

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY  
COMMITTEE**

**WEDNESDAY 16 JANUARY 2013  
7.00 PM**

**Bourges/Viersen Room - Town Hall**

**AGENDA**

**Page No**

**1. Apologies for Absence**

**2. Declarations of Interest and Whipping Declarations**

*At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.*

**3. Minutes of the Meeting Held on 20 November 2012**

**1 - 8**

**4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions**

*The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.*

**5. Citizens Power Programme - Final Report of the Task and Finish Group**

**9 - 34**

**6. Review of the Homelessness Strategy 2008-2012**

**35 - 60**

**7. Peterborough Homes Allocations Policy**

**61 - 146**

**8. Notice of Intention to Take Key Decisions**

**147 - 160**

**9. Work Programme**

**161 - 166**

**10. Date of Next Meeting**

6 March 2013.



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

### **Emergency Evacuation Procedure – Outside Normal Office Hours**

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.*

#### **Committee Members:**

**Councillors: J Peach (Chair), S Day (Vice Chairman), P Kreling, G Nawaz, J Johnson, L Forbes and J R Fox**

**Substitutes: Councillors: D Over, N Shabbir and B Saltmarsh**

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – [paulina.ford@peterborough.gov.uk](mailto:paulina.ford@peterborough.gov.uk)

**MINUTES OF A MEETING OF THE  
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE  
HELD IN THE  
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH  
ON  
20 NOVEMBER 2012**

**Present:** Councillors Peach (Chairman), Day (Vice Chairman) Kreling, Nawaz, Johnson, Forbes and J R Fox

**Also Present:** Councillor P Hiller Cabinet Member for Housing, Neighbourhoods and Planning

<b>Officers in Attendance:</b>	Adrian Chapman	Head of Neighbourhood Services
	Jawaid Khan	Community Cohesion Manager
	Ian Phillips	Assistant Community Cohesion Manager
	Julie Rivett	Neighbourhood Manager
	Brian Tyler	DIAL
	Belinda Child	Strategic Housing Manager
	Sharon Malia	Housing Programmes Manager
	Adam Cliff	Empty Homes Officer
	Paul Phillipson	Executive Director of Operations
	Amy Brown	Solicitor
	Dania Castagliuolo	Governance Officer

**1. Apologies**

No apologies were received.

**2. Declarations of Interest and Whipping Declarations**

Portfolio Progress Report from Cabinet Member for Housing and Neighbourhoods

Councillor Fox declared that he was chairman of the working group for Care and Repair.

**3. Minutes of the meeting held on 12 September 2012**

The minutes of the Strong and Supportive Communities Scrutiny Committee meeting held on 12 September 2012 were approved as an accurate record.

**4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions**

There were no requests for Call-in to consider

**5. Portfolio Progress Report from Cabinet Member for Housing and Neighbourhoods**

The purpose of this report was to provide members with a progress report from the Cabinet Member for Housing, Neighbourhoods and Planning in relation to matters relevant to the Strong and Supportive Communities Scrutiny Committee.

The following areas were highlighted within the report:

- Neighbourhood Management
- Housing and Homelessness Prevention

- Environmental Health
- Licensing
- Trading Standards
- Enforcement and Housing Enforcement
- Pollution Control
- Civil Enforcement
- Enforcement against Environmental Crime
- Social Inclusion
- Strategic Planning
- Building Control and Planning Compliance
- Planning Development Management
- Transport and Engineering
- Forthcoming Priorities which included:
  - ❖ From April 2013 the council would become responsible for the Public Health function that currently fell under the remit of the NHS. The function and staff would be integrated in to the existing Neighbourhoods division.
  - ❖ National reforms in the welfare system were to be welcomed, but it was recognised that there would be local impacts that needed to be carefully planned.
  - ❖ Achieving the right balance between needing to find savings and enhancing the approach to working with and supporting communities and businesses was critical, especially as the council began to prepare its budget for the coming years.
  - ❖ The integration of the four main transport and engineering contracts in to one new core contract, which would further strengthen Peterborough's ability to deliver all aspects of the service in an efficient and effective manner.
  - ❖ The major challenges to the transport group would stem from continued budgetary pressures that were inevitable in the current economic climate and reduced funding from central Government.
  - ❖ A vibrant, thriving, safe, attractive and sustainable city centre was key to Peterborough's future bringing economic prosperity, inward investment and a greater sense of pride. With the regeneration work already completed in the city centre, broader delivery of city centre regeneration through the process was already underway.

Members were asked to scrutinise the progress made on the Cabinet Member's Portfolio by providing challenge where necessary and to suggest ideas and initiatives to support improvements in performance.

Observations and questions were raised around the following areas:

- Members commented that a lot of people benefited from the Care and Repair Scheme and queried if the funding for lighting outside the doors of elderly people would still be available next year. *The Cabinet Member for Housing, Neighbourhoods and Planning advised Members that he was a great supporter of the Care and Repair Scheme and that there would be funding for the lighting next year but it would be delivered in a different way to the previous year.*
- Members were concerned that alcohol licenses were still being issued within the Millfield area where there had been an increase in antisocial behaviour. *The Cabinet Member for Housing, Neighbourhoods and Planning advised the Committee that the members of the Licensing Committee always listened to the representations of the qualified advisors before approving a licence and if there was no representation and no objection to licensing hours being increased or new licenses being issued then the Licensing Committee would have difficulty in refusing a license if they had no good reason to.*

- Members were concerned that so few members of public turned up to the Neighbourhood Committee meetings and queried whether there were any thoughts on conducting them less frequently. *The Head of Neighbourhood Services informed the Committee that Officers do put a lot of work in to the Neighbourhood Committee meetings and it was a shame that only a few members of public turned up. This was not necessarily all negative because there was a lot of work carried out behind the scenes to resolve issues that did not require a large public forum. He informed members that the Neighbourhood Committee meetings were part of the Council's Governance structure and were still very useful as they were a decision making forum.*
- Members queried that there were a lot of meetings conducted regarding Operation CanDo and was there anything being resolved through this project. *The Cabinet Member for Housing, Neighbourhoods and Planning advised the Committee that Operation CanDo was one year in to a ten year programme to change troubled areas. It was having a direct impact on licensing applications and he was confident that the ten year programme would be successful. The Head of Neighbourhood Services added that the Operation CanDo area was the fastest improving in the city for reported crime and the reduction of reported crime. There was currently a comprehensive housing survey being conducted as one of the biggest issues within the CanDo area was the condition of the private rented houses, therefore a large amount of time was being used to understand the issues within the CanDo area then use that as evidence to develop new methods in regulating the private rented market. With regard to Licensing there was now a picture of the problem around the saturation of licensed premises and the Head of Neighbourhood Services explained that he was working closely with the Executive Director of Operations, the Cabinet Member for Housing, Neighbourhoods and Planning and Licensing officers to look at the best way of introducing appropriate Licensing and Planning policies to regulate the number of licensed premises in the CanDo area. The Executive Director of Operations informed the Committee that 2000 households had been visited to date as part of the CanDo project and some of them were found to be in a very poor state with immediate action being taken on these properties.*
- Members queried whether Peterborough City Council were following the new legislation regarding Travellers and illegal encampments and if it was in place what it would mean. *The Head of Neighbourhood Services advised Members that Peterborough City Council had already been reviewing their own procedures around Travellers before the new legislation was put in place. Peterborough City Council had been using a civil enforcement process which relied on goodwill between the Traveller Liaison Officer and the Travellers. The process was then reviewed through a working group and now the criminal law was used for every encampment. Peterborough was now seeing the fastest evictions and the use of bailiffs where required. Health and welfare assessments were conducted within the first two hours of an encampment arriving, dedicated legal officers worked with Neighbourhood Services to provide court dates as quickly as possible in order to serve relevant notices and if they were ignored then bailiffs would be used to help evict the travellers. An advisory group had been established for emergency stopping camps that would help move travellers on swiftly.*
- Members were concerned that when a call was made to the police regarding the travellers they were told to contact the council and vice versa and what action was to be taken on this issue. *The Cabinet Member for Housing, Neighbourhoods and Planning advised members that the situation depended on whether the land the travellers had set up the encampment on was private land or Council owned land.*
- Members were concerned with the amount of feral pigeons in Cathedral Square and Lincoln Road and queried whether any action was going to be taken regarding this issue. *The Cabinet Member for Housing, Neighbourhoods and Planning was not sure if any action was being taken and advised members that the appropriate officer would be contacted with this query.*

- Members requested further information regarding Peterborough's first food bank. *The Head of Neighbourhood Services informed members that the food bank had been set up in association with the Trestle Trust who were national experts in running food banks. A person in crisis would be referred to the food bank to obtain urgent access to three days worth of food to help them through a difficult period in the event that they had not received their benefits or they had to leave their home due to dangerous circumstances. At the same time they would also be able to obtain access to the different types of support services required to help them with their situation. The food bank was operating from a base at the Herlington Centre in Orton and there would be an increase in the number of outlets within the city.*

## **ACTION**

The Committee requested information on feral pigeons and if there was still an officer in place to deal with them as there were far too many in Cathedral Square and Lincoln Road.

## **6. Community Cohesion Strategy and Delivery**

This report was presented to the Committee asking them to scrutinise the effectiveness of the 2012/13 Cohesion Strategy in tackling the current cohesion action plan priorities and make any recommendations for the Cohesion Strategy/action plan for 2013/14.

Community Cohesion featured as part of the Empowering People and Creating Cohesive Communities Priority within the Sustainable Community Strategy. Within the Community Cohesion Action Plan there were three main themes:

- Improving community harmony
- Engaging young people
- Engaging and empowering communities

Consultation with the Community Cohesion Board and wider partners took place during summer 2012 in order to identify and agree projects for the year. The Community Cohesion team regularly engaged with community partners and networks to understand issues from a community perspective and intelligence was shared amongst relevant partners to enable a targeted response.

Key projects from the action plan were as follows:

- Building better mutual understanding between communities through ESOL and family
- Inspire Peterborough – aiming for the games
- Events to bring communities together
- International family fun day

It was recommended that the Committee noted the progress on delivery of the Cohesion Strategy and provided a steer on future delivery.

Observations and questions were raised around the following areas:

- Members queried whether the recent event that had been held in the city relating to the Paralympics had been organised by Peterborough City Council. *The Cohesion Manager advised members that the event was linked to Peterborough City Council but was set up by Vivacity and it involved bringing in athletes that had won medals during the London 2012 Paralympics.*
- Members commented that they felt that a lot of people would benefit from the Inspire Peterborough project.

- Members commented on part 3.2 of the report 'Supporting the work of the Disability Forum to give disabled people a voice in the city' and queried how the message was going to be given to all 57 Councillors as no one person was an expert on disability as it was such a vast area. Members felt that people needed to be made aware that the only experts in this field were the people with the disabilities. *The Cohesion Manager informed the Committee that the Cohesion Team was working closely with Neighbourhood Committees and other partnerships to try and get the message across to Councillors and local people.*
- Members commented that stakeholders were using expensive consultants with little experience instead of local disabled people who were part of the Disability Forum who would do the work for free and were the experts. *The Cohesion Manager confirmed to the Committee that no consultants had been used in relation to work of the Cohesion Team.*
- Members queried how groups of disabled and able bodied people were going to be brought together for the Paralympics event. *The Assistant Community Cohesion Manager advised members that to start with the focus would be on disabled people because there were less opportunities around the city for them to engage in sport activities. Over time this could easily expand to all members of the community and increase the engagement between able bodied and disabled people through volunteering.*
- Members were concerned whether disabled people wanted to be seen as different to the rest of the community by having their own Paralympics. *The Neighbourhood Manager advised members that there was a whole wealth of experience that was working on the Inspire Peterborough project and the Cohesion Team were taking a lot of advice from various groups and Forums.*
- Members commented that they would like to see disabled people in all gyms within the city.
- Members commented that they would encourage other members to go to the athletics track when they were doing cycling for disabled people to see the disabled children whizzing around the track enjoying themselves. A difference could be made and Peterborough City Council needed to encourage and help disabled people to continue on with their lives through projects like Inspire Peterborough.
- Members queried whether there would be another international fun day held at Central Park. *The Community Cohesion Manager advised members that there were currently discussions taking place with Friends of Central Park and the City Centre Management Team as they would like to continue with the International Fun Day.*

## 7. Empty Homes Strategy

This report was presented to the Committee to provide members with the opportunity to scrutinise the Council's new draft Empty Homes Strategy.

The Strategy aimed to:

- Bring empty homes in the private sector back in to use, utilising both voluntary means and statutory enforcement powers, which would increase the housing supply, alleviate the numbers of people in need of housing on the Housing Register, improve neighbourhood and community confidence and contribute to tackling homelessness in Peterborough
- Offer a comprehensive advice and assistance service to the existing owners of empty property, those who were looking to purchase or develop empty property and those who were experiencing problems arising by living near to empty properties
- Maximise income from the New Homes Bonus and to utilise it effectively by delivering initiatives to tackle empty homes
- Improve the evidence base by assembling relevant, accurate and current information

- Raise awareness of the Empty Homes issue and to promote the service and strategy to owners, neighbours and those affected by empty homes
- Retain dedicated staffing resources to tackle the problems of empty homes and to effectively bring them back into use thus preventing the waste of valuable housing resource across the city

Progress to date was:

- Problematic or long term empty properties, which were empty for more than six months, were targeted under the Empty Homes Strategy
- In July 2011 the council recruited a dedicated Empty Homes Officer. At the time of his appointment there were 2,099 empty properties in the city, including
  - ❖ 523 long term empty, of which
  - ❖ 396 had been empty between 6 and 23 months and
  - ❖ 127 had been empty for more than two years
- As at 1 October 2012 there were a total of 1,915 empty properties in the city, including:
  - ❖ 453 long term empty, of which
  - ❖ 338 had been empty between 6 and 23 months and
  - ❖ 115 had been empty for more than 2 years

Members were asked to scrutinise the draft strategy and the current incentives, initiatives and enforcement options that were available to assist or enforce owners of empty property to bring their properties back in to use. Members were asked to provide challenge where necessary and to suggest ideas and initiatives to support further activity.

Observations and questions were raised around the following areas:

- Members commented that they were happy with the strategy overall and that empty homes were now being occupied.
- Members queried as to why the council had an arrangement only with Cross Keys and not the other Housing Associations. *The Strategic Housing Manager advised the Committee that there was no specific arrangement with Cross Keys. Cross Keys had approached the Homes and Community Agency for funding which the other Housing Associations did not therefore it was about working with the Housing Associations that were interested in dealing with empty homes.*
- Members queried whether any consideration was given to private landlords as well as Housing Associations. *The Strategic Housing Manager advised members that there were other projects that were ongoing in the city but the partner for Peterborough City Council was currently Cross Keys unless the property owner wanted to sell a property to another landlord.*
- Members were concerned with the information on page 61 of the strategy where it stated 'At the current rate of household formation and housing supply, an average of 1,008 households would fall in to housing need each year' and on page 57 of the report where it stated 'In July 2011 the council recruited a dedicated empty homes officer. At the time of this appointment there were 2,099 empty properties in the city'. Members queried how would this work if 1000 people that needed a property would never succeed. *The Strategic Housing Manager advised the Committee that the Empty Homes Strategy was one of the strategies that sat behind the council's Housing Strategy and was only one element of a strategic view taken by the council to bring all of the elements together trying to influence all aspects of housing.*
- Members queried whether the homes of elderly people who were encouraged to go in to care homes would be dealt with by the Empty Homes Strategy. *The Strategic Housing Manager informed the Committee that all categories of empty properties were looked in to and the Empty Homes Officer had different ways of*



*approaching different circumstances especially with properties that had become empty under sensitive circumstances.*

**8. Notice of Intention to Take Key Decisions**

The Committee received the latest version of the Council's Notice of Intention to Take Key Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme.

**ACTION AGREED**

The Committee noted the Forward Plan and agreed that there were no items for further consideration.

**9. Work Programme**

Members considered the Committee's Work Programme for 2012/13 and discussed possible items for inclusion.

**ACTION AGREED**

To confirm the work programme for 2012/13.

**10. Date of Next Meeting**

16 January 2013

*The meeting began at 7.00 and ended at 8.10 pm*

CHAIRMAN

This page is intentionally left blank

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>16 JANUARY 2013</b>	<b>Public Report</b>

## **Report of the Strong and Supportive Communities Scrutiny Committee Task and Finish Group**

**Lead Member: Councillor Graham Casey**  
**Lead Officer (s) – Gary Goose**  
**Contact Details -**

### **CITIZENS POWER PROGRAMME – FINAL REPORT OF THE TASK AND FINISH GROUP**

#### **1. PURPOSE**

- 1.1 To provide the final report of the Strong and Supportive Communities Scrutiny Committee Citizen Power Task and Finish Group to the Strong and Supportive Communities Scrutiny Committee.

#### **2. RECOMMENDATIONS**

- 2.1 To note the conclusions and recommendations contained within the report and make any agreed recommendations available to the Council for any consideration in any future planned schemes.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 The Citizen Power Peterborough Programme contained six distinct strands of work stretching across the range of Sustainable Community Strategy priorities:

- Creating Strong and Supportive Communities
- Creating the UK's Environment Capital
- Creating Opportunities – Tackling Inequalities
- Delivering Strong and Sustainable Growth

#### **4. BACKGROUND**

- 4.1 Citizen Power was a two year collaboration between the City Council, the Arts Council and the Royal Society for the Arts. The project reflected the philosophy of the localism agenda, intending to encourage stronger, more engaged communities that not only shape and influence decisions that directly affect them, but be supported to become actively involved to make a positive difference in Peterborough.

The programme was delivered through six distinct strands of work:

- The Peterborough Curriculum
- Recovery Capital
- Sustainable Citizenship
- Changemakers
- Civic Commons

- Arts and Social Change

During 2011 a full review of the Citizen Power Programme was undertaken and reported to the Strong and Supportive Communities Scrutiny Committee in September 2011. The report and its recommendations were agreed in full. A Task and Finish Group was established as a result of the review and attached is the final report of that group.

## **5. KEY ISSUES**

- 5.1 This committee is asked to note the conclusions within the Task and Finish Group report and in particular the recommendation.

## **6. IMPLICATIONS**

- 6.1 This programme was a City-wide programme and has no on-going financial commitment to the Council

## **7. CONSULTATION**

- 7.1 There is no on-going consultation.

## **8. NEXT STEPS**

- 8.1 Recommendations to be passed to Cabinet for formal response.

## **9. BACKGROUND DOCUMENTS**

- 9.1 *Strong and Supportive Community Scrutiny Committee Citizen Power Task and Finish Report 2013.*

## **10. APPENDICES**

- 10.1 *List any appendices to the report.*



# **CITIZENS POWER PROGRAMME**

## **FINAL REPORT OF THE STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE TASK AND FINISH GROUP**

**JANUARY 2013**

# **CONTENTS**

	<b><u>Page</u></b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Objective and Terms of Reference</b>	<b>3</b>
<b>3. Process</b>	<b>4</b>
<b>4. Findings:</b>	
<b>4.1 Management and Governance</b>	<b>7</b>
<b>4.2 Communications and Marketing</b>	<b>8</b>
<b>4.3 Financial Information</b>	<b>9</b>
<b>4.4 The 6 Programme Strands</b>	<b>10</b>
<b>5. Conclusions</b>	<b>22</b>
<b>6. Recommendations</b>	<b>23</b>

## **1. Introduction**

- 1.1 At its meeting on 14 September 2011, the Strong and Supportive Communities Scrutiny Committee agreed to establish a Task and Finish group to oversee and monitor the actions and recommendations of the Citizen Power Peterborough Programme Review which had been undertaken during the summer of 2011.
- 1.2 A Task and Finish Group was established to monitor the actions and recommendations on behalf of the committee.

The Task and Finish Group comprised the following members:

Cllr Marion Todd  
Conservative



Cllr Graham Casey  
Conservative



Cllr John Fox  
Peterborough Independents



Cllr Mohammed Jamil  
Labour



## **2. Objectives and Terms of Reference**

- 2.1 The objectives and Terms of Reference of the Task and Finish Group were:

To oversee and monitor the delivery of the action plan which resulted from the review of the Citizen Power Peterborough Programme, with a particular focus on the following:

- Ensuring that the programme has a lasting legacy for Peterborough via the City's Single Delivery Plan
- Understanding and communicating the lasting benefits of Citizen Power to Peterborough
- The process of engaging Councillors to promote understanding of the programme and provide opportunities for Member involvement in programme activities
- The methods used to promote the programme across the city to maximise public interest and participation

- Task and Finish Group Members to attend Citizen Power events as appropriate to see the programme in action and take the opportunity to talk to participants
- Identify and interview key witnesses when appropriate to gain further evidence to support the monitoring of the action plan
- The process for making decisions on allocating delegated finance, including Section 106 funds

### **3. Process of the Review**

3.1 The Task and Finish Group met on the following dates:

#### **3.1.1 Task & Finish Group Meetings:**

- 26 October 2011 – Initial Meeting
- 22 December 2011 – To go through Action Plan
- 31 January 2012 – Arts & Humanities Research Council / Sustainable Citizenship
- 27 February 2012 – Recovery Capital
- 21 March 2012 – To go through Action Plan and discuss ideas for interim report
- 17 April 2012 – ChangeMakers
- 26 November 2012 – Curriculum and Arts and Social Change
- 11 December 2012 – To discuss draft of final report

#### **3.1.2 Events attended:**

- 19 October 2011 - Arts & Social Change Cross Pollination Event – Cllr Casey
- 22 November 2011 – Creative Gathering – Cllr Casey
- 1 December 2011 – Cllr Casey met with Jocelyn Cunningham, RSA to discuss Arts and Social Change strand
- 17 January 2012 – Recovery Capital Event – Cllr Todd
- 29 February 2012 – Cllr Casey met with Greer Roberts, Vivacity
- 3 March 2012 – The Greenback Yard Event – Cllr Casey
- 23 March 2012 - Citizen Power Sustainable Citizenship Event – Project Dirt – Cllr Casey
- 17 April 2012 - Creative Gathering 8 – The Emissary Project – Railworld Cllr Casey
- 09 July 2012 - RSA and PLP - Opportunity Peterborough Meeting - Cllr Casey
- 13 July 2012 - Community and Social Media Workshop - Cllr Casey
- 19 September 2012 - Changemaker Network Event - Cancelled - Cllr Casey

#### **3.1.3 1:1 Catch ups with Graeme Clark, Programme Manager:**

- Cllr Burton – 28 Sept 2011, 7 Feb 2012 (Left group May 2012 as no longer a councillor)
- Cllr Todd – 4 Oct 2011, 20 Jan 2012
- Cllr Fox – 30 Sept 2011, 16 Jan 2012
- Cllr Casey – 30 Sept 2011, 16 Jan 2012, 5 March 2012
- Cllr Jamil – 17 Oct 2011

### **3.2 Witnesses Interviewed:**

3.2.1 *Date of meeting: 31 January 2012*

*Subject: Arts & Humanities Research Council / Sustainable Citizenship*



- Dr Ben Rogaly – Arts and Humanities Research Council
- Jamie Young – Royal Society of Arts
- Rachael Huxley – Peterborough Environment City Trust
- Sophie Antonelli – Green Backyard / Transition Peterborough
- Angus Ellis – Spinney
- Rohan Wilson – Bretton Parish Council

The group heard about and discussed Sustainable Citizenship, the Arts and Humanities Research Council oral history project, and the evaluation of Citizen Power.

The Sustainable Citizenship part of the meeting heard from Rachel Huxley, CEO, PECT; Jamie Young, RSA; Sophie Antonelli, Green Backyard; and local residents Rohan Wilson and Bernard Champness. The meeting discussed:

- The creation of a Peterborough Cluster for Project Dirt to connect environmentalists locally and with others across the UK. More at [www.projectdirt.com](http://www.projectdirt.com)
- Its approach in supporting local people to develop environmental projects including how to put together successful funding bids
- Providing access to funding for project delivery
- Supporting Peterborough's Home of Environmental Capital aspirations

Dr Ben Rogaly introduced the oral history work which although not a core part of Citizen Power has been funded by the Arts and Humanities Research Council due to the interest generated by the programme.

- The work will include interviewing 80 people from across the city to understand their lives. This will be documented and deposited in the archives in Central Library. The life histories will be developed into a play called 'Fair's (Not) Fair!' which will be shown at a variety of venues across the city. The cast will be made up of young people from Peterborough
- A website will also be developed from which people can access the work

### 3.2.2 *Date of meeting: 27 February 2012* *Subject: Recovery Capital*

- Rebecca Dadow – Royal Society of Arts
- Karen Kibblewhite – Safer Peterborough Manager - Cutting Crime
- Representatives of FREE Group (Free Recovery for Everyone Everywhere)

The group heard about and discussed Recovery Capital.

This meeting heard from Karen Kibblewhite, Safer Peterborough Manager, PCC; Rebecca Dadow, RSA; and four members of the FREE (Free Recovery for Everyone Everywhere) group. The meeting discussed:

- How FREE had been established as a result of activities run by Recovery Capital, providing peer to peer support to those in recovery. The group meets regularly and provides a safe environment for people to get together
- Bespoke training developed with CAB to provide those in recovery with community signposting skills
- How research results are being used to inform the Joint Strategic Needs Assessment being developed by the Safer Peterborough Partnership. This data is also being utilised by CRI (new drug service provider) to develop/plan its work

- 140 people were interviewed as part of the research and found 87% are unemployed or long term sick, 9% reported being homeless, 8% reported living in a hostel, 69% were currently accessing treatment, 31% reported they are not in recovery, 75% do not attend any recovery group, 63% said they did not know how to find out about recovery groups and that Peterborough has dedicated key workers

### 3.2.3 *Date of meeting: 17 April 2012*

*Subject: Changemakers*

- Ben Dellot - Royal Society of Arts
- Lorena Hodgson – Changemaker
- Jeff Pusey – Changemaker

The group heard about and discussed Changemakers.

This meeting heard from Graeme Clark, Programme Manager, PCC; Ben Dellot, RSA; and Lorena Hodgson who is a Changemaker. The main points included:

- How expertise in many local issues held by local people is untapped and by accessing this resource could help improve communities. In very simple terms this is Changemakers
- Social Network Analysis used to identify ChangeMakers and their networks and how these could be used to help foster change
- Results of survey of ChangeMakers shows 7 out of 10 strongly agree they can persuade and convince other people to do something, 8 out of 10 strongly agree they can come up with new ideas to overcome problems, and 8 out of 10 have a high interest in promoting active citizenship
- How the network has the potential to be a sounding board for new strategies and ideas, a conduit for spreading information through a local area, be a partner for joint ventures and a source of expertise
- 200 ChangeMakers were identified through the Local Strategic Partnership/Single Delivery Plan and from these 89 people responded to the surveys

### 3.2.4 *Date of meeting: 26 November 2012*

*Subject: Peterborough Curriculum and Arts and Social Change*

- Dr Mark Roberts – De Montfort University
- Jocelyn Cunningham, Director of Arts and Society – RSA
- Shelagh Smith – Chairman of Vivacity

The group heard about and discussed Arts and Social Change, Curriculum and the draft report, 'Understanding the impacts of citizen participation in Peterborough' from Dr Mark Roberts.

This meeting heard from Gary Goose, PCC; Jocelyn Cunningham, RSA; Shelagh Smith, Vivacity; and Dr Mark Roberts. The main points included:

- An overview of the Citizens Power Programme given by Gary Goose. Some strands had worked well whilst others had struggled
- Dr Roberts discussed the draft findings of his report. Civic Commons and Changemakers had been the least successful strands

- Jocelyn Cunningham advised that Arts and Social Change was the biggest strand and had been successful in many areas particularly Creative Gatherings and Context Matters
- A written report was given to the group on Peterborough Curriculum informing the group that a network of five schools in the Peterborough area were working to map existing relationships and resources prior to developing initial curriculum plans. A range of organisations had indicated their interest in the project, including Peterborough United FC, Peterborough Cathedral, Sacrewell Farm, Nene Park Trust, the Peterborough Council for Voluntary Service and New Link. Several projects were underway involving the schools and these organisations. The impact of the initiative upon outcomes was not currently known as the benefits would take some time to be realised. There had been some valuable learning opportunities for students with key organisations in the City. Individual schools continued to work on the initiatives under the banner of the Peterborough Learning Partnership (PLP)

## **4. Findings**

### **4.1 Management and Governance**

- 4.1.1 As has been previously reported to Scrutiny Committee, the Programme was governed by a Board comprising senior representation from the funding organisations. Its meetings were formal and it served to oversee the delivery of the programme and set future strategy and direction. Whilst each representative on the Board was an equal partner, the Board also served as an opportunity to hold each other to account. For Peterborough – who, incidentally, chaired this Board – this created an opportunity to challenge our partners and to try to adapt projects to better fit the needs of our local communities.
- 4.1.2 On a day to day basis, the council employed a Programme Manager to hold together the various projects, to manage communications, to provide formal and informal project reports and updates, and to act as a pivotal link between the council and the funding partners. However, two key issues have been identified relating to this important post:
- (i) that the identification and appointment of a consistent project manager happened some time after the start of the Programme. Initially and for the first few months of the Programme interim arrangements for project management were put in place. This was symptomatic of the dynamic and innovative nature of the Programme and of the approaches being suggested, resulting in uncertainty at times of the nature and skills required from a project manager. When this was resolved however, a suitable project manager was identified and very quickly demonstrated the significance of this key appointment. Any future projects or programmes should learn from the approach taken with this Programme, and identify and secure a project manager at the very outset.
  - (ii) that the funding for the project manager's salary was an additional cost to the council over and above the main investment made into the Programme. Costs for a dedicated project manager had not been built into the financial profile for the Programme. This was because the Programme was seen as a collaboration between partners with resultant project input being equally divided amongst all. Whilst in reality this did happen, the absence of a council-employed full time project manager was quickly evident. On this occasion, officers were able to adapt existing staffing and delivery arrangements in order to provide a staff resource capable of taking on this role. However, any future projects or programmes, especially of a substantial or high

profile nature, should build in the costs of dedicated project management into the financial profile.

4.1.3 The Programme benefitted from being monitored through the council's Verto project management system. However, this took some time to establish and was the subject of challenge at an early Scrutiny Committee meeting. One of the main reasons for any delays in establishing Verto reporting was the nature of the Programme. Unlike other projects and initiatives, this Programme had no predetermined outcomes against which sound measurement could take place. The council entered into the partnership knowing that the Programme would develop its own course under the leadership of the partners and dependent upon the success or otherwise of each of the initiatives within it. This though made it difficult to monitor progress or impact beyond superficial measures, and the project manager, once appointed, was therefore tasked with ensuring appropriate measures against performance, finance and delivery were agreed and a relationship with Verto established. Whilst the Task and Finish Group recognised the difficulty of establishing this link at the outset, we do recommend that the relationship with Verto is established prior to the commencement of any project or programme in order that outputs and outcomes can be transparently measured and any difficulties resolved.

## **4.2 Communication and Marketing**

4.2.1 The task and finish group established that one of the most consistent criticisms of the Programme was the nature of communication, PR and marketing associated with it.

4.2.2 Communication during a programme of this nature is critical to its success and its challenge, and with this particular Programme it was required at a number of different levels: between officers and councillors, between funding partners and councillors, with communities, with other partners, with the local and national media etc.

4.2.3 There are some good examples of effective communication within individual project strands – for example, communications amongst the artist community in Peterborough have been particularly effective. However, the task and finish group found that overall at Programme level, communications and PR, especially with communities, was inconsistent and sometimes inappropriate. Whilst only one measure of success, the group feel that numbers participating in some of the events would have been substantially higher had communications with communities been more effective. There is evidence of this improving throughout the life of the Programme though, and again lessons should be learned from this to ensure the success of future initiatives.

4.2.4 Of similar concern was the nature of communication with elected councillors. Sometimes councillors would discover projects taking place in their wards through indirect means or even after an event had taken place. Again, this improved during the life of the Programme, particularly following the appointment of the project manager, but the group felt that this should not have happened at all.

4.2.5 Perhaps of most significance and relevance though was the content produced during the Programme. Whilst it is recognised that the Programme was a unique initiative of significant national and international interest, it also needed to connect with local people for it to be in any way meaningful. However, the type of reports and publicity materials produced during the programme, particularly by the RSA, were often highly academic and complex and in no way accessible to a local audience. There is a place for this during the delivery of such a programme, but of greater importance is the way in which local people are engaged – without this substance, no academic report has any meaning or relevance.

### 4.3 Financial Information

4.3.1 One of the main concerns for many at the start of the Programme was the scale of financial investment made into it by the council. At the time the investment was approved, a sum of £267k was agreed to be invested into the Programme but with no real clarity about how it was to be used. This was a very different approach to the way in which any other form of council investment had been made in the past, and illustrated the unique nature of the Programme and partnership.

4.3.2 The Scrutiny Committee have received various reports before now that set out the financial profiles of the Programme overall and of the individual projects within it. However, the following financial summary is provided for clarity and confirmation:

	<u>INCOME</u>	<u>EXPENDITURE</u>
Peterborough City Council		
• Scoping Report	16,667	
• Main programme	250,000	
Arts Council England		
• Scoping Report	8,333	
• Main programme	250,000	
• Case studies	3,500	
Royal Society for the Arts	148,085	
Esmee Fairbairn Foundation	124,190	
Arts and Humanities Research Council		
• Oral History project	205,800	
• Programme evaluation	124,200	
Department for Communities and Local Government	25,000	
Tudor Trust	35,000	
Cross Keys Homes	5,000	
<b>TOTAL INCOME</b>	<b>1,195,775</b>	
Project Strands		
• Arts and Social Change		-253,500
• Recovery Capital		-73,515
• Sustainable Citizenship		-74,102
• Peterborough Curriculum		-178,454
• Peterborough Changemakers		-27,920
• Civic Commons		-20,663
• Social Media (project withdrawn)		-3,815
Scoping Report		-25,000
Oral History project		-205,800
Evaluation reports		-124,200
Core costs (publicity, management, travel etc)		-208,806
<b>TOTAL EXPENDITURE</b>		<b>-1,195,775</b>

4.3.3 This shows that Peterborough benefitted from £929,108 investment from other sources, meaning that for every £1 spent by the council on this Programme, we attracted £3.48 from our funding partners.

#### **4.4 The six Citizen Power strands:**

##### **4.4.1 Peterborough Curriculum – Connecting what we learn with where we live**

- (i) This project has involved developing part of the school curriculum to better connect young people with where they live.
- (ii) The Peterborough Curriculum project set about establishing a network of local schools and organisations who would design parts of their own school curriculum. The project engaged a wide community of people and organisations in Peterborough to provide young people with a curriculum that reflected local priorities and values. By connecting more people in Peterborough with education, and by connecting young people in the city with their local area, the programme hoped to encourage civic participation and activity across all generations.
- (iii) An Area Based Curriculum is one that is co-designed and co-owned by schools and other partners in the community. It takes into account a variety of views about what it is important to know, and is taught by teachers and community members together, inside school and in other locations in the local area.
- (iv) Any school curriculum must of course take the National Curriculum and national qualifications into account, as well as ensure that the professional role of the teacher is respected.
- (v) A network of five schools in the Peterborough area, including Dogsthorpe Junior School, Bishop Creighton Primary School, West Town Primary School, Ken Stimpson Community School and Thomas Deacon Academy, were working to map existing relationships and resources prior to developing initial curriculum plans. A range of organisations indicated their interest in the project, including Peterborough United FC, Peterborough Cathedral, Sacrewell Farm, Nene Park Trust, Peterborough Council for Voluntary Service and New Link. The RSA team facilitated conversations between several of these potential partners and schools to explore possible ideas for projects and partnerships.
- (vi) The group considered the following questions:
  - They thought about how to involve children in the future of the places in which they live
  - They thought about how they could ensure that the richness and diversity of places like Peterborough underpins the learning that students do in schools
- (vii) Teachers, heritage organisations, councillors and students from Peterborough came together at Peterborough Town Hall on 16 September 2010 to explore a new way of looking at schools working in partnership with their local area.
- (viii) One of the five schools the RSA worked with in Peterborough, Dogsthorpe Junior School, partnered with Railworld Sustainable Transport Centre to create a two year-long project for all students in Year 5 at the school. The project saw the students contributing to the 're-branding' of Railworld which is re-identifying itself from being a railway museum to a centre for the exploration of sustainable transport in Peterborough. At the same time students explored what might make Peterborough into a 'Destination City' of the future: a real life ambition of the tourism strategists at Peterborough City Council. National Curriculum content, numeracy and literacy skills were illustrated through this topic, which also looked at graphic and website design, branding, creativity, history, engineering, science, citizenship, research skills and geography.

- (ix) The project was initiated at Peterborough Town Hall with a conference entitled 'Making Peterborough a Destination City: Dogsthorpe's Young People Taking the Lead'. Students were delegates at the conference, listened to key note speeches by local Dogsthorpe Councillors on the history of the local area, interviewed the adults present about their views on Peterborough, had their own opinions solicited by the Mayor and by the council's tourism lead on everything from the recent renovation of the Cathedral Square to the pros and cons of more shops in the city centre, as well as workshops around Peterborough's buildings, the environment and vehicle design. The issues raised were followed up in the classroom.
- (x) Other Peterborough Curriculum projects underway included West Town Primary School who partnered with Peterborough Cathedral to involve students in developing a new education centre; Bishop Creighton Academy who worked with Peterborough FM Community Radio Station and Peterborough Cathedral to develop a 'Question Time' programme designed by the students; and multiple activities and partnerships entered into by Thomas Deacon Academy and Ken Stimpson Community School.
- (xi) The impact of the initiative upon outcomes is not currently known as the benefits will take some time to be realised. There have been some valuable learning opportunities for students with key organisations in the City. Individual schools continue to work on the initiatives under the banner of the Peterborough Learning Partnership (PLP) and these schemes will continue to be monitored. However, given the range of challenges across the city in terms of improving standards and progress, the city council will not be investing in continuing the initiative at a whole city level.
- (xii) The Task and Finish Group found that this element of the Citizen Power Programme has shown real potential for encouraging enhanced connections between our children and the City.
- (xiii) Only a small proportion of the City's schools participated in the programme but it is pleasing that these encompassed primary, junior and secondary education establishments.
- (xiv) Legacy for this element of the CP programme is demonstrated by the schools continuing to work on initiatives under the Peterborough Learning Partnership.

#### **4.4.2 Sustainable Citizenship – Living in the Environmental Capital**

- (i) The Sustainable Citizenship project encouraged, tested and supported the ideas of local people in promoting green behaviour in the city. The project supported the work which has made Peterborough the Home of Environmental Capital, and its status as having the largest cluster of environmental enterprises across the UK.
- (ii) It was also in keeping with the City's Environmental Capital Policy and its focus on fundamental, long-term changes in attitude, and the Single Delivery Plan Programme 4: helping people and organisations live more healthy and sustainable lives and reducing energy consumption.
- (iii) This project also applied some of the latest thinking on behavioural change from the RSA's own research, for example creating interest from major stakeholders such as the Department for Environment, Food and Rural Affairs (DEFRA).
- (iv) Sustainable Citizenship set out to establish a network of 400 individual, community group and commercial members who wished to play an active role in environmental initiatives in Peterborough, as measured through membership of a website (at least 20 percent of whom have made active contributions).

- (v) The project also funded pilot community-led initiatives that encouraged pro-environmental behaviour in Peterborough, developing a strategy to allow at least one of these initiatives to become sustainable in the long-term.
- (vi) A partnership has been formed with Peterborough Environment City Trust (PECT) to take the work of this project forward jointly, in support of the Home of Environmental Capital credentials. A workshop was held in October 2010 with 25 local residents, after which four presented project ideas to a panel of judges and two received a grant of £1,500. The projects aided by the money included programmes aiming to encourage local residents to take a more active role in looking after a community garden in Paston, as well as the Spinney.
- (vii) There was also significant interest in mapping redundant and unloved land across the city and identifying ways in which it could be brought back into use. Three plots of land were identified through discussion with Enterprise Peterborough and councillors.
- (viii) 'Project Dirt' Launched in March 2012, and featured a speech from the Chief Executive of Incredible Edible Todmorden about the work they have done to encourage the growth of and campaign for local food. Incredible Edible Peterborough remains a possibility involving a range of City partners.
- (ix) Finally, the project engaged with and supported The Green Backyard, a community growing project in central Peterborough run entirely by volunteers.
- (x) The Task and Finish Group concluded that this project had been largely successful, especially regarding its support for the Green Backyard. The project also helped to define and drive forward relevant parts of the Single Delivery Plan that related to the environmental agenda for Peterborough. The group are now aware that the Environment Capital aspirations are being driven forward through the new Leadership Forum of partners across Peterborough which has been formed in part as a result of the Citizen Power programme.

#### **4.4.3 Recovery Capital – Empowering marginalised citizens to fulfil their potential**

- (i) Recovery Capital examined how we can best support people in Peterborough with problems associated with drug and/or alcohol use, developing better collaboration between organisations and individuals.
- (ii) We piloted new ideas to help people with drug and alcohol problems to build and strengthen the capabilities, resources and support needed most in helping to sustain recovery and reduce the likelihood of re-offending.
- (iii) Peterborough has a higher than regional average injecting drug using population, and levels of existing recovery capital are generally low amongst both drug and alcohol users.
- (iv) This project aimed to develop a culture of user-centred provision, linking in with the city's Family Recovery Project, which engaged service users in the design of new ideas to help them move away from reliance on the state.
- (v) Recovery Capital has provided positive role models to encourage more people into accessing the support they need to start their own recovery journey; it continues and will eventually create an environment in which less people develop problematic drug and alcohol use.



- (vi) A local stakeholder event was held in January 2011 with 20 drug and alcohol service users, service providers and community organisations. This identified the problem areas of the city regarding drugs and alcohol, and also potential barriers or gaps when it comes to accessing treatment. Over 140 people involved in substance misuse were directly engaged with as part of the recovery capital strand, engagement that has helped the City commission a more effective substance misuse treatment pathway.
- (vii) Involving service users in the development of treatment programmes has been a critical step in improving local services; interviews with those who had current issues or a history of drug or alcohol use were carried out, and the need was identified for more safe places for people to come together to provide mutual support.
- (viii) The interviews identified community-based resources to aid recovery, highlighting the need for family support, support from friends, access to education, a sense of belonging to the community and access to leisure activities. The production of maps to help visualise the resources and assets available to support people in their recovery were produced and are currently being updated to reflect the changes in service provision over more recent months. Publicising this work is a great way to reduce the stigmas surrounding problem drug and alcohol use, as well as those surrounding marginalised groups.
- (ix) The creation of an active support group, FREE (Free Recovery for Everyone Everywhere), has been of real benefit to the City. FREE continues to work with the drug treatment provider to develop the service; a number of the founding members of FREE have now moved on entirely, ready to completely sever their links to drug treatment-based support.
- (x) The Task and Finish Group found that tangible legacy has been provided by the Recovery Capital strand of Citizen Power. Physical, emotional and financial harm to the City caused by drug misuse is significant. The work within the Recovery Capital strand of CPP has assisted in understanding the needs of our drug using population, developing service provision, encouraged better support groups and will undoubtedly assist in some hardened drug users recovering from their addictions.

#### **4.4.4 ChangeMakers – bringing together Peterborough’s drivers of change**

- (i) The project intended to map and identify a network of ChangeMakers within Peterborough.
- (ii) Having identified that the original Civic Health project was not cost-effective enough in measuring the community’s ability to get involved in local life, the programme instead developed ChangeMakers. This combined both Civic Health principles and an emphasis on social media, a more affordable and far reaching way in which to garner interest.
- (iii) The intention was to create a ‘living directory’ of key ChangeMakers containing information on their skills, knowledge and areas of work, with recommendations put forward to local policymakers and service practitioners outlining ways in which they can use this database.
- (iv) Two focus groups with Peterborough residents to examine their own perspectives on participation also took place, which were intended to help inform the survey development.
- (v) As a adjunct to this programme the Greater Peterborough Partnership developed the **The Innovation Forum**. The Forum brings together the key individuals from the organisations that are leading Peterborough’s transformation agenda. It is the place where these leaders and influencers meet and work together as a team to facilitate closer working and to energise the change agenda.

The purpose of the Forum is :

- The creation of strong, trust based relationships between the senior leaders of Peterborough to support collaboration
- To provide an inspiring and safe environment for participants to evolve different ways of thinking, behaving and working.
- To offer opportunities to learn about the city's agenda as defined by the Single Delivery Plan
- To provide a framework and forum through which the energy, skills, experience and outreach of the members is harnessed in support of the city's priorities, including
- Acting as a forum for consultation
- Show-casing success
- Acting as a workshop for tackling emerging issues/responding to policy trends

Up to 50 influential individuals have taken part in the programme through 2011/12 and the programme intends to run further through 2013.

- (vi) The Task and Finish Group found that there is little evidence that this strand has been successful. There are clearly some very active and influential volunteers and Changemakers within the City but little evidence that any new people were stimulated into action as a result of this programme.

#### **4.4.5 Arts and Social Change – Putting art at the heart of the city**

- (i) The Arts and Social Change strand was established in order to explore the role of arts and imagination in creating new connections between people and where they live in order to strengthen participation in community life in Peterborough. This was done through a wide range of projects that placed artists at the centre of re-imagining the possibilities of what a place could be and how to create this together.
- (ii) This was not an arts project, nor a research project that 'uses' the arts, but a project that offered practical and imaginative tools for working together to create positive social change.
- (iii) The programme commenced in July 2010 and will complete with the final Talking Arts event on February 21 2013.
- (iv) The primary aims for the project were:
- To deliver high quality creative experiences through the arts that build and extend community engagement
  - To support and build a self-sustaining set of networks of locally based artists who can both contribute to the artistic aspirations of Peterborough and play an active role in the arts community regionally and nationally
- (v) As with the whole programme of Citizen Power, the Arts and Social Change strand set out to address the conditions that support change and in the case of the arts strand, those conditions that enable the city to thrive as a place for creative engagement with a focus upon:
- integrating arts dimensions across Citizen Power projects as well as within the city's aspirations and initiatives
  - commissioning high quality innovative artistic interventions
  - building and strengthening a locally based and artists' led network
- (vi) These objectives were realised through the following programmes:
1. **Creative Gatherings** (building a strong network of locally based creative practitioners)

2. **Context Matters** (two artists hosted by two voluntary groups for one year)
  3. **Experiments in Place Making** (locally based artists working within neighbourhoods)
  4. **Made in Peterborough** (two arts commissions – one at each end of the entire programme)
  5. **Dialogue in Action** (public sector innovation with locally based artists)
  6. **The Emissary Project** (brokering new relationships based on best practice outside the city)
  7. **Talking Arts** (a series of three public events linked to themes in Citizen Power)
- (vii) This report offers a brief description of each programme, how many people were engaged and how, the overall costs of each project, impact as a result and links to further information. It is supplemented by reports from the evaluation where appropriate that has been conducted over 2012, through a wide range of interviews and social network analysis.

#### **4.4.5.1 Creative Gatherings** (*10 Gatherings delivered between July 2010 and July 2013*)

- (i) Summary description  
The Creative Gatherings programme provided an anchor for the Arts and Social Change programme and supported the development of other projects (Experiments in Place Making, Emissary Project, Dialogue in Action and arts work for the other strands in Citizen Power). The Creative Gatherings were for the benefit of all those who lived and/or worked in the creative community of Peterborough. They were each held in different venues in the city in order to encourage engagement from a variety of residents.
- (ii) Creative Gatherings were interactive and offered creative practice as a way of exploring and investigating themes of interest to both the local arts community and the Citizen Power programme. They additionally sought to offer a neutral space to discover, inform, debate, learn and support an inclusive arts community. Overseen by Chris Higgins of The Map Consortium, each Creative Gathering was co-facilitated by key individuals in the creative community at large. Local artist, Tom Fox oversaw the final three Creative Gatherings. It is hoped that this strand can continue to be developed in such a way that this emerging community can sustain this space and moreover, inform the development of an arts offer in the city.
- (iii) Venues for the Creative Gatherings were:
  - Peterborough Museum
  - Key Theatre
  - Peterborough Cathedral
  - City College Peterborough
  - University College Peterborough
  - Green Backyard (additionally open to all participants in the Citizen Power programme)
  - Friends Meeting House
  - Railworld
  - Brewery Tap (venue for many local arts initiatives such as poetry events)
  - A walk across the city that identified the many resources local artists use
- (iv) Invitations were issued to all those in the city that had a relationship with the arts, whether this was on a voluntary or professional basis. Attention was paid to those reached through attendees where one person led to another. Through each venue's network, new people and relationships were uncovered. Care was taken to ensure the Creative Gatherings were perceived as open to all and not dominated by particular groups or organisations.
- (v) Attendees included:
  - Locally based professional artists (from all arts disciplines, working locally or external to the city)
  - Students interested in pursuing arts careers (at 6<sup>th</sup> form level)

- Teachers in arts in secondary schools
  - Councillors
  - Community based artists with long term relationships working within specific local communities
  - Arts Council managers
  - Vivacity staff and board members
  - Council staff (where appropriate to project)
  - Venue staff (i.e. Director of University College Peterborough, Peterborough Cathedral Community lead)
  - Artists from arts organisations with long term relationships with the city (i.e. Eastern Angles)
  - Residents engaged in voluntary arts
  - Locally based arts organisations (i.e., Peterborough Male Voice Choir)
- (vi) A core group of 25 people regularly attended.  
Number of total attendees: 373
- (vii) Invitations to Creative Gatherings were emailed to individuals directly and posted on those sites relevant to the creative community (i.e. Vivacity, Music Makers, Creative Peterborough). The Citizen Power website provided a specific site for people interested in posting events or learning about events.
- (viii) The Arts and Social Change site has had over 60 registered users and just under a hundred events posted by local artists.
- (ix) A case study has been written on this strand and available at:  
[http://www.thersa.org/\\_data/assets/pdf\\_file/0005/707162/RSA\\_Arts\\_Social\\_Change-Creative\\_Gathering.pdf](http://www.thersa.org/_data/assets/pdf_file/0005/707162/RSA_Arts_Social_Change-Creative_Gathering.pdf)
- (x) The website has many mini filmed interviews with participants.
- (xi) It has been recognised that the Creative Gatherings did the following:
- Initiated contact across the arts community and helped to break down silos within the arts community. Attendees continually referred to people they met that they didn't already know were engaged in the arts in the city
  - Opened up new avenues of opportunities and partnerships with organisations that offered their venues for the Gatherings. For example, City College Peterborough offered a classroom free of charge to any local artist to use as a meeting space once a month
  - Offered initial support for the artists network that became Creative Peterborough and generated smaller networks of people pursuing specific themes or projects, such as those interested in an eastern European gallery
  - Continually offered visibility for the interests of local artists in senior planning meetings and events in Peterborough and national conferences and events
  - An informal space to explore themes of importance to the local arts community
  - Offered an opportunity to inform the wider arts community about what was happening
- (xii) Legacy
- Tom Fox is in discussion with a variety of city stakeholders to continue hosting this set of Creative Gatherings.

#### **4.4.5.2 Context Matters: artists residencies**

- (i) Summary Description  
Context Matters was an artist's residency programme in Peterborough in 2011-12, with two artists partnered with two local voluntary community groups to live and work in their

community for a year. The programme was overseen by Donna Lynas of Wysing Arts Centre and took place in two phases.

- (ii) The first phase engaged with local community groups to design a brief that would interest an artist as well as an extensive artist recruitment process. The two artists were selected by a panel comprised of representatives of the two selected community groups, and those representing this strand of Citizen Power, including Arts Council England East.
- (iii) Artist, Joshua Sofaer worked with the residents' association of Morland Court in Werrington in Peterborough and artist, Simon Grennan of Grennan and Sperandio worked with the Street Pastors group based in the city centre.
- (iv) Both residencies resulted in art work that emerged through working with each group; in Simon Grennan's case this was a set of 15 comic strips published in the local paper that told the story of the work the Street Pastors do in the city; Joshua Sofaer initiated a competition entitled How Morland Court Got its Name and the winning story resulted in a new sign for the building created by local artist Stuart Payn. Both artists engaged with and mentored interested local artists in each residency and employed local artists to deliver creative workshops.
- (v) 122 people were directly engaged during this project – this includes the community groups themselves, residents and volunteers directly as well as other community groups reached beyond these initial groups, for example local Brownies, archaeology projects, participants in Peterborough's night time economy and friends and family.
- (vi) The initial invitation to Peterborough's community groups was carefully managed by finding self-organised groups that had not previously engaged with such projects/had a low visibility. 10 groups applied with 2 selected. An information session over lunch was held with all groups at 49 Lincoln Road. Additionally for the Morland Court project approximately 12,000 flyers on the competition were distributed to all households in Werrington.
- (vii) Both projects had wider public engagement opportunities – through a community BBQ at Morland Court and a public exhibition of comic strips at Peterborough City Art Gallery.
- (viii) Joshua Sofaer has published a small pamphlet of his project and distributed this to all partners, and a case study is also available. Both are available on the RSA website. [http://www.thersa.org/data/assets/pdf\\_file/0007/964483/5412.WEB.hk.case-study-no3-.pdf](http://www.thersa.org/data/assets/pdf_file/0007/964483/5412.WEB.hk.case-study-no3-.pdf)
- (ix) Morland Court wanted to change the perception their residents association had within the local community and also to build community cohesion within the association. Street Pastors wanted to raise the profile of the work they do in the city.
- (x) Legacy:  
Morland Court:
  - Stronger links with local businesses, artists and community groups with Morland Court through engagement in this project
  - Creation of a new sign and sense of identity for the building
  - Strengthened relationships between residents  
Peterborough Street Pastors:
  - The Street Pastors now have mounted copies of the comic strips and are continuing to use these to communicate the work of the Street Pastors and tell their stories in engaging ways. Most recently these have been used at the Kingsgate Community Church for a conference

- Increased exposure of the voluntary work and motivations of the Street Pastors through the publication of the comic strips in the Evening Telegraph and the exhibition at the City Art Gallery

#### 4.4.5.3 Experiments in Place Making

(i) Summary Description

Experiments in Place Making took place in the spring of 2011 and partnered Peterborough based creative practitioners with neighbourhood managers in order to explore and extend creative practice as a core resource in developing new approaches to place-making and in particular, offered a chance to experiment and develop innovative and collaborative practice. Four experiments took place in very different communities across the city. The programme was intended as both a professional development opportunity and a seeding one; to create conditions in which new diverse partnerships can imagine future proposals. It encouraged innovative investigations into how the arts can help us experience our communities differently thereby finding new solutions to entrenched problems. Experiments in Place Making was facilitated by Chris Higgins of The Map Consortium and was supported by the Creative Gatherings.

(ii) A case study is available:

[http://www.thersa.org/data/assets/pdf\\_file/0006/581451/Experiments-in-place-making-case-studies.pdf](http://www.thersa.org/data/assets/pdf_file/0006/581451/Experiments-in-place-making-case-studies.pdf)

(iii) **The Christmas and Valentine Card project** – led by 2 artists, 1 neighbourhood manager  
The first stage of this project was delivered to 81 houses on Crawthorne and Monument Streets. 31 residents responded to the experiment.

(iv) **The Fireplace project** – led by 2 artists, 1 neighbourhood manager  
This project took place in Fellowes Gardens inviting local residents from the estate to take part over the course on one day. Approximately 8 to 10 residents engaged consistently over the day

(v) **Orton Shopping Centre** – led by 2 artists, 1 neighbourhood manager  
This project engaged with a Police community support officer, shopping centre manager, and 8 young women who had been banned by the shopping centre (many of whom were NEETS)

(vi) **Reminiscences and Connections** – led by 2 artists, 1 neighbourhood manager, and engaged with the Manager of Eaglesthorpe Sheltered Housing Scheme and a selected group of 10 residents.

(vii) The Creative Gatherings highlighted the opportunities available through this project and emails were distributed to the growing mailing list offering further information. Artists made presentations on their experiments at subsequent Creative Gatherings. The project was highlighted on the website and outlined at public events.

(viii) Legacy

- Artists and the Neighbourhoods team have participated in shared projects and artists have worked across art forms with those they have not worked with before (or perhaps considered working with). Local artist Tom Fox said: *“It is one of these things that I never thought I'd do. Never thought I'd do a project like that. And to get the opportunity to do something like that was amazing. To do community work, that is not going into a community hall and talking to the community, in that way. It is talking to the community like that is just amazing. And, it was kind of at that start where I was collaborating with other art forms as well, for the very first time.”*
- Although this was experimental in nature, 14 artists wished to take part in a similar programme again, and through the arts activity in the city outside of Arts and Social

Change, there has been a burgeoning of projects situated within local communities specifically looking at engagement.

#### **4.4.5.4 Made in Peterborough**

- (i) Summary Description  
The commissions strand of Arts and Social Change was entitled 'Made in Peterborough' in order to highlight the overarching goals of Citizen Power Peterborough in enabling greater participation with local residents and their attachment to the city. There have been two commissions in the programme, bookending the Citizen Power programme. The first commission was entitled 'Take Me To' and took place in the autumn of 2010 with arts organisation, Encounters and architect Nicolas Henniger; the second is not yet complete and is entitled The Peterborough Child with artist, Joanna Rajkowska.
- (ii) Both commissions, very different in nature, sought to 'make visible the invisible' and to help strengthen the social connections and trust between people in seemingly disconnected communities.
- (iii) 50 people were involved with the Take Me To project, across the key elements of workshops, bus tours and feast from across the city's communities.
- (iv) A full report is available on the Take Me To commission and has been distributed to all partners. A presentation is also available on the website and has been shown at the RSA, the John Clare library and at events.
- (v) Legacy
- Very strong sense of attachment to communities and people beyond your own was evidenced in the report on Take Me To.
  - The participants feel a very strong bond as a result of Take Me To and reunited a year later in the Creative Gathering picnic held at the Green Backyard. They are still keen to repeat the project with others
  - Senior council staff, particularly in Children's Services, are interested in creating a similar project for secondary schools.

#### **4.4.5.5 Dialogue in Action**

- (i) Summary of project  
Dialogue in Action is the final project in Arts and Social Change and is working alongside the Single Delivery Plan as part of the city's public services reform. It explores how collaborations incorporating creative practice can support innovation in public service delivery, and places a local creative practitioner in a key role within small project groups of public sector leaders. This role acts as a catalyst for each group and is as much about creative thinking, questioning and skills as co-delivering experiments/projects. The role is also about building capacity and enabling collaboration. Dialogue in Action is overseen by locally based creative practitioner, Diane Goldsmith, supported by Chris Higgins of The Map and provides professional development for creative practitioners involved in the project to better understand their role and potential in this collaboration. There is interest in this programme being continued through the Innovation Forum. Many of these groups are currently looking to fund the creative practitioner from their own funding sources if possible.
- (ii) A minimum of 20 participants have been regularly involved to date. There are 4 projects that have crossed public sectors, each with a creative practitioner within the project. Each project has approximately 5 to 8 people working together and vary in the numbers of residents they have engaged with as this has not always been a desired outcome. In some cases, like the Neighbourhood Project in Fletton, participants have worked with local residents.

- (iii) A case study and a report will be distributed in February.

#### 4.4.5.6 The Emissary Project

(i) Summary of project

The Emissary Project was based upon the concept of an emissary (defined as an ambassador or messenger sent on a mission to represent or advance the interests of another). Locally-based artists considered what they wanted to learn and whether this had resonance for the wider arts community in Peterborough. The finalized group of emissaries then explored who might have the answers for these enquiries and these were, in all cases, nationally high profiled arts organisations. The RSA then brokered the initial introduction (in most cases, those visited were Fellows of the RSA) and visits took place over the summer of 2012 with extended visits to projects led by those companies. It is already evident that two of these relationships will sustain themselves after Citizen Power is complete.

- (ii) From an initial group of 10 local artists, 4 Emissaries were selected and each visited a person or organisation that represented their interest. A local artist curated the programme. All were from different arts communities in the city.

- (iii) Announcements were made at 3 Creative Gatherings and emails distributed across the mailing lists. A case study, 'Over the Hedge', will be distributed in the New Year and a Facebook page has been set up with this project connected into the artists networks in the city.

(iv) Legacy

- Fundamentally new relationships that can be sustained. Three examples:
  - Diane Goldsmith taking her learning into working with teachers and dance in the city. Work with young people and dance now funded by Creative Peterborough
  - Garth Bayley now taking part in a new national project outside Peterborough and bringing this learning into his work here
  - Shelagh Smith hosted a series of 4 dinners with leaders across the city on the theme of heritage and has forged a relationship with Manchester City Council

#### 4.4.5.7 Talking Arts

(i) Summary of project

This strand, like the Creative Gatherings, comprised a set of public events but was targeted at a general public audience. Each Talking Arts event addressed a theme that held resonance for the wider community of Peterborough and could reflect innovative creative approaches in the city that were arts-based. Each event of three profiled key local practitioners as well as national high profile figures in order to stimulate discussion.

- (ii) The first event, *Cross Pollination* took place in October 2011 at Peterborough Town Hall and marked the end of the work of the Arts & Ecology Centre at the RSA, and featured artists Marcus Coates and Andy Holden and ornithologist Peter Holden as well as local poet Keely Mills and Sophie Antonelli of The Green Backyard.

- (iii) The second event, *Peterborough's Cultural Ambition* was for an invited audience of city leaders to explore the potential of growth of the arts in the city and was chaired by John Knell, a Fellow of the RSA. This event was also partnered with Vivacity, and it is likely that further similar events will ensue.

- (iv) The final event on how creative practice can support public service innovation entitled *Leading a City Differently, Arts and Public Services* will be held at the RSA on February 21<sup>st</sup> 2013 and will articulate the work being done with the Innovation Forum as part of the city's public services reform with an invited national audience.



- (v) Each event had an invitation list or was publically advertised such as in the case of Talking Arts 1 which distributed flyers. Mini films were created at the first event, available on the website. A summary of the second report has been distributed to all attendees. We anticipate national media coverage for the third event.
- (vi) Legacy
  - Each event has its own legacy as each has been so specific. The first was an opportunity for local players to speak alongside recognised national leaders in their field (science, art and ecology). It offered the first presentation on the Transition Town initiative in the city.
  - The second event was significant in gathering most of the city leaders together to address the cultural ambition of the city and it is likely to be repeated.
  - The third will offer a national profile for the effective work of creative practice sitting at the heart of public services reform in the city

4.4.5.8 The Task and Finish Group found that, when taken as a whole, the Arts and Social Change strand has delivered some excellent work in the city. At times it has been challenging to full understand the relevance or fit for Peterborough, but it is clear that in all cases some form of relevant legacy has been established. However, some of the individual aspects of the strand, especially those held in the early months, were difficult to justify.

#### **4.4.6 Civic Commons – Creating the capabilities for civic action**

- (i) Civic Commons provided opportunities for residents, prominent local figures and leading thinkers to discuss new ideas and broach the things that matter to them.
- (ii) The project was designed to build knowledge and confidence on a range of local issues, from anti-social behaviour to immigration, helping people to see different perspectives and come up with practical solutions to these social problems.
- (iii) Twenty three local residents signed up to be members of the Civic Commons, each active and respected within their community. Members included the Chair and Treasurer of the Zimbabwe Community Association, the Chair of Rape Crisis and a Girl Guide Leader, a member of the Bangladeshi Community, a volunteer tree warden, a Neighbourhood Watch Co-ordinator and a civilian officer from RAF Wittering.
- (iv) The Civic Commons idea gained the attention of Central Government Officers through the Parliamentary Outreach programme and they committed to support the project through training and mentoring the members of Civic Commons.
- (v) The first Civic Commons event was held in January 2011 and discussed how local people and organisations could work together to tackle anti-social behaviour. Prominent speakers attended such as Irene Lucas, former Permanent Secretary of the Department for Communities and Local Government and Ben Rogers, formerly of the Prime Minister's Strategy Unit.
- (vi) The second Civic Commons event (held in May 2011) identified the following three projects as ways forward in tackling youth anti-social behaviour in the Century Square area of the city: (i) Trialling the 'Woolwich Model' in Peterborough, training citizens in skills such as conflict resolution; (ii) Community Guardians, incorporating elements of the Streetwatch model, including civilian presence on the streets in ASB trouble-spots. The scheme would encourage civilian volunteers to play a positive role in local areas, organising events and actively bringing together local people rather than only guarding against trouble; (iii) Youth Community events between young people local to the Century Square/Millfield area, particularly those that have been involved in anti-social behaviour, alongside residents, charities and local police.

- (vii) The group found that, despite all of this, the project has not progressed in the way that was originally hoped, the main reasons being:
- The subject matter identified for the group to tackle (anti-social behaviour) even in a targeted area of the City was too big
  - The leap required by citizens to move from their current roles in communities to getting ‘hands on’ to tackle social issues is quite significant
  - The resource required to support this work is greater than anticipated
- (viii) The Task and Finish Group found little evidence that this element had sustainability. From promising beginnings it has struggled to progress and ultimately has stagnated.

## **5. Conclusions**

- 5.1 A number of specific recommendations and conclusions have been identified throughout this report.
- 5.2 However, there are also a number of strategic conclusions and recommendations that the task and finish group would like to highlight.
- 5.2.1 Communication was a major obstacle to the success of the Programme. Sometimes highly academic, often full of jargon or technical language, the Programme generally didn’t manage to excite or engage with local people apart from some good examples within individual project strands.
- 5.2.2 On a similar theme, the task and finish group had expected that a dynamic web presence would be established by the Programme to promote its work and to encourage participation. The extensive use of social media was also expected. However, on both counts the reliance on and use of web based tools to communicate and promote was extremely limited.
- 5.2.3 We generally felt that not enough groundwork had been done with councillors, our partners and our communities in advance of the project commencing. We do recognise that the Programme was not the responsibility of a single identified department for some time which may have contributed to this.
- 5.2.4 The task and finish group felt that this project would have benefited from a project manager being clearly identified prior to the commencement of the project; to include in their remit proper business planning and communication. It is felt that this would avoid unnecessary delay, misunderstanding over outcomes and intent and we would recommend this in any other future projects of this nature.
- 5.2.5 The Recovery Capital strand of the Programme was a particular success, having been used to shape a full redesign of the drugs recovery system in Peterborough with service users at the heart of that redesign. We hope that the principles of user designed services can be replicated across other council services.
- 5.2.6 The Arts and Social Change strand of the Programme was perhaps the most controversial at times, sometimes feeling elitist and out of touch. However, there are some good examples of positive outcomes for individuals involved with this strand, and real evidence of connectivity between citizens. One thing that the task and finish group is clear about however is that the strength of relationship between the Arts Council, the council and Vivacity has been strengthened significantly as a result of the collaboration through Citizen Power.
- 5.2.7 Overall legacy for the programme as a whole is difficult to establish. Individual project strands have created their own legacy and sustainability – for example, Recovery Capital

through the new drug treatment system, Arts and Social Change through the support provided to develop a high quality arts offer in Peterborough, and the Peterborough Curriculum through the continued expansion of the project under the leadership of the Peterborough Learning Partnership.

- 5.2.8 Finally, the task and finish group were aware of concerns from councillors during the delivery of the Programme that various aspects of it were circumnavigating the role of elected ward members, there to support their communities and to act as a link between those communities and the council. Despite this, the outcomes of various project strands have actually served to confirm the critical role of elected councillors in Peterborough – community leaders who represent the views of their constituents and with whom partners can engage to make a real difference.

## **6. Recommendations**

In reviewing the Citizen Power Peterborough Programme the overriding feeling from task and finish group members is encapsulated in the one following recommendation:

Should future programmes of any similarity be considered within the City that the appointment of a project manager at the earliest stage is essential. The role of that project manager should incorporate business and financial planning and the communication of the key messages of the programme to councillors to avoid unnecessary delays or misunderstanding over the outcomes and objectives of the initiative.

This page is intentionally left blank

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>Date: 16<sup>th</sup> January 2013</b>	<b>Public Report</b>

## **Report of the Housing Needs Manager**

**Contact Officer – Sarah Hebblethwaite**  
**Contact Details – 01733 864057**

### **REVIEW OF THE HOMELESSNESS STRATEGY 2008-2012**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to provide the Committee with an update on the progress of the Homelessness Strategy 2008-2012 and associated outputs and the development of the Homelessness Review and Draft Homelessness Strategy 2013-2018.

#### **2. RECOMMENDATIONS**

- 2.1 The committee are asked to:

- (i) scrutinise performance against the existing Strategy, and to contribute comments and views which will then be considered in the drafting of the new strategy
- (ii) comment on and agree the approach being undertaken in the development of the new strategy and agree for the final draft of that document to be brought back for scrutiny and approval at its next meeting.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 Providing affordable, warm, safe and secure housing is the cornerstone of a strong society, and so the services described within this report are fundamental to the success of the Sustainable Community Strategy. The Homelessness Strategy itself supports the whole of the Sustainable Community Strategy, but particularly the priority to Create Strong and Supportive Communities.

#### **4. BACKGROUND**

##### **4.1 The statutory duty to have a Homelessness Strategy**

- 4.1.1 In 2002, the Government amended the Homelessness Act 2002 to ensure a more strategic approach to tackling and preventing homelessness, in particular by requiring Local Authorities to produce a Homelessness Strategy.
- 4.1.2 The Strategy must be based on a review of all forms of homelessness in their district. It must set out the local authority's plans for preventing homelessness and for securing that sufficient accommodation and support is, or will be, available for those who become homeless or are at risk of becoming so.
- 4.1.3 All organisations, whose work can help to prevent homelessness, or meet the needs of homeless people in their district, must be considered in the strategy. Plans for joined up working such as this have a massive impact on reducing those who would otherwise potentially experience the negative aspects of homelessness and risks of becoming homeless.
- 4.1.4 Through the implementation of the Homelessness Strategy, the aim is to reduce the number of people in the local authority area who are homeless or threatened with homelessness.

## **5. KEY ISSUES**

### **5.1 Homelessness Strategy 2008 – 2012**

- 5.1.1 The current Homelessness Strategy has been successful in building on our preventative approach and ensuring that there are the necessary support services to act as a safety net for persons who are threatened with homelessness or who are facing homelessness.
- 5.1.2 The Council and its partners have made considerable progress in both tackling and preventing homelessness. In 2011-12 we prevented and relieved homelessness for 258 households.
- 5.1.3 We continue to face challenges with a shortage of social housing and the impacts of welfare reform, and this places pressures on households including finding and sustaining accommodation.
- 5.1.4 In 2011/2012 the Housing Needs team based at the Customer Service Centre, Bayard Place, provided housing and homelessness advice to 14,568 people. Prevention of homelessness is the primary focus of the team. The service aims to ensure that everyone can access the help they need, when they need it, and to find sustainable solutions to their housing difficulties. We have seen a decrease in homeless presentations to the Local Authority over the period 2011/12 compared with 2010/11. However, as a result of early intervention, we are able to assist households to access alternative accommodation.
- 5.1.5 The Housing Needs service offers a Rent Deposit Scheme, which enables us to provide clients with an interest free loan to be used for the up front costs associated with securing a property in the private sector. This has created a real opportunity for the prevention and relief of homelessness and also increased access to permanent accommodation. In 2011/12 a total of 191 households were assisted into private rented sector accommodation with assistance with a rent deposit and so far this year, since April 2012, we have been able to assist 276 households.
- 5.1.6 The Tenancy Relations Service has further developed to provide support to both tenants and private sector landlords. It aims to promote good relations between Landlords and tenants and encourage good practice in the private rented sector. The service provides advice on disrepair, possession, deposit protection, security of tenure, rent and rent arrears and unlawful eviction. The service has been successful in establishing a framework for illegal evictions and utilised its power to prosecute under The Protection of Eviction Act 1977 by successfully prosecuting 3 landlords through the court system alongside supporting 194 households since January 2012.
- 5.1.7 We have also been proactively promoting the Government's Mortgage Rescue Scheme, where we are able to assist a homeowner who is at risk of losing their home through non payment of their mortgage by working with a local housing association to purchase their property who then rents it back to them. This has further enhanced our homelessness prevention activity and increased the number of properties owned and managed by our housing association partners. Since its introduction we have successfully assisted 27 households, who would have become homeless without our intervention.
- 5.1.8 We continue to assist individuals who find themselves sleeping rough after losing their accommodation and the Rough Sleeper Outreach officer has made great strides in ensuring that those who hit the streets are assisted before they reach a point where they are entrenched. In 2010, Peterborough was highlighted in the national media as a rough sleeping hotspot, with reported figures in excess of 70 individuals sleeping rough on any one night. Following the set up of a task and targeting group and a joint approach this number was quickly reduced with many being assisted to find work and accommodation, or being assisted to return to their country of origin. This work is continuing and we now have a hardcore of long standing rough sleepers in the city, which we are working with to assist them through a personalised approach to leave the streets.

5.1.9 By creating a successful partnership approach and through the established Rough Sleeper Task and Targeting Group we take a joint approach with clear pathways, working closely with voluntary sector and faith groups, the police, substance misuse agencies and outreach workers.

## 5.2 **The development of the Homelessness Strategy 2013 – 2018**

5.2.1 The development of the new draft Homelessness Strategy aims to continue to build on our achievements and invites all partners with an interest in housing to work together to prevent homelessness, sustain tenancies, increase access to accommodation and manage the challenges of welfare reform.

5.2.2 The Homelessness Act 2002 places a statutory obligation on all Local Authorities to undertake a review of homelessness in their area and, based on these findings, develop and publish a Homelessness Strategy with clear aims to tackle and prevent homelessness.

5.2.3 The current development of the Homelessness Strategy 2013 – 2018 has enabled us to commence a review to assess how effective we have been in tackling homelessness and meeting the future needs of households threatened with homelessness and who become homeless. The review will take into consideration the following information:

- Profile of levels of homelessness and homelessness services in Peterborough, both qualitative and quantitative
- National and local policy
- Feedback from focus groups
- The root causes of homelessness locally
- Gaps in, and duplication of, services
- Weaknesses in homelessness policy and procedure
- Analysis of outcomes of the previous Homelessness Strategy Action Plan

5.2.4 The multi-agency Homelessness Strategy Steering Group has continued to meet and will be key to the development of the new draft Homelessness Strategy. Whilst the Local Authority recognises the need to lead on the draft Homelessness Strategy it also acknowledges that the success of the Strategy will only be achieved through shared ownership and a joint approach.

5.2.5 We acknowledge that in order to provide a cost-effective and responsive service the Housing Needs team cannot achieve this in isolation. We need to continue to deliver our services in partnership with our statutory and voluntary partners including Peterborough Streets, New Haven Night Shelter, Salvation Army, Hope Into Action and the newly established Peterborough Food Bank.

## 6. **IMPLICATIONS**

6.1 The strategy will have implications for all sections of society and all wards and parishes of the local authority area.

6.2 The Draft Homelessness Strategy will provide the necessary framework for partnership working and the delivery of effective joined up services for homeless persons and persons at risk of homelessness.

6.3 Financial Implications: There are no immediate financial implications.

## **7. CONSULTATION**

- 7.1 Revision of the Action Plan through the Homeless Strategy Steering Group Focus Groups held in November and December 2012 on the prevention of homelessness, increasing access to accommodation, rough sleeping and promoting settled lifestyles and sustainable communities

## **8. NEXT STEPS**

- 8.1 It is recommended that the Draft Homelessness Strategy be brought to the March 2013 for scrutiny and approval before being taken to Cabinet and Full Council for adoption.

## **9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 Housing Act 1996 (as amended by Homelessness Act 2002)  
Homelessness Code of Guidance for Local Authorities  
Local Authorities' Homelessness Strategies, Evaluation and Good Practice

## **10. APPENDICES**

- 10.1 Homelessness Strategy Action Plan Updated



## Peterborough Homelessness Strategy

The homelessness strategy is presented in the format of a table with four clear and colour coded sections for ease of reference. Each section is specific to certain objectives. Objectives 1-4 are about service standards and how the council will work with its partners to further develop the practical service which are offered to people who are threatened with or experiencing homelessness. Objective 5 is about health and emotional wellbeing. Objective 6 make clear strategic links with worklessness and people experiencing difficulty accessing education or training and objective 7 focuses on empowering people to make their own choices by expanding the options that are available and improving access to those options.

### SERVICE STANDARDS

Peterborough City Council and the stakeholders involved in the development of this strategy are committed to customer service, continuous improvement and service development. This section of the strategy documents and formalises the council's working practices with its partner agencies. It also explores new and innovative ways to work with partners to address the issue of homelessness.

### SERVICE STANDARDS

Objective	Key Action	Target Group	Measurable outcome	Timescale	Lead organisation and/or named person	Partners
To have clear procedures for information sharing and data monitoring as a tool for homelessness prevention	1.01 Each RSL operating in the LA area will appoint a Homeless Champion at Senior Management Team level from within their organisation to sit at the relevant working groups and/or the Strategy Steering Group in order to progress this action plan.	All service users	Sustained representation by partner organisations	2008	RSLs	Housing Options Steering Group Members
	1.02 Regularly estimate the numbers of rough sleepers by gathering information from all agencies in contact with homeless people.	Street homeless, single homeless	Bi-annual survey undertaken	Continuous COMPLETE	Housing Options: Karen Whatley	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
1. To have clear procedures for information sharing and data monitoring as a tool for homelessness prevention	1.03 Develop and implement referral procedures and protocols for Peterborough Rough Sleepers Action Group	Street homeless, single homeless	Reduction in rough sleeping	2008 COMPLETE	Housing Options: Karen Whatley	
	1.04 Research the need for Rough Sleepers Outreach Officer/ service	Street homeless	Reduction in rough sleeping	2008 COMPLETE	Housing Options: Karen Whatley	
	1.05 Increase knowledge and understanding of wider homelessness issues amongst external partners.	Partner agencies	Schedule of training delivered i.e. Shelter	2008 COMPLETE	Housing Options: Caroline Rowan	
	1.06 Routinely inform Intake & Assessment when a family is placed in Temporary Accommodation.	Vulnerable families	Referral procedure developed and implemented.	2008 COMPLETE	Cross Keys Homes	Childrens Specialist Services
	1.07 Investigate ISO 9000 or ISO 9001 accreditation for the Housing Options service	All service users	Receive accreditation if applicable	2009 NOT ACHIEVED	Housing Options: Caroline Rowan	
	1.08 Ensure full participation in Child Protection conferencing with Children's Services	Vulnerable families Young People	Attendance at all meetings	2008 COMPLETE	Housing Options; Charmaine Horsfield	Childrens Specialist Services
	1.9 Develop procedures for Housing Options to be informed when a person is due to return to Peterborough from placements outside the LA area.	Care Leavers	Referral procedure developed and implemented.	2008 COMPLETE	Childrens Specialist Services	Housing Options:
	1.10 Ensure Housing Options Officers have access to Children's Services RAISE database	Vulnerable families Young People	Access to database	2008 COMPLETE	Housing Options: Karen Whatley	Childrens Specialist Services
	1.11 Ensure full participation in the serious case review process with the Peterborough Safeguarding Children Board.	Vulnerable families Young People	Attendance at all meetings	2008 COMPLETE	Housing Options: Case Specific Options Officers	Peterborough Safeguarding Childrens Board

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
1. To have clear procedures for information sharing and data monitoring as a tool for homelessness prevention	1.12 Optimise joint working between housing, children's specialist services and young people's service (connexions) in meeting the needs of homeless and potentially homeless young people.	Vulnerable families Young People Care Leavers Young Offenders	Connexions advisors will continue to attend joint interviews	2008  COMPLETE	Housing Options: Gemma Revell	Childrens Specialist Services Young People's Service (Connexions)
	1.13 Ensure headline homelessness targets get recognition in the Local Public Service Agreements (LPSA) and Local Area Agreement (LAA)	All services users	Targets are recognised in relevant documents	Continuous COMPLETE	Strategic Growth and Development Head of Service: Adrian Chapman	
	1.14 Invest time and resources into regional and national joint working through full/ virtual representation	All services users	Attendance on groups	2008 ONGOING	Sarah Hebblethwaite	Regional Cluster LA's Homeless Link
	1.15 Explore ways of establishing a system to collate information on hidden homeless	Hidden homeless BME groups	System in place	2009 COMPLETE	Housing Options:	
	1.16 Ensure that agencies have access to relevant benefits data and procedures in order to facilitate multi-need key working sessions.	All services users	Multi agency training sessions	2009 NOT ACHIEVED	Housing Benefits	Drug Action Team Drinksense, Bridgewater, PNeneDrug Intervention Programme
	1.17 Undertake a 'Homeless Census' to develop a profile of people using homeless services to build a more comprehensive profile of the housing and support needs of homeless people. Research the link between homelessness and other social trends – more volatile household formation, drug usage, employment patterns, skills patterns	All services users	Census undertaken. Use results to inform action point 1.26	2009 NOT ACHIEVED	Housing Options: Kerry Murray Matthew Hogan	Drug Action Team Department for Work & Pensions (JobCentre Plus) Drinksense, Bridgewater, PNeneDrug Intervention Programme
	1.18 Analyse the main causes of homelessness amongst repeat applicants	Repeat homeless applicants	Analysis undertaken. Reduction in repeat homelessness applications	2008 COMPLETE	Housing Options: Kerry Murray	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
1. To have clear procedures for information sharing and data monitoring as a tool for homelessness prevention	1.19 Improve information exchange between Probation Service and Housing Options using information obtained from OASys and other assessment systems to determine the level of housing need of offenders prior to release. Develop and ex-offender release protocol and research the need for a prison release panel meeting.	Ex-offenders	Protocol developed. Need for panel meeting assessed.	2009  ONGOING	HMP Peterborough  MAPPA Sean Evans	Housing Options:  National Offender Management Scheme
	1.20 Develop and sustain effective referral process between Housing Needs, floating support and Children's Specialist Services	Vulnerable tenants Care Leavers	Robust referral procedures in place.	2008  ONGOING	Sean Evans	Cross Keys Homes: Kim Lawrence, Supporting People Childrens Services
	1.21 Develop and implement a risk identification system to ensure that the necessary links are in place to prevent tenancy breakdown. Healthy Homes Advisor to make referrals to Housing Options Advice Service.	Vulnerable tenants, people with mental health problems	Risk identification system developed. Referrals made	2009  NOT ACHIEVED	Private Sector Housing: Abdul Malik	Housing Options,; Matthew Hogan, RSLs, Healthy Living Partnership, Supporting People
	1.22 Put in place a common monitoring system to improve collection of more robust data.	Single homeless	Common monitoring system in place. Link with regional policies.	2008  ROUGH SLEEPER DATABASE	Housing Options: Kerry Murray	
	1.23 Draw information from the Strategic Housing Market Assessment	All service users	Annual Update	2008  COMPLETE	Strategic Planning and Enabling:	
1.24 Research the need for a Tenancy Relations Officer (TRO)	All service users	Need investigated and post created if appropriate	2008  COMPLETE	Housing Options: Karen Whatley		
1.25 Identify main causes of homelessness among BME households and use results to develop plans for targeted prevention work.	BME service users	BME monitoring system	2009  NOT ACHIEVED	Private Sector Housing: Abdul Malik	Housing Options,	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
1. To have clear procedures for information sharing and data monitoring as a tool for homelessness prevention	1.26 Consider the need for, and suitability of, offering housing advice at a range of outreach locations i.e. doctors surgeries, local housing offices, voluntary sector agencies, community centres	All service users	Outreach undertaken	2008 COMPLETE	Housing Options: Caroline Rowan	
	1.27 Draw up an action plan for meeting the 2010 temporary accommodation target	PN clients	Action plan created	2008 COMPLETE	Housing Options: Julie Rivett	
	1.28 Ensure Member awareness of and commitment to tackling homelessness and meeting the 2010 temporary accommodation target	All service users	Publicity and awareness raising with Elected Members	2008 COMPLETE	Housing Options: Julie Rivett	
	1.29 Housing Options to continue to support and develop the Private Sector Leasing Scheme and Empty Homes Strategy	All service users	Scheme and Strategy supported and developed.	2008 ONGOING	Adam Cliff Belinda Child	
	1.30 Create robust referral procedures between Housing Options and New Link.	BME communities Rough Sleepers	Referral procedure created and implemented.	2008 COMPLETE	Housing Options:	New Link: Suchitra Rampal
	2.01 Explore options with social providers to undertake management of private properties.	All service users	Options explored	2009 ONGOING	Sean Evans	RSL's
2. To ensure the availability of appropriate accommodation in line with current and future levels of demand	2.02 Work with Registered Social Landlords to improve communication, procedures and neighbourhood management.	Partner agencies	Improved communication, robust procedures, effective neighbourhood management	2010 ONGOING	Sean Evans	Safer Peterborough Partnership
	2.03 Ensure effective liaison with private and social landlords through landlords forums	All service users	Attendance at forums	Continuous ONGOING	Gareth Brighton Sean Evans	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
2. To ensure the availability of appropriate accommodation in line with current and future levels of demand	2.04 Work with private sector landlords in improving housing conditions and management.	All service users	Fewer presentations as a result of houses being in disrepair/ unsuitable for habitation	Continuous ONGOING	Jo Hodges	Private Sector Housing
	2.05 Work with Supporting People and Housing Strategy to identify demand for Specialist accommodation services.	Service users with specific additional needs	Options appraisal of specialist accommodation	2009 ONGOING	Sharon Malia Belinda Child	Housing Strategy Manager Supporting People
	2.06 Investigate the need for procuring appropriate additional move-on accommodation for young people. Analyse the Housing Market Needs Assessment.	Young homeless	Need investigated and evidenced.	2009 NOT ACHIEVED	Strategic Planning and Enabling:	Housing Options: Karen Whatley Supporting People
	2.07 Agree the best way of avoiding homelessness amongst travellers without access to an authorised site for their caravan	Homeless gypsy/ traveller families/ show people, singles	Survey of needs undertaken. Development of protocol/ joint working agreement	2009 NOT ACHIEVED	Strategic Planning and Enabling: Rosemary Woodland	
	2.08 Investigate the need for a wet house.	Service users with specific needs	Need investigated	2009 NOT ACHIEVED	Housing Options:	Drinksense, RSLs
	2.09 Implement the National Affordable Housing Programme 08/11	All service users	Programme formulate and delivered	Continuous Continues to be delivered in 2013-2014	Anne Keogh	RSLs Private Companies
	2.10 Investigate the need for setting up further direct access accommodation, including provision for couples and people with pets.	Single homeless Street homeless	Need investigated	2009 NOT ACHIEVED	Housing Options:	RSLs, Salvation Army, Emmaus



Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
2. To ensure the availability of appropriate accommodation in line with current and future levels of demand	2.11 Promote and develop the availability of Sheltered Accommodation. Re-allocate sheltered accommodation for groups who need it.	Older people	VOIDS minimised	2009 ONGOING	Sean Evans	RSLs
	2.12 Complete and review the Young People's Accommodation and Support Related Strategy as recommended by the Joint Area Review (recommendation 13)	Care Leavers, NEET, Youth Offending service users, Substance Mis-users,	Completion of strategy Review of strategy	2008 COMPLETE	Housing Options: Karen Whatley	Childrens Specialist Services, Supporting People, Youth Offending Service, Drug Action Team, Connexions
	2.13 Establish a Retirement Village to release family accommodation	Older People	Retirement Village Established	2010 NOT ACHIEVED	Strategic Planning and Enabling: Caroline Hannon	
	2.14 Consider introducing a regional vacancies list for direct access hostels.	Single homeless	Need assessed and regional list implemented if appropriate	2008 NOT ACHIEVED	Housing Options: Matthew Hogan	
	2.15 Consider the need for accommodation for vulnerable people whose behaviour does not meet the social norm and who are currently excluded from direct access hostels	Ex-offenders People with mental health issues	Mapping exercise undertaken	2009 ONGOING	Sarah Hebblethwaite	Supporting People Homeless Link
	2.16 Investigate the suitability of promoting mortgage rescue companies.	Homeowners	Need identified. Suitable companies identified. Promotional materials distributed if appropriate.	2009 COMPLETE	Housing Options:	PCC currently offer and administer governments mortgage rescue scheme
	2.17 Conduct research into the incidence of people losing 'Other' rented/ tied accommodation	HMO occupants People with license agreements Owner occupiers	Reasons identified and action taken to address this.	2008 NOT ACHIEVED	Housing Options:	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
3. To promote the provision, development and review of support services and advice to ensure that it is accessible and fit for purpose.	3.01 Implementation of Housing Advice Module. Ensure a fully integrated housing advice service is delivered by Housing Options	All service users	Housing Advice Module implemented	2008 NOT ACHIEVED	Housing Options: Caroline Rowan	
	3.02 Undertake an audit of legislative training needs an arrange for training to be delivered.	PCC Housing Needs, RSLs, Partner Agencies	Training needs identified and delivered.	2008 ONGOING	Rob Smith	Housing Needs, RSLs, voluntary Agencies
	3.03 Seek to obtain Quality Mark status for the Housing Options Advice Service and strengthen links with other local advice agencies and solicitors.	All service users	Improved customer perception of service	2009 NOT ACHIEVED	Housing Options: Caroline Rowan	Citizens Advice Bureau, Shelter
	3.04 Ensure Housing Benefit claims are processed quickly for all applicants as measured by Best Value Performance Indicators.	All service users	Performance Indicators monitored by steering group	2008 COMPLETE	Housing Benefits: Geoff Rudd	
	3.05 To increase the number of households where Homelessness is prevented by advice and assistance from the Council	All service users	Increase in Homelessness Prevention	Continuous ONGOING	Sean Evans Housing Needs Team	
	3.06 Introduce mediation skills training for Housing Options staff and front line staff of partner agencies who encounter people threatened with homelessness	Homeless	All Housing Options staff trained in mediation	2008 NOT ACHIEVED	Housing Options: Gemma Revell	
	3.07 Monitor the effectiveness of floating support in enabling tenancies to be sustained	All service users	Fewer tenancies lost where support has been provided. Monitor through reports to Steering Group.	2009 COMPLETE	Cross Keys Homes: Kim Lawrence	Housing Options, Supporting People



Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
3. To promote the provision, development and review of support services and advice to ensure that it is accessible and fit for purpose.	3.08 Ensure appropriate referrals to Citizens Advice Bureaux Welfare Rights Specialists. Establish clear threshold information requirements to ensure that referrals to CAB are appropriate.	All service users	Referral procedure developed and implemented. Thresholds established	2008  COMPLETE	CAB: Tracey Hamilton Keyes	Housing Options:
	3.09 Ensure effective joint working to ensure that resettlement support services are able to match the needs of homeless offenders and ex-offenders. Develop a more robust statutory link for those ex-offenders who do not receive housing support via probation.	Ex-offenders	Support services provided	2009  NOT ACHIEVED	HMP Peterborough – (Kalyx)	NOMS, NACRO Housing Options
	3.10 Target specific groups to maximise take up of Housing Benefit, Council Tax Benefit, free school meals and free/discretionary school transport	All service users	SP funded services to include promotion of benefits through delivery of their services.	2009  NOT ACHIEVED	Housing Benefits: Geoff Rudd	Supporting People, CAB
	3.11 Review overall staff training requirements and develop staff training plan for homelessness	All service users	Training identified through PDR process.	2008  ONGOING	Rob Smith	
	3.12 Support bids for funding to provide and promote a court desk for people threatened with eviction.	All service users	Service provided	COURT DESK FUNDED THROUGH LSC	Housing Options:	Citizens Advice Bureau
	3.13 Continue to provide a debt advice that will provide advice and advocacy on multiple debts.	All service users	Service provided	Continuous  ONGOING	Sean Evans	CAB Salvation Army
	3.14 Undertake an equality impact assessment of Housing Options.	All service users	Assessment undertaken	2009  COMPLETE	Housing Options:	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
<b>3. To promote the provision, development and review of support services and advice to ensure that it is accessible and fit for purpose.</b> <b>4. To prevent homelessness and reduce levels of homelessness against the main causes for presentations through evidence based research and resource allocation (BV213)</b>	3.15 To develop a strategy for intentionally homeless families in collaboration with Children's Specialist Services for the provision of housing advice and support.	Vulnerable families	Strategy developed	2009  NOT ACHIEVED	Housing Options:	Childrens Specialist Services
	4.01 Measure the impact of homelessness prevention work by RSLs and voluntary agencies and ensure that it is recorded appropriately.	All service users	Effective recording of work done and sharing of good practice	2009  COMPLETE	Housing Options: Karen Whatley	RSLs
	4.02 Use Hawkeye to identify and monitor housing market trends, social trends and demographics.	All service users	Mapping exercise undertaken and kept up to date. Annual Monitoring reports	2010 NOT ACHIEVED	Strategic Planning and Enabling: Steve Winstanley	
	4.03 Take migratory factors into account when equality impact assessing action plans.	Migrant workers BME service users	Mapping exercise undertaken	2010 NOT ACHIEVED	Strategic Planning and Enabling: Steve Winstanley	Housing Options
	4.04 Monitor the demographics of the LA area and review the impact of migration on the demand for social housing.	Migrant workers BME service users	Mapping exercise undertaken	2010 NOT ACHIEVED	Strategic Growth & Development: Steve Winstanley	
	4.05 Ensure effective consultation with physically disabled service users.	Physically disabled service users	Consultation with proportionate number of service users undertaken	Continuous ONGOING	Hayley Flaxman	
4.06 Ensure effective prevention of homelessness through housing advice. Sustain a year on year increase in the number of homeless cases prevented.	All service users	Increase in recorded cases of homelessness prevention	Continuous ONGOING	Sean Evans Housing Needs Service	Peterborough Streets CAB	

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
4. To prevent homelessness and reduce levels of homelessness against the main causes for presentations through evidence based research and resource allocation (BV213)	4.07 Continue to develop the Homelessness Prevention Fund, encouraging housing needs staff to be innovative and creative when preventing homelessness	All eligible service users	Reduction in homeless presentations and acceptances	2009 ONGOING	Sean Evans Housing Needs Staff	
	4.08 Continue to promote and develop the Rent Deposit Scheme. Work with partners to make best use of funding sources.	All eligible service users	Increased access to private rented sector.	2008 ONGOING	Sarah Hebblethwaite	Axiom Housing Association
	4.09 Sustain a year on year reduction in the number of repeat cases assessed by the Housing Options Team.	All service users	Meet CPA lower threshold target for repeat homelessness (BV214)	Continuous ONGOING	Sean Evans Housing Needs Service	
	4.10 Ensure that PCC housing functions respond to needs and issues identified through the Community Action Planning process.	All service users	Housing services responsive to the growth and regeneration agenda in Peterborough	2009 COMPLETE	Community Living and Neighbourhood Investment Manager	
	4.11 Investigate the need for an Unlawful Evictions policy and process by estimating the level of incidence of unlawful evictions	People losing private sector rented housing.	Need identified Formalised protocol with established Private Sector Housing	2008 COMPLETE	Private Sector Housing: Belinda Child	Housing Options: Matthew Hogan
	4.12 Undertake investigative work to determine whether all funding streams are being accessed to assist in the prevention of homelessness. Competitive borrowing rates allow many schemes to be developed without public subsidy.	All service users	Mapping exercise undertaken	2008-2011 NOT ACHIEVED	RSLs	Housing Options: Karen Whatley
	4.13 Increase the proportion of positive move-ons from short-term accommodation through implementation of the Homelessness Prevention, Intervention and Tenancy Sustainment Service.	Young people Single homeless	Increased proportion of positive move-ons	2008-2011 NOT ACHIEVED	Housing Options: Karen Whatley	Cross Keys Homes Axiom Housing Association YMCA

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
4. To prevent homelessness and reduce levels of homelessness against the main causes for presentations through evidence based research and resource allocation (BV213)	4.14 Reduce the number of homelessness presentations resulting from evictions from temporary/ short term Accommodation as a result of unacceptable conduct.	Young people Single homeless	Interventions considered and suitable protocols implemented.	2008-2011  COMPLETE	Housing Options:	Cross Keys Homes Axiom Housing Association YMCA
	4.15 Develop new projects and interventions that all parts of the Community Living and Neighbourhood Investment Unit can contribute to that support capacity building within communities – e.g. financial inclusion	All service users	Capacity building within communities will improve neighbourhood management and build cohesive communities	2008  ONGOING	Sharon Malia Leonie McCarthy	RSL partners CAB Peterborough Streets Faith and voluntary sector partners
	4.16 Pilot the regional data monitoring categories for ethnicity, language and nationality.	Migrant workers BME service users	Pilot undertaken Categories established	2009  NOT ACHIEVED	Housing Options: Julie Rivett	Strategic Growth & Development

## HEALTH AND EMOTIONAL WELLBEING

People can become homeless due to poor health, and poor health in turn is likely to be exacerbated by homelessness. It is our aim that by strategically addressing the health needs of homeless people we can contribute towards breaking this cycle. Peterborough City Council is committed to helping its residents and visitors achieve the best possible health and wellbeing.

51

### HEALTH AND EMOTIONAL WELLBEING

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
5. To increase the proportion of households who have access to health related services and those services which promote healthy living.	5.01 Ensure that all people presenting as homeless are given information on where to register with a GP	Homeless applicants	Improved access to health services	2008 COMPLETE	Housing Options:	GP Surgeries
	5.02 Ensure that all families with children under 5 years of age are referred to appropriate services by the specialist health visitor	Homeless families with children	Increased take up of immunisation and developmental checks	2008 COMPLETE	Primary Care Trust	RSLs
	5.03 Inform key personnel in the PCT and Children's Specialist Services within 2 weeks of placement, the new addresses of all new placements	Homeless households placed in TA	Notification process in place	2009 COMPLETE	Primary Care Trust	RSLs, Childrens Specialist Services

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
5. To increase the proportion of homeless households who have access to health related services and those promote healthy living.	5.04 Review and develop provision of young people's mediation and counselling	Young homeless	Reduction in homeless acceptances	2008 NOT ACHIEVED	Housing Options: Gemma Revell	Relate
	5.05 Agree joint procedures and training for management of drug misuse issues in relation to housing	Drug users	Promotion by housing staff of Blood Borne Virus immunisation	2010 NOT ACHIEVED	Housing Options:	Bridgeway PHSS
	5.06 Promote, through the implementation of the Affordable Warmth Strategy, the take up of Warm Front Scheme.	Older people Vulnerable people	Promotional materials distributed	2009 COMPLETE	Private Sector Housing: Belinda Child	
	5.07 Promote, through the implementation of the Affordable Warmth Strategy, the take up of Energy Grants.	Older people Vulnerable people	Promotional materials distributed	2009 ACHIEVED	Private Sector Housing: Belinda Child	
	5.08 Implement and develop the Housing Renewals Policy	All service users	Policy implemented	2009 COMPLETE	Private Sector Housing: Belinda Child	
	5.09 Continue to provide a Sanctuary Scheme and attract participation from all RSLs operating in the LA area.	People experiencing Domestic Violence	Sanctuary scheme sustained	2008 ACHIEVED	Housing Options: Hayley Flaxman	Community Safety, Cams & Peterborough Fire & Rescue Service, Cambridgeshire Constabulary
	5.10 Ensure that referrals are made to Connexions for young parents attending Housing Options. Work with Connexions to identify clients who present a risk of teenage pregnancy and ensure that young people in short term accommodation have access to sexual health and safe sex information.	Young homeless Sofa surfers	Reduction in conception rates. Improvement in sexual health.	2008 NOT ACHIEVED	Housing Options:	Connexions Young People's Service Cross Keys Homes Axiom Housing Association YMCA
	5.11 Work with partners to improve Mental Health among all homeless people in line with national and local targets.	All service users	Targets identified. Protocols implemented.	2009 ONGOING	Sarah Hebblethwaite	Mental Health Team Ace Service

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
5. To increase the proportion of homeless households who have access to health related services and those services which promote healthy living.	5.12 Encourage spend-to-save solutions for addressing the health and housing needs of high cost patients and people who are frequently either in-patients or users of A&E and who do not have settled accommodation.	All service users	A reduction in the number of acute admissions for E and inappropriate A and attendances	2009 NOT ACHIEVED	Primary Care Trust	Housing Options: Supporting People
	5.13 Draw up a protocol with Drug Action Team services for drug and alcohol dependent cases including those returning from out of LA area residential rehabilitation.	Single homeless	Protocol created	2008 NOT ACHIEVED	Housing Options:	DAAT
	5.14 Promote the take-up of the Heat Project, providing (discounted or free in the case of people on DLA or IS) cavity wall insulation	Older People Vulnerable People	Increased take up of scheme	2010 COMPLETE	Private Sector Housing : Alan Todhunter	
	5.15 Promote the take up of Disabled Facilities Grants and the Handy Person Scheme	All service users requiring adaptations	Promotional materials distributed. Increased take up of scheme.	2009 ONGOING	Russ Carr	Housing Needs Service RSLs Private Sector Landlords
	5.16 Monitor the number of homeless clients with mental health problems in relation to the volume of floating support available for this group.	All service users	Numbers monitored. Service reviewed to ensure provision is proportionate to need	2010 NOT ACHIEVED	Supporting People	Housing Options:
	5.17 Investigate implementing a Relationship Breakdown Policy	People experiencing relationship breakdown	Policy researched, developed and implemented.	2009 NOT ACHIEVED	Housing Options:	Peterborough Women's Aid Rape Crisis MARS
	5.18 Continue to develop joint working with the Learning Disabilities Partnership	People with LD and their parents/ carers	Attendance at meetings.	2008 ONGOING	Hayley Flaxman	Learning Disabilities Team

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
5. To increase the proportion of homeless households who have access to health related services and those services which promote healthy living.	5.19 Promote Care and Repair to clients presenting with properties in disrepair	All service users	Increased take up of scheme.	2010 ONGOING	Care and Repair	Housing Needs Service RSLs Private Sector Landlords
	5.20 Ensure that people attending Housing Options are sign posted to the day services at St Theresa's.	All service users	Promotional material developed and distributed	2008 COMPLETE	St Theresa's: Doug Styles	Housing Options:



## EDUCATION, TRAINING AND EMPLOYMENT

Workless people vary in their characteristics and needs, although most worklessness is associated with disadvantage. Having little or no education or training often leads to a lifestyle of unsettled accommodation which then further exacerbates their situation. By improving the links between housing services and employment services we aim to break this cycle of deprivation.

### EDUCATION, TRAINING AND EMPLOYMENT

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
6. To increase the proportion of homeless households who have access to education training and employment.	6.01 All services working with families in temporary accommodation will notify the Local Education Authority (LEA) within 10 working days when school aged children are not attending school.	Vulnerable families Young people	Referral process set up	2008  COMPLETE	Cross Keys Homes	Children Services – Education and Standards
	6.02 Work with Childrens Services to minimise disruption to education for children and young people affected by homelessness	Vulnerable families Young people	Reasonable offer of accommodation to include assessment of education needs	2009  COMPLETE	Cross Keys Homes	Children Services
	6.03 Research training or employment services specifically targeted at drug and alcohol users	Drug and Alcohol misusers	Research carried out and need identified.	2010  <b>NOT ACHIEVED</b>	DAAT	Housing Options: Bridgewater Drinksense

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
6. To increase the proportion of homeless households who have access to education training and employment.	6.04 Continue to develop and deliver an homelessness prevention education programme for delivery in Peterborough secondary schools and places of alternative education	Young People	Reduction in homeless acceptances by 16-25year olds	2008 COMPLETE	Housing Options: Margaret Brown	Young People's Service Secondary Schools. LEA Princes Trust NACRO NOMS
	6.05 Assess housing management procedures to ensure that these do not act as a disincentive to homeless people being able to access employment, training and education.	Homeless families Young People Street Homeless	People taking up employment will have access to welfare advice and income maximisation support.	2008 NOT ACHIEVED	RSLs	
	6.06 Develop and implement in partnership with homeless young people a co-ordinated housing education programme	Young People	Coordinated service for young people	2009 NOT ACHIEVED	Connexions	Youth Council
	6.07 Investigate how to contribute to meeting LPSA target for numbers of 16/17yr olds in employment, training or education	Young People	Targets achieved	2010 NOT ACHIEVED	Housing Options:	Children Services
	6.08 Investigate the 'benefits trap' experienced by people in supported housing who want to return to work.	People in supported housing	Issues identified, solutions sought	2008 NOT ACHIEVED	Housing Benefits:	Housing Options RSLs
	6.09 Early identification of young people at risk of homelessness through trigger point monitoring i.e. truancy	Young people	Reduction in homeless presentations by 16-25 year olds	2009 NOT ACHIEVED	Childrens Specialist Services: Education Welfare Officer	Police Housing Options RSLs
	6.10 Undertake a skills audit of people presenting as homeless.	Homeless households	Audit undertaken.	2009 NOT ACHIEVED	JobCentre Plus	Housing Options:

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
6. To increase the proportion of homeless households who have access to education training and employment.	6.11 Work in partnership to meet the support needs of parents going into the workforce so that they can sustain their employment, including making sure that families with children have access to adequate childcare facilities.	Vulnerable families	Make links with relevant organisations. Identify needs.	2009 <b>NOT ACHIEVED</b>	Housing Options:	RSLs Surestart
	6.12 Develop joint working with voluntary sector agencies with expertise in finding jobs for homeless people and helping them to sustain their employment. Increase the proportion of homeless households who have access to education, training and employment.	Unemployed	Referral procedures developed and implemented.	2010 <b>NOT ACHIEVED</b>	JobCentre Plus	Housing Options:
	6.13 Investigate the addition of reasonable preferences categories to the Housing Register for those wanting to move for employment reasons.	All service users	Need investigated	2008 Being considered through current draft Allocations Policy	Sean Evans	RSLs

## CHOICE AND SELF PARTICIPATION

The supply of social housing is ever-decreasing and with this in mind, our strategy is to expand the housing options available to people who are looking for accommodation. There are many different ways in which this can be done, which are explored in this section.

## CHOICE AND SELF PARTICIPATION

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
7. To offer a range of housing options and advice for people seeking accommodation in the Peterborough area and improve access to those Options.	7.01 Regular review of the Empty Homes Strategy	Private sector landlords	Regular review undertaken	Continuous ONGOING	Adam Cliff	
	7.02 Review nomination rights with RSLs to reflect need	All service users	Regular review undertaken	2009 ONGOING reviewed annually	Choice Based Lettings Board Sean Evans	RSLs
	7.03 Map the number of properties being under-occupied and embark on a targeted campaign. Work with Private Sector Housing to identify households being assisted through grant work, repairs and decent homes assistance.	All service users	Mapping undertaken. Alternatives promoted.	2009 ONGOING	Private Sector Housing: Belinda Child	Housing Options RSLs
	7.04 Work with private sector landlords to use private rented accommodation for homeless households	Homeless people	Increase in discharge of LA's duty into private sector	2009 ONGOING	Sean Evans	Private Sector Landlords

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
7. To offer a range of housing options and advice for people seeking accommodation in the Peterborough area and improve access to those Options.	7.05 Expand the Peterborough Homes CBL scheme to allow private landlords to advertise vacancies within the Customer Service Centre through this route.	Single homeless	Increase in number of single homeless finding housing solutions in the private sector.	2008 NOT ACHIEVED	Housing Options: Julie Rivett	Private Landlords
	7.06 Consider opportunities for vulnerable groups to access home ownership	Vulnerable SP groups	Options considered and suitable promotional materials distributed.	2010 NOT ACHIEVED	Housing Options:	
	7.07 Develop a landlord accreditation scheme	Private rented sector tenants	Landlord accreditation scheme implemented	2010 COMPLETE	Private Sector Housing	Housing Options: Matthew Hogan
	7.08 Research and develop new housing options	All service users	Housing options developed	Continuous ONGOING	Sean Evans	Private Sector Landlords
	7.09 Ensure the needs of homeless people are considered in relevant strategies	All service users	Housing representation at key steering group meetings	Continuous ONGOING	Sean Evans Sarah Hebblethwaite	Private Sector Housing
	7.10 Promote the involvement of homeless people and voluntary and community sector organisations in the work of Peterborough Housing Forum (PHF)	All service users	Facilitate 4 forum meetings per year	2008 NOT ACHIEVED	Peterborough Housing Forum	Housing Options: Charmaine Horsfield
	7.11 Facilitate at least four Homelessness Strategy steering group meetings per year	All service users	4 Steering Group meetings per year facilitated.	2008 ONGOING	Sarah Hebblethwaite	Steering Group Members
	7.12 Undertake work on particular areas of interest to PHF members through the development of working groups	All service users	Working groups established	2009 NOT ACHIEVED	Peterborough Housing Forum	Housing Options: Charmaine Horsfield

Objective	Key Action	Target Group	Measurable outcome	Timescales	Lead organisation and/or named person	Partners
7. To offer a range of housing options and advice for people seeking accommodation in the Peterborough area and improve access to those Options.	7.13 Implement the CBL2 package to improve access to the Peterborough Homes Choice Based Lettings scheme.	All service users	CBL2 implemented	2008 NOT ACHIEVED	Housing Options: Carole Wheatley	
	7.14 Introduce an automated telephony system within Housing Options	All service users	System implemented	2010 NOT ACHIEVED	Housing Options: Carole Wheatley	
	7.15 Develop the Housing Options pages of the Council website to include comprehensive information on all housing advice and homelessness services and enable all available information leaflets to be downloaded in easy to read formats.	All service users	Website updated	2008 ONGOING	Carole Wheatley	Serco
	7.16 Ensure that up-to-date information is provided to all non-priority need and intentionally homeless households on the availability of housing including the social rented and private sectors and how to access accommodation together with information on any financial help to which they may be entitled to assist with meeting their housing costs	All service users	Information pack developed and distributed.	2009 ONGOING	Sean Evans	
	7.17 Integration with digital television services enabling the properties let through the Choice Based Lettings scheme to be advertised on digital television services	All service users	Advertisements implemented.	2009 NOT ACHIEVED	Housing Options: Carole Wheatley	

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>Date: 16<sup>th</sup> January 2013</b>	<b>Public Report</b>

## Report of the Housing Needs Manager

Contact Officer – Sean Evans  
Contact Details – 01733 864083

### Peterborough Homes Allocations Policy

#### 1. PURPOSE

- 1.1 The purpose of this report is to present to the committee the updated Common Housing Allocations Policy following a period of public consultation.

#### 2. RECOMMENDATIONS

- 2.1 The committee is asked to review the final draft of the policy along with the summary of responses to the consultation, which concluded on the 30 December 2012 and if in agreement give authorisation to present to Cabinet for onward presentation to Full Council for adoption.

#### 3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Providing affordable, warm, safe and secure housing is the cornerstone of a strong society, and the Common Housing Allocations Policy is one of the vehicles available to the council and its social landlord partners to achieve this.

Whilst this work cuts across the entire Sustainable Community Strategy, it most closely aligns with the priority to achieve strong and supportive communities.

#### 4. BACKGROUND

- 4.1 Peterborough City Council currently operates the Peterborough common housing register in partnership with 10 Registered Social Landlords (RSLs) that have accommodation in Peterborough.
- 4.2 Currently Peterborough operates an open Housing Register, open to all who may wish to apply as long as they are 16 or over, except where:
- They do not have a right to reside in the UK, or
  - They have previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant
- 4.3 Having such an open register has meant that over the last few years we have seen a large increase in the number of live applications. As of the 23 December 2012 there were 9880 live applications, prioritised into 5 bands determined by the applicant's housing need and are broken down as follows:

416 Applicants in band 1 (highest priority)  
3351 Applicants in band 2  
1343 Applicants in band 3  
3455 Applicants in band 4  
1315 Applicants in band 5 (lowest priority)

- 4.4 Unfortunately such is the demand for general needs accommodation most of the applicants in bands 4 and 5 will never be successful for an allocation of accommodation. Between April 2011 and April 2012 we allocated 1258 properties through our choice based lettings scheme. During the same period we accepted 2678 new applications.
- 4.5 The Localism Act 2011 made an amendment to the Housing Act 1996, which gave local authorities the power to set their own qualifying criteria for people who are allowed to join the housing register. This allows councils to restrict entry to the housing register to those who are in the most housing need as well as allowing exclusions for other reasons based on local criteria.
- 4.6 The proposed amended allocations policy makes full use of these powers by setting the entry criteria to the housing register to those who are in the most urgent housing need. This includes:
- Homeless households
  - Those who are threatened with homelessness
  - Those living in insanitary or unsatisfactory housing conditions
  - Those who need to move for social/welfare reasons, or
  - Those for whom failure to assist in moving will cause particular hardship
- 4.7 In addition it is proposed that we will only accept applications from those who have a connection with Peterborough. A connection will be established:
- By having lived in the area for 6 of the last 12 months or 3 of the last 5 years
  - By having immediate family members who live in the area and have done for the last 5 years
  - For those who are working in the city
  - For those who need to move to the area for special reasons e.g. in order to receive specialist medical care
- 4.8 Also we propose to exclude applicants who own suitable accommodation or those who have sufficient financial resources from joining the housing register. However this will not apply to those who are over 55 and eligible for sheltered accommodation.
- 4.9 Those who have previously behaved in an unacceptable manner will continue to be excluded from applying. This will be more rigidly defined to the following categories:
- The Council (or in the case of transfers, the relevant Housing Association) is satisfied that the applicant or a member of their household has previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant, or
  - The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or
  - The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or
  - The applicant or a member of their household has any outstanding former tenant arrears
- 4.10 This will mean that a number of applicants who are not considered to be in housing need will be removed from the Housing Register.

#### 4.11 **Welfare Reform & the Bedroom Standards Policy**

Current benefit rules mean that tenants who are currently living in social housing are not subject to having their property assessed against the size criteria housing benefit use when assessing eligibility in the private sector. This means that applicants renting a property from a local authority or housing association and who rely wholly on benefits income will receive the housing benefit to cover their full rent irrespective of the size of the property they occupy.



Changes brought about by the reform of the Welfare Benefits system means that from April 2013 households in receipt of housing benefit who are living in social housing will be assessed to determine what size property they require based on the same criteria as if they were renting in the private sector: The criteria is as follows:

1 Bedroom for:            every adult/couple  
                                 any other adult aged 16 or over  
                                 any two children of the same sex  
                                 any two children regardless of sex under age 10  
                                 any other child

Any household assessed under these criteria who is deemed to be occupying a property larger than they require will have their housing benefit reduced by:

- 14% if they are under occupying by 1 bedroom, or
- 25% if they are under occupying by 2 or more bedrooms

The current allocations policy does not mirror this criteria and is more generous in terms of the number of bedrooms we allow applicants to apply for. Our current bedroom standards policy is as follows:

1 Bedroom for:            every adult/couple  
                                 any member of the household over 10 years of age  
                                 any two children of the same sex under the age of 10 (where there is less than 5 years difference between them)  
                                 any other child

We propose to bring the bedrooms standards policy in line with the criteria to be applied from April 2013 as failing to do so would put families at greater risk of being placed into poverty – a reduction of housing benefit would mean they would have to find the rent shortfall from other benefit income.

In addition this places an additional burden on our Housing Association partners as they are likely to see an increase in families in rent arrears as they are unable to meet the shortfall in benefit. This could ultimately lead to households being subject to eviction action and becoming homeless as a result.

#### 4.12 **Additional Preference**

Recent statutory guidance highlighted that local authorities have the power to frame their allocations policies to give additional preference to particular groups of people. The guidance recommends that Local authorities consider how they can use their allocation policies to support those households who want to work, as well as those who – while unable to engage in paid employment - are contributing to their community in other ways, for example, through voluntary work.

In addition local authorities can frame their allocations policy to give additional preference to serving and former members of the armed forces. With this in mind it is proposed that additional preference is awarded to applicants who:

- **Have strong local connections with Peterborough** - Additional preference will be given to applicants who can demonstrate a substantive and long-standing local connection through 5 years continuous settled residence in the city

- **Are working or are in training for work** - Peterborough's economic growth is a key priority for the authority. We want to encourage people, who can, to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore making a contribution to Peterborough's economy. Working households are defined as households where at least one adult member is in employment within Peterborough unitary authority boundary. For the purposes of this Allocations Scheme employment is described as having a permanent contract, working as a temporary member of staff or being self-employed. Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week. Peterborough City Council does however recognise the important role part-time workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in partner RSL's back to work schemes
- **Are making a community contribution** - People who play a part in making their neighbourhood strong, stable and healthy, those who help make it a good place to live, work and play are a valuable resource. They are the backbone of their community, and they need to be recognised for those efforts. Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them, undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously
- **Are members of the armed forces – This applies to:**
  - former members of the Armed Forces
  - serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
  - bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
  - serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

This includes people who have served in the Royal Navy, Royal Air Force and British Army, with the exception of those who have been dishonourably discharged.

Applicants who are awarded additional preference would receive priority over an applicant in the same priority band, who does not have additional preference, irrespective of the length of time they have been in the band.

## 5. KEY ISSUES

### 5.1 Public Consultation

Following agreement from cabinet we commenced a 12 week public consultation, which ran from the 6 October 2012 until the 30 December 2012. A consultation questionnaire was sent to all applicants who had a live application on the Common Housing Register; an electronic version of the questionnaire was sent by email to anyone who had previously received a copy of our weekly choice based lettings publication and it was made available to view on the Council's website where members of the public could complete the questionnaire online.

The consultation period has just concluded and we received 563 completed questionnaires and some additional comments, which have been captured in the summary of responses report.

## 5.2 Changes Following Consultation

### 5.2.1 Sufficient Resources

As part of the changes we intend to restrict entry to the register to those households who have sufficient financial resources to resolve their own housing situation by way of out right property purchase, being able to obtain a mortgage or by renting in the private sector. As part of the consultation we asked how much was a reasonable level of income and/or savings to set as the limit for entry to the register.

In the consultation questionnaire we set the limit on income to £60,000 as this was also the lower figure in the High Income Social Tenants Pay to Stay Consultation paper, which the department of communities and local government put out in June and the savings limit to £16,000 as this is the maximum amount of savings you are allowed to still be eligible to receive Housing Benefit.

Of those that had responded 267 felt the income limit of £60,000 was too high, 218 felt it was about right and only 40 felt it was too low. Many of the respondents suggested that an income limit of around £40,000 would be more appropriate. Therefore in the final draft of the proposed policy those with a household income in excess of £40,200 will be excluded from applying, except where they are aged over 55 years of age and would like to be considered for sheltered accommodation, but they will only be considered for accommodation of this type.

Most of the respondents felt that the savings limit of £16,000 was about right so this will be unchanged in the final draft.

### 5.2.2 Bedroom Standards Policy

We also propose to amend the current bedroom standards policy to mirror that used by the Department of Work and Pensions in assessing housing benefit entitlement for those renting in the private sector. The criteria is as follows:

1 Bedroom for:

- every adult/couple
- any other adult aged 16 or over
- any two children of the same sex
- any two children regardless of sex under age 10
- any other child

Changes as a result of the Welfare Reform Act 2011 due to be implemented in April 2013 mean that any household assessed under these criteria who is deemed to be occupying a social housing tenancy and is in receipt of housing benefit will have a reduction applied. The reductions are:

- 14% if they are under occupying by 1 bedroom, or
- 25% if they are under occupying by 2 or more bedrooms

By bringing the bedrooms standards policy in line with the criteria to be applied from April 2013 we are attempting to reduce the risk of more families being placed into poverty – a reduction of housing benefit would mean they would have to find the rent shortfall from other benefit income.

In addition this places an additional burden on our Housing Association partners as they are likely to see an increase in families in rent arrears as they are unable to meet the shortfall in benefit. This could ultimately lead to households being subject to eviction action and becoming homeless as a result.

As part of the consultation we asked whether the respondents agreed with these proposals. Of those that completed the questionnaires 392 agreed and 61 disagreed, 82 were not sure. While the majority agreed with the proposals many that disagreed made strong comments around the difficulties of children with learning and physical disabilities sharing bedrooms.

Therefore after consulting with the Housing Needs medical advisor we have proposed in the final draft of the policy to allow discretion to award an extra bedroom entitlement to those who require it because they have a member of the household who is disabled and to registered foster carers.

- 5.3 We would like the committee to agree the changes contained in the final draft of the amended policy in conjunction with the consultation summary document and approve the final draft to be taken for approval by Cabinet.

## **6. IMPLICATIONS**

- 6.1 The housing register will reduce in size and the entry criteria to the housing register will be more restrictive, however the proposed amendments will be applied Peterborough-wide so it is not anticipated that any particular groups will be disproportionately affected by the changes.

## **7. CONSULTATION**

- 7.1 We have just concluded a full 12-week public consultation on the proposed changes. A copy of the consultation questionnaire and a summary of responses are enclosed. The consultation questionnaire was sent to all applicants who had a live application on the Common Housing Register; an electronic version of the questionnaire was sent by email to anyone who had previously received a copy of our weekly choice based lettings publication and it was made available to view on the Council's website where members of the public could complete the questionnaire online.

## **8. NEXT STEPS**

- 8.1 Following approval by the committee the final proposed document will be presented to Cabinet and Full Council for approval and adoption.

## **9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 Communities and Local Government Allocation of Accommodation: guidance for local authorities in England June 2012

Part VI of the Housing Act 1996, as amended by the Homelessness Act 2002

The Localism Act 2011

## **10. APPENDICES**

- 10.1 Appendix 1: Final draft proposed Common Allocations Policy  
Appendix 2: Consultation Questionnaire  
Appendix 3: Summary of responses to consultation



The Common Housing Register Allocations Policy



**Growing the right way for  
a bigger, better Peterborough**

Informacioni që përmban ky dokument mund të përkthehet në gjuhën tuaj. Ju lutem na tregoni për gjuhën që ju kërkoni, detajet që të mund të ju kontaktojmë dhe dorëzoje këtë formë tek ndërtesa e kansullit të qytetit Peterborough (Peterborough City Council).

Gjuha:  
Emri:  
Adresa:  
Numri Telefonit:

ALBANIAN

我們可以把這份檔的內容翻譯成你的語言。請告訴我們你要求的語言，以及你的詳細聯繫地址，並把這張表格交到 Peterborough 市政廳大樓。

語言：  
姓名：  
地址：  
電話：

CHINESE

Informace v tomto dokumentu můžou být přeloženy do Vašeho jazyka. Láskavě uveďte jaký jazyk vyžadujete a kde se s Vámi je možné spojit a odevzdejte toto tlačivo v budově městské rady v Peterborough (City Council).

Jazyk:  
Jméno:  
Adresa:  
Tel. číslo:

CZECH

Le informazioni contenute in questo documento possono essere tradotte nella Sua lingua madre; ci comunichi in quale lingua desidera ricevere la traduzione insieme al suo nome e indirizzo e consegnhi questo modulo a uno degli uffici del Peterborough City Council.

lingua richiesta:  
nome:  
indirizzo:  
telefono:

ITALIAN

આ દસ્તાવેજમાં જે માહિતી સમાવેલ છે તેને તમે તમારી ભાષામાં ભાષાંતર કરી શકો છો, તમને કઈ ભાષા જોઈએ છે અને તમારા સંપર્કની વિગતો કૃપા કરી અમને અતાવો અને આ પત્રકને પીટર્સ બરો, સિટી કાઉન્સિલ બિલ્ડિંગમાં આપો.

ભાષા :  
નામ :  
સરનામું :  
ફોન :

GUJARATI

A informação constante deste documento pode ser traduzida para a sua língua. Queira fazer o favor de nos indicar a língua que requer e os pormenores para entrarmos em contacto consigo e, preenchido este impresso, entregue-o num edifício do Município da Cidade de Peterborough [Peterborough City Council].

Língua:  
Nome:  
Morada:  
Telefone:

PORTUGUESE

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਨੂੰ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿਚ ਅਨੁਵਾਦ ਕਰਿਆ ਜਾ ਸਕਦਾ ਹੈ, ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਅਤੇ ਸੰਪਰਕ ਵੇਰਵਿਆਂ ਬਾਰੇ ਦੱਸੋ ਅਤੇ ਇਸ ਫਾਰਮ ਨੂੰ ਪੀਟਰਬਰੋ ਸਿਟੀ ਕੌਂਸਲ ਦੀ ਬਿਲਡਿੰਗ 'ਚ ਦਿਓ।

ਭਾਸ਼ਾ:  
ਨਾਂ:  
ਪਤਾ:  
ਟੈਲੀਫੋਨ:

PUNJABI

اس دستاویز میں جو معلومات دی گئی ہیں ان کا آپ کی زبان میں بھی ترجمہ ہو سکتا ہے۔ برائے مہربانی ہمیں بتائیں کہ آپ کو کس زبان میں ترجمہ کی ضرورت ہے۔ آپ سے کس طرح رابطہ کیا جاسکتا ہے۔ اس بارے میں تفصیلات بھی بتائیں اور یہ فارم ذمہ داری پر پینڈیروٹی کونسل (Peterborough City Council) کی عمارت میں پہنچادیں۔

زبان:  
نام:  
پتہ:  
ٹیلیفون:

URDU

<b>CONTENTS</b>		<b>Page Number</b>
<b>1</b>	<b>Introduction</b>	
<b>2</b>	<b>Aims &amp; Objectives</b>	
<b>3</b>	<b>Scope</b>	
	3.1 Operation of the housing register	
	3.2 Legal Framework	
	3.3 Nominations Agreements	
	3.4 Allocations covered by the policy	
	3.5 Allocations not covered by the policy	
	3.6 Annual lettings plan	
<b>4</b>	<b>Statement of Choice</b>	
<b>5</b>	<b>Equality &amp; Diversity</b>	
	5.1 Help in applying to join the Housing Register	
<b>6</b>	<b>Data Protection &amp; The Freedom of Information</b>	
<b>7</b>	<b>Joining the Peterborough Homes Housing Register</b>	
	7.1 Applications from young people aged 16 or 17	
	7.2 Applications from councillors, board members, employees & their close relatives	
	7.3 Joint tenancies	
	7.3 Who cannot apply to join the Peterborough homes housing register?	
<b>8</b>	<b>Eligibility</b>	
	8.1 Persons subject to immigration control	
	8.2 Persons subject to immigration control who are eligible for an allocation of accommodation	
	8.3 Other persons from abroad who may be ineligible for an allocation	
<b>9</b>	<b>Qualifying persons</b>	
	9.1 Definition of unacceptable behaviour	
	9.2 Housing Injunctions	
	9.3 Rent Arrears	
	9.4 Homeowners and those with sufficient financial resources	
	9.5 Local Connection	
	9.6 Insanitary or overcrowded and unsatisfactory housing conditions	
	9.7 Medical and welfare grounds	
	9.8 Hardship grounds	
	9.9 Reasonable Preference exemptions	
<b>10</b>	<b>Information required to register</b>	
	10.1 Proofs of identification required	
	10.2 Other personal information required to register	
	10.3 Applicant's consent and declaration	
<b>11</b>	<b>How applications are processed</b>	
	11.1 Confirming application details	
	11.2 False statements and withholding information	

<b>12</b>	<b>How applications are assessed and prioritised</b>		
	12.1	Reasonable Preference	
	12.2	Applicants who are accepted as homeless	
	12.3	Disability, mobility and medical needs	
	12.4	Under Occupation & Overcrowding	
	12.5	Insanitary and unsatisfactory housing conditions	
	12.6	Need to move on welfare or hardship grounds	
<b>13</b>	<b>Additional Preference</b>		
	13.1	Definition of strong local connection	
	13.2	Working Households	
	13.3	Community contribution	
<b>14</b>	<b>Deferred Priority</b>		
<b>15</b>	<b>Other housing needs</b>		
	15.1	Retiring or redundant council or RSL service occupiers (tied accommodation)	
	15.2	Key Workers	
	15.3	Sustainable lettings policies	
	15.4	Local Lettings Policies	
	15.5	Adapted Properties	
	15.6	Indirect exchanges	
	15.7	Where there is no right of succession (following tenant's death)	
	15.8	National witness mobility scheme (NWMS)	
	15.9	Multi Agency Public Protection Arrangements (MAPPA)	
	15.10	Children leaving care	
<b>16</b>	<b>The annual lettings plan</b>		
<b>17</b>	<b>Sheltered housing</b>		
	17.1	Conventional/category 1 or 2 sheltered housing: who can register?	
	17.2	Extra care/very sheltered housing: who can register?	
<b>18</b>	<b>How choice works</b>		
	18.1	Banding date	
	18.2	The Choice Based Lettings process	
	18.3	Hard to let properties	
	18.4	Number of offers	
<b>19</b>	<b>Property size and type</b>		
<b>20</b>	<b>Notifications of refusing entry to the housing register and requests for review</b>		



## 1. Introduction

This Allocations Policy, which is an annex of the Peterborough Housing Strategy 2011-2015, explains how Peterborough City Council, working in partnership with a number of Registered Social Landlords (RSLs), allocates social housing through Peterborough Homes, a jointly operated Choice Based Lettings scheme. Choice Based Lettings aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties for which they are eligible. This system further aims to simplify allocations procedures and provide an open and transparent service to applicants.

The following Registered Social Landlords and Peterborough City Council form the Peterborough Homes partnership:

 <p>Cross Keys Homes Shrewsbury Avenue Woodston Peterborough PE2 7BZ</p> <p>Tel: 01733 385000 <a href="http://www.crosskeyshomes.co.uk/">http://www.crosskeyshomes.co.uk/</a></p>	 <p>Accent Nene Manor House 57 Lincoln Road Peterborough PE1 2RR</p> <p>Tel: 01733 294500 <a href="http://www.accentnene.org/">http://www.accentnene.org/</a></p>
 <p>Axiom Housing Association Axiom House Maskew Avenue Peterborough PE1 2SX</p> <p>Tel: 01733 347135 <a href="http://www.axiomha.org.uk">http://www.axiomha.org.uk</a></p>	 <p>Hyde Minster Jubilee House 92 Lincoln Road Peterborough PE1 2SN</p> <p>Tel: 01733 349800 <a href="http://www.hyde-housing.co.uk/">http://www.hyde-housing.co.uk/</a></p>
 <p>BPHA Pilgrims House Horne Lane Bedford MK40 1NY</p> <p>Tel: 01234 791000 <a href="http://www.bpha.org.uk/">http://www.bpha.org.uk/</a></p>	 <p>Home Housing Group 39 Broadway Peterborough PE1 1SQ</p> <p>Tel: 0845 1550376 <a href="http://www.homegroup.org.uk/">http://www.homegroup.org.uk/</a></p>
 <p>Circle Anglia Circle Anglia House 1-3 Highbury Station Road London N1 1SE</p> <p>Tel: 020 7288 4000</p>	 <p>ECHG Riverside House 49 Western Boulevard Leicester LE2 7HN</p> <p><a href="http://www.echg.org.uk/">http://www.echg.org.uk/</a></p>

<http://www.circleanglia.org>



Muir Group  
Stable Court  
Ferrars Road  
Huntingdon  
PE18 6DH

Tel: 01480 453234

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



Longhurst Group  
Leverett House  
Gilbert Drive  
Endeavour Park  
Boston  
PE21 7TQ

Tel: 0845 30 90 700

<http://www.longhurst-group.org.uk/>

The Peterborough Homes register is the single register for access to all rented social housing in Peterborough.

With the current level of demand for social housing exceeding supply, the register exists to enable all households who are in need of re-housing to be included on one list, so maximising their opportunities for re-housing. The scheme seeks to offer choice, while giving reasonable preference to those in the greatest housing need.

By joining the register, those in housing need can be considered for vacancies, which occur in properties owned and managed by any of the Landlords who form the Peterborough Homes Partnership. The aim is to make the task of applying for social housing as simple as possible, requiring only one form to be completed for all social housing opportunities.

Some allocations are not covered by this policy. This is explained later in this document.

Housing is in short supply in Peterborough and waiting times are very long. We use this policy to allocate homes to those in greatest need.

Peterborough City Council and the Peterborough Homes Landlords are committed to equal opportunities and to making sure that everyone is treated fairly.

## **2. Aims & Objectives**

The aims of this Allocation Policy and of having choice-based lettings is to help people with housing need choose where they would like to live and to prevent people from becoming homeless.

The objectives of this policy are:

- i. to provide a single route of access to social housing in Peterborough by using a common housing register and a common allocation policy
- ii. to allocate social housing fairly and transparently, according to the applicant's assessed priority
- iii. meet the Council's statutory duties with regards to homeless households

- iv. prevent where possible the use of bed and breakfast accommodation for homeless families
- v. minimise the cost of homelessness to the Council and to Council tax payers
- vi. maximise choice for applicants as far as possible, whilst acknowledging that housing is in short supply
- vii. make effective use of the social housing stock in Peterborough
- viii. maximise opportunities for mobility amongst tenants
- ix. help build and sustain cohesive communities
- x. contribute to the speedy allocation of properties
- xi. recognise and support individual needs where appropriate
- xii. enable partner RSLs to meet their charitable objectives
- xiii. encourage and support sustainable communities
- xiv. encourage and support social and financial inclusion
- xv. ensure applicants are treated fairly, individually and in accordance with the partners commitment to Equality and Diversity
- xvi. provide timely feedback about homes let through the scheme

### **3. Scope**

#### **3.1 Operation of the housing register**

This Choice Based Lettings scheme has been designed to provide consistency across the Peterborough Local Authority area. The scheme aims to take account of both the geographical and demographic make up of the area as well as the diversity of Peterborough's population.

The common housing register will be operated and maintained by Peterborough City Council on behalf of the Council and its RSL Partners.

#### **3.2 Legal framework**

This allocation policy has been written to meet the duties of Part VI of the Housing Act 1996, as amended by the Homelessness Act 2002.

Part VI of the Housing Act 1996 covers:

- i. allocating local authority properties to new tenants
- ii. transfers that are requested by local authority and registered social landlord tenants
- iii. allocating local authority properties to current tenants of Registered Social Landlords (RSLs)
- iv. nominations that the Council makes to Registered Social Landlords (RSLs)

The Housing Act 1996, as amended by the Homelessness Act 2002, also sets out the housing circumstances of those applicants that must be given reasonable preference within an allocation scheme.

Section 167(2) Housing Act 1996 states that the scheme should be framed so as to secure that reasonable preference is given to:

- i. people who are homeless (within the meaning of part 7 of the 1996 Act); this includes people who are intentionally homeless, and those who are not in priority need;
- ii. people who are owed a duty by any housing 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 housing authority under section 192(3);
- iii. people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- iv. people who need to move on medical or welfare grounds, including grounds relating to a disability; and
- v. people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others).

### **3.3 Nominations agreements**

Peterborough City Council has existing nominations agreements with the partner housing associations for current housing stock in the city. Nominations agreements for future housing developments will be included in the Section 106 agreement. The detail contained in these agreements is not affected or changed by this common allocations policy.

### **3.4 Allocations covered by the policy**

This policy sets out the arrangements for allocating social housing in Peterborough by the Council and its RSL partners.

This allocations policy applies to:

- i. new applicants
- ii. existing partner Registered Social Landlord (RSL) tenants who want to transfer from one tenancy to another with their current landlord
- iii. existing partner Registered Social Landlord (RSL) tenants who want to transfer from one tenancy with their current landlord to another tenancy with a different partner Registered Social Landlord

The RSL partners reserve the right to facilitate tenant transfers internally. Where this right is exercised void properties will be allocated in line with the individual RSL's policy and the number of properties made available for transfer will be in accordance with the terms of existing nominations agreements.

### **3.5 Allocations not covered by the policy**

The following are examples of lettings not covered by this policy:

- i. offers of assured tenancies of their current homes to starter tenants
- ii. transfers of tenancies made by court orders
- iii. assignment of and succession to tenancies
- iv. mutual exchange of tenancies by assignment
- v. temporary tenancies offered to homeless families whilst applications under the homeless legislation are investigated
- vi. temporary moves (known as decants) to enable the landlord to carry out repairs and improvements

### **3.6 Annual lettings plan**

An Annual Lettings Plan will be produced in consultation with the members of the Peterborough Homes Partnership, covering:

- i. the percentage of void properties to be allocated between priority Bands as determined by the Council's statutory duties and the charitable or other regulatory requirements of the partner organisations;
- ii. the level of nominations to be offered to social services and any other organisations;
- iii. the operation of the Homes scheme or any subsequent replacement scheme;
- iv. the nominations to be made to key workers;
- v. the number of voids to be made available for those in designated, short term move on accommodation
- vi. and any other operational issues.

The Annual Lettings plan is bound by the contents of the Nominations Agreement. It cannot change the provisions in that agreement.

The plan will be re-produced annually and reviewed and amended as and when necessary to ensure that the aims and objectives of the Common Housing Register are met. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the Peterborough Homes Choice Based Lettings board, which is made up of the council's Operations Director, Head of Neighbourhoods, Housing Strategic Manager, Housing Needs Manager and the Operations Directors of the RSL partners.

## **4. Statement of Choice**

Peterborough City Council and the partner Registered Social Landlords (RSLs) involved in the Peterborough Homes partnership are committed to offering the greatest choice possible in the allocation of social housing within the city. However, the ability to offer applicants choice has to be balanced against a legal requirement for an allocation scheme that ensures that those in greatest housing need are given priority for social housing.

This is achieved by advertising all social rented housing vacancies within the Peterborough and inviting applicants to state which property they would prefer to live

in, by registering a 'bid' for the property (see section 18.2 of this document for further information).

Applicants can only bid for a property that is suitable for their household need. Housing will only be allocated to applicants who bid for a specific property. Therefore if an applicant does not bid for a property, they will not be considered for its allocation. The successful applicant will normally be the applicant with the greatest housing need (as defined in section 18.1 of this document) that has waited the longest. There is very high demand for affordable housing in Peterborough, and this demand cannot be fully met from the current social/affordable housing stock. Consequently our expectation is that only those applicants in greatest housing need, will be successful in securing accommodation.

## **5. Equality & Diversity**

Peterborough City Council and the partner Registered Social Landlords (RSLs) are committed to promoting equal opportunities for those requesting or receiving housing services. We aim to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation.

To view Peterborough City Council's Equality and Diversity Policy please visit the city councils website at [www.peterborough.gov.uk](http://www.peterborough.gov.uk) or contact Peterborough City Council on 01733 747474.

### **5.1 Help in applying to take part in the Peterborough homes Choice Based Lettings scheme**

Staff from Peterborough City Council, Peterborough Homes Partner Landlords, statutory organisations and voluntary bodies are able to provide help to applicants when joining and taking part in the Peterborough Homes Choice Based Lettings scheme.

In particular, help will be provided to anyone who may have difficulty participating in the Peterborough Homes Choice Based Lettings scheme. For example, due to physical disability, learning disability, illness, age, those for whom English is not a first language, or any other reason that might make it harder for someone to participate within the scheme.

Statutory and voluntary bodies that may be able to help applicants take part in the scheme include:

Peterborough Streets Day Centre  
The Salvation Army - Peterborough  
Citizens Advice Bureau  
Connexions – Peterborough  
Cambridgeshire & Peterborough Community Mental Health Team  
Peterborough MIND

National Probation Service  
Peterborough Women's Aid  
Peterborough City Council Leaving Care Team  
The New Haven Hostel  
Fairview Court  
Axiom Young Parents Project  
Timestop YMCA  
The YMCA Bretton  
Aspire Drug Services  
Peterborough Drug Intervention Programme  
Drinksense Alcohol Services  
HMP Peterborough Resettlement Teams  
Youth Offending Team  
The One Service / St Giles Trust

## **6. Data Protection & The Freedom of Information**

Any personal information we hold about applicants will be made available to applicants to view on request. We will use the information provided by the applicant at a registration interview to enable us to assess & prioritise applications correctly. We may also use the information for issues of child protection, public protection and for preventing and detecting fraud and other criminal offences. This includes information we hold as paper and electronic records. If you would like to access your file, please contact Peterborough City Council's Housing Needs team on 01733 864064.

## **7. Joining the Peterborough Homes Housing Register**

Peterborough City Council maintains a single housing register, called the Peterborough Homes Housing Register. This means applicants only have to fill in one housing application form to be considered for housing by all the Peterborough Homes Landlords.

We will accept an application from applicants who are aged 16 or over, except those defined in section 7.3 below.

### **7.1 Young people aged 16 or 17**

Anyone can apply to join the Peterborough Homes Register once they reach 16 years of age, however they are not legally entitled to hold a legal estate in land and cannot be offered a tenancy until they reach 18 years of age.

Where someone aged 16 or 17 wishes to apply to join the Peterborough Housing Register, they will be required to provide details of a suitable trustee/guarantor who will be expected take a certain amount of responsibility for their conduct if successful in being offered a property.

Applications will therefore be accepted from those aged 16 or 17 if one or more of the following apply:



- i. Accepted as statutorily homeless and in priority need under the Housing Act 1996, as amended by the Homelessness Act 2002
- ii. Over the age of 16 where Social Services authorities under section 27 of the Children's Act 1989 have made a referral for assistance
- iii. They are able to provide details of a suitable trustee/guarantor (the guarantor will be required to countersign a tenancy agreement)

Single applicants under 18 years of age who do not meet one or more of the above will be deferred until their 18<sup>th</sup> birthday.

## **7.2 Applications from councillors, board members, employees & their close relatives**

Councillors, board members and employees of Peterborough Council and the partner Registered Social Landlords and their close relatives, can apply to join the Peterborough Homes Housing Register. However, applicants must make their position or relationship within the Council or with the partner Landlord known at the point of verification. If it is discovered later that such a relationship exists and we have not been notified, it may affect their tenancy.

The applicant's/relative's employer will be notified at the point of offer to verify eligibility for offer. We will neither give an advantage to nor disadvantage an applicant falling into this category.

## **7.3 Joint tenancies**

The Council and its RSL partners encourage joint tenancies by people who are:

- a) Married or Civil Partners
- b) Co-habiting as a couple

Both the parties to a joint tenancy must individually qualify to be placed on the housing register. Joint tenancies will not normally be offered to parents and children in order to prevent future under-occupation.

## **7.4 Who cannot apply to join the Peterborough homes housing register?**

Peterborough City Council will not consider applications for social/affordable housing where:

- i. An applicant is not eligible for an allocation of accommodation, or (as detailed in sections 8)
- ii. If he or she is not considered to be a qualifying person for an allocation of accommodation (as detailed in section 9).

## **8. Eligibility**



An applicant will not be eligible for an allocation of accommodation if he or she is a person from abroad who is ineligible for an allocation under s.160ZA of the Housing Act 1996. There are two categories for the purposes of s.160ZA:

- i. *A person subject to immigration control* - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State (s.160ZA(2)), and
- ii. *A person from abroad other than a person subject to immigration control* - the Secretary of State may make regulations to provide for other descriptions of persons from abroad who, although they are not subject to immigration control, are to be treated as ineligible for an allocation of accommodation (s.160ZA(4))

### **8.1 Persons subject to immigration control**

The term 'person subject to immigration control' is defined in s.13(2) of the Asylum and Immigration Act 1996 as a person who under the Immigration Act 1971 requires leave to enter or remain in the United Kingdom (whether or not such leave has been given).

Only the following categories of persons do not require leave to enter or remain in the UK:

- i. British citizens
- ii. Certain Commonwealth citizens with a right of abode in the UK
- iii. Citizens of an EEA country ('EEA nationals'), and their family members, who have a right to reside in the UK that derives from EU law.
- iv. Persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK, and some military personnel.

Any person who does not fall within one of the four categories in the paragraph above will be a person subject to immigration control and will be ineligible for an allocation of accommodation unless they fall within a class of persons prescribed by regulation 3 of the Eligibility Regulations.

### **8.2 Persons subject to immigration control who are eligible for an allocation of accommodation**

Regulation 3 of the Eligibility Regulations provides that the following classes of persons subject to immigration control are eligible for an allocation of accommodation:

- i. *A person granted refugee status*: persons granted refugee status are granted 5 years' limited leave to remain in the UK.

- ii. *A person granted exceptional leave to enter or remain in the UK without condition that they and any dependants should make no recourse to public funds:* this status is granted for a limited period where there are compelling humanitarian and/or compassionate circumstances for allowing them to stay. However, if leave was granted on condition that the applicant and any dependants should not be a charge on public funds, the applicant will not be eligible for an allocation of accommodation. Exceptional leave to remain (which is granted at the Secretary of State's discretion outside the Immigration Rules) now takes the form of 'discretionary leave'.
- iii. *A person with current leave to enter or remain in the UK with no condition or limitation, and who is habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland (the Common Travel Area):* such a person will have indefinite leave to enter (ILE) or remain (ILR) and will be regarded as having settled status. However, where ILE or ILR status was granted as a result of an undertaking that a sponsor would be responsible for the applicant's maintenance and accommodation, the person must have been resident in the Common Travel Area for five years since the date of entry - or the date of the sponsorship undertaking whichever is later - for the applicant to be eligible. Where all sponsors have died within the first five years, the applicant will be eligible for an allocation of accommodation.
- iv. *A person who has humanitarian protection granted under the Immigration Rules:* humanitarian protection is a form of leave granted to persons who do not qualify for refugee status but who would face a real risk of suffering serious harm if returned to their state of origin.

### **8.3 Other persons from abroad who may be ineligible for an allocation**

By virtue of regulation 4 of the Eligibility Regulations, a person who is not subject to immigration control and who falls within one of the following descriptions is to be treated as a person from abroad who is ineligible for an allocation of accommodation:

- i. A person who is not habitually resident in the Common Travel Area (subject to certain exceptions)
- ii. A person whose only right to reside in the UK is derived from his status as a jobseeker (or his status as the family member of a jobseeker). For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6(1)(a) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) ('the EEA Regulations')
- iii. A person whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under regulation 13 of the EEA Regulations

- iv. A person whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned in (ii) or (iii) above and which is derived from EU Treaty rights.

## 9. Qualifying persons

The Localism Act 2011 introduced significant amendments to Part VI of the Housing Act 1996. Most notably, housing authorities were given power to determine locally what persons qualify for an allocation of social housing.

Social and affordable housing is in significant demand and many of the applicants who apply for housing will never be successful in being offered a property, as they do not have an urgent housing need. Peterborough City Council recognises that it is important to manage residents expectations and ensure that resources are best utilised assisting those in the most urgent need.

We will not consider an applicant to be a 'qualified person' and therefore will not accept an application to join the housing register where:

- i. The Council (or in the case of transfers, the relevant Housing Association) is satisfied that the applicant or a member of their household has previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant (see section 9.5 for further information) or
- ii. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others (see section 9.6 for further information) or
- iii. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent (see section 9.7 for further information) or
- iv. The applicant or a member of their household has any outstanding former tenant arrears (see section 9.7 for further information) or
- v. The applicant or a member of their household own a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector (exemptions apply see section 9.8) or
- vi. The applicant does not have a local connection with Peterborough. (exemptions apply see section 9.9)
- vii. The applicant does not fall into at least one of the reasonable preference categories as set out in s.166A(3) of the Housing Act 1996 (exemptions apply see section 9.1):
  - a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*

- b) people who are owed a duty by any housing 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 housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions (see section 9.2 for further information)
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability (see section 9.3 for further information) and
- e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship to themselves or others. (see section 9.4 for further information)

Applicants will not be given reasonable preference under paragraph a) or b) above if they would only qualify for reasonable preference by taking into account a 'restricted person' within the meaning of Part 7 s.166A(4) of the Housing Act 1996. A restricted person is a person subject to immigration control who is not eligible for homelessness assistance because he or she does not have leave to enter or remain in the UK or has leave which is subject to a 'no recourse to public funds' condition (s.184(7) of the 1996 Act). (Exemptions apply see section 9.1)

### **9.1 Reasonable Preference exemptions**

Applicants who are current assured tenants of a housing association in the Peterborough Homes Partnership will also be accepted onto the Housing Register where:

- i. They are currently under occupying their property, or
- ii. They are residing in sheltered accommodation and wish to move to alternative sheltered accommodation, or
- iii. They have been identified as needing to move on management grounds

Prior to acceptance onto the housing register, current housing association tenants will have to obtain a letter from their landlord granting them permission to transfer.

Generally, tenants of RSL partners who wish to transfer will not be allowed to move until their landlord has carried out an inspection of their property and is satisfied that:

- i. the applicant(s) have held a tenancy for at least twelve months, and
- ii. there are no rent arrears, and
- iii. the property is in good condition, and
- iv. there are no breaches of tenancy conditions.

Applicants aged 55 or over who do not fall within one of the reasonable preference categories and would be suitable for sheltered accommodation will be accepted onto the housing register, but they will only be considered for accommodation of this type.

Peterborough City Council also works in partnership with a number of short-term temporary accommodation providers in the City. This accommodation is generally

managed by RSL's and charities and provides supported accommodation to those who would otherwise be homeless.

Applicants are generally able stay for between 8 weeks and 2 years. These schemes are:

The YMCA Cresset  
Eastlands  
Fairview Court  
The New Haven  
Peterborough Foyer  
The YMCA Timestop

Peterborough City Council recognises the valuable work these schemes undertake to prevent homelessness amongst needy and non-priority groups and will continue to support their efforts by accepting applications from their residents, except where the applicant is guilty of previous unacceptable behaviour as defined in section 9.5 or does not satisfy the local connection criteria as defined in section 9.9.

## **9.2 Insanitary or overcrowded and unsatisfactory housing conditions**

The Secretary of State takes the view that the bedroom standard is an appropriate measure of overcrowding for allocation purposes, and recommends that all housing authorities should adopt a similar approach. Therefore Peterborough City Council considers that when determining overcrowding in a property there should be a separate bedroom available to each:

- i. married or cohabiting couple
- ii. any other person in the household aged 16 years or more
- iii. pair of adolescents aged 10-16 years of the same sex
- iv. pair of children aged under 10 years regardless of sex
- v. an additional bedroom will considered essential when a disabled member of the household person, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

The council will also accept applications from applicants who are lodging with family or friends and have to share a bedroom with another friend/family member where it would not be reasonable to do so as defined above.

Examples of insanitary and unsatisfactory housing conditions may include:

- i. Lacking bathroom or kitchen
- ii. Lacking inside WC
- iii. Lacking cold or hot water supplies, electricity, gas, or adequate heating
- iv. Property in disrepair

Peterborough City council will confirm all reports of insanitary and unsatisfactory housing conditions prior to acceptance onto the housing register. The council's Private

Sector Housing Enforcement team will visit the property and explore the use of enforcement action under the Housing Act 2004.

### **9.3 Medical and welfare grounds**

The medical and welfare reasonable preference category includes people who need to move because of their disability or access needs.

In the case of applicants with access needs, which are not met by their existing accommodation, we will consider, together with the applicant, whether their needs would be better served by staying put in their current accommodation, if appropriate aids and adaptations were put in place.

Applicants who feel they need to be housed on medical grounds will be required to complete a separate medical assessment form giving details of their health problems, how their current accommodation affects their condition and how re-housing will help.

The Council will consider advice before determining the level of priority that will be given. The advice will be sought either from an internal suitably qualified or experienced officer such as an occupational therapist or from the Council's medical adviser.

Applicants should note that whilst advice will be sought, the Council would make the final decision. In some cases the Council may feel that in the circumstances it is not appropriate or reasonable to accept the advice. If this is the case the applicant will be notified reasons will be given.

'Welfare grounds' would encompass a wide range of needs, including, but not limited to, the need to:

- i. Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life
- ii. Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community
- iii. Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.

Peterborough City Council will work closely with social services, to ensure that those whom social services identify as having housing needs (as part of a community care assessment, for example) are given appropriate priority for suitable housing which meets those needs.

### **9.4 Hardship grounds**

This would include, for example, a person who needs to move to Peterborough in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity.

### **9.5 Definition of unacceptable behaviour**

Applications will be considered on a case-by-case basis, taking into account all available evidence. Unacceptable behaviour is behaviour which is considered serious enough that if the applicant or a member of their household were a council tenant there would be sufficient evidence for the council to obtain at least a suspended possession order. Such behaviour may include:

- i. failing to pay the rent
- ii. breaking the terms of a tenancy agreement
- iii. causing nuisance to neighbours or anti social behaviour
- iv. being convicted of using the home for immoral or illegal purposes
- v. being convicted of an arrestable offence committed in, or in the vicinity of the home
- vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect
- vii. making a false statement to obtain a tenancy

### **9.6 Housing Injunctions**

Local Authorities, housing trusts or other housing organisations or companies who are landlords can apply for an injunction against a person or a member of their household to stop them behaving in a way which causes nuisance or annoyance to other people living in or visiting the rented property or the area itself. These are known as "injunctions against anti-social behaviour".

Anti-social behaviour can include noise, harassment, drug dealing, racial threats, violence or using property for immoral or illegal purposes.

### **9.7 Rent Arrears**

Applicants who have current tenant arrears in excess of 8 weeks rent or any former outstanding former tenant arrears will not be accepted onto the Peterborough Housing Register. Applicants can request a review of a decision where they can first demonstrate that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least thirteen (13) weeks.

Requests for review of decisions concerning rent arrears will be considered by a panel of at least three representatives from Peterborough City Council and the partner registered social landlords.

### **9.8 Homeowners and those with sufficient financial resources**

Applications will not be accepted from applicants who currently own a property, which it would be reasonable for them to occupy or where it is determined that they have sufficient resources by way of savings or capital to secure a suitable home by way of outright purchase, mortgage or rent privately.

In determining reasonableness medical, disability, community care and other relevant needs will be taken into account.

An income assessment will be undertaken for each application. Those households with an gross income in excess of £40,200 per annum or savings in excess of £16,000 will be considered to have sufficient income to secure alternative accommodation either by way of mortgage for either regular home ownership or shared ownership, by securing a property through an intermediate rent scheme or by renting accommodation privately.

### **Exemption**

- i. Applicants aged 55 or over who own a property and would be suitable for sheltered accommodation will be accepted onto the housing register, but they will only be considered for accommodation of this type.

### **9.9 Local Connection**

Applications will not be accepted from applicants who do not have a local connection with Peterborough. The Local Authority agreement sets out that an applicant will be accepted as having a local connection with Peterborough if:

- i. The applicant or a member of their household has lived in the unitary authority of Peterborough for 6 months out of the last 12 months, or 3 out of the last 5 years, unless they came to the area to attend an educational establishment.
- ii. The applicant or a member of their household works in the district full or part time in permanent employment
- iii. The applicant or a member of their household has immediate family (parents, children, brothers, sisters and other family members if there is a particularly close relationship) who have lived in the district for at least the past 5 years, or
- iv. There is a need for the applicant or a member of their household to be housed in the district because of special circumstances (special circumstances might include the need to be near special medical or support services which are available only in Peterborough).

Note - Residence in an area is not of a person's own choice if it is the consequence of being detained in prison, being placed in the probation services approved premises, while subject to license conditions or being detained in hospital under the Mental Health Act.

### **Exemptions:**



- i. Applicants aged 55 or over who do not have a local connection with Peterborough, but would be suitable for sheltered accommodation will be accepted onto the housing register, but they will only be considered for accommodation of this type.
- ii. Applicants who have been serving in the armed forces in the Peterborough local authority boundary area will be considered as being employed in the area in the same way as a civilian.
- iii. Applicants who are leaving armed forces accommodation outside of the Peterborough local authority boundary area will be deemed to have a local connection with Peterborough if their principal home prior to them moving into forces accommodation was within the area.
- iv. Children for whom the Council is acting as corporate parent and who are placed outside the area will be deemed to have a local connection with Peterborough.
- v. Former asylum seekers who are leaving accommodation provided by National Asylum Support Services (NASS) will be considered to have a local connection with Peterborough if their last placement was in the city.

## 10. Information required to register

Applicants wishing to join the Peterborough Housing Register will need to complete an application form for housing. Application forms can be downloaded from:

[www.peterborough-homes.com](http://www.peterborough-homes.com), or  
[www.peterborough.gov.uk/housing/housing\\_needs](http://www.peterborough.gov.uk/housing/housing_needs)

Or to obtain a paper copy of the form contact/visit:

- The Customer Service Centre, Bayard Place, Broadway, Peterborough
- Telephone Housing Needs on 01733 864064
- In the offices of our Housing Association Partners

In all circumstances Peterborough City Council will require proof of identity, national insurance number, proof of eligibility and proof of an applicant's current address **before** it will accept an application onto the housing register. In the case of joint applicants proof will be required for both applicants.

### 10.1 Proofs of identification required

The table below shows the identification required to register.

Applicants must provide either:

- i. TWO items from Group A for each applicant; or
- ii. One item from Group A and TWO from Group B

<b>GROUP A</b>	<b>GROUP B</b>
Passport National Identity Card Drivers Licence Birth Certificate	Marriage Certificate NHS Medical Card (Doctors Registration Letter) Bank Card Other Photo Identification

These must be original documents photocopies will not be accepted.

## 10.2 Other personal information required to register

1. Proof of National Insurance Number	Examples include: National insurance card, recent pay slips, tax credits award letter, child benefit award letter and other correspondence from the DWP or HMRC.
2. Two proofs of the applicants current address	Examples include: Bank Statements, Utility Bill, Medical Card (GP registration letter), tenancy agreement and driver's licence.
3. Identity proofs for dependant children to be housed with the applicant(s)	We will need to see birth certificates and proof of child benefit or tax credits for all dependant children who are to be housed with the applicant(s)
If you are not a British Citizen, but from another EU member state we need to confirm you have a right to reside and are eligible for an allocation of accommodation	
4. Proof of employment, or	Examples include: payslips for your last 2 months employment
5. Proof of self employment, or	Self-employed persons should be able to confirm that they are a self-employed person by providing documents relating to their business such as: a) invoices, b) tax accounts, c) utility bills, and d) current client list
6. Proof of benefits, or	Examples include: DWP award letter
Applicants who have been granted refugee status or have leave to enter or remain in the UK, will need to provide confirmation of their status in the UK	
7. Proof of leave to remain in the UK	Examples include: Original Home Office papers or entry visa endorsements

In cases where an applicant from outside of the UK are unable to provide proof of their status in the UK the council shall make enquiries with the Home Office's UK Border Agency (UKBA) to confirm their status. The Council will not accept an application until it is satisfied that the applicant(s) is eligible for an allocation of accommodation.

The Council will not register the application if it is not satisfied that the applicant has given sufficient proof of identity and address. In exceptional circumstances a senior manager may agree to accept alternative proofs of identification and/or address.

### **10.3 Applicant's consent and declaration**

Applicants will be required to sign a declaration that:

- i. the information they have provided is true and accurate and that they will notify the Council of any change in circumstances immediately it occurs;
- ii. they will be asked to declare any incidents of anti social behaviour that they (or people living with or visiting them) have been involved in either as a victim or perpetrator
- iii. they consent to the Council verifying the information that they have provided. This may include checking with:
  - a credit reference agency to verify address, household and income details
  - checking with their previous and/or current landlords to establish whether tenancy conditions have been adhered to
  - checking with the Council's Community Safety team to verify any incidents of anti social behaviour

If the above is not provided the applicant will not be registered because insufficient information will have been given.

## **11 How applications are processed**

All applicants wishing to join the housing register will be required to attend an interview with Housing Needs. Applicants will need to attend the interview with their completed application form and the documents relevant to their circumstances listed in sections 11.1 – 11.3.

Once the officer who conducts the interview is satisfied that the applicant has provided sufficient documentation in order to be registered they will update the Housing Register database and carry out an assessment based on the information available at that time.

In most cases further checks will be required in order to confirm eligibility to join the housing register or the applicants priority. The officer will make every effort to obtain this information at the Housing Register interview, however where this is not possible the applicant may be required to provide further information.

We will contact the applicant within five (5) working days of the application interview to advise if we require any further information.

Once we have received all of the information we require to process an application we will contact the applicant within ten (10) working days of their application to confirm

whether their application has been accepted onto the housing register and the priority their application has been awarded.

Applicants who attend their housing register interview with insufficient documents to enable the interviewing officer to confirm their identity or eligibility may have their application refused and an interview arranged for an alternative time when the applicant is able to provide further required documentation.

### **11.1 Confirming application details**

It is the applicant's responsibility to provide all of the information the council requires to make a correct assessment of need. Failure to provide information will result in delays in processing of an application or outright refusal.

All housing applications will be checked prior to being accepted onto the housing register. We may contact current and former landlords to confirm applicant's conduct in their tenancy. Any delays in providing this information will result in delays in the processing of an application. We may also check applicant's details with a credit-referencing agency.

In cases where we have requested further information from an applicant if, after a 28-day period, they have not provided the information required, their housing application will be cancelled and any new approach will be dealt with as a new application.

Any applicant who gives false and/or misleading information on their application form and during its processing may have their application cancelled and be considered as guilty of unacceptable behaviour (as defined in section 9.5) or have their application deferred for a period of 12 months (as defined in section 3.3). The council may also take legal action against the applicant.

Applicants are required to state on the application form whether they or a member of their household has current and/or past rent arrears from any council, housing association or private tenancy. Failure to notify us of this information may result in their application being cancelled and legal action being taken.

Applicants will be required, where possible, to provide evidence of why they have rent arrears or rechargeable repairs. Applicants will need to provide evidence of payments made or arranged payment plans to reduce any arrears.

The Council or RSL may visit applicants in order to verify medical or other information. Applicants may not be registered until this has taken place and any queries arising resolved. Visits may take place at any stage whilst an applicant is on the housing register.

If an applicant is successful in making a bid for accommodation we will seek to verify that their circumstances are still the same as those described on the application form prior to making an offer of accommodation. If it is found that the applicant's circumstances have changed to the extent that they are now incorrectly banded in a

higher band than their circumstances dictate and the council have not been informed of the change, we will not make you an offer of accommodation. The application will be re-banded and we may take action under section 11.2 (False statements and withholding information).

## **11.2 False statements and withholding information**

Section 171 of the Housing Act 1996 as amended by the Homelessness Act 2002 states:

A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part,

- i. he knowingly or recklessly makes a statement which is false in material particular, or
- ii. he knowingly withholds information which the authority have reasonably required him to give in connection with the exercise of those functions.

The Peterborough Homes Housing Register is the local housing authority's mechanism for discharging its functions under Part VI of the Act. Consequently where section 171 applies, Peterborough City Council will bring a prosecution.

Where an applicant is found guilty of giving false information they will also be excluded from the Peterborough Homes Housing Register for a period of 12 months, and where false information has resulted in the applicant obtaining accommodation, Peterborough City Council or the relevant partner Registered Social Landlord (RSL) may bring possession proceedings for recovery of the property.

## **12. How applications are assessed and prioritised**

Applicants who have been accepted onto the Peterborough Homes Housing Register will have their individual housing needs assessed and will be placed into the most appropriate application category as defined in Appendix 1. The application category will determine, which of the 5 priority bands they will be placed into. In order to correctly assess applications applicants will be required to attend an interview and a home visit may be carried out. Home visits will be carried out ad hoc and applicants may not be warned in advance.

Tenants of partner RSL's wishing to transfer to alternative accommodation will be assessed in the same way.

### **12.1 Reasonable Preference**

In accordance with s.166A(3) of the Housing Act 1996 applicants who are assessed as falling into at least one of the reasonable preference categories will be given priority for housing. These categories are:

- a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*
- b) people who are owed a duty by any housing 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 housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and
- e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

## **12.2 Applicants who are accepted as homeless**

Applicants who, following an assessment, have been determined as homeless, eligible for assistance, in priority need and unintentionally homeless will be prioritised in band 1 except where it has been determined that the applicant does not have a local connection with Peterborough.

While an applicant is placed into band 1 as they have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and has a local connection with Peterborough the council will pursue all available options in order to discharge their duty under S.193(2) of the Housing Act 1996. This may be an offer of suitable accommodation secured by:

- i. the applicant bidding under the Choice Based Lettings Scheme, or by
- ii. the Council bidding on behalf of the applicant, or by
- iii. the council making a direct offer of a tenancy through the Council's nomination rights; or by
- iv. the Council offering a suitable property with a private landlord.

## **12.3 Disability, mobility and medical needs**

In the case of applicants with access needs, which are not met by their existing accommodation, we will consider, together with the applicant, whether their needs would be better served by staying put in their current accommodation, if appropriate aids and adaptations were put in place.

Applicants who feel they need to be rehoused on medical grounds will be required to complete a separate medical assessment form giving details of their health problems, how their current accommodation affects their condition and how re-housing will help.

The Council will consider advice before determining the level of priority that will be given. The advice will be sought either from an internal suitably qualified or

experienced officer such as an occupational therapist or from the Council's medical adviser.

The priority awarded will be categorised as, overriding (band 1), high (band 2), medium (band 3) or low (band 4).

Applicants should note that whilst advice will be sought, the Council will make the final decision. In some cases the Council may feel that in the circumstances it is not appropriate or reasonable to accept the advice. If this is the case the applicant will be notified in writing and reasons will be given.

#### **12.4 Under Occupation & Overcrowding**

The Secretary of State takes the view that the bedroom standard is an appropriate measure of under occupation and overcrowding for allocation purposes, and recommends that all housing authorities should adopt a similar approach.

Therefore Peterborough City Council considers that when determining under occupation or overcrowding in a property there should be a separate bedroom available to each:

- i. married or cohabiting couple
- ii. any other person in the household aged 16 years or more
- iii. pair of adolescents aged 10-16 years of the same sex
- iv. pair of children aged under 10 years regardless of sex
- v. an additional bedroom will be considered essential when a disabled member of the household person, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

Tenants of partner RSL's who are applying to move as they are under occupying their current home will be given priority to move. All applicants who are assured tenants of a partner RSL and are resident in Peterborough will be given band 1 priority. The recent Welfare Benefits Reform will mean that from April 2013 there is likely to be a large number of RSL tenants who are considered to be under occupying and will receive band 1 priority. For existing applicants this priority will be backdated to when they became under occupied or when they applied to join the register, whichever is later. For new applicants or change of circumstances this priority will be awarded from the application date or notification of change.

Peterborough City Council is keen to assist those who will be most affected by Welfare Reform and in particular those who receive a reduction in their benefit because they are considered to be under occupying. In order to ensure that the allocations scheme is not dominated by applicants wishing to transfer because they are under occupying their home, their accumulated time spent in band 1 will only apply to one offer of accommodation. Therefore, if an applicant who is considered to be under occupying is made an offer of accommodation and refuses that offer their priority will be reassessed. Their application will remain in band 1; however the date of banding will be reset to the date we are notified of the refusal.

This may change subject to changes in demand. In this case all affected applicants will be notified in advance.

Where an applicant is deemed to have worsened their situation by inviting additional persons to reside with them their priority may be deferred as detailed in section 13.4

## **12.5 Insanitary and unsatisfactory housing conditions**

Examples of insanitary and unsatisfactory housing conditions may include:

- v. Lacking bathroom or kitchen
- vi. Lacking inside WC
- vii. Lacking cold or hot water supplies, electricity, gas, or adequate heating
- viii. Property in disrepair

Peterborough City council will confirm all reports of insanitary and unsatisfactory housing conditions with the council's Housing Enforcement team. Where necessary they will visit the property and conduct an inspection under the Housing Health and Safety Rating System (HHSRS) and determine whether there are identifiable hazards.

Priority will be awarded where it is identified there are category 1 hazards however the council will seek to remedy the hazards by way of enforcement notices and where necessary by carrying out works in default. Where the hazards are remedied priority will be withdrawn. (This could result in the applicant being removed from the housing register if they are no longer considered to be a qualifying person)

## **12.6 Need to move on welfare or hardship grounds**

Priority will be given to those who are assessed as needing to move on welfare or hardship grounds.

Welfare and hardship grounds would encompass a wide range of needs, including, but not limited to, the need to:

- iv. Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life
- v. Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community
- vi. Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.
- vii. To access specialised medical treatment, or
- viii. To take up a particular employment, education or training opportunity.



Peterborough City Council will work closely with social services, to ensure that those whom social services identify as having housing needs (as part of a community care assessment, for example) are given appropriate priority for suitable housing which meets those needs.

The Housing Assessment Panel will consider cases where it has been identified that an applicant may need to move because of welfare or hardship grounds. If agreed applicants will be placed into band 2.

### **13 Additional Preference**

Section 166A(3) of the Housing Act 1996 gives housing authorities the power to frame their allocation scheme so as to give additional preference to particular applicants on the housing register.

Additional preference will be awarded where applicants can demonstrate:

- i. a strong local connection with Peterborough, or
- ii. a commitment to and contribute towards the economic growth of the Peterborough City Council district as working households, or
- iii. that they make a significant impact by their contribution to their local community, or
- iv. that they are a former member of the armed forces (where the application is made within 5 years of discharge)

Applicants who are awarded additional preference would receive priority over an applicant in the same priority band, who does not have additional preference, irrespective of the length of time they have been in the band.

#### **13.1 Definition of strong local connection**

Additional preference will be given to applicants who can demonstrate a substantive and long-standing local connection through 5 years continuous settled residence in the city.

Applicants will be required to provide documentary evidence of continued residence in the city although the council may be able to confirm this through council tax records or the electoral register. It is for the applicant to prove continued residence, where the council is not completely satisfied additional preference will not be awarded.

#### **13.2 Working Households**

Peterborough's economic growth is a key priority for the authority.

We want to encourage people, who can, to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore making a contribution to Peterborough's economy.

Working households are defined as households where at least one adult member is in employment within Peterborough unitary authority boundary. For the purposes of this Allocations Scheme employment is described as having a permanent contract, working as a temporary member of staff or being self-employed.

Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week. Peterborough City Council does however recognise the important role part-time workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in partner RSL's back to work schemes. In cases where special circumstances present themselves additional priority may be awarded at the discretion of the RSL panel.

Verification will be sought at point of application as well as at the point of offer under the same terms. Applicants must provide pay slips, P60, bank statements or a verifying letter from their employer or accountant in order to be eligible for additional preference.

### **13.3 Community contribution**

People who play a part in making their neighbourhood strong, stable and healthy, those who help make it a good place to live, work and play are valuable people. They are the backbone of their community, and they need to be recognised for those efforts.

Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously.

### **13.4 Serving and former member of the armed forces**

Additional priority will be awarded to the following classes of armed forces personnel:

- i. former members of the Armed Forces (within 5 years of discharge)
- ii. serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- iii. bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
- iv. serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

This includes people who have served in the Royal Navy, Royal Air Force and British Army, with the exception of those who have been dishonourably discharged.

## **14 Deferred priority**

In some cases we may determine that an applicant has knowingly worsened their own housing circumstances without good cause.

Examples of such actions include:

- abandoning a previous tenancy
- moved to alternative accommodation, which is worse than their previous accommodation without good reason
- sold a property or gave notice on a tenancy and failed to make alternative accommodation arrangements first

Where we are satisfied that an applicant has worsened their own housing circumstances and the outcome of this action would mean that the applicants would receive higher priority on the housing register, we will place their housing application in the lower priority band, which best reflects their housing needs from their previous accommodation for a period of 12 months.

If this assessment would mean that their application would not be accepted onto the housing register, as they are not considered to be a qualified person as defined in section 9 their application will be deferred for a period of 12 months.

## **15 Other housing needs**

### **15.1 Retiring or redundant council or RSL service occupiers (tied accommodation)**

A service occupier is someone occupying tied accommodation as a condition of their employment with the Council or with a partner RSL (who is a member of the Common Housing Register) for the better performance of their duties.

When a service occupier retires, is made redundant, leaves after a reasonable period of service (other than as a result of disciplinary investigations or proceedings), or is no longer required to occupy the accommodation for the better performance of his/her duties, he/she will be made one suitable offer provided they meet the eligibility criteria for registration onto the register, do not own a property elsewhere which is, or could be, available for their occupation, and it is not reasonable for them to purchase a home. Where the property is required quickly to enable the new post-holder to carry out the essential requirements of their job description, additional priority may be awarded and an offer made as soon as possible.

Service occupiers who are dismissed for misconduct, who resign as a result of disciplinary investigations or proceedings, who fail to satisfactorily complete probationary periods or who resign within a year of appointment will not receive any additional priority as a result of having to leave a service tenancy.

Former service occupiers will not normally be re-housed in schemes or establishments in which they were employed, or in the locality of such schemes.

In all cases of re-housing from tied accommodation, the applicant must be eligible to apply and considered to be a qualified person as detailed in section 9.

Only one suitable offer will be made. Note will be taken of the applicant's choice of area and property type, but it may not be possible to meet these. The property will be required urgently for the post-holder. If the offer is refused, possession proceedings will be commenced and the applicant will not be given preference on the Council's housing register. If the applicant re-applies to go on the register, no further offers will be made whilst the applicant remains living at this address. Note will, however, be taken of individual and any changed circumstances.

Applicants will need to be aware that the Housing Corporation normally prohibits the housing of former employees unless this is a contractual right. In these cases, it will be necessary to nominate to a different RSL and this could, depending upon demand for that RSL's housing, result in a longer waiting time.

### **15.2 Key Workers**

The Council is working with a number of partners to deliver affordable housing for key workers. The arrangements for the nomination will be contained in a separate Key Worker Policy document, which the Council will negotiate with its partners, and will be subject to separate consultation. Priorities under these schemes will be defined in the individual schemes that are produced.

### **15.3 Sustainable lettings policies**

In rural areas, there may be some sites where planning permission and/or funding was given subject to a condition that the development should be for local people. In such areas, priority will be given to local people.

This policy contains provision to maximise choice and this is seen as a key step in achieving cohesive communities (See *"Offering Communities Real Choice – Lettings and Community Cohesion"* from the Chartered Institute of Housing).

### **15.4 Local Lettings Policies**

Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of s.166A(3).

This is the statutory basis for so-called 'local lettings policies'. Local lettings policies may be used to achieve a wide variety of housing management and policy objectives.

Before adopting a local lettings policy, the council and its RSL partner will consult with those who are likely to be affected by the implementation of the policy e.g. tenants and residents. Local lettings policies will be published once implemented and will be

reviewed annually. Policies will be revised or revoked where they are no longer appropriate or necessary.

### **15.5 Adapted Properties**

In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicant will be bypassed in order to make best use of the adaptations. E.g. where a property has been fitted with stairlift, priority will be given to applicants who have been assessed by the council as requiring this facility.

Households who apply to join the housing register and are currently residing in a property, which has been adapted to meet the needs of a disabled member of the household who no longer resides with them, will be given priority to move. Applicants will be placed into Band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. This will release the property for allocation to a household who needs the facilities.

### **15.6 Indirect exchanges**

Mutual exchanges by assignment are not governed by this policy. An indirect exchange occurs when one tenant is offered a vacant property, which will then enable a chain of exchanges to take place and to free up a much-needed property. Such indirect exchanges will be allowed only at the discretion of the Housing Needs Manager where they best make use of all properties involved and where it is reasonable to do so, taking into account supply and demand issues.

### **15.7 Where there is no right of succession (following tenant's death)**

In cases where there is no statutory or contractual right of succession, requests are often received from those remaining in the property to be granted the tenancy. The designated officer may agree to such requests after taking into account how long the applicant has lived in the property as their sole or principal home, the size and type of the property, particularly any under-occupation, whether there are special facilities or adaptations which would be unused, whether the applicant benefits from any local support networks and any other relevant issues. However, in all cases, the applicant will be required to meet the criteria for entry to the housing register.

### **15.8 National witness mobility scheme (NWMS)**

The Council and its partner RSLs support the national witness mobility scheme and may consider at its discretion referrals made to house witnesses. On receipt of a referral the Council will take into account the level of risk the applicant is facing and the demand and supply issues at the time in Peterborough.

It will be necessary for the applicants to meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

In order to protect the identity of witness on acceptance of the referral the council will liaise with one of the RSL partners to identify a suitable property and an offer of accommodation will be made directly and outside of the Choice Based Lettings scheme.

### **15.9 Multi Agency Public Protection Arrangements (MAPPA)**

All local authorities have a duty to co operate with MAPPA. Peterborough City Council appreciates the importance of accommodation in the resettlement of offenders and hence in the assessment and management of risk.

Where an applicant is subject to Multi Agency Public Protection Arrangements (MAPPA), Peterborough City Council will liaise with the MAPPA panel to ensure an appropriate housing solution is sought to meet the needs of the applicant and the community as a whole.

On acceptance of the referral the council will liaise with one of the RSL partners to identify a suitable property and an offer of accommodation will be made directly and outside of the Choice Based Lettings scheme. Only one offer will be made and it will be necessary for the applicants to meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

### **15.10 Children leaving care**

In cases where the Council has been the corporate parent, former looked after children will be offered a tenancy when they leave care and where possible will not be required to make a homeless declaration and enter temporary accommodation.

Peterborough City Council will liaise with the leaving care team to identify applicants prior to a child in care reaching 18 years of age. Applicants will be placed into Band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. Appropriate care packages must be in place before an offer can be made.

If the applicant is successful for an allocation prior to their 18<sup>th</sup> birthday Peterborough City Councils leaving care team will act as trustee/guarantor to the tenancy until the applicant reaches 18.

Only one offer will be made and it will be necessary for the applicants to meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

## **16 The annual lettings plan**

An Annual Lettings Plan is produced in consultation with the members of the Peterborough Homes Partnership, covering:

- the level of nominations to be offered to social services and any other organisations;
- the nominations to be made to key workers;
- the number of voids to be made available for those in designated, short term move on accommodation
- and any other operational issues.

The Annual Lettings plan is bound by the contents of the Nominations Agreement. It cannot change the provisions in that agreement.

The plan will be re-produced annually and reviewed and amended as and when necessary to ensure that the aims and objectives of the Common Housing Register are met. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the members of the Peterborough Homes partnership.

A number of nominations under the annual lettings plan will be given to Adult Social Care and Children's Social Services. Applicants must meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

Any nomination request must be made to the Housing Needs Manager and must be authorised by the Head of the Division (for example, Head of Adult Social Care, or Head of Children's Services or their equivalent).

Where a nomination is accepted the applicant will be placed into band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. Appropriate care packages must be in place before an offer can be made.

## **17 Sheltered housing**

### **17.1 Sheltered housing: who can register?**

Applicants will need to be eligible to register on the Council's housing register as specified in section 9.

In addition, applications for sheltered housing will be considered where:

- The main applicant is at least 55/60 years of age, and
- has an assessed need for housing related support (scheme manager services), or
- would benefit from the social activities available, or
- a different level of support need e.g. life skills support for people with mild learning disabilities.

Younger persons may be accepted for sheltered housing where individual need is demonstrated. In these circumstances the minimum age of consideration will be 50.

Applicants aged 50 plus will be considered for sheltered housing where:

- The main applicant in a couple is 55 plus and partner is younger, or
- there is assessed risk, vulnerability or disability and living in sheltered accommodation will improve quality of life
- a different level of support need e.g. life skills support for people with mild learning disabilities is required.

There is no maximum age limit for applicants to our sheltered housing schemes. Though applicants must be able to live independently in their home with the support or care where this is provided.

### **17.2 Extra care/very sheltered housing: who can register?**

In addition to meeting the criteria above for standard sheltered housing applicants for extra care/very sheltered housing will need to demonstrate that they require assistance with daily and/or personal care and support tasks but that they will be able to care for themselves and live independently with the support of community care services such as home care and meals on wheels. The needs of carers and their ability to cope and provide the support required are taken into account.

A joint housing and community care assessment will be carried out by a panel of professionals dealing with the case, (for example, housing, health, social care) who will recommend allocation on the basis of individual need. The Banding system will not be used. Priority will be given to those applicants at greatest risk as a result of living in unsuitable accommodation where adequate support cannot reasonably be provided, who are requiring discharge from hospital or who would otherwise have to go into residential or nursing care. Priority will be given to applicants with a local connection.

## **18. How choice works**

### **18.1 The Choice Based Lettings process**

**Step 1.** As the councils RSL partners become aware that a property is due to become available for letting, they will notify the council by way of a nomination request.

**Step 2.** Peterborough City Council will advertise the property as available to let to those applicants who have been accepted onto the Peterborough Housing Register. Adverts will generally run from 9 am on Tuesday through to 12 midnight on the following Sunday (The Bidding Period). Properties are advertised in our partner RSL's offices; local libraries; the customer service centre at Bayard Place; the Peterborough Homes website [www.peterborough-homes.com](http://www.peterborough-homes.com) and in the offices of other agencies that we work closely with. The bidding period may be extended where there is a public holiday e.g. Christmas and Easter.



**Step 3.** During the bidding period applicants are invited to express interest (bid) in up to 3 properties per week, which they would like to be considered for. Applicants can bid by:

- Logging on to the Peterborough Homes website at [www.peterborough-homes.com](http://www.peterborough-homes.com) and following the on screen instructions, or
- Telephoning Housing Needs on 01733 864064, or
- E-mailing housing Needs on [housing.needs@peterborough.gov.uk](mailto:housing.needs@peterborough.gov.uk), or
- Sending a text message to **07920 160435**. Text must be in the following format: Texts should start with the edition/advert reference number followed by a #. Then the application number followed by a #. Then the property details. For example, 0448#10912# woodland way, or
- In person to the Customer Service Centre at Bayard Place and using the kiosks provided.

Bids must be received before the closing date and time of the edition. Bids received after this time will not be considered.

**Step 4.** On the weekday immediately after the bidding period closing, the Council will collate all of the bids against each individual property.

Please note: Bids for properties for which the applicant is not eligible will be disregarded. If an applicant bids for more than the allowed 3 properties in one week their first 3 bids will be considered and the rest disregarded.

**Step 5.** The Council will generate a shortlist of the remaining eligible applicants and they will be prioritised in order of their assessed housing need. As described in section 18.2.

Please note: In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicants will be bypassed in order to make best use of the adaptations. E.g. where a property has been fitted with stair lift, priority will be given to applicants who have been assessed by the council as requiring this facility.

**Step 6.** The 3 highest priority applicants who have bid and are eligible to be considered for the property will be contacted, normally on the Monday afternoon or Tuesday morning, and invited to view the property. Viewings will normally take place later in the same week.

Please note: Applicants will not be advised of their position on the shortlist prior to the viewing.

**Step 7.** The partner RSL who manages the property will conduct accompanied viewings. After the accompanied viewing has taken place the RSL representative will contact the applicant who is placed number 1 on the shortlist and make them the offer.

If applicant number 1 refuses the property, the RSL representative will repeat the process with the applicant number 2 and if necessary with applicant number 3 respectively.

**Step 8.** The RSL representative will inform the council, which applicant the property has been offered to and the council will confirm that the applicant is still eligible to be offered the property.

**Step 9.** Where the council is satisfied that the applicant remains eligible to be offered the property they will confirm this with the RSL representative who will make contact with the successful applicant to make arrangements to sign up.

There will be occasions where all 3 applicants who shortlist do not accept or are no longer eligible to be offered the property. In this case the council will provide the RSL with the next 3 placed applicants on the original shortlist and the process will be repeated from Step 6. This process will be repeated until all eligible applicants on the original shortlist have been exhausted. On the very rare occasions that this happens the RSL will be given the choice to re advertise the available property and repeat the above process for Step 2 or to treat the property as hard to let.

## 18.2 Banding date

Applications are prioritised for allocation in the following way.

Applications who are assessed in Band 1 with additional preference will be considered first. Where there are 2 applicants in the same band priority will be given to the applicant who has been in the band the longest. If there are not 3 successful applicants in band 1 applicants will be considered from band 2.

For example the table below shows a dummy shortlist of applicants who have bid for a 2 bedroom house.

	Band	Additional Preference	Banding Date
Applicant 1	Band 2	Yes	13/05/2009
Applicant 2	Band 1	Yes	12/03/2012
Applicant 3	Band 3	Yes	04/01/2012
Applicant 4	Band 1	No	15/01/2011
Applicant 5	Band 2	No	12/09/2011
Applicant 6	Band 1	Yes	12/01/2012

Assuming all applicants were eligible to bid for a 2 bedroom house the applicants would be prioritised as below.

	Band	Additional Preference	Banding Date	Position for shortlist purposes
--	------	-----------------------	--------------	---------------------------------

Applicant 6	Band 1	Yes	12/01/2012	1
Applicant 2	Band 1	Yes	12/03/2012	2
Applicant 4	Band 1	No	15/01/2011	3
Applicant 1	Band 2	Yes	13/05/2009	4
Applicant 5	Band 2	No	12/09/2011	5
Applicant 3	Band 3	Yes	04/01/2012	6

### **18.3 Hard to let properties**

Where a property has been advertised through choice based letting and an applicant has not been found, the RSL who manages the property may wish for the property to be considered as 'Hard To Let'.

Where this is the case, the council will advertise the available property in the reception area of Bayard Place as well the partner RSL's offices as available to the 1<sup>st</sup> applicant who wishes to be considered. Applicants must be eligible to apply to join the housing register as defined in section 7 and have a household, which meets the eligibility for the size of the property as defined in appendix 2.

If the property has still not been let after 7 days the bedrooms standards policy may be relaxed to allow under occupation by a maximum of 1 bedroom, however the applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

### **18.4 Number of offers**

While Peterborough City Council and its RSL partners are committed to offering applicants accepted onto the housing register as much choice as possible. Entry to the Housing Register is generally restricted to those in the most urgent Housing Need and refusals of offers should be few and far between.

Applicants, who fail to attend viewings and those who refuse properties without good cause, can become a burden on the administration of the scheme and could be denying other applicants the opportunity to be shortlisted for properties. Therefore applicants who refuse three offers of accommodation or who fail to attend three viewings without good reason will have their application suspended for a period of 12 months.

As part of an ongoing review of the housing register those applicants who do not bid for any properties within a 12 month period will be deemed as no longer in housing need and will have their application cancelled.

## **19 Property size and type**

As detailed earlier in this document social/affordable housing is in significant demand and only applicants in the most urgent housing need will be successful in being allocated a property.

Recent changes in the Welfare Benefits system as a result of the recent reform have reduced the amount of Housing Benefit working age claimants receive if they under-occupy a property. Peterborough City Council is committed to preventing homelessness and sees no merit in exposing applicants to the possibility of failure because a tenancy is not affordable.

With this in mind under occupation will not be supported and the bedrooms standards policy will mirror the eligibility applied when assessing Local Housing Allowance (LHA).

LHA is calculated on the number of rooms the applicant's household needs not the number of rooms in the property or the amount of rent charged.

The number of bedrooms needed is based on the number, age and gender of people who form their household. The bedroom requirement is calculated as follows:

- one bedroom for the claimant and partner (over 16 - including same sex couples)
- one bedroom for any other person aged 16 or over
- one bedroom for any two children of the same sex aged under 16
- one bedroom for any two children regardless of sex who are less than ten years old
- one bedroom for any other child

We will also allocate an extra bedroom when a disabled member of the household, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

There may be some occasions where a household requires an extra bedroom as some of the members of the household, who would normally be expected to share, are unable to. For example where a child is unable to share with a sibling because of diagnosed learning or behavioural difficulties or where a disabled member of the household has specialist supplies or equipment, which need to be accommodated.

We will also allocate an additional bedroom to households who have been approved by the council as foster carers in order to ensure that they have suitable accommodation available for a young persons placement with the household.

We may also allow under occupation by a maximum of 1 bedroom, where a property is considered to be 'hard to let' as defined by section 14.2, however the applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

Certain properties may be designated for occupation by particular groups, or designated as not appropriate for certain applicants, either temporarily or on a longer term basis, including flats designated for occupation by elderly or disabled persons; temporary accommodation for homeless families; to address the particular management needs of an area; or to ensure that the Council facilitates the development of diverse and sustainable communities.

Bungalows are in short supply. Preference will normally usually given to applicants with mobility, disability or other special support needs.

From time to time, it may be necessary for the Council to restrict the offers of accommodation it makes to families, in order to meet the child density rules required by the Housing Corporation, or to meet the management needs of an area in order to build sustainable and balanced communities.

## **20. Notifications of refusing entry to the housing register and requests for review**

Any person who is refused admission to or are removed from the register will be notified in writing. The letter will confirm the grounds for the decision. The letter will be posted to their home or mailing address and will also be made available for collection at The Customer Service Centre, Peterborough City Council, Broadway, Peterborough for a period of 14 days.

Where an applicant wishes to request a review of a decision to refuse entry to the housing register on the grounds that they are not eligible to make an application or they are not considered to be a 'qualified person' they must submit their request within 21 days of notification of the decision in writing to:

The Review Officer  
Housing Needs  
Peterborough City Council  
4<sup>th</sup> Floor Bayard Place  
Broadway  
Peterborough  
PE1 1HZ

Where an applicant wishes to request a review of a decision to refuse entry to the housing register because they have former or current tenant rent arrears they should detail their continued commitment to clearing the outstanding debt and provide evidence that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least thirteen (13) consecutive weeks.

Where an applicant wishes to request a review of a decision to refuse entry to the housing register because of previous unacceptable behaviour they should provide evidence that they have changed their behaviours and are committed to being a good tenant, such evidence may include:

- i. references from landlords whom they have rented property from more recently, and/or
- ii. character references from supporting agencies, who will continue to support you if accepted onto the housing register

Requests for review of decisions will be considered by a panel of at least three representatives from Peterborough City Council and the partner registered social

landlords. Applicants may be required to attend the panel to give personal representations where the panel feels it is necessary.

#### Appendix 1 – The banding scheme

BAND 1	
AC AHL	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough. (Until the council is satisfied its duty has come to an end)
UND2	Applicant(s) who are currently under occupying a property with 2 or 4 or more bedrooms, which is rented from one of the Peterborough Homes partner RSLs.
2OVER	Applicant(s) who are currently overcrowded by 2 or more bedrooms.
OVERM	Applicant(s) who have been assessed as having an overriding medical priority for a move.
SHELM	Applicant(s) who are a current RSL partner tenant(s), living in sheltered accommodation and have been assessed as needing to move from 1 <sup>st</sup> to ground floor because of medical need. (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SPNP	Applicant(s) have been assessed as having composite housing needs, which have been determined by the housing assessment panel or RSL panel as requiring an urgent move.
PROBN	Applicant(s) whose property has been assessed by the council's private sector housing team and a prohibition/closing order has been served due to poor disrepair.
HARAM	The Council is satisfied that the applicant (or a member of their household) has medical priority and is: <ul style="list-style-type: none"> <li>• a victim of harassment, or</li> <li>• violence, or</li> <li>• abuse, or</li> <li>• is at significant risk of harm</li> </ul>
DISRM	The council is satisfied that the applicant (or a member of their household) has medical priority and whose property has been assessed by the council's private sector housing team who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
CARE	Children leaving the care of Peterborough City Council
BAND2	
UND3	Applicant(s) who are currently under occupying a property with 3 bedrooms, which is rented from one of the Peterborough Homes partner

	RSLs.
1OVER	Applicant(s) who are currently overcrowded by 1 bedroom.
HIGHM	Applicant(s) who have been assessed as having a high medical priority for a move.
SHEL	Sheltered tenants of partner RSLs who wish to move to alternative sheltered accommodation (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SHOV	Applicants who are residing in accommodation where they share facilities with other residents and have to share a bedroom with a friend/family member where it would not be reasonable to do so.
NONP	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, but are not considered in priority need and those who have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough, but have refused an offer of suitable accommodation resulting in the Council discharging its homelessness duty.
INTE	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, have a local connection with Peterborough, but have been found to have become homeless intentionally.
SOCW	<p>Applicants who need to move on welfare or hardship grounds, which would encompass a wide range of needs, including, but not limited to, the need to:</p> <ul style="list-style-type: none"> <li>• Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life</li> <li>• Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community</li> <li>• Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.</li> <li>• To access specialised medical treatment, or</li> <li>• To take up a particular employment, education or training opportunity.</li> </ul>
DISR	The council is satisfied that the applicants property has been assessed by the council's private sector housing team, who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
HARA	The Council is satisfied that the applicant (or a member of their household) is:

	<ul style="list-style-type: none"> <li>• a victim of harassment, or</li> <li>• violence, or</li> <li>• abuse, or</li> <li>• is at significant risk of harm</li> </ul>
<b>BAND 3</b>	
ACAHNL	Applicants who, following an assessment, have been determined as homeless, eligible for assistance, in priority need and unintentionally homeless, but do not have local connection with Peterborough, or applicants who are owed a duty by another housing 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 housing authority under s.192(3), but do not have local connection with Peterborough.
MEDM	Applicant(s) who have been assessed as having a medium medical priority for a move.
<b>BAND 4</b>	
LOWM	Applicant(s) who have been assessed as having a low medical priority for a move.
ADEQ	Applicant(s) who are currently residing in a property, which is of the right bedroom size and has all the required facilities. (This priority will only apply where the applicant bids for sheltered accommodation)
<b>BAND 5</b>	
AWAY	Applicants who do not have a local connection with Peterborough unless they need to move to a particular locality on social and welfare grounds. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
CARO	Applicants with sufficient resources to purchase a property (outright or by way of a mortgage) or who can afford to rent privately. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
OWN	<p>Owner occupiers who:</p> <ul style="list-style-type: none"> <li>• are adequately housed, or have sufficient resources to finance the purchase of a suitable property (outright or by way of a mortgage), or</li> <li>• have sufficient resources to rent privately and in the circumstances it would be reasonable for them to do so, or</li> <li>• own or rent a property elsewhere which it would be reasonable for them to occupy.</li> </ul> <p>(This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>



Draft

## Appendix 2 – Bedroom Standards Example

Please note: This table shows examples of household compositions and the property types they will be considered for. Other household types that do not appear within this table will be advised what size and type of property they qualify to bid for.	<ul style="list-style-type: none"> <li>• 'Household' includes single adult or couple.</li> <li>• 'Couple' includes same sex couples.</li> <li>• Preference for bungalows will be given to households where the council has assessed the applicant or a member of their household requires accommodation of that type.</li> <li>• Sheltered accommodation will be offered to households over 55 with a need for a level of support.</li> </ul>													
	Single Person Bedsit	1 Bedroom Flat	2 Bedroom Flat	3 Bedroom Flat	1 Bedroom Bungalow	2 Bedroom Bungalow	3 Bedroom Bungalow	4 Bedroom Bungalow	1 Bedroom House / Maisonette	2 Bedroom House / Maisonette	3 Bedroom House / Maisonette	4 Bedroom House / Maisonette	5 Bedroom House / Maisonette	6 Bedroom House / Maisonette
Single Applicant	X	X			X				X					
Couple Without Children		X			X				X					
Household with 1 Child			X			X				X				
Household with 2 Children (2 Boys aged 15 & 8)			X			X				X				
Household with 2 Children (1 Boy aged 8 & 1 Girl aged 4)			X			X				X				
Household with 2 Children (2 Boys aged 17 & 6)				X			X				X			
Household with 2 Children (1 Boy aged 15 & 1 Girl aged 14)				X			X				X			
Household with 3 Children (2 Boys aged 15 & 8 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 6 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 12 and 1 Girl aged 6)								X				X		
Household with 4 Children (2 Boys aged 15 & 12 and 2 Girls aged 6 & 4)								X			X			
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 6 & 4)								X				X		
Household with 4 Children (3 Boys aged 17, 15 & 12 and 1 Girl aged 6)								X				X		
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 16 & 6)													X	
Household with 4 Children (3 Boys aged 17, 16 & 12 and 1 Girl aged 6)													X	
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 14 & 6)								X				X		
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 16 & 6)													X	
Household with 5 Children (3 Boys aged 17, 16 & 12 and 2 Girls aged 16 & 6)														X
Household with 6 Children (3 Boys aged 15, 13 & 8 and 3 Girls aged 14, 9 & 6)								X				X		
Household with 6 Children (3 Boys aged 17, 13 & 8 and 3 Girls aged 14, 9 & 6)													X	
Household with 6 Children (3 Boys aged 17, 16 & 8 and 3 Girls aged 16, 9 & 6)														X
Household with 7 Children (4 Boys aged 17, 16, 9 & 8 and 3 Girls aged 16, 9 & 6)														X
Household with 7 Children (4 Boys aged 9, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)													X	
Household with 7 Children (4 Boys aged 17, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)														X
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 15, 12, 9 & 6)													X	
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 16, 12, 9 & 6)														X
Household with 9 or more children														X

Draft

This page is intentionally left blank

# Consultation questionnaire for the review of the Peterborough Homes Allocations Policy

You can also complete this survey online at  
<http://www.peterborough.gov.uk/housingregisterconsultation>

## Overview

Peterborough City Council is required by law to have a housing allocations scheme which shows how the council prioritises applications for housing and the procedures they follow in allocating those homes.

Although the council no longer owns or manages any social housing in the city it has existing agreements in place with 10 registered social landlords (RSL), which allows us to allocate their available properties.

The Localism Act 2011 made an amendment to the Housing Act 1996, which gave local authorities the power to set their own qualifying criteria for people who are allowed to join the housing register. This allows councils to restrict their housing register to allow entry to only those who are in the most urgent housing need as well as allowing exclusions for other reasons based on other locally set criteria.

In addition recent government guidance highlighted that councils have the power to frame their allocations policies to give additional preference to particular groups of people. The guidance recommends councils consider how they can use their allocation policies to support those households who want to work, as well as those who, while unable to engage in paid employment, are contributing to their community in other ways, for example, through voluntary work.

The introduction of the Welfare Reform Act 2012 has made changes to housing benefit which will impact on social housing tenants (council and housing association tenants) from 1 April 2013. The changes will mean tenants of a working age will only receive housing benefit according to the number of bedrooms a household needs.

## Why we are consulting

Your views are important to us. This consultation will help the Council to decide what changes will be made to the Housing Allocations Policy.

We would welcome the views of anyone who lives or works in Peterborough and of any organisations or professionals with an interest in this issue.



## Give us your views

Please give us your views on the proposed changes to the Housing Allocations Policy by completing and returning this form to the Housing Needs Service. The consultation will close at midnight on the 30 December 2012.

Q1. To help us make best use of the information you provide, please tell us if you are a:

- Member of the public                       Representing an organisation

If you are responding on behalf of an organisation, please can you provide your name and contact details:

### **ELIGIBILITY TO JOIN THE HOUSING REGISTER**

We are proposing to restrict entry to the housing register to those who are in the most urgent housing need, this includes:

1. Homeless households
2. Those who are threatened with homelessness
3. Those living in insanitary or unsatisfactory housing conditions
4. Those who need to move for social/welfare reasons, or
5. Those for whom failure to assist in moving will cause particular hardship

### **Why are we making this proposal?**

Currently Peterborough operates an open Housing Register, which means it is open to all who may wish to apply as long as they are 16 or over, except where:

1. They do not have a right to reside in the UK, or
2. They have previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant.

Having such an open register has meant that over the last few years we have seen a large increase in the number of live applications. In July 2012 there were 9324 live applications being considered, these were prioritised into 5 bands (where band 1 is the highest priority) determined by the applicant's housing need and were broken down as follows:

- 311 Applicants in band 1
- 3137 Applicants in band 2
- 1280 Applicants in band 3
- 3338 Applicants in band 4
- 1258 Applicants in band 5

Last year April 11- April 12 we allocated 1258 properties through our choice based lettings scheme. In the same time we accepted 2678 new applications.

Unfortunately such is the demand for general needs accommodation most of the applicants in band 4 & 5 will never be successful for an allocation of accommodation.

Q2. Do you agree with the proposal to restrict entry to the housing register as above?

- Yes                                       No                                       Don't know

If you would like to say why you gave this answer, please tell us below:

**LOCAL CONNECTION**

In addition it is proposed that we will only accept applications from those who have a connection with Peterborough. A connection will be established by:

- 1. having lived in the area for six of the last 12 months or three of the last five years, or
- 2. having immediate family members who live in the area and have done for the last five years, or
- 3. those who are working in the city, or
- 4. those who need to move to the area for special reasons e.g. in order to receive specialist medical care

**Why are we making this proposal?**

As previously demonstrated social housing in Peterborough is in significant demand and most who register will never be successful in being allocated a property. We propose that the people from Peterborough or those with a connection should be given priority over those that don't.

Q3. Do you agree with this proposal?

- Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

## UNACCEPTABLE BEHAVIOUR

We also propose that those who have previously behaved in an unacceptable manner, which would make them unsuitable to be a tenant of a social landlord will also be excluded from applying.

Unacceptable behaviour would be defined as follows:

1. Behaviour, which is considered serious enough that if the applicant or a member of their household were a council tenant there, would be sufficient evidence for the council to obtain at least a suspended possession order. Such behaviour may include:
  - i. failing to pay the rent
  - ii. breaking the terms of a tenancy agreement
  - iii. causing nuisance to neighbours or anti social behaviour
  - iv. being convicted of using the home for immoral or illegal purposes
  - v. being convicted of an arrestable offence committed in, or in the vicinity of the home
  - vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect
  - vii. making a false statement to obtain a tenancy, or
2. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or
3. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or
4. The applicant or a member of their household has any outstanding former tenant arrears

## Why are we making this proposal?

As previously demonstrated social housing in Peterborough is in significant demand and most who register will never be successful in being allocated a property. We propose that the people who behave in an anti-social manner or do not meet their primary obligations as a tenant and ensure their rent is paid should not be permitted to apply for another property.

Q4. Do you agree with this proposal?

- Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

## SUFFICIENT RESOURCES

Currently we do not look at applicant's assets or savings when deciding if they can join the housing register. We propose that those applicants who own a property or have sufficient resources from savings or income to secure and sustain alternative accommodation by way of outright purchase, obtaining a mortgage or renting privately should not be permitted to join the housing register.



### Why are we making this proposal?

With demand so great we are only in a position to assist those in the most urgent housing need. Those who can afford to secure accommodation from other sources should not be denying accommodation from those who can't.

Q5. Do you agree with this proposal?

- Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

In deciding the level of sufficient resources we will look at applicants' savings and income. It is proposed that those with savings in excess of £16,000 or those with a household income in excess of £60,000 per annum should not be allowed to apply.

Q6. Is the savings level of £16,000:

- Too high                       Too low                       About right

Q7. Is the household income level of £60,000 per annum:

- Too high                       Too low                       About right

If you would like to say why you gave this answer, or make suggestions on what you feel is the sufficient income level please tell us below:

### BEDROOM ELIGIBILITY

We are proposing that, when determining the number of bedrooms a household needs, we will allocate a separate bedroom to:

- Each married or cohabiting couple or single parent
- Any other person aged 16 years or more
- Two children of either sex under 10 years
- Two children of the same sex aged under 16 years
- Any person who cannot be paired

**Why are we making this proposal?**

By making this change we will ensure that we do not allocate bedrooms above the bedroom criteria. This will mean that both prospective and current tenants who experience a change in circumstances and require housing benefit assistance will not be left with a financial shortfall if their property is deemed larger than they need thereby causing financial hardship.

Q8. Do you agree with this proposal?

- Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

**UNDER OCCUPATION**

We are proposing that social tenants who are under-occupying their property will be given Band 1 priority.

**Why are we making this proposal?**

This proposed change will give greater priority to existing social tenants who are under-occupying their homes. Those who are under-occupying accommodation and in receipt of housing benefit will be at risk of financial hardship if they are not given assistance to move. In addition we are committed to making the best use of the limited housing stock available. Family sized homes released through this additional priority will be allocated to other households on the Housing Register.

Q9. Do you agree with this proposal?

- Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

## ACCESS, HEALTH, CARE AND SUPPORT ASSESSMENTS

We are proposing consideration is only given for an additional bedroom on health grounds where there is a need for an overnight carer.

### Why are we making this proposal?

Housing benefit payments will only cover bedrooms where there is an assessed need for overnight carers. It will not cover payments for other health needs i.e. extra bedrooms for storage of medical equipment or additional bedrooms for behavioural reasons etc.

Q10. Do you agree with this proposal?

Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

## ADDITIONAL PREFERENCE

We are proposing that applications received from certain groups of people are given priority over others who may be in a similar level of housing need. These groups are:

1. Armed Forces Personnel
2. Working Households
3. Those making a voluntary contribution to their community
4. Those with a long standing local connection with Peterborough

### Why are we making this proposal?

Peterborough City Council believes that those who have a long-standing connection with the city, those who are working or actively seeking work and those who are playing a part in making their neighbourhood a good place to live should be rewarded for doing so. In addition we are now required to give additional preference to those serving and former members of the armed forces.

Q11. Do you agree with this proposal?

Yes                       No                       Don't know

If you would like to say why you gave this answer, please tell us below:

Q.12 Prior to implementation of any amended allocations policy we will undertake a full equality impact assessment to determine whether any of the most vulnerable groups of people would be disproportionately affected. To assist us in this assessment can you please advise us whether you think any of these proposals will have a negative or positive impact on the groups below?

Equality Group	Do you believe this group will be disproportionately affected?	Notes on positive / negative effects
Particular Age Groups	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Disabled People	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Married Couples or those entered into a civil partnership	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Pregnant women or women on maternity leave	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Particular ethnic groups	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Those of a particular religion or who hold a particular belief	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	

Equality Group	Do you believe this group will be disproportionately affected?	Notes on positive / negative effects
Male/Female	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Those proposing to undergo, currently undergoing or have undergone gender reassignment	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	
Sexual orientation	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know	

## EQUALITY MONITORING

### Your Age

- Under 16       16-24       25-34       35-44  
 45-54       55-64       65-84       85+  
 Prefer not to say

### Disability

The Disability Discrimination Act (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities and has lasted or is likely to last for at least 12 months. Since 2005 people with HIV, cancer, multiple sclerosis (MS) and severe disfigurement are covered by the DDA.

Do you consider yourself to be a disabled person?

- Yes       No       Prefer not to say

### Religion or belief

Do you regard yourself as belonging to any particular religion?

- No Religion       Christianity       Hindu       Jain  
 Jewish       Islam/Muslim       Sikh       Buddhist  
 Other

### Sex

- Male       Female       Prefer not to say

**Sexual Orientation**

- Heterosexual or straight    Gay or lesbian    Bisexual    Not Sure    Prefer not to say

**Ethnicity**

- |   |   |   |   |
|---|---|---|---|
| <input type="radio"/> White: British                                  | <input type="radio"/> White: Irish                                  | <input type="radio"/> White: Gypsy or Traveller             | <input type="radio"/> White: Any other background   |
| <input type="radio"/> Dual/Multiple Heritage: White & Black Caribbean | <input type="radio"/> Dual/Multiple Heritage: White & Black African | <input type="radio"/> Dual/Multiple Heritage: White & Asian | <input type="radio"/> Dual/Multiple Heritage: Other |
| <input type="radio"/> Asian/Asian British: Indian                     | <input type="radio"/> Asian/Asian British: Pakistani                | <input type="radio"/> Asian/Asian British: Bangladeshi      | <input type="radio"/> Asian/Asian British: Chinese  |
| <input type="radio"/> Asian/Asian British: Other                      | <input type="radio"/> Black/Black British: African                  | <input type="radio"/> Black/Black British: Caribbean        | <input type="radio"/> Black/Black British: Somali   |
| <input type="radio"/> Black/Black British: Other                      | <input type="radio"/> Other Ethnic Group: Arab                      | <input type="radio"/> Any other Ethnic Group                |   |

If you said your ethnic group was one of the 'other' categories, please tell us what it is:

**Please return this completed survey to:**

**Allocations Consultation, Housing Needs, Peterborough City Council, 4<sup>th</sup> Floor, Bayard Place, Broadway, Peterborough, PE1 1HZ**



## The Common Housing Register Allocations Policy Consultation

### Summary of Responses



**Growing the right way for  
a bigger, better Peterborough**

## **1. Introduction**

- 1.1. Peterborough City Council is required by law to have a housing allocations scheme which shows how the council prioritises applications for housing and the procedures they follow in allocating those homes.
- 1.2. Although the council no longer owns or manages any social housing in the city it has existing agreements in place with 10 registered social landlords (RSL), which allows us to allocate their available properties.
- 1.3. The Localism Act 2011 made an amendment to the Housing Act 1996, which gave local authorities the power to set their own qualifying criteria for people who are allowed to join the housing register. This allows councils to restrict their housing register to allow entry to only those who are in the most urgent housing need as well as allowing exclusions for other reasons based on other locally set criteria.
- 1.4. In addition recent government guidance highlighted that councils have the power to frame their allocations policies to give additional preference to particular groups of people. The guidance recommends councils consider how they can use their allocation policies to support those households who want to work, as well as those who, while unable to engage in paid employment, are contributing to their community in other ways, for example, through voluntary work.
- 1.5. The introduction of the Welfare Reform Act 2012 has made changes to housing benefit which will impact on social housing tenants (council and housing association tenants) from 1 April 2013. The changes will mean tenants of a working age will only receive housing benefit according to the number of bedrooms a household needs.
- 1.6. On 03 October 2012, following a period of consultation with our housing association partners, we published a draft allocations policy and sent a consultation questionnaire to all of the current live applicants on the housing register. We sent an electronic copy to all of our partner and support agencies, who currently receive correspondence relating to our choice based lettings scheme and we published a copy of the draft policy and consultation questionnaire on the city councils website.
- 1.7. The consultation process ended on the 30 December 2012.
- 1.8. We have now considered all the responses received. Chapters 2 & 3 of this document summarise the responses to the consultation. Chapter 4 highlights any changes or additions to the proposed policy in light of the consultation responses.

## **2. Summary of Responses**

- 2.1. In total we received 563 responses to the consultation. These were from representatives from our partner housing associations; other departments in the council; professionals working in a housing field and members of the public.



2.2. Not all of the questionnaires were fully completed and a number of responses were not submitted in the questionnaire format. Therefore some of the question tables in Chapter 3 may not tally with previous questions.

### 3. Responses to questions

**Question 1:** To help us make best use of the information you provide, please tell us if you are a:

Member of the public	500	Representing an organisation	13
----------------------	-----	------------------------------	----

513 people responded to this question

**Question 2:** Do you agree with the proposal to restrict entry to the Housing Register as detailed below?

#### ELIGIBILITY TO JOIN THE HOUSING REGISTER

We are proposing to restrict entry to the housing register to those who are in the most urgent housing need, this includes:

1. Homeless households
2. Those who are threatened with homelessness
3. Those living in insanitary or unsatisfactory housing conditions
4. Those who need to move for social/welfare reasons, or
5. Those for whom failure to assist in moving will cause particular hardship

#### Why are we making this proposal?

Currently Peterborough operates an open Housing Register, which means it is open to all who may wish to apply as long as they are 16 or over, except where:

1. They do not have a right to reside in the UK, or
2. They have previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant.

Having such an open register has meant that over the last few years we have seen a large increase in the number of live applications. In July 2012 there were 9324 live applications being considered, these were prioritised into 5 bands (where band 1 is the highest priority) determined by the applicant's housing need and were broken down as follows:

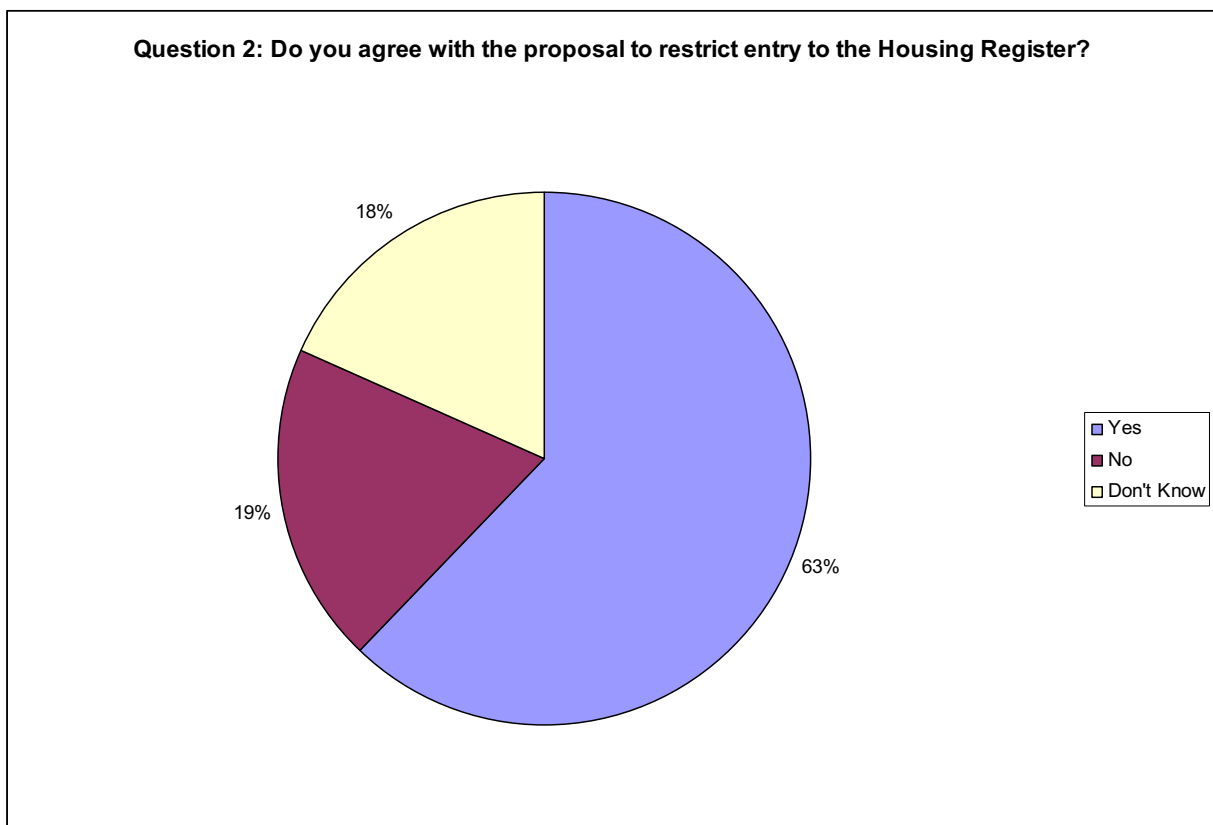
- 311 Applicants in band 1
- 3137 Applicants in band 2
- 1280 Applicants in band 3
- 3338 Applicants in band 4
- 1258 Applicants in band 5

Last year April 11- April 12 we allocated 1208 properties through our choice based lettings scheme. In the same time we accepted 2678 new applications.

Unfortunately such is the demand for general needs accommodation most of the applicants in band 4 & 5 will never be successful for an allocation of accommodation.

526 people responded to this question.

Yes	328	No	101	Don't Know	97
-----	-----	----	-----	------------	----



*“Agree strongly - people with means could get a mortgage or rent in the Private Sector” Member of the public*

*“Agree - Homeless/threatened with eviction must be dealt with first” Member of the public*

*“Disagree - Families on low income should always be housed” Member of the public*

*“Agree - Must have restrictions as so many want housing” Member of the public*

*“Disagree - Everyone deserves place of their own” Member of the public*

*“Agree - Housing help is for needy, not just for everyone” Member of the public*

**Question 3:** Do you agree with the proposal to restrict entry to the housing register to those who have a local connection with Peterborough as detailed below?

**LOCAL CONNECTION**

It is proposed that we will only accept applications from those who have a connection with Peterborough. A connection will be established by:

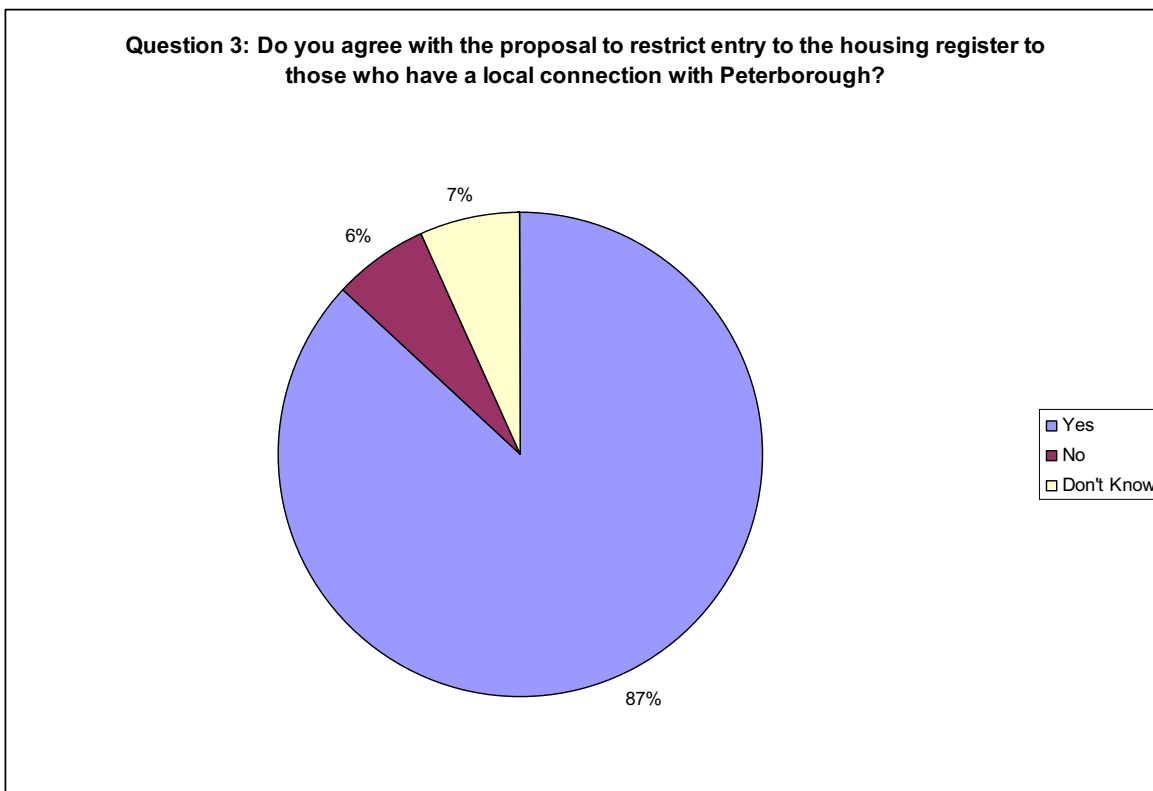
1. having lived in the area for six of the last 12 months or three of the last five years, or
2. having immediate family members who live in the area and have done for the last five years, or
3. those who are working in the city, or
4. those who need to move to the area for special reasons e.g. in order to receive specialist medical care

**Why are we making this proposal?**

As previously demonstrated social housing in Peterborough is in significant demand and most who register will never be successful in being allocated a property. We propose that the people from Peterborough or those with a connection should be given priority over those that don't.

547 people responded to this question.

Yes	475	No	35	Don't Know	37
-----	-----	----	----	------------	----



*“Agree - Each council should take care of its own residents” Member of the public*

*“Agree - Local people shouldn't be disadvantaged due to mass immigration” Member of the public*

*“Disagree - Should be just Peterborough people that get places” Member of the public*

*“Disagree - Everyone should be able to get housing” Member of the public*

*“Agree - Stop assumption that move into area = automatically get house” Member of the public*

*“Agree - 6 of the last 12 months seems too short a time and almost makes local connection as a qualifying criteria and "reward" for local people irrelevant. I don't think living somewhere for 6 months means you have a local connection.” Organisation*

**Question 4:** Do you agree with the proposal to exclude those who have previously behaved in an unacceptable manner, which would make them unsuitable to be a tenant of a social landlord as detailed below?

Unacceptable behaviour would be defined as follows:

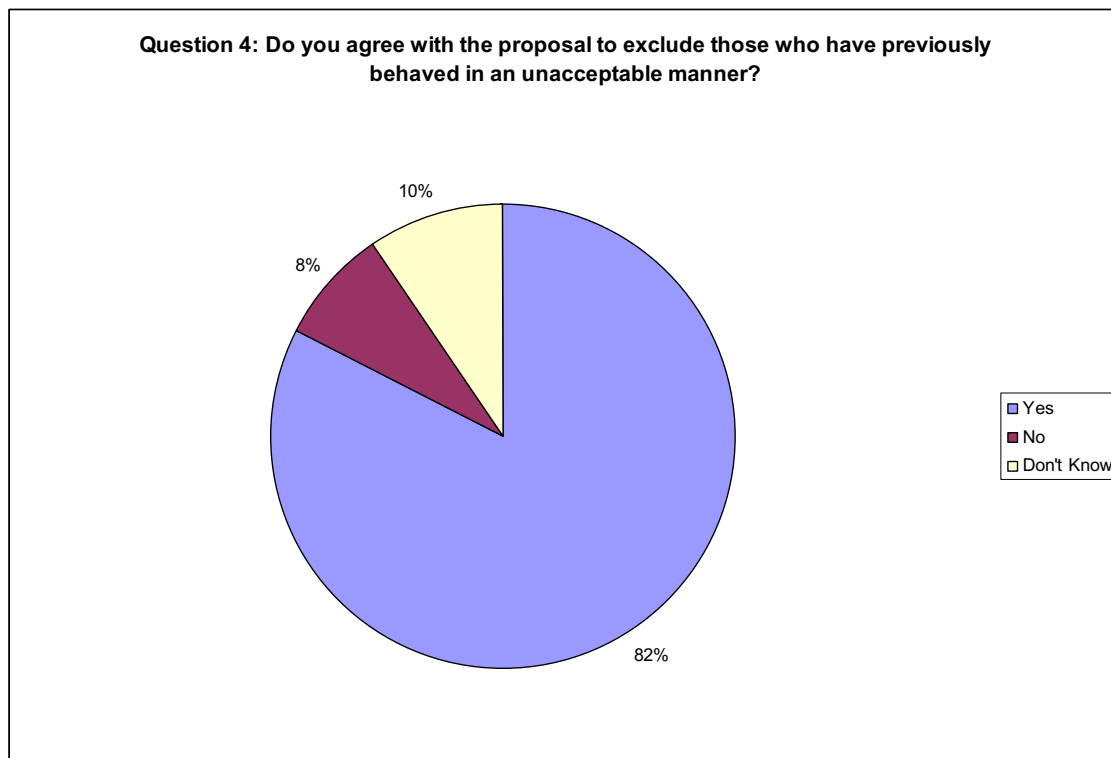
1. Behaviour, which is considered serious enough that if the applicant or a member of their household were a council tenant there, would be sufficient evidence for the council to obtain at least a suspended possession order. Such behaviour may include:
  - i. failing to pay the rent
  - ii. breaking the terms of a tenancy agreement
  - iii. causing nuisance to neighbours or anti social behaviour
  - iv. being convicted of using the home for immoral or illegal purposes
  - v. being convicted of an arrestable offence committed in, or in the vicinity of the home
  - vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect
  - vii. making a false statement to obtain a tenancy, or
2. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or
3. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or
4. The applicant or a member of their household has any outstanding former tenant arrears

#### **Why are we making this proposal?**

As previously demonstrated social housing in Peterborough is in significant demand and most who register will never be successful in being allocated a property. We propose that the people who behave in an anti-social manner or do not meet their primary obligations as a tenant and ensure their rent is paid should not be permitted to apply for another property.

535 people responded to this question.

Yes	442	No	42	Don't Know	51
-----	-----	----	----	------------	----



*“Agree - Councils responsibility to reinforce law and order” Member of the public*

*“Don't Know - Depending on circumstances as all individuals should have a second chance” Member of the public*

*“Agree - Makes it fairer on people who do everything right, i.e. pay rent, don't cause nuisance etc.” Member of the public*

*“Disagree - People grow and change - why write them off?” Member of the public*

*“Agree - All comes down to respect for the law” Member of the public*

**Question 5:** Do you agree with the proposal to exclude those who are assessed as having sufficient resources from savings and income to secure and sustain alternative accommodation by way of outright purchase, obtaining a mortgage or renting privately as detailed below?

**SUFFICIENT RESOURCES**

Currently we do not look at applicant’s assets or savings when deciding if they can join the housing register. We propose that those applicants who own a property or have sufficient resources from

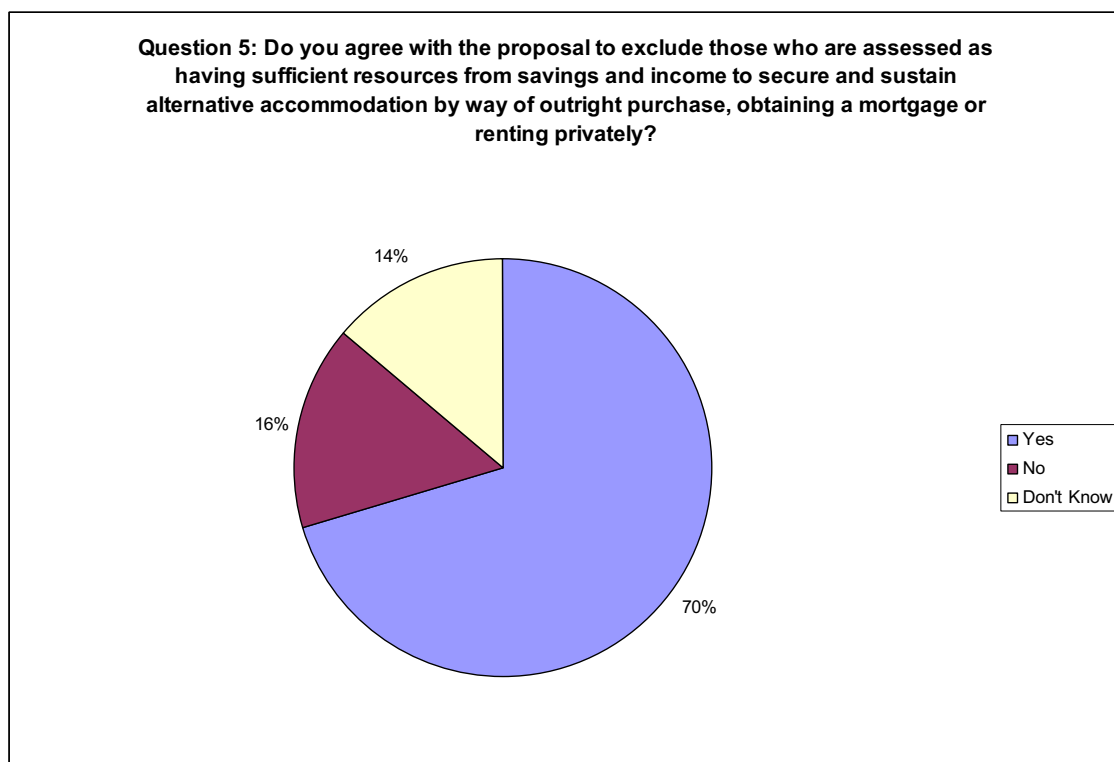
savings or income to secure and sustain alternative accommodation by way of outright purchase, obtaining a mortgage or renting privately should not be permitted to join the housing register.

**Why are we making this proposal?**

With demand so great we are only in a position to assist those in the most urgent housing need. Those who can afford to secure accommodation from other sources should not be denying accommodation from those who can't.

536 people responded to this question.

Yes	376	No	86	Don't Know	74
-----	-----	----	----	------------	----



*“Agree - If they can afford it they should not use the Council” Member of the public*

*“Agree - Only for those in genuine need” Member of the Public*

*“Agree - As long as people who work are not unfairly excluded as they help create balanced communities and not only a many private rented properties in poor repair and expensive, they offer no security at a time when many cannot get a mortgage even if they want to” Organisation*

*“Disagree - This is unfair to people who were born and bred in Peterborough and who have been on the list for more than 30 years” Member of the Public*

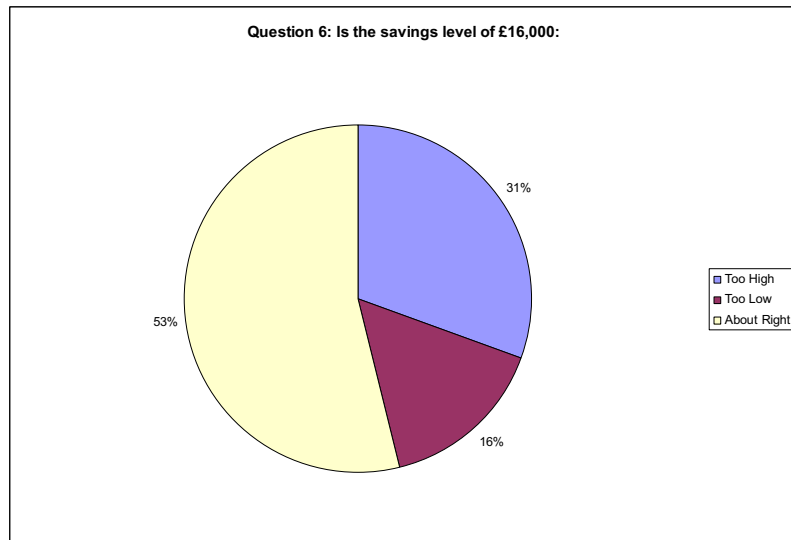
*“Don't Know - Think all should be able to get on Housing Register” Member of the public*

In deciding the level of sufficient resources we will look at applicants' savings and income. It is proposed that those with savings in excess of £16,000 or those with a household income in excess of £60,000 per annum should not be allowed to apply.

**Question 6:** Is the savings level of £16,000 a reasonable threshold:

530 people responded to this question

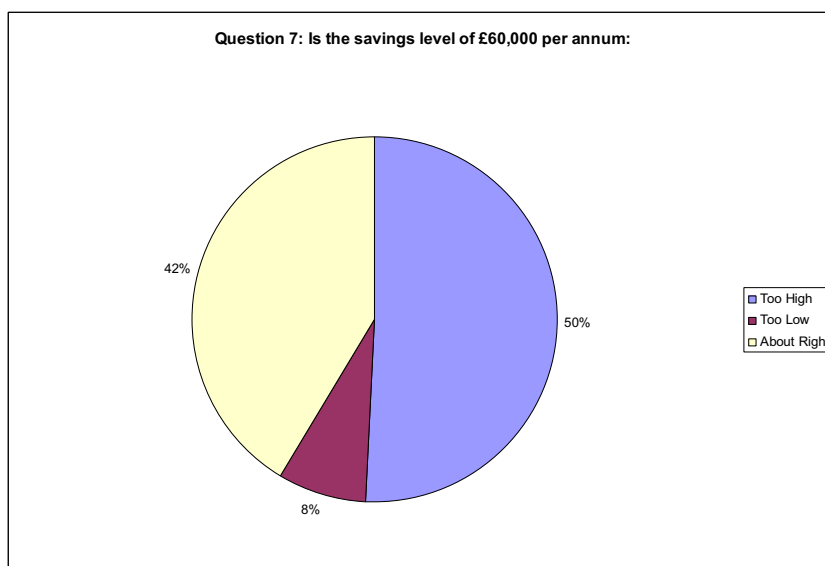
Too High	162	Too Low	83	About Right	285
----------	-----	---------	----	-------------	-----



**Question 7:** Is the income level in excess of £60,000 per annum a reasonable threshold:

525 people responded to this question

Too High	267	Too Low	40	About Right	218
----------	-----	---------	----	-------------	-----



*“Too High -My husband works part time, £16k too high for us. £60k dream for us. Very high from our thoughts” Member of the public*

*“Too High - People with that amount of savings should have enough money to rent privately; not fair on people without savings/on little income” Member of the public*

*“Too Low - No-one should be turned away because of money” Member of the public*

*“Too High - £16k savings more than enough for private rent” Member of public*

*“Too Low - Why exclude those who can pay rent for those who live on benefits and pay no council tax?” Member of public*

**Question 8:** Do you agree with the proposal to determine the number of bedrooms a household needs based on the criteria set out below?

### **BEDROOM ELIGIBILITY**

We are proposing that, when determining the number of bedrooms a household needs, we will allocate a separate bedroom to:

- Each married or cohabiting couple or single parent
- Any other person aged 16 years or more
- Two children of either sex under 10 years
- Two children of the same sex aged under 16 years
- Any person who cannot be paired

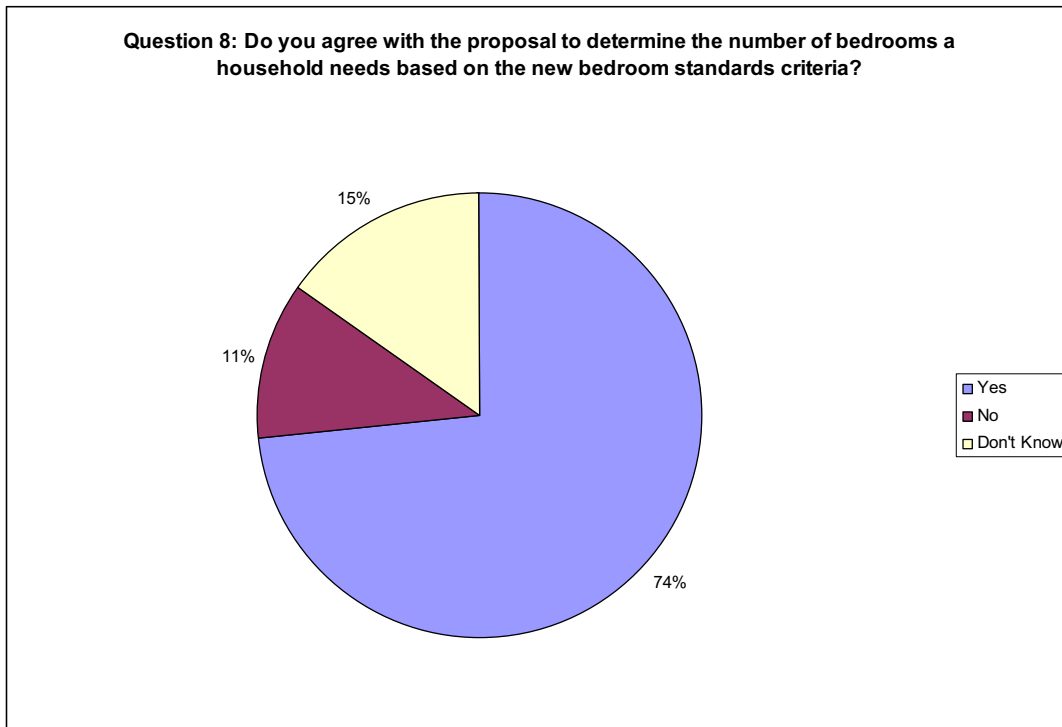
### **Why are we making this proposal?**

By making this change we will ensure that we do not allocate bedrooms above the bedroom criteria. This will mean that both prospective and current tenants who experience a change in circumstances and require housing benefit assistance will not be left with a financial shortfall if their property is deemed larger than they need thereby causing financial hardship.

535 people responded to this question

Yes	392	No	61	Don't Know	82
-----	-----	----	----	------------	----





*“Agree - Every room must be fully utilised, not as play room or office” Member of the public*

*“Disagree - Children have different sleeping patterns, esp disabled” Member of the public*

*“Agree - Should be made available to tenants with greater need” Member of the public*

*“Disagree - Medical reasons shouldn't be punished” Member of the public*

*“Disagree - Make provision for couples who can't sleep together due to health reasons” Member of the public*

*“Disagree - I think the bedroom criteria in the proposed changes to the common housing register should be guidance and advisory and not to exclude people from bidding for larger accommodation if they wish. Ultimately it is for us as the landlords to refuse or accept applications and if we believe there are good management reasons for letting a property we should take the risk on Housing Benefit. Housing policy should not be driven by welfare policy - they are not the same!” Organisation*

**Question 9:** Do you agree with the proposal to give social housing tenants who are under occupying their property band 1 priority as detailed below?

### **UNDER OCCUPATION**

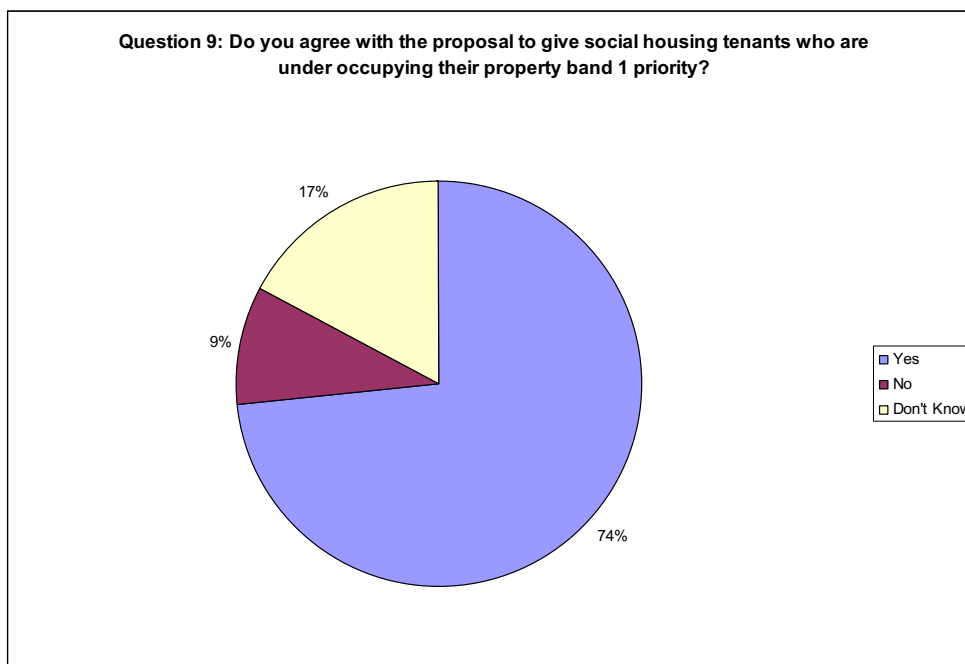
We are proposing that social tenants who are under-occupying their property will be given Band 1 priority.

**Why are we making this proposal?**

This proposed change will give greater priority to existing social tenants who are under-occupying their homes. Those who are under-occupying accommodation and in receipt of housing benefit will be at risk of financial hardship if they are not given assistance to move. In addition we are committed to making the best use of the limited housing stock available. Family sized homes released through this additional priority will be allocated to other households on the Housing Register.

539 people responded to this question

Yes	395	No	51	Don't Know	93
-----	-----	----	----	------------	----



*“Don't Know - Not sure if greater priority should be given to those who need to relocate” Member of the public*

*“Disagree - Band 1 should just be for people who don't have a house” Member of the public*

*“Agree - Keeping 1/2 persons in big family house not fair” Member of the public*

*“Disagree - People shouldn't be forced out of family home when one child leaves” Member of the public*

*“Strongly agree - property should be made available immediately for an appropriately sized family” Member of the public*

**Question 10:** Do you agree with the proposal to only allow an extra bedroom allocation on health grounds where there is an assessed need for an overnight carer as detailed below?

**ACCESS, HEALTH, CARE AND SUPPORT ASSESSMENTS**

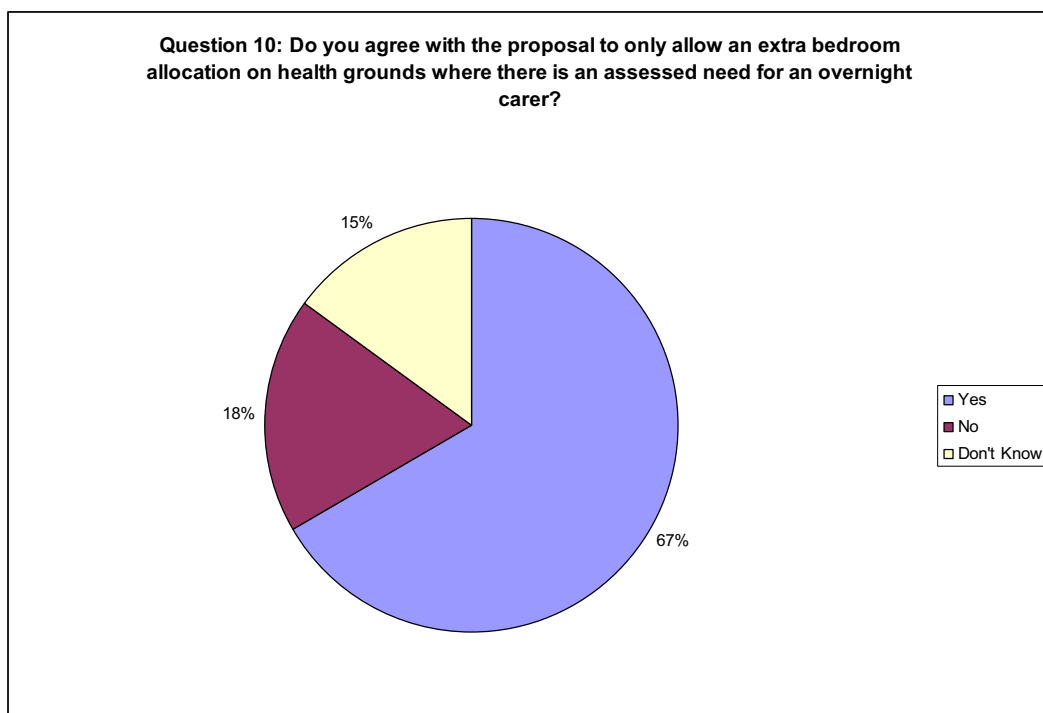
We are proposing consideration is only given for an additional bedroom on health grounds where there is a need for an overnight carer.

**Why are we making this proposal?**

Housing benefit payments will only cover bedrooms where there is an assessed need for overnight carers. It will not cover payments for other health needs i.e. extra bedrooms for storage of medical equipment or additional bedrooms for behavioural reasons etc.

530 people responded to this question

Yes	353	No	98	Don't Know	79
-----	-----	----	----	------------	----



*“Agree - To live successfully in independent accommodation people with a learning disability or with autistic spectrum disorder may require an additional bedroom due to behavioural reasons, however it is recognised that as housing benefit will not fund this it would be inappropriate to agree a social housing allocation policy which may lead to tenancy failure due to rent arrears.” Professional body*

*“Disagree - People with medical equipment? Must consider quality of life.” Member of the public*

*“Disagree - Need to store medical equipment should be taken into consideration” Member of the public*

*“Disagree - Need to store medical equipment should be taken into consideration” Member of the public*

*“Agree - Those who need overnight help should get extra bedroom” Member of the public*

**Question 11:** Do you agree with the proposal to give certain groups of people priority over other who may of a similar housing need as detailed below?

**ADDITIONAL PREFERENCE**

We are proposing that applications received from certain groups of people are given priority over others who may be in a similar level of housing need. These groups are:

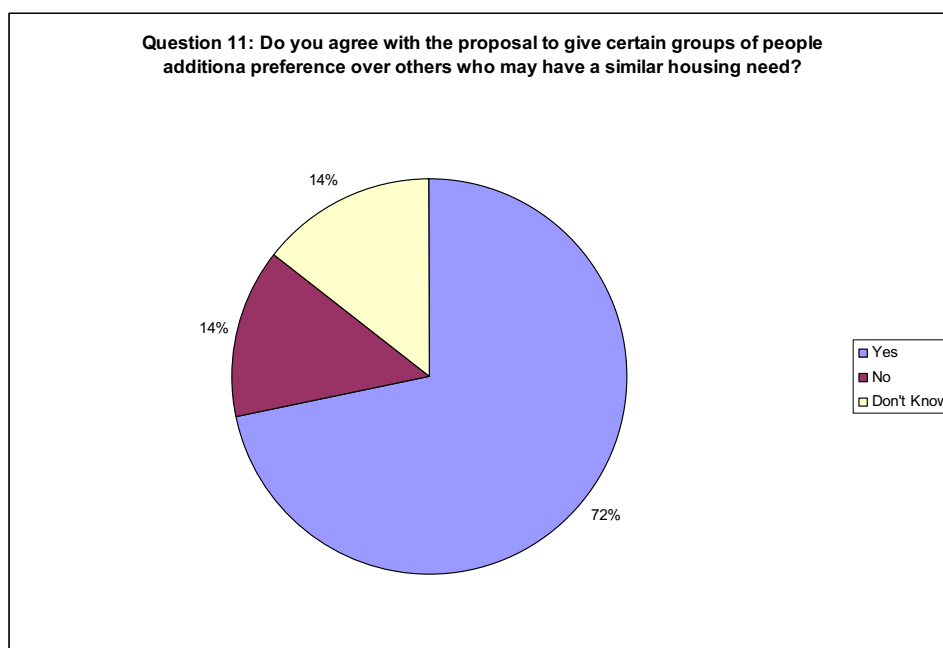
1. Armed Forces Personnel
2. Working Households
3. Those making a voluntary contribution to their community
4. Those with a long standing local connection with Peterborough

**Why are we making this proposal?**

Peterborough City Council believes that those who have a long-standing connection with the city, those who are working or actively seeking work and those who are playing a part in making their neighbourhood a good place to live should be rewarded for doing so. In addition we are now required to give additional preference to those serving and former members of the armed forces.

538 people responded to this question

Yes	385	No	76	Don't Know	77
-----	-----	----	----	------------	----



*“Agree - Should be helped if fighting for country” Member of the public*

*“Agree - Acceptable that those who contribute are given preference” Member of the public*

*“Disagree - Not everyone has opportunity to do what's proposed” Member of the public*

*“Agree - It should be recognised that additional preference in terms of making a voluntary contribution to their community for people with a learning disability for those with autistic spectrum disorder may entail supporting voluntary organisations based outside their own neighbourhood” Professional body*

*“Disagree - Why can't Army house their people?” Member of the public*

**Question 12:** Do you feel that the proposed changes to the allocations policy will have a disproportionate effect on the following groups of people?

Particular age groups	Yes	177	No	176	Don't know	165
Disabled People	Yes	221	No	180	Don't know	118
Married Couples or those entered into a civil partnership	Yes	129	No	224	Don't know	163
Pregnant women or women on maternity leave	Yes	142	No	204	Don't know	170
Particular ethnic groups	Yes	95	No	232	Don't know	183
Those of a particular religion or who hold a particular belief	Yes	61	No	267	Don't know	183
Male/Female	Yes	96	No	260	Don't know	160
Those proposing to undergo, currently undergoing or have undergone gender reassignment	Yes	45	No	231	Don't know	234
Sexual orientation	Yes	43	No	258	Don't know	211

*“I am particularly worried about families with disabled people and specialist needs” Organisation*

*“The proposals have the potential to negatively impact on families where a child has a learning disability or autism spectrum disorder unless housing authority staff has an understanding and*

*awareness of these disabilities, and apply the policy in a way that does not indirectly discriminate against them.” Organisation*

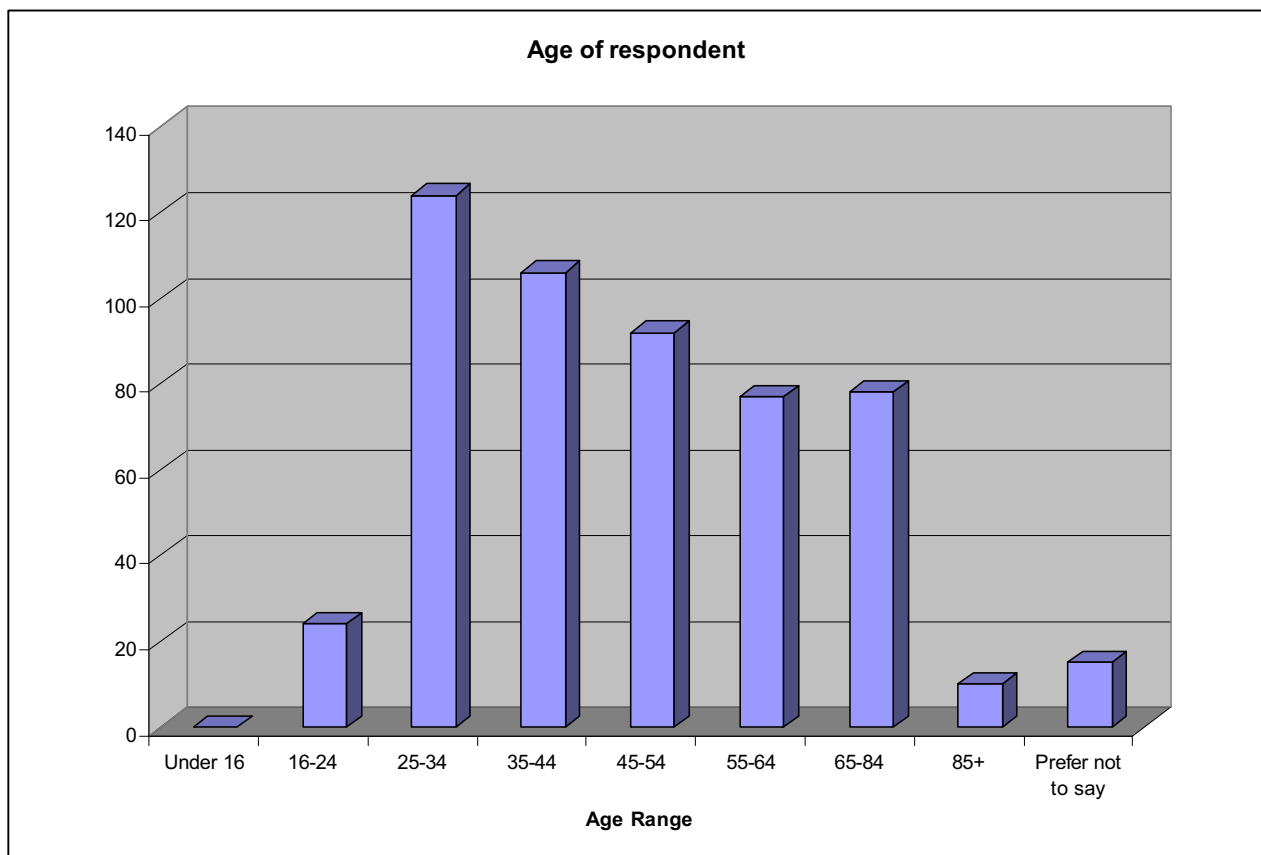
*“age and disability - children having to move house too often. Older people not being able to have an extra bedroom. Disabled people not being allowed enough space to store equipment relating to their needs.” Member of the public*

*“Disabled people will probably be affected the worst by having to give up living space for their equipment that they need, Young children of different sex would be affected as it could mentally traumatize them sharing a room with their sibling who is budding or menstruating etc.” Member of the public*

**EQUALITY MONITORING**

Age of respondent

Under 16	0	Aged 16-24	24	Aged 25-34	124	Aged 35-44	106
Aged 45-54	92	Aged 55-64	77	Aged 65-84	78	Aged 85+	10
Prefer not say	15						

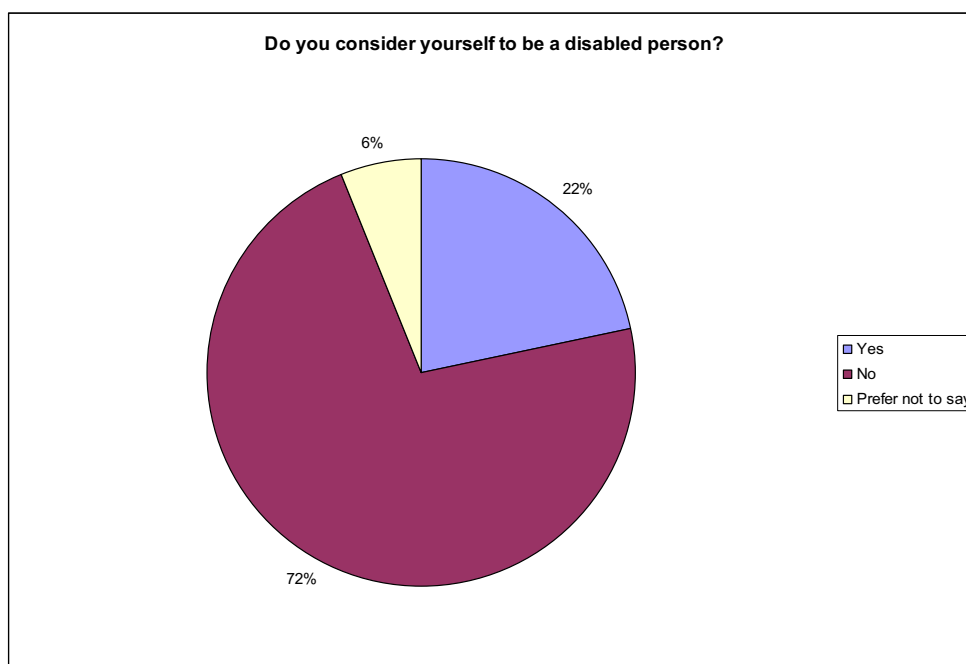


Disability

The Disability Discrimination Act (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities and has lasted or is likely to last for at least 12 months. Since 2005 people with HIV, cancer, multiple sclerosis (MS) and severe disfigurement are covered by the DDA.

Do you consider yourself to be a disabled person?

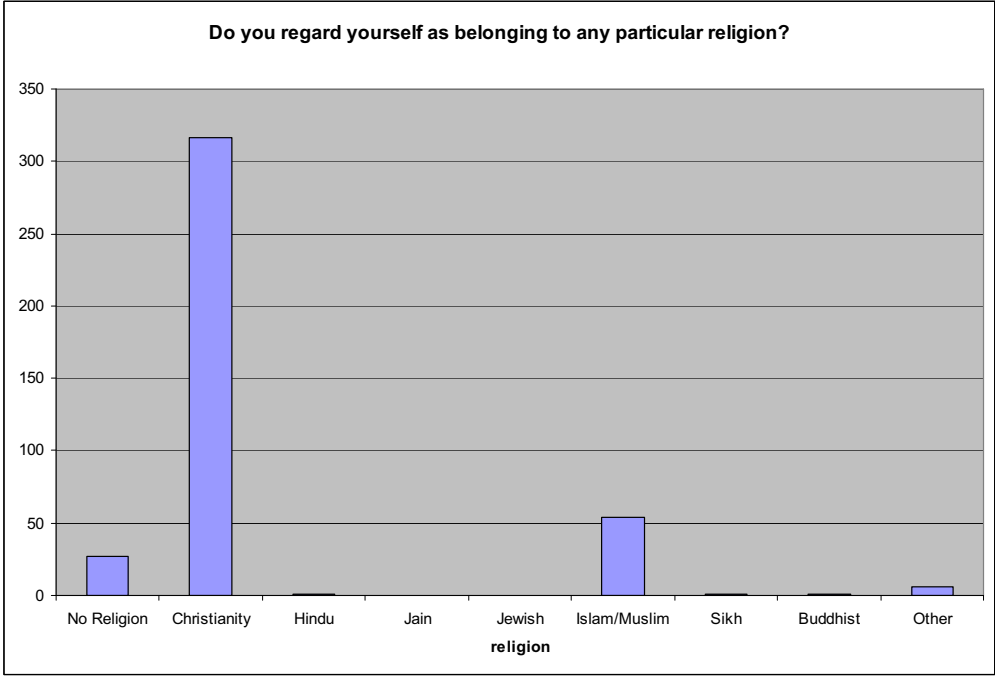
Yes	115	No	386	Prefer not to say	32
-----	-----	----	-----	-------------------	----



Religion or belief

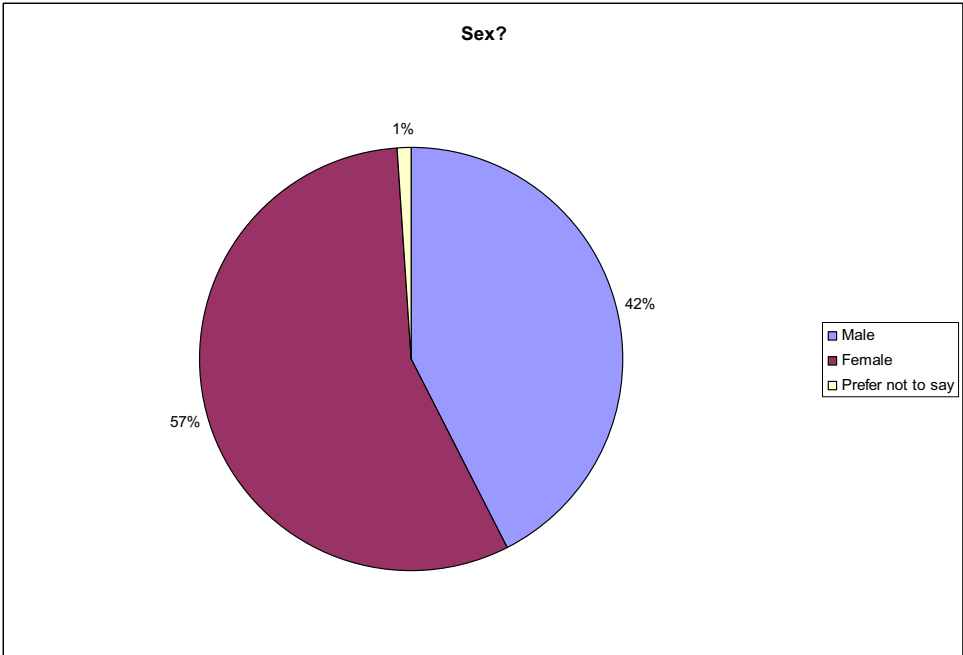
Do you regard yourself as belonging to any particular religion?

No religion	27	Christianity	316	Hindu	1	Jain	0
Jewish	0	Islam/Muslim	54	Sikh	1	Buddhist	1
Other	6						



**Gender**

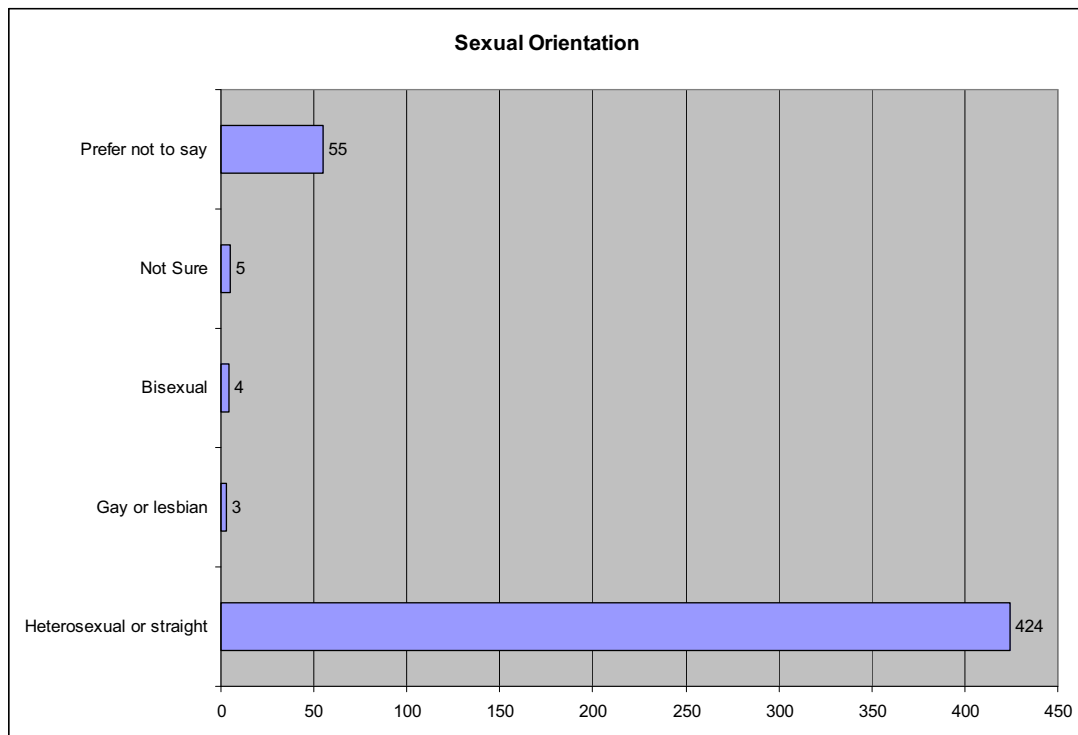
Male	223	Female	297	Prefer not to say	6
------	-----	--------	-----	-------------------	---



**Sexual Orientation**

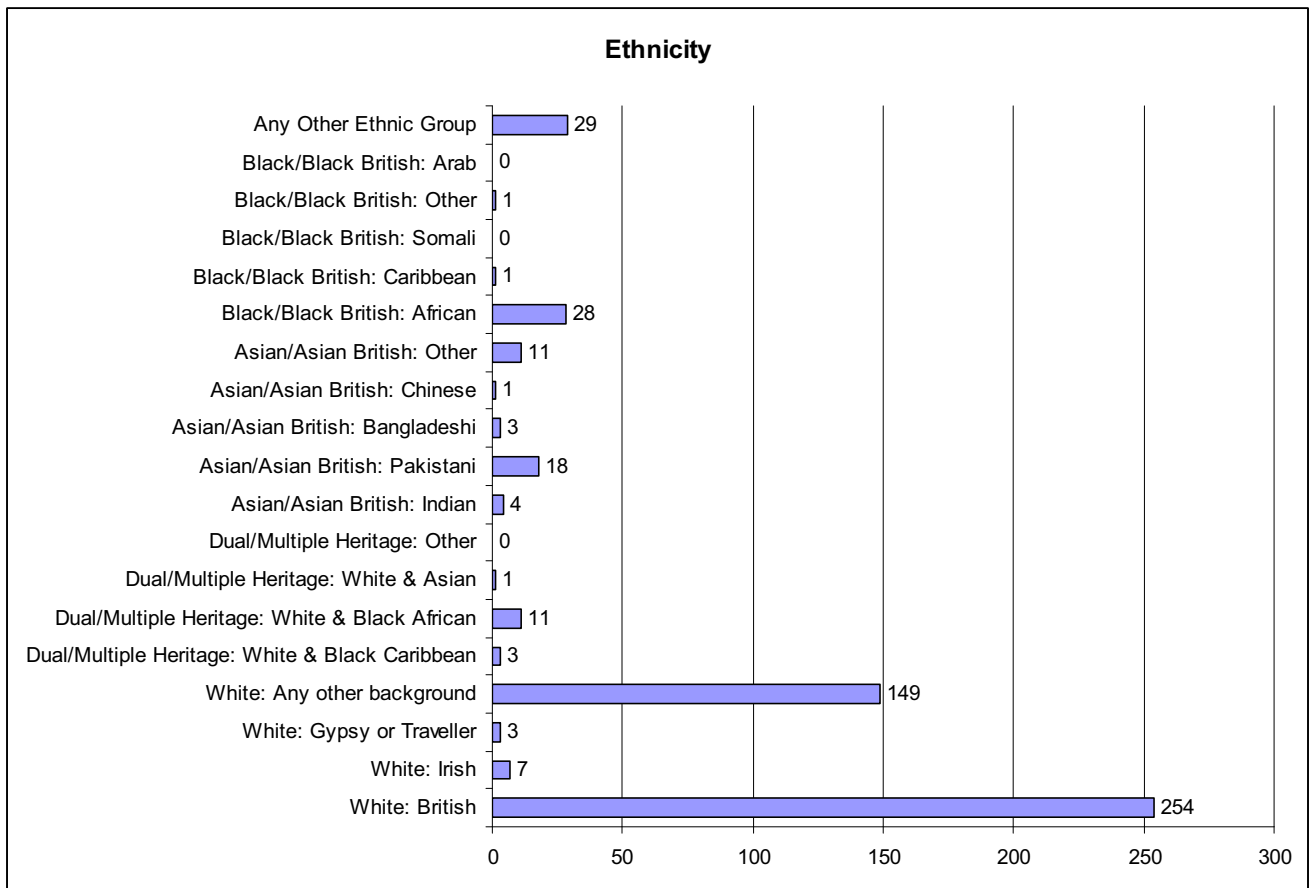
Heterosexual or straight	424	Gay or lesbian	3	Bisexual	4	Not sure	5	Prefer not to say	55
--------------------------	-----	----------------	---	----------	---	----------	---	-------------------	----





### Ethnicity

White: British	254	White: Irish	7	White: Gypsy or Traveller	3	White: Any other background	149
Dual/Multiple Heritage: White & Black Caribbean	3	Dual/Multiple Heritage: White & Black African	11	Dual/Multiple Heritage: White & Asian	1	Dual/Multiple Heritage: Other	0
Asian/Asian British: Indian	4	Asian/Asian British: Pakistani	18	Asian/Asian British: Bangladeshi	3	Asian/Asian British: Chinese	1
Asian/Asian British: Other	11	Black/Black British: African	28	Black/Black British: Caribbean	1	Black/Black British: Somali	0
Black/Black British: Other	1	Other Ethnic Group: Arab	0	Any other Ethnic Group	29		



### Additional Comments

As part of the consultation process the proposed allocations policy was presented to the Scrutiny Commission for Rural Communities. Following the presentation the commission requested that as part of the amendments, cabinet should consider the possibility of including awarding local preference for allocations to those who have a connection with the villages in local authority area.

While we are not against the idea of awarding additional preference to those who have a particular connection with a village, the purpose of the review of the allocations policy is to meet the needs of those most in housing need. It is felt that it would be unfair to include this provision as it would have a disproportionate effect on those living outside of the villages. If we were to include the provision, in order to not disadvantage others we would have to apply this across the whole of the local authority area. For example an applicant with a connection to Dogsthorpe would receive priority over someone who doesn't even if their priority for a move was lower. This would leave those who have been resident in, or have a connection with a village at a particular disadvantage, as they would only be considered a priority for a property in their village and the numbers of properties available in these locations every year are very few.

We do however encourage village parishes to consider suggesting sites, which could be developed as rural exception sites. An exception site is one that would not usually secure planning permission for housing, for example agricultural land next to but not within a local settlement area. The Council's Policy CS8 Meeting Housing Needs contained within the Peterborough Core Strategy states that the

Council may release a site adjacent to a village envelope for the provision of affordable housing, as an exception to the normal policy of development restraint in the countryside, provided that:

- The site is otherwise suitable for residential development in the light of all other policies in the development plan; and
- A specific local need for affordable housing has been demonstrated, over and above that which could be met through the operation of the affordable housing policy;
- The proposed housing would provide affordable housing of a number and type which meets (or contributes towards meeting) the **local need**.

A Rural Exception Site should seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection, whilst also ensuring that rural areas continue to develop as sustainable, mixed, inclusive communities.

#### **4. Next steps**

In the light of consultation, we have decided to recommend a number of changes to the proposed policy.

##### **Sufficient Resources**

As part of the changes we intend to restrict entry to the register to those households who have sufficient financial resources to resolve their own housing situation by way of out right property purchase, being able to obtain a mortgage or by renting in the private sector. As part of the consultation we asked how much was a reasonable level of income and/or savings to set as the limit for entry to the register.

In the consultation questionnaire we set the limit on income to £60,000 as this was also the lower figure in the High Income Social Tenants Pay to Stay Consultation paper, which the department of communities and local government put out in June and the savings limit to £16,000 as this is the maximum amount of savings you are allowed to still be eligible to receive Housing Benefit.

Of those that had responded 267 felt the income limit of £60,000 was too high, 218 felt it was about right and only 40 felt it was too low. Many of the respondents suggested that an income limit of around £40,000 would be more appropriate. Therefore in the final draft of the proposed policy those with a household income in excess of £40,200 will be excluded from applying, except where they are aged over 55 years of age and would like to be considered for sheltered accommodation, but they will only be considered for accommodation of this type.

Most of the respondents felt that the savings limit of £16,000 was about right so this will be unchanged in the final draft.

##### **Bedroom Standards Policy**

We also propose to amend the current bedroom standards policy to mirror that used by the Department of Work and Pensions in assessing housing benefit entitlement for those renting in the private sector. The criteria is as follows:

1 Bedroom for:            every adult/couple  
                                 any other adult aged 16 or over  
                                 any two children of the same sex  
                                 any two children regardless of sex under age 10  
                                 any other child

Changes as a result of the Welfare Reform Act 2011 due to be implemented in April 2013 mean that any household assessed under these criteria who is deemed to be occupying a social housing tenancy and is in receipt of housing benefit will have a reduction applied. The reductions are:

- 14% if they are under occupying by 1 bedroom, or
- 25% if they are under occupying by 2 or more bedrooms

By bringing the bedrooms standards policy in line with the criteria to be applied from April 2013 we are attempting to reduce the risk of more families being placed into poverty – a reduction of housing benefit would mean they would have to find the rent shortfall from other benefit income.

In addition this places an additional burden on our Housing Association partners as they are likely to see an increase in families in rent arrears as they are unable to meet the shortfall in benefit. This could ultimately lead to households being subject to eviction action and becoming homeless as a result.

As part of the consultation we asked whether the respondents agreed with these proposals. Of those that completed the questionnaires 392 agreed and 61 disagreed, 82 were not sure. While the large majority agreed with the proposals many that disagreed made strong comments around the difficulties of children with learning and physical disabilities sharing bedrooms.

Therefore after consulting with the Housing Needs medical advisor we have proposed in the final draft of the policy to allow discretion to award an extra bedroom entitlement to those who require it because they have a member of the household who is disabled and to registered foster carers.

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 8</b>
<b>16 JANUARY 2013</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

**Report Author** – Paulina Ford, Senior Governance Officer, Scrutiny

**Contact Details** – 01733 452508 or email paulina.ford@peterborough.gov.uk

### **NOTICE OF INTENTION TO TAKE KEY DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Notice of Intention to Take Key Decisions.

#### **2. RECOMMENDATIONS**

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

#### **3. BACKGROUND**

- 3.1 The latest version of the Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can make after 24 January 2013.
- 3.2 The information in the Notice of Intention to Take Key Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

#### **5. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

#### **6. APPENDICES**

Appendix 1 – Notice of Intention to Take Key Decisions

This page is intentionally left blank

# **PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS**



## **NOTICE OF INTENTION TO TAKE KEY DECISIONS**

In the period commencing 28 days after the date of publication of this notice, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:  
Cllr Cereste (Leader); Cllr Lee (Deputy leader); Cllr Scott; Cllr Holdich; Cllr Hiller; Cllr Seaton; Cllr Dalton; Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedecisions](http://www.peterborough.gov.uk/executivedecisions). If you wish to make comments or



Appendix 1

representations regarding the 'key decisions' outlined in this Notice, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this notice.

**NEW ITEMS THIS MONTH:**

**Extension to various Highways Related Contracts to July 2013 - KEY/24JAN13/01**

**Environment Capital Action Plan - KEY/24JAN13/02**

**Risk Based Verification Policy - KEY/24JAN13/03**

**Religious Education Syllabus - KEY/24JAN13/04**

**Review of Eligibility Criteria for Adult Social Care Services - KEY/24JAN13/05**

**Review of Charging Policy for Adult Social Care Services - KEY/24JAN13/06**

**Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07**

## KEY DECISIONS FROM 24 JANUARY 2013

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<b>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12</b> Award of Contract for the Demolition of the Moy's End Stand and Reconstruction	<b>Councillor David Seaton Cabinet Member for Resources</b>	N/A	Sustainable Growth and Environment Capital	Internal and External Stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.	<b>Councillor David Seaton Cabinet Member for Resources</b>	N/A	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Rolling Select List - Independent Fostering Agencies - KEY/01JUL/12</b> To approve the list for independent fostering agencies.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<b>Write off approval for debts over £10,000 in relation to Non Domestic Rates - KEY/31OCT12/01</b> Authorise the write off of debt shown as outstanding in respect of non domestic rate accounts.	<b>Councillor David Seaton</b> Cabinet Member for Resources	N/A	Sustainable Growth and Environment Capital	Internal and External Stakeholders as appropriate.	Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Expansion and Refurbishment of Hampton Vale Primary School - KEY/31OCT12/04</b> Award of Contract for the expansion and refurbishment of Hampton Vale Primary School.	<b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders including ward councillors as appropriate.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Council Tax Base 2013/14 - KEY/13NOV12/02</b> To agree the calculation of the council tax base for 2013/14.	<b>Councillor David Seaton</b> Cabinet	Yes	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Budget and Medium Term Financial Strategy - KEY/13NOV12/03</b> Draft budget for 2013/14 and Medium Term Financial Strategy to 2023/24 to be agreed as a basis for consultation. This will include the Council's Capital Strategy, Asset Management Plan and Draft Annual Accountability Agreement between Peterborough City Council and Peterborough Primary Care Trust.	<b>Councillor David Seaton</b> Cabinet	Yes	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<b>Mental Health Services at Clare Lodge - KEY/13NOV12/05</b> Undertake a tender to secure Mental Health Services for Clare Lodge Secure Unit.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Clare Lodge Service Review Outcome - KEY/13NOV12/06</b> To approve the outcome of the service review of Clare Lodge Secure Unit.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Family Support Framework - KEY/13NOV12/07</b> Create a framework for Family Support services.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Residential Approved Provider List - KEY/13NOV12/08</b> Create a compliant Approved Provider List for Residential units for children and young people.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Children's Play Services Review - KEY/13NOV12/09</b> To undertake a review of the Play Services in the city	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities.	To be undertaken with key stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborou gh.gov.uk	It is not anticipated that there will be any further documents.

<p><b>Superfast Broadband - KEY/13NOV12/10</b> To authorise the award of the contract for the provision of Superfast Broadband in Peterborough and Cambridgeshire</p>	<p><b>Councillor David Seaton</b> Cabinet Member for Resources</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal departments.</p>	<p>Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Healthwatch Commissioning - KEY/30NOV12/02</b> Approval of the proposed approach to commission Healthwatch Peterborough.</p>	<p><b>Councillor Wayne Fitzgerald</b> Cabinet Member for Adult Social Care</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Nick Blake Improvement &amp; Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Care and Repair Framework Agreement - KEY/18DEC12/01</b> To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p><b>Councillor Peter Hiller</b> Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care &amp; Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Capital Programme of Works - KEY/18DEC12/02</b> To agree the Capital Programme of Works for 2013-14.</p>	<p><b>Councillor Peter Hiller</b> Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Members of public, external stakeholders and internal departments.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Extension of Homecare Contracts - KEY18DEC12/03</b> To extend the current contracts for a further period of 9 months.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p>N/A</p>	<p>Health Issues</p>	<p>Internal and external stakeholders.</p>	<p>John Cremins Head of Service, Contracts Procurement &amp; Compliance Tel: 01733 384608 john.cremins@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Award of Contract for the 413 Bus Service - KEY27DEC12/01</b> Award of Contract for Route 413 (Maxey to City Centre) from 1 April 2013.</p>	<p><b>Councillor Peter Hiller</b> <b>Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>N/A</p>	<p>Sustainable Growth</p>	<p>Relevant internal departments and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Award of Insurance Contract - KEY10JAN13/01</b> To authorise the awarding of the contract for provision of the Council's insurances for the next five years.</p>	<p><b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal Departments.</p>	<p>Sue Addison Insurance Manager Tel: 01733 348560 sue.addison@peterborough.gov.uk</p>	<p>It is not anticipated that any further documents will be required.</p>
<p><b>Extension to various Highways Related Contracts to July 2013 - KEY24JAN13/01</b> To extend the existing Highways Maintenance, Professional Services, Street Lighting and Gully Cleansing Contracts until July 2013 pending the review of alternative procurement options.</p>	<p><b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation with senior officers has been undertaken including the Director of Operations and Head of Business Transformation.</p>	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<b>Environment Capital Action Plan - KEY/24JAN13/02</b> Approve the Plan for public consultation.	<b>Councillor Gr. Uff. Marco Cereste Cabinet</b>	<b>YES</b>	Sustainable Growth and Environment Capital	Four week public consultation.	Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Risk Based Verification Policy - KEY/24JAN13/03</b> To approve the policy for online Housing/Council Tax Benefit claim forms.	<b>Councillor David Seaton Cabinet</b>	<b>NO</b>	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders.	Amanda Stevens Head of Shared Transactional Services Tel: 01733 317941 amanda.stevens@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Religious Education Syllabus - KEY/24JAN13/04</b> To approve the Locally Agreed Syllabus for Religious Education (RE).	<b>Councillor John Holdich OBE Cabinet Member for Education, Skills and University</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities.	SACRE and other key stakeholders.	Sally Weald Governor Services Assistant Manager Tel: 01733 763720 sally.weald@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Review of Eligibility Criteria for Adult Social Care Services - KEY/24JAN13/05</b> Agree recommendations following the review of Eligibility Criteria.	<b>Councillor Wayne Fitzgerald Cabinet</b>	<b>YES</b>	Health Issues	Social Care users, carers and partners.	Jana Burton Assistant Director Care Services Delivery Tel: 01733 452440 jana.burton@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Review of Charging Policy for Adult Social Care Services - KEY/24JAN13/06</b> Agree recommendations following the review of Adult Social Care charging policy.	<b>Councillor Wayne Fitzgerald Cabinet</b>	<b>YES</b>	Health Issues	Social Care users, carers and partners.	Paul Stevenson Interim Head of Finance Tel: 01733 452306 paul.stevenson@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p><b>Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07</b>          To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p><b>Councillor Peter Hiller          Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed          Transport Planning Team Manager          Tel: 317471          mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
---	--	-------------------	---	---	---	--



**CHIEF EXECUTIVE'S DEPARTMENT** Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications  
Strategic Growth and Development Services  
Legal and Governance Services  
Policy and Research  
Economic and Community Regeneration  
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

**STRATEGIC RESOURCES DEPARTMENT** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Strategic Improvement  
Strategic Property  
Waste  
Customer Services  
Business Support  
Shared Transactional Services  
Cultural Trust Client

**CHILDREN'S SERVICES DEPARTMENT** Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities  
Education & Resources  
Strategic Commissioning & Prevention

**OPERATIONS DEPARTMENT** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)  
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)  
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)  
Operations Business Support (Finance)

**ADULT SOCIAL CARE** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)  
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement & Compliance)

Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement; Quality and Workforce Development)

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE  
WORK PROGRAMME 2012/13**

Meeting Date	Item	Progress
<p><b>6 June 2012</b> <i>Draft Report 17 May</i> <i>Final Report 24 May</i></p>	<p><b>Strong and Supportive communities: introduction, Overview and Work Programme</b></p> <p>To receive a comprehensive overview of the issues, opportunities, priorities and challenges in connection with the strong and supportive communities theme, with the aim of establishing a scrutiny work programme for the year.</p> <p><b>Contact Officer: Adrian Chapman</b></p> <p><b>Review of 2011/12 and Future Work Programme</b></p> <p>To review the work undertaken during 2011/12 and to consider the future work programme of the Committee</p> <p><b>Contact Officer: Paulina Ford</b></p>	<p>Items identified at the meeting to be programmed into the work programme.</p> <p>Items identified at the meeting to be programmed into the work programme.</p>
<p><b>25 July 2012</b> <i>Draft Report 9 July</i> <i>Final Report 16 July</i></p>	<p><b>Consultation and Engagement Strategy</b></p> <p>To scrutinise the Consultation and Engagement Strategy and make any recommendations</p> <p><b>Contact Officer: Paul Stevenette</b></p> <p><b>CRIME AND DISORDER SCRUTINY COMMITTEE</b></p> <p><b>Police and Crime Commissioners and Police and Crime Panels</b></p> <p>To receive a report on information regarding the changes in police governance leading to the election of a Cambridgeshire Police and Crime Commissioner and make any comments</p> <p><b>Contact Officer: Adrian Chapman/Gary Goose</b></p> <p><b>Neighbourhood Committee Implementation Task and Finish Group Final Report</b></p>	

Meeting Date	Item	Progress
	<p>To receive the final report from the Neighbourhood Committee Implementation Task and Finish Group and make any recommendations.</p> <p><b>Contact Officer: Adrian Chapman</b></p>	
<p><b>12 September 2012</b> <i>Draft Report 28 Aug</i> <i>Final Report 3 Sept</i></p>	<p><b>CRIME AND DISORDER SCRUTINY COMMITTEE</b></p> <p><b>Protecting the Public Through Regulatory Services</b></p> <p>To Scrutinise the work of the Regulatory Team and make any comments and recommendations.</p> <p><b>Contact Officer: Peter Gell</b></p> <p><b>Responsible Dog Ownership</b></p> <p>To scrutinise the K9 Project which encourages responsible dog ownership and make any recommendations.</p> <p><b>Contact Officer: Peter Gell</b></p> <p><b>Reducing Reoffending Through Behaviour Change</b></p> <p>To scrutinise the approach taken by the Community Safety Partnership to reduce reoffending within the city and make any recommendations.</p> <p><b>Contact Officer: Gary Goose</b></p>	
<p><b>20 November 2012</b> <i>Draft Report 2 Nov</i> <i>Final Report 9 Nov</i></p>	<p><b>Community Cohesion Strategy and Delivery</b></p> <p>To Scrutinise the effectiveness of the 2012/13 Cohesion Strategy in tackling current cohesion action plan priorities and make any recommendations for the cohesion strategy/action plan for 2013/14.</p> <p><b>Contact Officer: Jawaid Khan</b></p> <p><b>Empty Homes Strategy 2012 - 2015</b></p>	

Meeting Date	Item	Progress
	<p>To Scrutinise the new Draft Empty Homes Strategy and make any Comments and Recommendations.</p> <p><b>Contact Officer: Sharon Malia</b></p> <p><b>Portfolio Progress Report from Cabinet Member relevant to the Committee</b></p> <p>To Scrutinise and comment on the progress of the portfolio of the Cabinet Member for Housing and Neighbourhoods</p> <p><b>Contact Officer: Adrian Chapman/Cllr Hillier</b></p>	
<p><b>16 January 2013</b></p> <p><i>Draft Report 31 Dec</i> <i>Final Report 7 Jan</i></p>	<p><b>Peterborough Homes Allocations Policy</b></p> <p>To review the final draft of the policy and give authorisation to present to cabinet for onward presentation to full Council for adoption.</p> <p><b>Contact Officer: Belinda Child</b></p> <p><b>Review of the Homelessness Strategy 2008 - 2012</b></p> <p>To scrutinise performance against the existing strategy and make any comments and recommendations.</p> <p><b>Contact Officer: Belinda Child</b></p> <p><b>Citizens Power – Task and Finish Group Report</b></p> <p>To note the conclusions and recommendations contained within the report and make any agreed recommendations available to the Council for any consideration in any future planned schemes.</p> <p><b>Contact Officer Graeme Clark</b></p>	
<p><b>21 January 2013</b></p> <p><b>(Joint Meeting of the Scrutiny</b></p>	<p><b>Budget 2013/14 and Medium Term Financial Plan</b></p> <p>To scrutinise the Executive's proposals for the Budget 2013/14 and Medium</p>	

Meeting Date	Item	Progress
<b>6 March 2013</b> <i>Draft Report 18 Feb</i> <i>Final Report 25 Feb</i>	Term Financial Plan. <b>Contact Officer: John Harrison/Steven Pilsworth</b>	
	<b>Vivacity – Annual Report</b>	
	<b>Contact Officer: Kevin Tighe</b> City Centre – Priorities and Vision	
	<b>Contact Officer: Annette Joyce</b> Portfolio Progress Report from Cabinet Member for Culture, Recreation and Strategic Commissioning	
	<b>Contact Officer: Annette Joyce/ Cllr M Lee</b> <b>CRIME AND DISORDER SCRUTINY COMMITTEE</b>	
	Annual Community Safety Plan Strategy	
	<b>Contact Officer: Gary Goose</b> Update on the Impact of the New Police and Crime Commissioner	
	<b>Contact Officer: Gary Goose/ Adrian Chapman</b>	

To be programmed into work programme:  
 Introduction to Selective Licensing to Improve Standards in Private Rented Housing – Briefing Note – Belinda Child

**Portfolio Progress Report from Cabinet Member for Community Cohesion and Safety – Cllr Walsh  
Update on Responsible Dog Ownership**

This page is intentionally left blank