Living		39,315	39,315
TOTAL		923,190	1,126,594
Unallocated		96,913	
			£1,223,507

7.0 RECOMMENDATIONS that:

- (a) **Members note the schemes that are funded for 2019/20 ; and**
- (b) **a new scheme to develop temporary adapted accommodation is supported.**

Reasons for Recommendations

To provide information for Members on the Better Care Fund and to indicate the schemes that are being supported.

Background Papers

Nil

For further information please contact Alan Batty, Business Manager – Public Protection on 655467.

Matthew Finch
Director – Communities & Environment

HOMES & COMMUNITIES COMMITTEE

10 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 2018/2019 were Councillors: R.B. Laughton and Mrs A.C. Brooks.

4.0 Additional Information

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

Strategic Housing Liaison Panel (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.

John Robinson
Chief Executive

HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

AFFORDABLE HOUSING DELIVERY 2018/19

1.0 Purpose of Report

- 1.1 To provide the Committee with detail on affordable housing delivery across the district for the financial year 2018/19, along with a 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 The delivery of additional affordable homes across the district continues to be a strategic priority for the Council with an objective of the Community Plan being to; '*Accelerate the supply of new homes including associated facilities.*'
- 2.2 There is an ongoing requirement 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.
- 2.3 The Council, along with enabling the supply of new affordable housing, continues to deliver directly new Council homes through its Housing Revenue Account (HRA) development programme in partnership with its housing management company, Newark and Sherwood Homes (NSH).
- 2.4 In addition to the Council's own developments a range of approaches are adopted to secure the delivery of new affordable housing units in the district, through working with Registered Providers and developers.
- 2.5 The delivery of affordable housing is set against the Council having a robust evidence base of housing need 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. Members will note at Agenda Item No.7 a report is being presented seeking approval to undertake a new housing assessment.
- 2.6 The 2014 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 was 221 homes per annum.
- 2.7 The Council owns 5,460 dwellings (*31 March 2019*), with 35 homes being sold through the Right to Buy in 2018/19.
- 2.8 There are currently 3287 applicants on the Council's housing register (*31 March 2019*), an increase of 565 on the previous year.

3.0 Affordable Housing Delivery 2018/19

- 3.1 Over the past fourteen years, a total of 1,312 additional affordable homes have been provided across the district, through S106 planning agreements, 100% affordable housing developments, exception sites, the Council's own developments and NSH Growth Programme.

- 3.2 Between April 2018 and March 2019, 115 additional affordable homes have been built across the district (*located in Newark, Farnsfield, Blidworth, Rainworth, Farndon, Southwell, Collingham and Elston*) and the approaches to deliver these are outlined below:

Developer: Section 106 Agreements	Registered Provider 100% Affordable Housing Schemes	NSH	HRA Development	Total
40	10	0	65	115

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

Social Rent	Affordable Rent	Intermediate Housing (Shared Ownership)	Discount for sale	Total
8	90	9	8	115

Section 106 Agreements and 100% Affordable Housing Schemes

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

Location	Affordable Ownership	Affordable Tenure				Unit Type
		Affordable Rent (AR)	Shared Ownership (SO)	Discount for Sale (DFS)	Total Delivered	
Farnsfield Augustus Grange S106 - Miller Homes	Nottingham Community Housing Association(NCHA)	11	7	-	18	14 x 2 bed houses (AR & SO)
Farnsfield Southwell Road S106 - Bellway	Gedling Homes Developer Discount for Sale			6	6	4 x 2 bed houses 2 x 3 bed houses
Rainworth Warsop Lane S106 -Taylor Wimpey	Derwent Living	8 (Social rent)	-	2	10	8 x 2 bed houses (SR & DFS) 2 x 3 bed houses (SR)
Blidworth Belle Vue Lane	Newark Sherwood Homes	6			6	6 x 1 bed flats (AR)
Elston Willow Rundle Dr (Exception site - 100% aff hsg)	NCHA	8	2		10	10 houses & bungalows for A/R & S/O
		33	9	8	50	

HRA Development Programme

3.5 The following table shows the number of Council housing units delivered through the HRA development programme.

Location	Affordable Ownership	Tenure: Affordable Rent	Unit Type
Newark Cluster	HRA	13	5 x 2 bed houses 8 x 1 bed flats
Farndon Cluster	HRA	17	2 x 1 bed bungalows 5 x 2 bed bungalow 1 x 3 bed bungalow 6 x 2 bed houses 3 x 3 bed houses
West of Newark (inc. Southwell) Cluster	HRA	16	3 x 1 bed bungalows 5 x 1 bed flats 3 x 2 bed bungalows 1 x 1 bed house 4 x 2 bed houses
Collingham Cluster	HRA	9	7 x 2 bed houses 2 x 3 bed houses
Balderton Cluster	HRA	10	2 x 1 bed bungalows 3 x 2 bed bungalows 3 x 2 bed houses 2 x 3 bed houses
Total		65	

4.0 Anticipated Affordable Housing Delivery

4.1 The following table identifies the number of units currently anticipated to be delivered over the next 4 financial years.

4.2 It is difficult to provide an accurate picture beyond 2023 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:

Scheme Details	Registered Provider (Owner)	No of Units	Type: AR (Affordable Rent) SO (Shared Ownership)	Progress
Clipstone x 3 sites (100% affordable housing)	NCHA	25	13 x 2b houses (AR) 12 x 1b flats (AR)	Completion April - June 2019

Farnsfield Southwell Rd, Bellway Homes (S106)	Gedling Homes & Bellway Homes	8	6 x 2 bed (AR) 2 x 3 bed (AR)	Completion July 2019
Southwell Allenby Road Miller Homes (S106)	NCHA	20	10 x 1 & 2 b flats (AR) 4 x 3 bed houses (AR) 6 x 2 bed house (AR/SO)	Anticipated delivery late 2019/2020
Newark Bowbridge Road, (100% affordable)	NCHA	62	18 (AR/SO) 1 x 2b flats (AR) 3 x 3 bed houses (AR) 4 x 2 bed houses (AR/SO)	Consent granted March 19, 2 year anticipated completion.
Newark The Council has agreed to take an off- site S106 contribution in the form of land and a monetary sum. (100% affordable housing).	Land in Newark HRA Programme	12	To be determined	No start on site.
Collingham Braemar Farm (Part 2) Gusto and Larkfleet (S106)	NCHA Heylo Housing	24	24 (8 AR/16 SO)	Anticipated delivery 2019/20
Edwinstowe Former Miners Welfare, (100% affordable housing development)	NCHA	28	(14 SO/12 AR & 2 Rent to buy) 1,2 3 bed houses and flats	Anticipated start on site December 2019
Edwinstowe Robert Woodheads (Affordable housing by planning condition)	NCHA	21	AR & SO 2 and 3 bed houses	No start on site date
North Muskham Main Street (100% affordable housing exception site scheme)	NCHA	12	12 AR & SO 5 x 2 bed 7 x 3 bed	Start on Site May 2019.
Bilthorpe Land at Oldridge Way (S106)	Not known	34	TBC	No start on site date
Balderton Fernwood Extension	Not Known	120	TBC	No start on site date
Total		366		

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 The Council continues to work in partnership with NCHA and Trent Valley Partnership to deliver rural affordable housing, involving the completion of parish housing needs surveys, liaison with Parish Councils, local ward Member(s) and land owners in the locality.
- 5.3 In March 2019, a scheme at Elston was completed by NCHA seeing the delivery of ten affordable homes, consisting of two and three bedroom houses and two bedroom bungalows for affordable rent and shared ownership for local people. The scheme has been part funded by Homes England. A photograph of the scheme can be found at **Appendix A**.
- 5.4 NCHA are now commencing a further rural housing development at North Muskham for twelve affordable units, consisting of two and three bedroom houses for affordable rent and shared ownership to applicants with a local connection to the village. Four, two bedroom bungalows for market sale are also being provided on the site to cross subsidise the overall finance of the scheme, in addition to attracting grant funding from Homes England.
- 5.5 The Partnership is currently working with Parish Councils towards the delivery of other exceptions sites for affordable housing in the district, including potential sites at Walesby (Phase 2), Oxtun and Edingley all of which will be subject to continued parish consultation, land availability and planning approval.

6.0 Housing Revenue Account - Development Programme

- 6.1 The Policy & Finance Committee in 2016 approved 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 Newark and Sherwood Homes (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 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.

Phase One

- 6.4 The first phase of the programme delivered 70 units (*65 in the 18/19 financial year*) over 27 sites, in addition to the 60 units developed at Gladstone House (*Extra Care Scheme*), Newark. Photographs of some phase one units can be found at **Appendix B**.

Phase Two

- 6.5 The Council and Company are now progressing phase two with a target to deliver 50 units over 12 sites, the finances of which straddle over 2 financial years. All schemes have now commenced, though Valley View, Coddington has an outstanding planning condition to be resolved, with an overall completion date of March 2020.

Phase 2 Site	No of Units	Unit Type
Newark Cluster		
Queens Court	9	6 x 1 bed flats and 3 x 2 bed flats
St Marys Gardens	7	7x 2 bed houses
Lyndsey Avenue	10	6 x 1 bed flats, 2 x 2 bed flats, 2 x 2 bed house
Meldrum Crescent	4	4 x 1 bed flats
Coddington Cluster		
Parke Close/Thorpe Close	4	1 x 1 bed bungalow, 3 x 2 bed bungalows
Thorpe Close	1	1 x 2 bed bungalow
Valley View	3	3 x 2 bed houses
West of District Cluster		
Rainworth Water Road	2	2 x 1 bed flats
Blidworth, Central Avenue,	4	2 x 1 bed flats, 2 x 3 bed bungalows
Ollerton, Beech Avenue	2	2 x 2 bed houses
Rainworth, Thoresby Rd	1	1 x 1 bed bungalow
Southwell, Westhorpe	3	1 x 3 bed bungalow, 2 x 1 bed bungalows
Total	50	

- 6.6 Work continues to identify further suitable sites for phases 3, 4 and 5. It is possible that the Council may have to acquire additional land to complete the programme.

Scheme Finance

- 6.7 The average build cost per unit for phase one is £138k, this has increased to £148k in phase two. The build costs reflect the constrained nature of the sites being developed; with a large proportion being small infill sites and contaminated that require for example asbestos removal.
- 6.8 To date the Council has successfully received Homes England grant funding via the Affordable Homes Programme for 65 units in phase 1, equating to £2.8m and averaging £42k per unit.
- 6.9 The total grant claim in phase two is £1.32m, averaging £38k per units. Phase two has also utilised 1-4-1 Right to Buy Receipts to ensure that the Council does not incur a financial penalty imposed by Government for not spending the receipts; this has resulted in lower average grant rate when compared with phase one.
- 6.10 Both the Council and Company continue to scrutinise the capital finances of this programme to ensure they meet the budgetary requirements set by the Policy & Finance Committee, with any variances and approval for these reported to that Committee.

- 6.11 In terms of continued grant support from Homes England, discussions have been held with officers locally who are keen to receive future bids from the Council to support the ongoing development programme.

Better Care Fund

- 6.12 Through the Better Care Fund the Council has successfully secured £39,515 grant funding, under the heading of 'independent Living', to enable accessible wet rooms to be installed to 10 of the new build Council homes in phase two. Once completed these will be allocated to appropriate applicants on the housing register.

Extra Care Scheme - Boughton

- 6.13 At its meeting on the 28th June 2018 the Policy and Finance committee approved in principle the development of a new extra care scheme on the allocated HRA site in Boughton, to be delivered in partnership with Homes England, Newark and Sherwood Homes and Nottinghamshire County Council. Delivery of this scheme is outside of the 5 year HRA development programme.

- 6.14 The scheme is to be financed through the HRA and Homes England grant funding of £2m. The County Council has not contributed a capital sum towards the cost of the development, which it did for Gladstone House.

- 6.15 The extra care scheme received full planning permission on 6th December, 2018. A tendering process for the development works is soon to be concluded and the final scheme costs will then be reported to June's Policy & Finance Committee for approval.

- 6.16 In terms of further background for the Committee the Council, last year, 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....."

- 6.17 Officers of the Company and Council are now in discussions with the County Council to confirm the above arrangements and as with Gladstone House a Co-operation Agreement will be drawn up. Amongst other things, this will stipulate that the County Council will cover the void rent loss for empty units after a qualifying period of time, therefore protecting rental income into the HRA Business Plan.

- 6.18 Similar to the arrangements at Gladstone House those units not nominated to the County Council will be let as general supported housing, with the Company providing the housing management and repairs service for the whole scheme.

7.0 Equalities Implications

- 7.1 The Council's housing needs evidence base 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, 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 Financial Implications (FIN19-20/9733)

- 9.1 The current approved budget for the HRA development programme stands at £43.878m. Spend to date has amounted to £11.282m.
- 9.2 The budget for the 2019/20 financial year, which incorporates finalising phase two and the start of phase three, is £8.339m. Slippage from the 2018/19 budget amounted to £3.758m, which will be reported to Policy and Finance Committee and requested for carry forward to increase the budget for 2019/20 to £12.097m.
- 9.3 Finance Officers from the Council meet regularly with Finance Officers from Newark and Sherwood Homes, in order to monitor the current position and forecasts of costs going forward. This will ensure that budget provision is adequate, and where variations need to be made, these can be reported and approval sought from the Policy and Finance Committee.
- 9.4 The current approved budget for the Extra Care scheme at Boughton is £7.6m which includes an amount of £2.080m in grant funding from Homes England. Tenders have recently been received based on the detailed design works. These tenders currently outweigh the budget, and as such work is being undertaken to review the costs of the scheme through a value engineering exercise. An update report will be tabled at Policy and Finance Committee during June to update and seek approval for additional funding where appropriate.

10.0 RECOMMENDATION

That the Committee notes the affordable housing delivery in 2018/19, future anticipated delivery and progress with the Council's five year development programme, making any observations as appropriate.

Reason for Recommendation

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

Background Papers

Nil

For further information please contact Rob Main (Ext: 5930) or Jill Sanderson (Ext: 5624) in the Housing Strategy & Development Business Unit.

Matt Lamb
Director – Growth & Regeneration

Rural Affordable Housing Exception Site: Elston



HRA Development Programme: Completed Units (Balderton)





HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

CORPORATE SAFEGUARDING ANNUAL UPDATE

1.0 Purpose of Report

1.1 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 Internal Structure Changes relating to Safeguarding Responsibilities

2.1 As of April 2019, Safeguarding responsibility falls within the Public Protection Unit therefore Matthew Finch, Director - Communities & Environment takes on duties as Corporate Lead for the Council and Alan Batty as the Lead Safeguarding Officer. The Safeguarding Officers remain the same.

2.2 The lead Member role for safeguarding falls to the Chairman of Homes & Communities Committee.

3.0 Nottinghamshire Safeguarding Children's Board Update

3.1 The Children & Social Work Act 2017 introduced a new duty on three agencies, namely the local authority, the chief officer of police and clinical commissioning group (together referred to as the 'safeguarding partners'), to make arrangements for safeguarding and promoting the welfare of children in the area. The new safeguarding arrangements have now replaced The Nottinghamshire Safeguarding Children Boards (NSCBs). The new Nottinghamshire Safeguarding Children's Partnership came into force working alongside the existing Nottinghamshire Safeguarding Children Board. Following a successful trial period the Nottinghamshire Safeguarding Children Board ceased to operate on 31 March 2019.

3.2 The new safeguarding structure under the Nottinghamshire Safeguarding Children Partnership is provided in **Appendix A**. The Strategic Leadership Team will be chaired by Colin Pettigrew Notts. CC Corporate Director for Children Young People and Schools.

3.3 Under these new arrangements the Business Manager will now attend the Nottinghamshire Safeguarding Children's Partnership meetings. Any key matters arising will be cascaded to colleagues via the Corporate Safeguarding Group with updates to the Senior Leadership Team.

3.4 The emerging theme arising from the Children's agenda is that of 'Contextual Safeguarding'. The framework that has been established in Nottinghamshire (and nationally) to support the safeguarding of children is based on a family and person centred approach. Contextual Safeguarding is an approach that seeks to identify and respond to harm and abuse posed to young people outside their home, either from adults or other young people. This can be in specific locations are more widely in broad community settings.

3.5 County Lines

The County Lines Reference Group met on 25 April 2019 and was attended by the Business Manager - Community Safety.

- 3.6 At this meeting, Newark was raised as a concern for County Lines type activity and is believed to be one of the most affected parts of the County based upon Police intelligence. There is intelligence to support that young people travel from Nottingham to Newark potentially targeting vulnerable young people and adults. The young people from Nottingham may be themselves vulnerable and exploited by drug traffickers.

4.0 Nottinghamshire Safeguarding Adult's Board Update

- 4.1 The District/Borough representative on the Nottinghamshire Safeguarding Adults Board (NSAB) is Ruth Hyde, Chief Executive at Broxtowe Borough Council. The Business Manager – Public Protection will attend and contribute to the work of the board via the six-monthly NSAB Partnership events. The meeting of this group took place on 21 May and the following matters were highlighted.

- 4.2 The NASB has adopted three year plan and it has now entered its second year. The theme for the second year is 'Prevention'. A strategy has been adopted by the NASB. This is entitled 'Preventing Abuse and Neglect Strategy'. A key work stream of the strategy is tackling fraud against the vulnerable. It is anticipated that local actions around this work will involve engagement with Neighbourhood Watch Schemes and the development of the Nominated Neighbour Scheme

5.0 Corporate Safeguarding Group

- 5.1 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. The group last met on 9 May 2019.

- 5.2 Business Unit representation at the Group has been reviewed and the Business Manager - Heritage, Culture and Visitors attends and consideration is being given to whether other Business Units need to be represented (Waste & Cleansing).

- 5.3 The Group will be the assurance for training that is being developed and for identifying potential training needs for Business Units within the authority.

6.0 Corporate Case Management

- 6.1 Details are provided below on the number of internal safeguarding referrals received and managed during 2016, 2017, 2017/2018 and 2018/2019.

- 6.2 It can be seen that there are some Business Units that there are a small number of Business Units that generate the majority of referrals. This is to be expected from the nature of the work and the client group that the Business Units work with. However, it should be noted that there is a wide range of Business Units making referrals.

Internal Referrals

CHILD/ADULT SPLIT PER YEAR	1 Jan – 31 Dec 2016	1 Jan – 31 Mar 2017	1 April - 31 March 2018	1 April – 31 March 2019
Child	16	3	20	26
Adult	30	5	27	30
TOTAL	46	8	47	56

REFERRERS	1 Jan – 31 Dec 2016	1 Jan – 31 Mar 2017	1 April – 31 March 2018	1 April – 31 March 2019
Housing Options	13	1	11	14
EH and Licensing	2	1	4	1
A4T	1		3	4
CMT	1			
Community Safety	15	2	9	7
Planning	3		2	
Customer Services	2		4	1
HB Intervention Team	3	1	2	3
Palace Theatre	1		1	1
Democratic Services	1			
Human Resources	2		1	
NSH	2	3	4	21*
Parks		8		2
Waste & Cleansing			1	2
Other			5	
TOTAL	46	8	47	56

**Of note, increase in referrals for 2018/19 is reflective of N&S Homes revised reporting*

6.3 Categories for the Q1 period 1 April 2018 – 31 March 2019

Adults	
Self-Neglect	13
Emotional Abuse	
Modern Slavery	
Physical Abuse	
Domestic	6
Sexual	
Organisational	
Financial	1
Neglect	1
Discrimination	
Other	9
	30

Child	
Emotional	4
Physical	2
Neglect	15
Sexual	3
Other	2
	26

7.0 Serious Case Reviews

7.1 SAR ROONEY Family – “Operation Pottery”

A Serious Adults Review Independent Management Review Meeting has been arranged by Lincolnshire Adults Board on Tuesday 21st May 2019 and any report or findings from this meeting will be circulated in due course.

8.0 Domestic Abuse

8.1 Update on Domestic Homicide Reviews (DHR’s):

8.2 Operation Honey

Incident of August 2016 involving elderly couple in Perlethorpe; husband murdered wife and pleaded guilty to manslaughter due to diminished responsibility and was given a suspended sentence by the Court. The perpetrator remained in nursing home until he died earlier this year.

8.3 Operation Haslock

Incident of August 2017 whereby a 59 year old female was murdered in Millgate Newark. Her partner admitted manslaughter by diminished responsibility in August 2017. He was sentenced to 9 years in prison.

8.4 The Chair and Author have met with the family to discuss the findings. The report was presented and approved at the Joint Strategic Group on 12 April 2019. The report action plan is being reviewed by the Panel and when this is complete, the report will be submitted to the Home Office.

8.5 Domestic Violence – Assurance Learning and Implementation Group (“ALIG)

A County wide group has recently been set up to share good practice, lessons learned and to monitor any actions identified through the DHR process. This will be chaired by DCI Clare Dean and the group will report to the DSA Executive Group of the SNB.

9.0 Training

9.1 Employee Training

Training is scheduled in quarterly (delivered by the Safeguarding Officers and Domestic Violence Co-ordinator) for all new starters and this is now embedded into the new starters induction programme.

9.2 The Safeguarding Officers have worked with HR Officer to devise an online training package using Tiger Page to provide to all existing staff as refresher training with 2 modules complete; one on Modern Day Slavery and one on Safeguarding and Domestic Abuse. This training will be rolled out to all staff with a completion target date of 31 December 2019.

9.3 Discussions will take place at the next Corporate Safeguarding Group on 1 July 2019 as to A4T and Newark and Sherwood Homes’ arrangements for refresher training for their respective employees.

9.4 Members Training

All new Members will be invited to attend a face-to-face Safeguarding Training session; a date is yet to be confirmed but with a deadline of before 31 July 2019.

9.5 Existing Members will be asked to complete the Page Tiger online refresher training.

9.6 Safeguarding Training for Council Volunteers

At the Corporate Safeguarding Group meeting of 9 May 2019, discussions took place about safeguarding training for volunteers and whether there is a necessity to have a consistent approach across Business Units.

9.7 HR will undertake an audit of Business Units to establish the current training provided to volunteers. When this is complete the Corporate Safeguarding Group will assess what, if any, volunteer training is required.

10.0 Equalities Implications

10.1 There are no equalities implications arising from this report.

11.0 Financial Implications

11.1 There are no budgetary impacts arising from this report

12.0 RECOMMENDATION

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

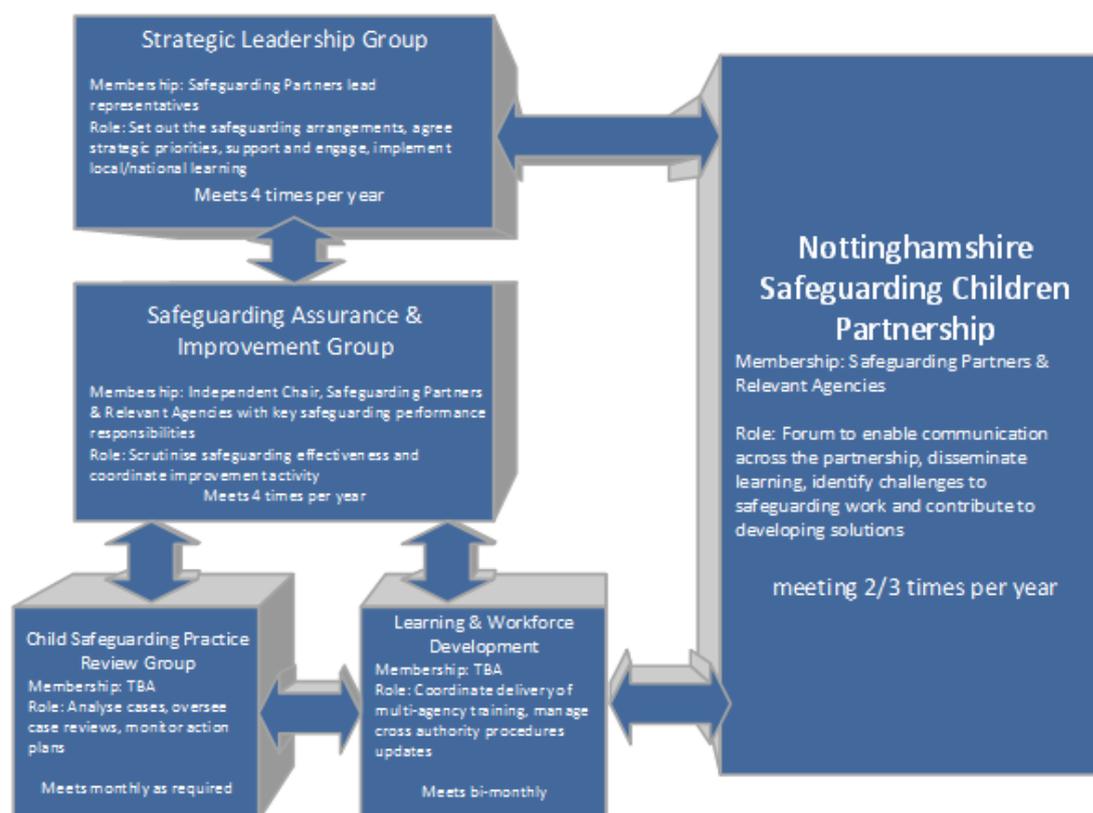
Background Papers

Nil

For further information please contact Alan Batty, Business Manager – Public Protection on extension 5467.

Matthew Finch
Director – Communities & Environment

Nottinghamshire Safeguarding Children’s Partnership Structure



The Strategic Leaderships Group is made up of safeguarding partners responsible for the safeguarding arrangements under the Nottinghamshire Safeguarding Children Partnership; the 3 agencies are:

- **Greater Nottingham Clinical Commissioning Groups**
- *NHS Nottingham North & East CCG*
- *NHS Nottingham West CCG*
- *NHS Rushcliffe CCG*
- *Mid Nottinghamshire Clinical Commissioning Groups*
- *NHS Mansfield and Ashfield CCG*
- *NHS Newark and Sherwood CCG*
- *NHS Bassetlaw Clinical Commissioning Group*
- **Nottinghamshire County Council**
- **Nottinghamshire Police**

All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements.

Case Study 1

TAXI/AMBULANCE DRIVERS – Cheska

Case Study 2

A referral was received from Palace Theatre Business Manager requesting advice regarding a male who was frequently attending the Palace Theatre asking to use the toilets and insisting upon using the female toilets stating he was transgender. The male presented predominately dressed as a male. Staff offered the alternative of using the disabled facilities but the male insisted on using the female facilities. The male did not attend events at the Theatre but started to ask for a drink stating he was unwell; on one occasions he sat in the café having been provided with a glass of water and urinating in his seat-stating he had a bladder issue. The staff attempted to engage with him but the male was reluctant to provide any details other than he lived in Bingham.

At the same time Newark Town Council approached Safeguarding Officers for advice as similar issue was occurring at one of the public toilet facilities. CCTV provided by Palace Theatre and Town Council showed this to be the same male.

Safeguarding Officer contacted the local Police Beat Manager to establish if the male was known to Police and whether contact could be made with local Bingham officers to see if this male was known.

Through contact with Police, the male was identified and this behaviour was known to Police and deemed his behaviour to possibly being linked to a sexual fetish and inappropriate, a risk to himself and others.

The male has a learning disability and complex needs; he has an allocated Social Worker; he lives in Bingham but attends Newark every weekday morning to see his support advocate. Police discussions with Social Care ascertained that the male wanted to be a female hence wanting to access female toilet facilities.

An Acceptable Behaviour Contract was put in place excluding him from all female toilets in Newark; this was done in conjunction with his social worker and support advocate. The Police will continue to monitor.

Arising from this case, discussions took place around self-identified transgender discrimination with Legal and discussions with Customer Services Business Manager to alert them to this male, who could attempt to access the female toilet facilities at other Council buildings.

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

10 JUNE 2019

ROUGH SLEEPER INITIATIVE SUCCESSFUL FUNDING BIDS

1.0 Purpose of Report

1.1 To inform Members of the successful outcomes of two county-wide funding bids submitted under the Government's Rough Sleepers Initiative, as reported to this Committee on 14 January 2019.

2.0 Background Information

2.1 The report on 14 January 2019 provided an overview of the funding opportunities available. Members supported the Council's proactive approach of bidding for funds announced through the various funding streams linked to the Government's Rough Sleepers Strategy, with financial contributions being made from the Council's Homelessness Prevention Fund Reserve.

3.0 Successful Bids

3.1 The table below gives a brief overview of each initiative including what will be addressed, who the funding is for and the next steps:

	Who is it for	Next steps
<p>Rough Sleeping Initiative</p> <p>Funding of a comprehensive street outreach team, incorporating clinicians such as prescribing nurses, mental health nurses and social workers along with additional funding for emergency accommodation.</p>	<p>This funding will tackle rough sleeping, both in the established community and those attributable to the use of Novel Psychotropic Substances (NPS) - Cannabinoids (Spice/Black Mamba).</p>	<p>£450K Awarded</p> <p>In addition a £10k contribution is being made all seven local authorities</p> <p>Governance and performance management arrangements are being discussed. It is intended that a strategic steering group will ultimately feed into the Safer Nott's Board, (terms of reference being developed) and operational groups in each locality.</p>
<p>Rapid Rehousing Pathway</p> <p>The elements of this funding are: Somewhere Safe to Stay pilots; local letting agencies; supported lettings and Navigators.</p>	<p>To implement a response to rough sleeping that focuses on quickly supporting rough sleepers into homes.</p>	<p>£511k Awarded</p> <p><i>Currently awaiting confirmation from MHCLG for a breakdown of elements awarded</i></p>

4.0 Equalities Implications

4.1 A full Equalities Impact Assessment will be considered throughout the development of these new services.

5.0 Financial Implications Financial Implications – FIN18-19/7507

5.1 Only one bid requires a Council contribution of £10K per annum, which is intended to be funded from the Homelessness Reserve and is affordable (this was approved by this Committee on 14 January 2019)

6.0 Community Plan – Alignment to Objectives

6.1 Our commitment throughout Nottinghamshire to work towards the Government's pledge and the subsequent successful joint funding bids align to a number of the Council's objectives:

- Objective 1 - Improve the cleanliness and appearance of the local environment
- Objective 2 -Reduce crime and Anti-Social Behaviour, and increase feelings of safety in their communities
- Objective 8 -Reduce levels of deprivation in target areas and remove barriers to social mobility across the district
- Objective 9 -Improve the health and wellbeing of local residents, with a particular focus on narrowing the gap in health life expectancy and other health outcomes.

7.0 RECOMMENDATION

That Members note the contents of the report.

Reason for Recommendation

To inform Members of the outcome of the successful outcome of bids submitted under the Government's Rough Sleepers Initiative

Background Papers

Nil

For further information please contact Leanne Monger, Business Manager – Housing, Health and Community Relations on Ext 5545 or Cheska Asman, Homelessness Strategy Officer on Ext 5643.

Matt Finch
Director – Communities & Environment

HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

WARM HOMES FUND BID OUTCOME FOR A NEW GAS CONNECTION SCHEME

1.0 Purpose of Report

1.1 To update Members on the outcome of a Warm Homes Fund (WHF) bid and revised project delivery arrangements following the Committees support for the scheme.

2.0 Background Information

2.1 Further to Committees approval of a report presented on 14 January 2019, a Warm Homes Fund bid was submitted to Affordable Warmth Solutions in February 2019 to attract funding from Cadent's Affordable Warmth programme in addition to Energy Company Obligation (ECO) grant funding to support new gas connections and first time central heating systems to approximately 100 fuel poor private sector dwellings on Vera Crescent and Bevan Close, Rainworth. The vast majority of these homes are currently electrically heated via old storage/panel heaters which are notoriously inflexible and expensive to run when compared to gas central heating.

2.2 Affordable Warmth Solutions (AWS) is an independent Community Interest Company (CIC) that works in partnership with Cadent (Gas Network Operator) to meet the challenges of fuel poverty and energy efficient homes. Working with Local Authorities and Energy Companies they are committed to funding new gas connections to some of the most deprived communities in England.

2.3 The Energy Company Obligation (ECO) is a Government energy efficiency scheme in England that aims to help tackle fuel poverty and reduce carbon emissions and is delivered through energy suppliers and their agents. The current phase (ECO 3) runs from 2018-2022.

3.0 Bid Outcome

3.1 Whilst the grant funding provider (AWS) was very impressed by the Council's bid and keen to support it, the required grant funding per installation was too high for them to be able to support the project.

3.2 AWS suggested that, as an alternative route to delivering the same outcome for residents, the Council get in touch with AgilityEco. AgilityEco is managing a large Warm Homes Fund scheme across a number of council areas in England, on behalf of the lead council partner, Portsmouth City Council (PCC). The outcome of these conversations is that PCC have agreed for part of their funding to be used for the project.

3.3 The attached Memo (**APPENDIX A**) from Agility Eco outlines the outcome of this bid and the revised delivery arrangements. The offer to residents/tenants will remain fully-funded (valued at circa £6K per property).

4.0 Anticipated Benefits/Risks

- 4.1 The primary driver behind the new delivery model is to reduce costs to the WHF by removing/reducing duplication of effort and creating greater economies of scale. However, this model also significantly reduces the risks to the Council (e.g. by negating the need for a legally-binding contract with AWS) and lowers our costs as, for example, it will no longer be necessary to procure a heating contractor. In addition, quarterly reports/financial claims will no longer be the responsibility of NSDC as this task will be undertaken by Agility Eco, together with the end of project evaluation report.
- 4.2 The Council's involvement reduces to more of a communication/co-ordination role which can be fulfilled using existing staff and resources.

5.0 Next Steps

- 5.1 Following approval to proceed by the Council's Senior Leadership Team on 30 April 2019, a data sharing agreement and Memorandum of understanding is being put in place. The existing risk register is being revised to reflect the changes in delivery and a communications and project plan is being developed.
- 5.2 Residents have been informed of the good news by letter (attached at **APPENDIX B**)

6.0 Equalities Implications

- 6.1 The scheme outlined in this report targets residents living in, or at risk of, fuel poverty. A full Equalities Impact Assessment will now be carried out for this scheme in order to consider the relevant protected characteristics.

7.0 Financial Services Business Manager Comments – FIN18-19/4209

- 7.1 The proposed scheme outlined in this report will be delivered within existing budgets.

8.0 RECOMMENDATION

That the Committee note the contents of this report.

Background Papers

Nil

For further information please contact Leanne Monger, Business Manager – Housing, Health and Community Relations on Ext 5545 or Helen Richmond, Energy and Home Support Officer on Ext 5418

Matthew Finch
Director – Communities & Environment



MEMORANDUM

FROM: [REDACTED]
TO: Helen Richmond, Newark & Sherwood District Council
RE: Warm Homes Fund Support for Bevan Close & Vera Crescent
DATE: 23rd April 2019

BACKGROUND:

Newark & Sherwood District Council, in collaboration with E.ON, recently submitted a bid for Warm Homes Fund grant support for first-time central heating (FTCH), to replace expensive-to-run electric heating, in the above streets. Whilst the grant funding provider, Affordable Warmth Solutions (AWS), was very impressed by the project and keen to support it, the required grant funding per installation was too high for them to be able to support the project.

AWS suggested that, as an alternative route to delivering the same outcome for residents, the Council get in touch with AgilityEco. AgilityEco is managing a large Warm Homes Fund scheme across a number of council areas in England, on behalf of the lead council partner, Portsmouth City Council (PCC). Once the Council shared information on the proposed project, AgilityEco carried out initial feasibility analysis on the project:

- Analysis of EPC data for 74 houses where EPCs exist on the register (to understand ECO funding potential)
- Site surveys by local heating contractor, UK Gas, for feasibility and cost of the FTCH works
- Discussion with PCC to ensure it was comfortable with part of its grant being used in Newark & Sherwood

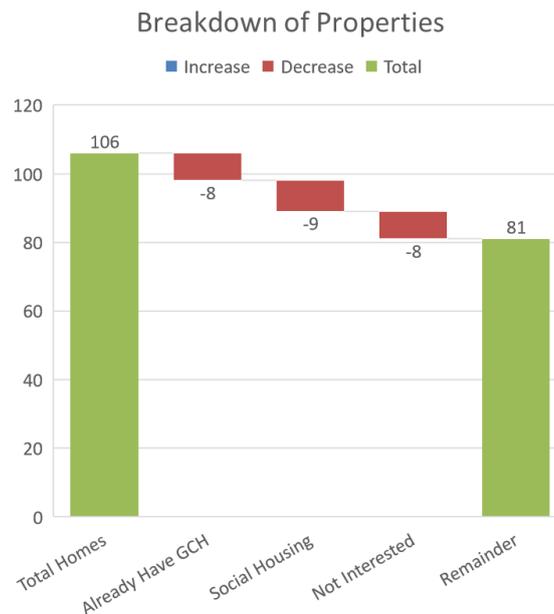
The outcome of this work was favourable. PCC is happy for part of the funding to be used for the project. The ECO funding (subject to full surveys) is in line with the original "matched funding" commitment in the grant. The installations (subject to full surveys) look straightforward.

Therefore we are in a position to offer to proceed with the FTCH installation works for residents in both streets, free of charge to residents, and at no capital cost to the Council. AWS have also confirmed that it should be in a position to expedite the gas mains extension work, with an 8-12 week programme beginning late May.

Subject to the Council agreeing to press ahead, we are confident that with the support of the Council on resident engagement, all work can be undertaken quickly, with installations complete before the next Winter heating season. It is worth noting that, given the existing project being already in place and funded, the Council will avoid the need for any/all legal, procurement and administration activity.

SUMMARY OF THE WORK TO BE UNDERTAKEN

The two streets contain a total of 106 houses combined, broken down as follows:



Of the 81 private homes (excluding those with gas central heating and those not interested), we understand from the Council that 50 have expressed interest and 31 have not yet replied. It is also worth noting that:

- The nine units of social housing will also qualify for part-funding for FTCH, and you believe that they are likely to be interested in taking up this offer. We will discuss this with them as and when we are instructed to proceed.
- Based on our previous experience, some of the eight residents that have said they are not interested may change their minds once they see their neighbours getting new FTCH free of charge.
- AWS report that about two thirds of residents (70) will need to commit to proceed prior to the project moving forward.

UK Gas has provided an initial specification of the heating systems to be installed. This will be to a very high specification, as follows:

- Worcester Bosch Greenstar 25i/30i boilers
- Honeywell controls with wireless thermostat – easy to use and high build quality
- Boiler Plus standard
- Purmo radiators and Drayton TRVs
- All visible pipework in copper, non visible hot/cold in speedfit
- Full WEEE removal and disposal of old heating systems
- Two-year ECO compliant system warranty

NEXT STEPS

- The Council is to consider the above and confirm whether it is happy for the work to proceed
- Once confirmed, AWS will organise for a mobile unit to visit the streets to enlist households
- Households will need to sign a “nil cost” quotation for their gas connection with AWS/Cadent
- AgilityEco will also support this activity with marketing collateral, letter drops and other engagement activity as required
- UK Gas have also committed to having an on-site presence during the customer recruitment stage to answer any questions households may have
- Once sufficient sign-ups have been secured, AWS will contract for and progress the installation works and Agility Eco/UK Gas will follow with the central heating works.

Copy of the content of the letter sent to residents on Wednesday 8th May 2019

Good News!

I wrote to you recently outlining Newark & Sherwood District Council's intention to bid for funding to support the installation of new gas connections and first time gas central heating for electrically heated homes on Bevan Close and Vera Crescent.

Having received a lot of interest from both residents and landlords, I am delighted to inform you that we have now received confirmation from Affordable Warmth Solutions (AWS), working in partnership with Cadent (your gas network operator), that funding has been secured to install free mains gas connections and up to 98 free gas central heating systems. This package is worth circa £6,000 per property. No financial contribution is required from you, your landlord (if applicable) or the Council.

Mains gas is much cheaper than electricity (roughly half the price of Economy 7 and 3-4 times cheaper than day-rate electricity) so making this change should save money on your fuel bills and enable you to keep your home warm and cosy.

Next Steps

If you wish to take advantage of this offer, the property owner must complete and sign the enclosed 'Nil Charge Quotation' and return it, together with the 'First-time Gas Central Heating Scheme Data Collection and Sharing Consent Form', to AWS in the pre-paid envelope provided.

Staff from AWS, Newark & Sherwood District Council and UK Gas Services Ltd (the contractor appointed to survey and fit the central heating systems) will be on site on Wednesday 15th May 2019 to answer your questions – come and see us in the AWS promotional bus which will be parked on Bevan Close from 2pm until 6pm. We will be happy to help you complete the forms and you can hand them in on the day.

Once the majority of households have signed up, AWS will commence connecting Vera Crescent and Bevan Close to the gas network. If you have given your consent, your details will be passed to AgilityEco (the managing agent) who will arrange for UK Gas Services Ltd to undertake a heating survey at a time convenient for you. Before you go ahead with the heating installation, UK Gas Services Ltd will show you a plan of where the boiler and radiators will be fitted, tell you how they will dispose of your old heating appliances and answer any questions you may have. The aim is to install the central heating before the start of winter.

The gas connections and first-time gas central heating represent significant installations which, inevitably, will cause some short-term disruption and inconvenience to residents. It is also likely that some redecoration may be required post installation. While every attempt will be made to keep disruption and damage to a minimum, any redecoration, reinstatement of floor coverings or internal fixtures & fittings (e.g. gravity-fed showers) will be the responsibility of the home owner and not AWS/Cadent, the Council, heating contractor or the managing agent.

If you want to talk to someone from Newark & Sherwood District Council about this offer, please contact our Customer Service Centre on 01636 650 000 and ask for Jane Eley or Helen Richmond.

Further information about Cadent, Affordable Warmth Solutions, AgilityEco and UK Gas Services Ltd can be found on the following websites:

<https://cadentgas.com>

www.affordablewarmthsolutions.org.uk

www.agilityeco.co.uk

www.ukgasservices.co.uk

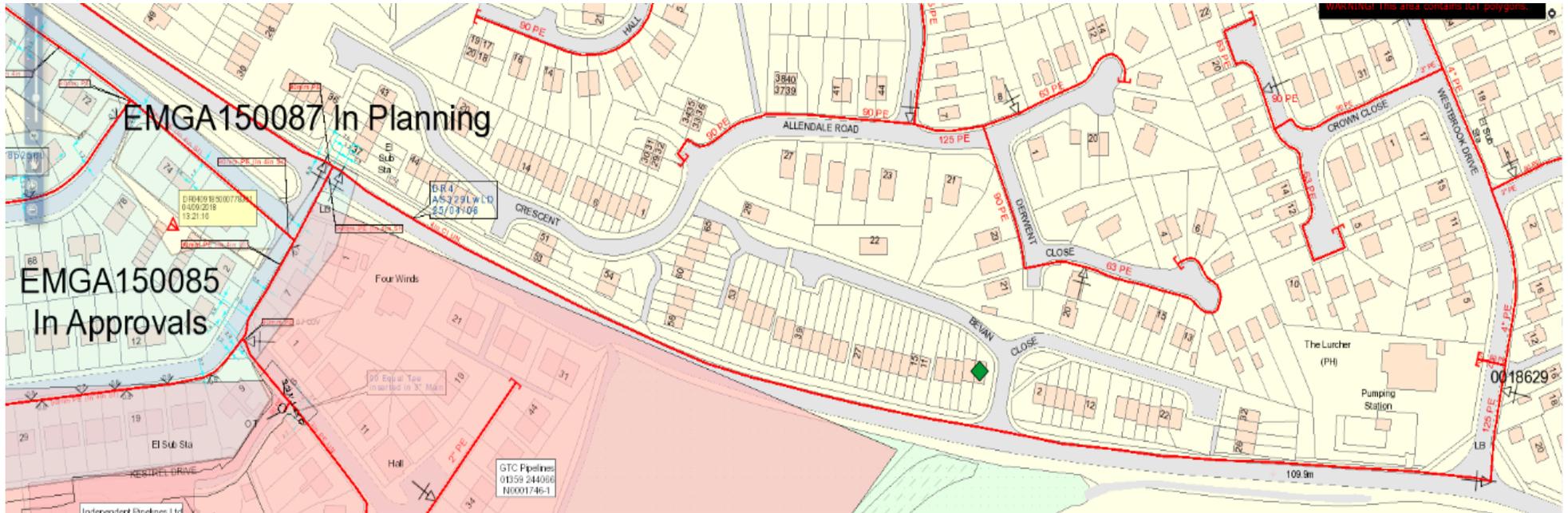
Yours sincerely

A handwritten signature in black ink that reads "H. Richmond". The signature is written in a cursive style with a horizontal line underneath the name.

Helen Richmond

Energy & Home Support Officer

Location of current gas main



HOMES & COMMUNITIES COMMITTEE

10 JUNE 2019

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 the content of the Home Energy Conservation Act (HECA) draft report for 2019-21 ahead of its submission to the Department for Business, Energy & Industrial Strategy via the electronic platform 'Survey Monkey' and its subsequent publication on the Council's website.

Appropriate Committee:

Homes & Communities Committee

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

Originally, it was planned to prepare the detailed HECA 2019 report for presentation at the March 2019 Homes & Communities Committee. However, significant changes to the reporting framework required by the Government and subsequent delays in the publication of their guidance/detailed set of questions means the revised reporting deadline (31 May 2019) now falls in between Committee meeting dates.

The Director Communities & Environment has therefore agreed to progress approval of the attached draft HECA 2019 report via the Council's Urgency procedure to facilitate submission and publication of the HECA 2019 report within the deadline of 31 May 2019.

Background

The Home Energy Conservation Act 1995 (HECA) requires all 326 local authorities (LA's) in England to submit bi-annual reports to the Secretary of State demonstrating what energy conservation measures they have adopted to improve the energy efficiency of residential accommodation within that LA's area. This covers measures to improve properties in the owner-occupier, private rented sector and social rented sector. BEIS uses data submitted through LA HECA returns to inform policy thinking on energy efficiency and to build an ongoing picture of local and national energy efficiency policy delivery.

HECA 2019 Reporting Implications

For 2019, BEIS is piloting the submission of reports via a digital platform. LAs have been asked to populate their HECA 2019 Report and submit materials via a Survey Monkey submission, the deadline for which has been extended to 31 May 2019 due to delayed publication of the final guidance/set of questions. Our proposed responses are attached. No other reporting material or submissions will be required but LAs continue to be required to publish their responses and they can do this in whichever form they wish so long as the published report contains relevant information submitted via the digital platform.

If this approach proves effective and supports the engagement and compliance of a greater number of authorities than in recent previous years, BEIS will consider how this approach can be further improved for the 2021 reporting year.

Financial Impact

Submission and publication of the HECA report has no financial costs.

Equality Impact

It is not anticipated that the submission and publication of the HECA report will have any impact upon those with protected characteristics. (Equality Impact Assessments will be carried out on the individual projects outlined in the HECA report.)

Recommendation

To approve the content of the draft HECA report for 2019-21 (attached) so that it can be submitted to BEIS/published on the Council’s website ahead of 31 May 2019 deadline.

Members Consulted:

- Councillor David Lloyd**
- Councillor Tim Wendels**
- Councillor Mrs Rhona Holloway**
- Councillor Mrs Kathleen Arnold**

Signed

Date

HECA REPORTING 2019

Introduction

The Home Energy Conservation Act 1995 ('HECA') requires all 326 local authorities ('LA's) in England to submit reports to the Secretary of State demonstrating what energy conservation measures they have adopted to improve the energy efficiency of residential accommodation within that LA's area. This covers measures to improve properties in the owner-occupier, private rented sector, and social rented sector. BEIS uses data submitted through LAs HECA returns to inform policy thinking on energy efficiency, and to build an ongoing picture of local and national energy efficiency policy delivery.

These guidance notes are issued in accordance with the Secretary of State's powers under section 4 of the Act and are to alert LAs of amendments to the HECA reporting framework in advance of March 2019 when the next reports are due. In previous years, reporting rates have been disappointing, with 282 reports submitted in March 2015 out of 326 LAs, and only 151 in March 2017. The refreshed reporting system for 2019 streamlines the process and reduces LA reporting burdens. Newly structured around a series of questions and direct information points, the amended framework aims to support LAs to provide information and updates on the key energy efficiency topics of interest to BEIS Ministers. It will also enable LAs to provide a consistent picture of energy efficiency promotion and delivery across England within a standardized framework. Following the principles of open data, the department may publish the information in an XML format to allow wider access and interpretation of the data, while ensuring that such publication complies with the terms of GDPR.

HECA 2019 Reporting Requirements

The Report is to be divided by sections to capture information on a range of key themes:

Headline & Overview

- What main strategy and schemes LAs currently have to promote carbon reduction and/or energy efficiency, stakeholders involved and impact at a societal and economic level.

Communication

- How LA engage stakeholders (including consumers and businesses) to promote awareness of energy efficiency.

Green Local Supply Chain

- How LAs engage local businesses in the promotion of energy savings products and the societal benefits alongside any local economic impact this might have.

Private Rental Sector Minimum Energy Efficiency Standards

- How LAs enforce and promote awareness of the PRS Minimum Energy Efficiency Standards that came into force in April 2018.

Financial Support for Energy Efficiency

- Financial programmes used by LAs to promote energy efficiency.

Fuel Poverty

- How LAs identify those in fuel poverty and any initiatives used to address this.

The Energy Company Obligation (ECO)

- How LAs are using the recently introduced ECO ‘flexible eligibility’ programme to refer certain households in fuel poverty or with occupants on low incomes, who are vulnerable to the effects of cold homes, to ECO obligated suppliers for support.

Smart Metering

- How LAs promote awareness and uptake of smart metering.

All questions are optional, but responses highly encouraged. While reporting is focused on energy savings related to homes, you are welcome to provide additional information on energy efficiency improvements in non-domestic properties. There will be a final free response section permitting local authorities to discuss any additional activities which they feel are relevant.

Submission of HECA 2019 Reports

For the 2019 reporting year, the Department for Business, Energy and Industrial Strategy (BEIS) is piloting the submission of reports via a digital platform, and for this year LAs will be asked to populate their HECA Report and submit materials via a SurveyMonkey submission. No other reporting material or submissions will be required. LAs continue to be required to publish their responses, and they can do this in whichever form they wish, so long as the published report contains relevant information submitted via the digital platform. It is not necessary for LAs to publish all the information submitted via the digital platform. Before the online survey is completed, the chief executive or director of the LA should approve the submitted content. If this approach proves effective and supports the engagement and compliance of a greater number of authorities than in recent previous years, BEIS will consider how this approach can be further improved for the 2021 reporting year.

The questions which LAs are asked to report on in the digital ‘Survey’ are listed below:

HECA Reporting 2019 Questions

Name of Local Authority: Newark & Sherwood District Council		
Type of Local Authority: District Council		
Name and contact details of official submitting the report: Helen Richmond (helen.richmond@nsdc.info)		
Job title of official submitting the report: Energy & Home Support Officer		
Names of teams working on policy areas covered by this reporting tool: <ul style="list-style-type: none"> • Energy & Home Support • Environmental Health • Newark & Sherwood Homes • Citizens Advice 		
Headline and Overview Questions		
1	Does your Local Authority have a current strategy on carbon reduction and/or energy efficiency for domestic or non-domestic properties?	(Y/N) Yes
2	If yes, please provide a link to your current strategy here: The Council has a 10 year carbon management plan (currently under review) and produces bi-annual HECA reports which are published on its website http://www.newark-sherwooddc.gov.uk/energy/homeenergyconservationact/	
3	If no, are you planning to develop one?	(Y/N) N/A
4	a. What scheme(s) has your local authority implemented in support of energy saving/carbon reduction in residential accommodation (such as owner-occupied, privately rented and social housing) or non-domestic properties since 2017? (if you have not implemented any scheme, please enter 'N/A')	
<p><i>Free text response to question 4a - please outline in no more than 200 words</i></p> <p>Warm Homes on Prescription (WHOP) assists fuel poor owner-occupiers/private renters with long term, cold-sensitive health conditions by providing free heating systems, insulation, income maximisation advice, fuel tariff switching and other affordable warmth assistance to eligible households.</p> <p>The Council used ECO LA Flex to pilot a scheme to help owner occupiers insulate/heat their park home.</p> <p>Newark & Sherwood Homes has completed an external wall insulation programme; investing £550K each year replacing heating and £150K/annum on other energy efficiency improvement measures in social housing.</p> <p>We commission a local Debt Advice Service from Citizens Advice. Fuel poverty is one of the top reasons for household debt so they also provide an 'Energy Best Deal' service. In addition, they offer clients support with, e.g. checking eligibility for unclaimed benefit due to low income/disability, and support with claims for Warm Home Discount or Priority Services Register.</p> <p>The Council also subscribes to a public-facing communications service provided by Marches Energy Agency.</p> <p>The Nottinghamshire-wide Healthy Housing Programme offers energy efficiency advice and improvements for people over 60 and families with young children at risk from cold-related illnesses. Schemes completed in non-domestic, council-owned properties include the installation of smart meters, LED lighting and solar PV.</p>		

	<p>b. What scheme(s) is your local authority planning to implement in support of energy saving/carbon reduction in residential accommodation (such as owner-occupied, privately rented and social housing) or non-domestic properties in the next two years? (if you are not planning to implement any scheme, please enter 'N/A')</p>
<p><i>Free text response to question 4b - please outline in no more than 200 words</i></p> <p>Working in partnership with Cadent, we have identified a suitable estate of private sector dwellings that are currently off the gas grid and without central heating systems. A bid has been submitted to the Warm Homes Fund (WHF) and, if successful, we propose to use a combination of ECO Flex and WHF to install first-time gas central heating systems in up to 89 private-sector homes within a deprived ward. This scheme is targeted at households in/at risk of fuel poverty and also disadvantaged by the fact they do not have access to mains gas and so use expensive electric heating.</p> <p>Newark & Sherwood Homes is planning to undertake more heating/energy efficiency improvement works in social housing stock in non-gas areas with the aim of bringing all of the Council's social housing stock up to EPC band C where practical. Energy efficiency/energy saving tips and advice is also provided to social housing tenants via Tenancy & Estates staff.</p> <p>All of the schemes outlined in 4a (including solar PV with battery storage & LED lighting to older non-domestic Council-owned properties) are expected to continue over the next two years, however, the Park Homes scheme is subject to Ofgem approval.</p>	
6	<p>What businesses, charities, third sector organisations or other stakeholders do you work with to deliver the scheme(s)?</p>
<p><i>Free text response to question 6 - please outline in no more than 100 words</i></p> <p>Newark & Sherwood District Council works with a plethora of organisations to develop and deliver the fuel poverty alleviation schemes mentioned above, including:</p> <ul style="list-style-type: none"> • Other district/borough/county councils within Nottinghamshire • Referral partners such as GPs, health & social care professionals and council officers • Charities such as Citizens Advice and Age UK • The Coal Industries Social Welfare Organisation • Nottinghamshire Fire & Rescue Service • Local contractors such as Vinshire Plumbing & Heating Ltd. • Local insulation contractors such as Westville Insulation Ltd. • ECO funding providers and energy suppliers • Nottingham Energy Partnership • Marches Energy Agency • Landlords and letting agents • Councillors • Efficiency East Midlands 	
7	<p>What has been the outcome of the scheme(s) (e.g. energy savings, carbon savings, economic impacts such as job creation, societal impacts such as alleviation of fuel poverty and/or improved health outcomes etc.)?</p> <p>This does not have to be measured against national data or benchmarks, but rather focuses on</p>

	the local authority's own monitoring and evaluation.	
	<p><i>Free text response to question 7 - please outline in no more than 200 words</i></p> <p>The schemes outlined above help to achieve improved health outcomes, alleviated/reduced fuel poverty and contribute towards both energy and carbon savings. (The non-domestic installations outlined in 4a have resulted in a year-on-year reduction in CO2 emissions of approximately 7%.) Using local delivery partners helps protect/create jobs and brings wider societal impacts such as warm homes in which children and the elderly don't just survive but thrive.</p> <p>Improvements in domestic energy efficiency are contributing towards the government's Fuel Poverty Strategy; moving as many fuel poor residents as possible towards EPC Band C.</p> <p>Local Case Study</p> <p>MR lives independently with support from family members. After being referred for a home visit by the Council, Sherwood & Newark Citizens Advice identified that MR was entitled to a premium which raised her applicable income threshold, making her eligible for the guaranteed element of pension credit with corresponding pass-ported benefits, including core group Warm Home Discount and council tax support. Total income gains: £4,358 annually. Citizens Advice helped to identify competitive energy suppliers with the result that family members were enabled to secure the best tariff by supporting her to manage her account online. Predicted annual energy savings: £378.</p>	
8	What lessons have you learned from delivering this scheme(s)?	
	<p><i>Free text response to question 8 - please outline in no more than 100 words</i></p> <p>Every property and household's circumstances are different and this determines whether referrals can be converted into installations, and the speed and cost of the intervention.</p> <p>Households in fuel poverty tend to under-heat their homes. Following the installation of an efficient central heating system/insulation measures, these householders will tend to either buy the same amount of energy as before to achieve more comfort for the same spend (health benefit but no energy and carbon saving) or buy less energy than before to achieve the same levels of comfort for less spend (energy and carbon saving but no health benefits).</p>	
	Local Communications Strategy	
9	Does your local authority provide any advisory service to consumers (and businesses) on how to save energy?	(Y/N) Yes
10	If yes to question 10, please briefly outline how this is undertaken (or enter 'N/A' if appropriate)	
	<p><i>Free text response to question 10 - please outline in no more than 100 words</i></p> <p>The Council subscribes to a public-facing communications service which provides residents with information, advice and education on domestic energy efficiency, carbon emissions reduction and affordable warmth. This service is delivered by third sector partner, Marches Energy Agency. A website provides advice and guidance to residents and active low carbon community groups to encourage and support domestic energy efficiency and other low carbon behaviour change. One-to-one advice is available for community groups wanting to set up community energy schemes or undertake low carbon initiatives. This partnership also enables access to training for front-line staff, including social workers and health professionals.</p>	
11	How do you communicate or encourage energy saving amongst domestic consumers? (if you do not, please enter 'N/A' and move on to the next section 'Local Green Supply Chains')	
	<p><i>Free text response to question 11 - please outline in no more than 100 words</i></p> <p>The Council is a member of the Nottinghamshire & Derbyshire Local Authorities' Energy Partnership which commissions the delivery of an ongoing publicity campaign to raise awareness and encourage action on domestic energy efficiency. Charity, Marches Energy Agency (MEA), delivers this service which includes an informative website http://www.everybodys-talking.org, providing tips on energy efficiency and affordable warmth; tailored support is also given by MEA to community groups which are active in promoting energy efficiency, renewable energy and carbon reduction locally.</p> <p>Residents who contact the Council for energy efficiency advice are generally referred to the government-supported Simple Energy Advice website.</p>	
	Local Green Supply Chains	
12	Does your Local Authority promote the use of energy efficient products amongst consumers (and businesses)? (if you answer no please move onto the next section 'Private Rented Sector')	(Y/N) Yes

13	If yes to question 12, please briefly detail how this promotion work is undertaken.	
<i>Free text response to question 12 - please outline in no more than 100 words</i>		
The Council promotes the use of energy efficient products amongst consumers through the various schemes outlined above.		
14	What engagement (formal or informal) does your local authority have with local businesses/supply chains involved in promoting energy efficiency products or carbon reduction?	
<i>Free text response to question 14 - please outline in no more than 100 words</i>		
Local authorities across the county are using local heating and insulation contractors from a locally procured contractor framework. These contractors install fully funded measures to fuel poor residents through the Warm Homes on Prescription programme (WHOP) operating across Nottinghamshire, as outlined above. In addition, ECO measures (fully-funded and part-funded) are delivered through local supply chains.		
Private Rented Sector (PRS) Minimum Energy Efficiency Standards		
The Minimum Energy Efficiency Regulations (the Regulations) apply to all privately rented properties in England and Wales. As of April 2018, all such properties are legally required to have an Energy Performance Certificate (EPC) of at least an E before they can be let on a new tenancy. These requirements will then extend to all such properties by 1 April 2020, even if there has been no change in tenant or tenancy (please see BEIS's published guidance documents for the full details on the standard). The PRS Regulations give enforcement powers to local authorities, and authorities are responsible for ensuring landlord compliance within their area.		
15	Is your authority aware of the PRS Minimum Efficiency Standards which came into force in April 2018? (if you answered no, please move on to the next section 'Financial Support for Energy Efficiency')	(Y/N) Yes
16	Which team within your authority is responsible for, or will be responsible for, leading on enforcement of the PRS minimum standard?	
<i>Free text response to question 16</i>		
Environmental Health		
17	Please provide the contact details of the person leading this team.	
<i>Free text response to question 17</i>		
Alan Batty (Business Manager, Environmental Health & Licensing). Email: alan.batty@newark-sherwooddc.gov.uk		
18	What method or methods does your authority use to communicate with landlords and tenants about the standards and other related issues?	
<i>Free text response to question 18 - please outline in no more than 100 words</i>		
Newark & Sherwood District Council works with Mansfield and Ashfield District Councils, and the main national landlord associations, to deliver a Landlord Forum to those with property portfolios across the 3 areas. Issues surrounding energy efficiency have been considered, together with on-going changes to statutory obligations placed on the sector (e.g. minimum EPC standards and the relationship with the Housing Health & Safety Rating system, practical ways to improve energy efficiency and the financial assistance available). Tenants have proved more difficult to target, despite a proactive advertising campaign, so help is given on a case-by-case basis and is often complaint-led.		
19	Do you directly target landlords of EPC F and G rated properties? If yes, how? If no, please explain.	(Y/N) No
<i>Free text response to question 19 - please outline in no more than 100 words</i> N/A		
NSDC protocol is to request a copy of the EPC in all complaints by tenants against their Landlord. This targeted response complements the proactive work taken by this Authority. NSDC are also exploring opportunities for joint working with Trading Standards as part of a County Wide response.		
Financial Support for Energy Efficiency		

20	<p>What financial programmes, if any, do you have to promote domestic energy efficiency or energy saving? If applicable, please outline the sums, where such funding is sourced, and where it is targeted.</p> <p>(If you do not have any financial assistance programmes, please enter 'N/A' and move onto the next section 'Fuel Poverty')</p>		
<p><i>Free text response to question 20 - please outline in no more than 200 words</i></p> <p>The county-wide Warm Homes on Prescription programme (WHOP) established in 2016-17 is delivered locally by Newark and Sherwood District Council to its residents. WHOP targets fuel poor owner-occupiers/private-renters with long term, cold-sensitive health conditions. To qualify, householders need to either be in receipt of a qualifying benefit or have a gross household income of no more than £16,010 per annum. Savings and investments must not exceed £16K.</p> <p>WHOP installations are funded primarily by the Better Care Fund (plus ECO contributions where appropriate) and this has enabled all installations to be fully funded so at no cost to eligible households. In the two year period 2017-19, capital funding for this programme has amounted to circa £200K.</p> <p>The local pilot park homes scheme has resulted in the replacement of 7 old, inefficient boilers and the installation of external wall insulation to the combined ECO LA Flex grant value of £16,560.</p> <p>If the recently-submitted Warm Homes Fund bid is successful, it should result in circa £500K worth of inward investment for new gas connections & first-time gas central heating systems in an ex-coalfield community area that could benefit up to 89 low income households.</p>			
<p>Fuel Poverty</p>			
21	<table border="1"> <tr> <td data-bbox="180 936 1169 1093"> <p>Does your local authority have a fuel poverty strategy?</p> <p>If yes, please describe the scope of the strategy, and the support that is available for low income and vulnerable households to help tackle fuel poverty in your local area. Please also provide a link to your strategy if published.</p> </td> <td data-bbox="1177 936 1447 1093"> <p>(Y/N)</p> <p>Yes</p> </td> </tr> </table>	<p>Does your local authority have a fuel poverty strategy?</p> <p>If yes, please describe the scope of the strategy, and the support that is available for low income and vulnerable households to help tackle fuel poverty in your local area. Please also provide a link to your strategy if published.</p>	<p>(Y/N)</p> <p>Yes</p>
<p>Does your local authority have a fuel poverty strategy?</p> <p>If yes, please describe the scope of the strategy, and the support that is available for low income and vulnerable households to help tackle fuel poverty in your local area. Please also provide a link to your strategy if published.</p>	<p>(Y/N)</p> <p>Yes</p>		
<p><i>Free text response to question 21 - please outline in no more than 300 words</i></p> <p>The Council's priorities, ambitions, achievements and plans are summarised in our bi-annual HECA report (http://www.newark-sherwooddc.gov.uk/energy/homeenergyconservationact/) which shows how, locally, we are supporting the aims of the Fuel Poverty Strategy for England and the statutory target to ensure that as many fuel poor homes as is reasonably practicable achieve a minimum energy efficiency rating of Band C by 2030.</p> <p>The Council collaborates with other councils across Nottinghamshire and Derbyshire as the Local Authorities' Energy Partnership (LAEP) to tackle fuel poverty. All LAEP councils have an intention to tackle the 'worst first' both in terms of the most energy inefficient housing and the most fuel poor and vulnerable households. This has resulted in the development and delivery of highly effective warm and healthy home programmes across the area and, specifically, the Nottinghamshire Warm Homes on Prescription project. This targets the most vulnerable fuel poor householders who also suffer from long term health conditions made worse by the cold. Over the last two years hundreds of individuals have been assisted with a combination of fully funded new heating systems, gas connections and insulation, and assistance to maximise income and reduce energy costs across the county.</p> <p>Whilst less funding and resources are available to assist the broader fuel poor population, councils' strategies aim to guide and help all fuel poor residents to access whatever help is available. Nottinghamshire County Council Public Health commissions local charity Nottingham Energy Partnership (NEP) to provide a Healthy Housing programme which support this broader group of residents to access available local and national grants to help subsidise the repair or replacement of heating systems, install insulation and undertake energy cost saving actions.</p>			
22	<p>What steps have you taken to identify residents/properties in fuel poverty? (enter 'N/A' if appropriate)</p>		
<p><i>Free text response to question 22 - please outline in no more than 200 words</i></p> <p>The WHOP project helps identify, target and assist the most vulnerable fuel poor residents through a now well-established support process. Clients are referred into the project by a</p>			

network of trusted partner organisations that deliver frontline services such as environmental health officers, health & social care professionals and consumer advice organisations.

The wider fuel poor population are assisted through the Healthy Housing programme, outlined above, which is promoted through a range of community activities such as flu clinics and stalls at public events.

Park Home residents are at relatively high risk of fuel poverty and have been recently targeted for Warm Homes Discount payments. The Council wrote to residents reminding them that they need to apply for the grant directly to the charity, Charis, as soon as possible to avoid missing out.

23 How does fuel poverty interlink with your local authority's overall carbon reduction strategy? (enter 'N/A' if appropriate)

Free text response to question 23 - please outline in no more than 200 words

The Council acknowledges the requirement for local government to improve the energy efficiency of residential accommodation as outlined in the Climate Change Act 2008 and has an ambition to reduce domestic emissions of carbon dioxide and to help reduce fuel poverty across the district.

Improvements in a home's energy efficiency is likely to result in an overall reduction in carbon emissions even if the household was under-heating the home due to fuel poverty; given the tight constraint on finances in these circumstances, a household is likely to aim to spend at least a little less on its heating than prior to improvements as long as the home is also warmer – a balancing act that can be achieved if a significant improvement in energy efficiency can be achieved.

24 a. What measures or initiatives have you taken to promote fuel cost reduction for those in fuel poverty? (enter 'N/A' if not appropriate)

Free text response to question 24a - please outline in no more than 200 words

In 2017-18, the LAEP engaged with fuel tariff switch provider iChoosr to investigate the merits in a whole county approach to encouraging residents, particularly those in fuel poverty, to seek a cheaper fuel tariff. A pilot auction was held in Nottinghamshire which demonstrated the potential impact of the initiative which works by aggregating the 'buying power' of large numbers of residents and seeking the best tariff on the day of the auction. Newark and Sherwood District have subsequently promoted the offer on the council's website.

The WHOP project (via its partnership with Citizens Advice Sherwood & Newark) and the Healthy Housing projects both offer fuel tariff switching advice and support on a bespoke basis to households in fuel poverty.

b. If you have taken measures or initiatives to promote fuel cost reduction for those in fuel poverty, what partnership with business or energy providers have you undertaken? (enter 'N/A' if not appropriate)

Free text response to question 24b - please outline in no more than 200 words

N/A

The Energy Company Obligation

The Energy Company Obligation (ECO) is an obligation on energy suppliers aimed at helping households cut their energy bills and reduce carbon emissions by installing energy saving measures. Following the Spring 2018 consultation, the Government set out in its [response](#) that ECO3 will fully focus on Affordable Warmth – low income, vulnerable and fuel poor households. The recently introduced ECO “[flexible eligibility](#)” (ECO Flex) programme allows LAs to make declarations determining that certain households in fuel poverty or with occupants on low incomes and vulnerable to the effects of cold homes, are referred to ECO obligated suppliers for support under the Affordable Warmth element of ECO. LAs involved are required to issue a Statement of Intent that they are going to identify households as eligible, and the criteria they are going to use; and a declaration that the LA has been consulted on the installation of measures in a home.

25	Has your local authority published a Statement of Intent (Sol) for ECO flexibility eligibility? If yes, please include a link to your Sol below.	(Y/N) Yes
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[SOI 1](#)
[SOI 2](#)
[SOI 3](#)

26	Please use the following space to provide any further information you feel might be of benefit to BEIS, in helping us to understand ECO Flex delivery in more detail. For example, the number of declarations signed versus the number of households helped.
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Free text response to question 26 - please outline in no more than 200 words
Since 2018, Newark & Sherwood District Council has signed a total of 13 ECO Flex Declarations (11 for park homes) which have resulted in 9 households being helped (7 were residents living permanently in a park home and 2 were replacement oil boilers linked to the Warm Homes on Prescription project). The total ECO LA Flex grant contribution gained as a result of these declarations was £23,660.87

Smart Metering

27	Please provide a brief statement outlining your current or planned approach to: Engage and support your residents (including those in vulnerable circumstances or with pre-payment metering) to promote take up of smart meters and achieve associated benefits (e.g. ability to control energy use, identify best value tariffs)? Please detail any work undertaken or planned with local/community groups, housing associations, Smart Energy GB under their Partnership Programme and energy suppliers.
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Free text response to question 27 – please outline in no more than 150 words.
In 2016, LAEP councils participated in Smart Energy GB training delivered by National Energy Action.
In 2017, district and borough councils across Derbyshire and Nottinghamshire took the collective decision not to promote smart metering to residents until second generation meters are widely available. This was due to negative feedback from residents and widely publicised reporting of the inability of first generation smart meters to retain their smart functionality following any change in the fuel tariff provider.
Local councils think that while smart meters may result in reduced energy use due to a change in energy using behaviour, any consequent cost savings are likely to be less than savings resulting from switching to a cheaper energy provider.

28	Please provide a brief statement outlining your current or planned approach to: Integrate your approaches to delivering energy efficiency improvements in residential accommodation with the opportunities presented by the installation of smart meters, drawing upon materials from the Smart Meter Energy Efficiency Materials Project or other sources of independent information.
<p><i>Free text response to question 28 – please outline in no more than 150 words.</i></p> <p>As reported in the Council’s last HECA report in 2017, LAEP councils intend to promote the installation of second generation meters once they become widely available. Where appropriate for the householder, these will be offered as part of the Council’s energy efficiency interventions, including clients assisted through the Warm Homes on Prescription programme and other wider fuel poor project offered to residents.</p>	
29	Please detail any: Resources/ support (e.g. services, funding) available to residents who have had an appliance(s) condemned for safety reasons and cannot afford to replace it (e.g. during visual safety checks conducted during their smart meter installation or otherwise).
<p><i>Free text response to question 29 – please outline in no more than 150 words.</i></p> <p>N/A</p>	
30	Please detail any: Existing relationships with energy suppliers to help ensure that the opportunities presented by vacant properties under your control are effectively utilised (i.e. gaining access to install a smart meter).
<p><i>Free text response to question 30 – please outline in no more than 150 words.</i></p> <p>Currently Newark & Sherwood Homes, the councils housing management company, do not but are exploring opportunities with SSE around installing smart meters during void periods.</p>	
<p>Future Schemes or Wider Initiatives</p>	
31	Please outline any future schemes or wider initiatives not covered above that your local authority has carried out or is planning to undertake to improve the energy efficiency of residential accommodation or businesses in your area, for example, within your Local Enterprise Partnership (LEP) Energy Strategy (if you do not plan any future schemes currently, please enter ‘N/A’).
<p><i>Free text response to question 31 - please outline in no more than 500 words</i></p> <p>LAEP councils, comprising county, city and district/boroughs, are working together to consider a joint bid for funding for the installation of first time gas central heating and gas connections in fuel poor off-gas homes. They are considering whether to work with an energy utility company to bid for funding from the Warm Homes Fund, matched with the utility’s ECO funding but the resources needed to drive and project manage this initiative are of concern, particularly in the current economic climate that councils are facing.</p> <p>Newark & Sherwood Homes plans to continue to invest circa £550K per annum upgrading/replacing heating systems and £150K/year in other energy efficiency improvement measures, targeting the least energy efficient homes within its current social housing stock (particularly those in off-gas/conservation areas) with the aim of achieving a minimum EPC rating of ‘C’ where practical to do so.</p>	

Forward Plan of Homes & Communities Committee Decisions from 1 June 2019 to 31 May 2020

This document records some of the items that will be submitted to the Homes & Communities Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for Homes & Communities Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
16 September 2019	Update on Flood Defence Schemes	alan.batty@newark-sherwooddc.gov.uk
16 September 2019	CCTV Annual Update	alan.batty@newark-sherwooddc.gov.uk
16 September 2019	Syrian Resettlement Update & Post 2020	leanne.monger@newark-sherwooddc.gov.uk
16 September 2019	Update on Fire Safety Joint Working Agreement	sheridan.stock@newark-sherwooddc.gov.uk
25 November 2019	N&SH Annual Performance Review & Tenants Panel Report	rob.main@newark-sherwooddc.gov.uk