

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY  
COMMITTEE**

**WEDNESDAY 20 JULY 2016  
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 Meeting Held on 10 March 2016**

**3 - 10**

**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. Housing Needs & Homelessness And An Update On The Progress Of  
The Homelessness Strategy**

**11 - 96**

**6. Review of the Management of Unauthorised Gypsy and Traveller  
Encampments**

**97 - 116**

**7. Review of 2015/16 and Work Programme for 2016/17**

**117 - 134**



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.

**8. Forward Plan of Executive Decisions**

**135 - 160**

**9. Date of Next Meeting**

Wednesday 14 September 2016

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at:

<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

**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 Bull (Vice Chairman), R Bisby, S Allen, D King, S Martin, A Ali and A Shaheed

Substitutes: Councillors: L Serluca, M Hussain and A Bond

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 and VIERSEN ROOMS, TOWN HALL, PETERBOROUGH  
ON  
WEDNESDAY 10 MARCH 2016**

**Present:** Councillors: P Faustino, A Iqbal, J Johnson, R Bisby, S Martin, and J R Fox

**Officers in**

<b>Attendance:</b>	Adrian Chapman	Service Director for Adult Services and Communities
	Gary Goose	Head of Community Services
	Belinda Child	Head of Housing and Health Improvement
	Hayley Thornhill	Intelligence Manager
	Ian Phillips	Social Inclusions Manager
	Lisa Roberts	Culture and Leisure Partnership Manager
	Gary Wright	Market Development Manager
	Karl Bowden	Safer Peterborough Partnership Manager
	Annette Joyce	Service Director, City Services and Communications
	Alison Stuart	Assistant Director Legal and Democratic Services
	Paulina Ford	Senior Democratic Services Officer

**Also Present:** Kevin Tighe Chief Executive of Vivacity  
Shelagh Smith Chairman of Vivacity  
Councillor Serluca Cabinet Member for City Centre Management, Culture and Tourism  
Councillor Thulbourn

The Senior Democratic Services Officer opened the meeting and advised the Committee that apologies had been received from Councillor Forbes the Chairman and Councillor Ash the Vice Chairman and therefore in the absence of both the Chairman and Vice Chairman nominations would need to be sought for the position of Chairman before the meeting could commence.

Councillor John Fox, seconded by Councillor Bisby nominated Councillor Faustino. There being no other nominations Councillor Faustino was appointed Chairman. Councillor Faustino agreed to take the position of Chairman.

**1. Apologies for Absence**

Apologies for absence were received from Cllr Forbes and Cllr Ash. Councillor Johnson was in attendance as substitute for Cllr Forbes.

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

There were no Declarations of Interest and Whipping Declarations.

**3. Minutes of the Meeting Held on 20 January 2016**

The minutes of the meeting held on 20 January 2016 were approved as an accurate record.

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

There were no call-ins for this meeting.

## 5. Vivacity – Performance Report and Draft Business Plan

The report was introduced by the Cabinet Member for City Centre Management, Culture and Tourism who was accompanied by the Chief Executive of Vivacity and the Chairman of Vivacity. The report provided the Committee with an annual review of the work of Vivacity and performance during 2015-16.

Questions and comments were raised around the following areas:

- Had any dates been identified for the Arts Festival and Heritage Festival and when would these be advertised? *Members were informed that the dates were not yet available for publication. The Heritage Festival would be held around the third weekend in June and would be the same quality as before but with some change. There would be a slightly different approach to the Arts Festival this year and it would be presented in three parts across the year. There would be a set of events based around theatre, sculpture and visual arts.*
- How is Vivacity engaging with ethnic and other minority groups within the city and how can this be demonstrated? *Members were informed that across the year approximately 2 million visitors attended Vivacity facilities. 1.2 million of those visitors attended the sports facilities. Most of the Vivacity facilities were representative of the different communities in the city. The matrix for analysing the numbers attending were not as accurate as they could be however Vivacity was committed to providing a range of facilities aimed at the wider community. Vivacity worked with Peterborough Inspire which was a project that promoted sports and leisure activities for people with disabilities. Grant money was also being used on a pilot project in libraries to target people with English not as their first language to assist with literacy and learning.*
- Members asked if the three month reduced rate membership for gym use could be extended to six months for those people disabilities. It was felt that three months was not generally long enough and people who were not in work may find it difficult to afford further membership. *Members were informed that exercise and fitness was part of a lifestyle change and the three month reduced membership was designed to give people a taster and then participants may wish to take on a lifetime membership, although the uptake was currently very low. It was explained that there were two parts to the programme, those referred by their GP and a service for those with acute medical problems such as diabetes, heart conditions and those who had suffered a stroke, for which the programme was also subsidised. After the three months subsidised membership it then became a lifestyle choice.*
- Is Vivacity engaged with or have plans to be engaged with RAF Wittering to advise serviceman with both physical and mental illnesses of the facilities available through Inspire Peterborough? *Members were informed that Vivacity had engaged with RAF Wittering and confirmed that mental health and general wellbeing was also an area of work that Vivacity covered. A great deal of work in this respect was done with Inspire Peterborough who were the Gateway and communication network for Vivacity for people with disabilities.*
- The Chief Executive of Vivacity thanked Peterborough City Council for having the foresight to put its services out to contract. The value for Peterborough had gone from strength to strength in terms of cost and that was down to the way Vivacity and Peterborough City Council worked together. Over the next five years Vivacity would give £1million back to the council for future investment and it was mainly sport which generated the money to enable other events to occur. Vivacity was sitting in a positive place with a good relationship with the council.
- Are Vivacity engaged with small and medium enterprises and with larger organisations such as Queensgate? *Members were advised that Vivacity were strongly involved with small and medium sized enterprises. The Chief Executive was a Member of the Chamber of Commerce which enabled Vivacity to engage with a wide range of small and medium sized businesses.*
- The Cabinet Member for City Centre Management, Culture and Tourism wished it noted that Shelagh Smith who had been integral in the formation of Vivacity five years ago and who had worked tirelessly in a voluntary position as Chairman would be stepping down as Chairman this year. The Cabinet Member wished to express her thanks to Shelagh for her hard work and dedication over the period she had been involved with Vivacity.

- As the Business Plan is currently in a draft format when could scrutiny expect to see the final version of 2016-21 plan? *Members were advised that the draft business plan was currently with the council for comment and formal approval and was due to be signed off by the Board on 21 March 2016. Once the approval and sign off had taken place it could then be presented back to Scrutiny.*

The Chairman thanked the Chief Executive and Chairman of Vivacity for attending the meeting and presenting an informative report and responding to questions from the Committee. The Chairman also thanked the Chairman of Vivacity for all her hard work and dedication to Vivacity.

## **ACTION AGREED**

The Committee agreed to note the report.

## **6. City Services – Performance of City Centre Events**

The Cabinet Member for City Centre Management, Culture and Tourism wished to inform the Committee that the report referred to the Italian Festival and explained that the festival was organised by the Italian Community. The Cabinet Member advised that even though she had a small Italian shop in the city and participated in the festival as part of the community Members should be aware that she took no part in the organisation of this event.

The Service Director, City Services and Communications introduced the report which provided an update on the progress, outturn and impacts of city centre events organised within the last 12 months.

The Service Director also wished to acknowledge and give thanks to Perkins who supported the Perkins Great Eastern Run through sponsorship. Acknowledgement and thanks were also given to the 300 Vivacity volunteers who worked hard to make the event happen and to the core stakeholder group consisting of Tim Cook, Dick Hughes, Tony King, Simon Lovell, Gary Thurgood, and Samuel Hailford. Acknowledgement and thanks were also given to Councillor Thacker and Ray Dobbs who without them the Classic Car Show would not take place.

Questions and comments were raised around the following areas:

- It was noted that the Portuguese Festival would need to move from its current location as it was getting too big for its current location. Was there any way it could be retained within the city centre? *The Service Director explained that the festival had been a victim of its own success and unfortunately it could not be expanded into anymore of the side streets on a weekend due to the volume and size of the festival and heavy footfall. The embankment has been considered as an alternative location but had been dismissed as it was too large. It was understood that the event would be moving to the rugby club this year. Support and marketing of the event would still continue.*
- There is no mention in the report of the income generated from the Portuguese Festival. Do stallholders pay a subscription to participate? *Members were advised that no money had been received directly from the organisers to put the event on. It was believed that money had been raised to subsidise the event by charging traders to take part in the event. It was acknowledged that there was a contribution from these outside organisations in the time and effort taken to organise such events for the benefit of the city and the visitors the events attracted.*
- What steps are being taken to secure additional sponsorship? *Members were informed that there was continual engagement with local businesses and there were already some businesses who had potentially pledged sponsorship for some of next year's events which should make the events cost neutral. The Perkins Great Eastern Run had the potential to increase the income generated by increasing the number of entrants.*

## **ACTION AGREED**

The Committee agreed to note the report.

## 7. Peterborough City Market Update Report

The report was introduced by the Service Director, City Services and Communications accompanied by the Markets Development Manager. The report provided the Committee with an update on the progress of Peterborough City Market during the last 12 months.

Questions and Comments from Members of the Committee:

- Members congratulated officers on the increased occupancy of the market.
- Werrington Neighbourhood Council have been trying for a Farmer's Market for some time and the question was raised if Tesco could be approached to allow the vacant shops at the Werrington Centre to be utilised? *Members were informed that a Farmer's Market was perceived to be a good idea and consideration should be given to using the councils own empty properties units. Stallholders occasionally moved on, not because their business had failed but because they were successful and their business had grown and therefore required a larger base. Work could be done to help move these people into empty units.*
- What is being done to link the market with city centre events? *Members were advised that a market presence was provided at every city centre event to try and showcase the city market and in particular the diverse range of foods offered.*
- Can people who have attended the various festivals such as the Portuguese and Italian Festival be allocated a market stall for a couple of weeks to enable the public to purchase the foods following these events? *Members were advised that this idea needed developing further and ways were being investigated to encourage more food traders to the main market.*

### ACTION AGREED

The Committee noted the report and requested that Officers investigate the use of empty council properties as venues to hold a Farmer's Market.

## 8. Customer Experience Programme – Front Door Transformation

The Service Director for Adult Services and Communities introduced this report which was being presented following on from a recommendation made at the Scrutiny of the Budget Joint Meeting of Scrutiny Committees and Commissions held in November 2015. The report set out the overall direction of travel for the Front Door project. The Service Director provided further context to the project and advised that further reports would be forthcoming over the year as the project developed.

Questions and comments were raised around the following areas:

- Members agreed that it would be a good idea to return to scrutiny several times as the project developed rather than once a year to keep members informed of progress and enable them to put ideas forward. *The Service Director responded that the Front Door project was a major change in the way the council engaged with its customers and there was a commitment to ensure that the customer experience would be improved. Appropriate scrutiny at each stage of development would be key.*
- Enquiry and caller handling was discussed at length and key elements identified as a requirement for good customer service included good training, identifying the relevant skill sets required and taking ownership of a call.
- Will English as a foreign language be taken in to account? *Members were informed that it would be and this had been taken into account by having customer service agents with different languages. Translation facilities had also been built into the model. The Front Door project was about encouraging people to access services in the right way and there needed to be a choice for people to access services through different points of access which could be the library, Parish Council, email, website or an app and that the information accessed is consistent whichever way they choose to access it.*
- Members commented that the new model looked like a good model however there was concern about the time it took to respond to and resolve complaints and this needed to be addressed. There was currently no mechanism to track the progress of the call and hoped this process could be

speeded up and resolved within a pre-determined time scale. *The Service Director acknowledged that the current model did not have the facility to track calls once they had been passed on and therefore if the issue had been resolved. The new model would address this.*

## **ACTION AGREED**

The Committee agreed to note the report.

## **CRIME AND DISORDER SCRUTINY COMMITTEE FOR ITEM 9 ONLY**

### **9. Safer Peterborough Partnership – Community Safety Plan Review**

The report was introduced by the Safer Peterborough Partnership Manager and provided the Committee with an update on the progress of delivering the Safer Peterborough Partnership (SPP) Plan during 2015/16 and set out proposed priorities for the three-year period commencing April 2016. The Service Director for Adult Services and Communities advised Members that the SPP Plan being presented was a review of the current plan and a draft of a new three year plan for 2016-2019.

Key achievements for the Partnership over the last year included:

- the reductions in those killed or seriously injured on our roads
- the work of the Victims' Hub in supporting 6000 victims of crime across Cambridgeshire and Peterborough
- Continued reductions in offending linked to prolific offenders who form part of the Integrated Offender Management Scheme.

Questions and comments were raised around the following areas:

- Members commented that it was an excellent report.
- Members felt that there was less of a police presence on the street due to the volume and variety of crime that police now had to deal with an example of which was cybercrime.
- Members asked if the Victim's Hub was still using neighbourhood watch co-ordinators and volunteers as well as professionals? *Members were advised that the Victims Hub was supported by volunteers and that a more informed reply could be supplied at a later date.*
- Which victim based crime are you prioritising? *Members were advised that victim based crime was a crime that affected a person. It also covered the management of reducing repeat offenders in order to reduce victim based crime.*
- Members felt that there was an imbalance of support available to victims with a bias towards more support for offenders. *Members were informed that the Victims Hub was put in place to address this issue and provide more support to victims.*
- Do support workers support the victims through court and assist them afterwards? *Officers present advised Members that they did not have the full details of the Victims Hub available at the meeting but could provide this at a later date. The Service Director responded that one of the reasons the Victims Hub had been set up was to assist victims through the court process in the hope that more victims would come forward and go to court to give evidence, ultimately leading to more convictions and the subsequent reduction in crime.*
- Members referred to page 47, paragraph 6.2, Gangs and expressed disappointment in there being only two paragraphs dedicated to Gang Culture and invited comment. *Members were informed that there was little evidence of any organised Gang Culture being found in the area although public perception did not always agree. Safer Schools officers from the Safer Peterborough Partnership were being introduced into the majority of schools to attempt to eliminate any ideology around gang culture and prevent gangs from forming in the first place. A piece of work had been commissioned to map the offer of the different services that work with young people of an adolescent age to provide a new type of service which could work with communities who were feeling troubled by groups of young people and engage with young people in a more positive way.*
- Members referred to page 47, paragraph 6.3, Child Sexual Exploitation and Missing from Home and were pleased to see that attention was being given to children going missing from home.

## RECOMMENDATION

The Committee noted the report and progress made by the Safer Peterborough Partnership over the past year and provided feedback on the proposed Safer Peterborough Partnership priorities for the forthcoming year. The Committee also recommended:

1. That the work of the Victims Hub be the subject of an All Party Policy meeting so that all Councillors could be made aware of the work of the Victims Hub.
2. That paragraph 6.2, Gangs be expanded and provide more detail on the work that is being done around this subject.

### 10. Alternative Governance Arrangements

The Assistant Director of Legal and Democratic Services accompanied by Councillor Thulbourn introduced the report which provided the Committee with an update on the next steps following Council's decision on 27 January 2016 to confirm its earlier decision to adopt a hybrid model of governance to take effect from the Annual Council meeting in May 2016.

Questions and comments were raised around the following areas:

- Members were asked if the training programme should be all day or one or two evenings and invited suggestions. Members expressed that flexibility would be appreciated and the training should be open to all Councillors. It was then suggested and agreed that the training be on two sessions, one evening and one afternoon were preferable, not necessarily on the same day. *Members were informed that attention needed to be given to the content of the training given and that the Hybrid Model was a fundamental change in the way information would be presented to scrutiny. Training sessions would be made available to all Councillors and officers as well.*
- Members were advised that the new Hybrid Model would improve the outcomes of scrutiny and provide in-depth challenge and more involvement in pre decision scrutiny allowing scrutiny to have more influence in the decisions being made.
- Concerns were expressed that small political groups would not be selected to have a seat on the three committees. Seats should be allocated to those with the most experience and not based on proportionality. *Members were advised that the committees would be based on proportionality and the political groups will need to ensure that the people selected to go onto the committees are interested and engaged in the remit of that committee.*

### ACTION AGREED

The Committee agreed to note the report.

### 11. Forward Plan of Executive Decisions

The Committee received the latest version of the Council's Forward Plan of Executive Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the forthcoming month.

The Commission noted the latest version of the Council's Forward Plan of Executive Decisions and requested further information on the following:

- Delegation of Authority under ASB, Crime and Policing Act 2014 to Registered Social Landlords as it was anticipated there would be many questions from residents regarding this.

### ACTION AGREED

It was agreed that a briefing note and contact information would be provided by the Adult Services and Communities on Delegation of Authority under ASB, Crime and Policing Act 2014 with regard to Registered Social Landlords.



*The meeting began at 7.00pm and ended at 8.31 pm*

CHAIRMAN

This page is intentionally left blank

<b>STRONG &amp; SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>20 JULY 2016</b>	<b>Public Report</b>

## **Report of the Service Director of Adult Services and Communities**

**Contact Officer(s) – Belinda Child**  
**Contact Details – 01733 863769**

### **HOUSING NEEDS & HOMELESSNESS AND AN UPDATE ON THE PROGRESS OF THE HOMELESSNESS STRATEGY**

#### **1. PURPOSE**

- 1.1 To provide Members with an opportunity to scrutinise the Council's approach to preventing and tackling homelessness.

#### **2. RECOMMENDATIONS**

- 2.1 Members are asked to scrutinise the progress made on the Homelessness Strategy and to provide challenge where necessary and to suggest ideas and initiatives to support the continued delivery of priorities.

#### **3. LINKS TO THE CORPORATE PRIORITIES**

- 3.1 Providing affordable, warm, safe and secure housing is the cornerstone of a strong society. This principle is most closely aligned with the priority to keep all our communities safe, cohesive and healthy.

#### **4. BACKGROUND**

- 4.1 This report provides an updated position on the council's Homelessness Strategy and the initiatives in place to tackle the housing needs of the residents of the City.

#### **5. KEY ISSUES**

##### **5.1 Housing Needs**

- 5.1.1 The Housing Needs team deliver a housing options approach when dealing with clients who approach the authority for assistance and will seek to prevent a household's homelessness wherever possible.

- 5.1.2 The number of clients contacting the service is high. In the last financial year the team were contacted 19,758 times by clients for advice and assistance, of which 2,401 were seen face to face by an officer. Officers have a number of options when preventing homelessness and have been successful in a large number of cases, which may have otherwise resulted in the household becoming homeless, and the council having to accommodate in temporary accommodation whilst seeking alternative accommodation.

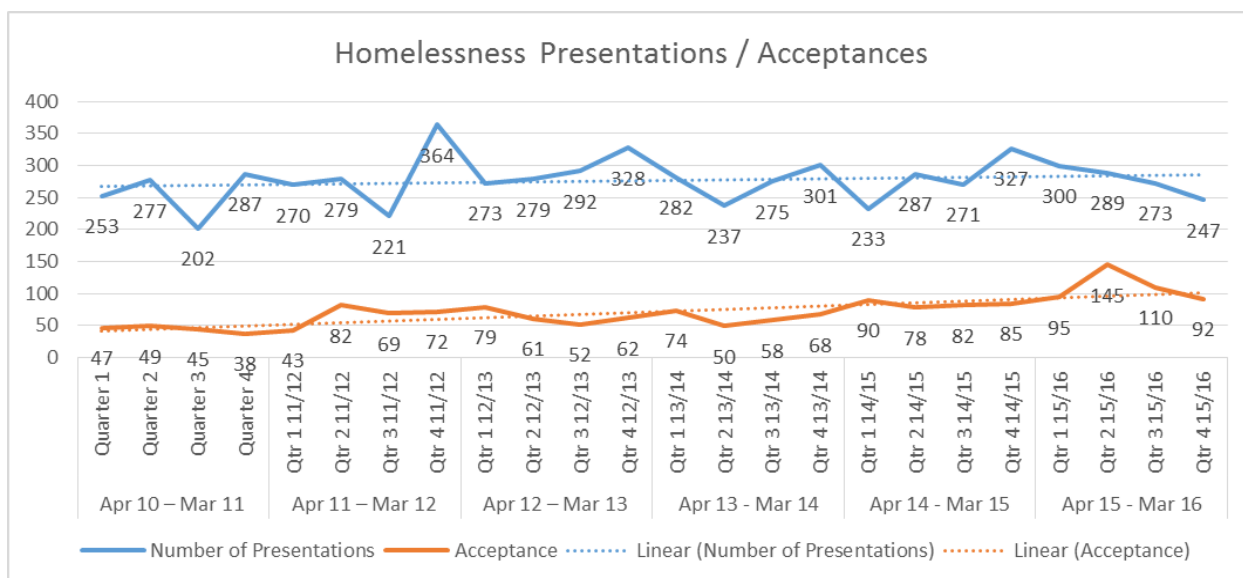
- 5.1.3 Examples of how this was achieved include:

- Negotiating with householders/landlords to resolve the issues which led to the threat of homelessness
- Liaising with the Housing Benefit team to resolve payment issues
- Taking steps to improve security in the home to allow victims of domestic violence to

- remain in the home (Sanctuary Scheme)
- Offering mortgage/debt advice
- Supporting households to move to alternative affordable accommodation in the private sector

5.1.4 In 2015/16 the council accepted homelessness applications from 1,186 households. This is a slight increase on the previous year (1,120), but remains less than the recent high of (1,326). However of the 1,186 applications, 440 were accepted as 'statutory homeless' and owed a full housing duty. This is the highest number we have seen in recent years. This is in line with the national picture, which has seen increases in homelessness presentations and acceptances year on year since 2010.

5.1.5 The table below shows the number of homelessness presentations and number of homelessness acceptances each quarter from April 2010.



## 5.2 Homelessness Prevention

### 5.2.1 Rent Deposit Scheme and Discretionary Housing Payments

The service continues to offer a Rent Deposit Scheme which enables persons to access an interest free loan to be used for the upfront costs associated with securing a property in the private rented sector.

5.2.2 This continues to be a successful option for the prevention and relief of homelessness and also increased access to permanent accommodation. In 2015/2016 a total of 184 households were assisted into private rented sector accommodation through this scheme.

5.2.3 In addition the team have continued to make use of the Discretionary Housing Payments fund (DHP), made available to all local authorities. This is used to support households who were in receipt of housing benefits, and may be at risk of homelessness, to move to alternative private sector accommodation. It can cover up front fees such as deposits, rent in advance and reasonable administration fees. In 2015/16 the team were successful in assisting 112 households.

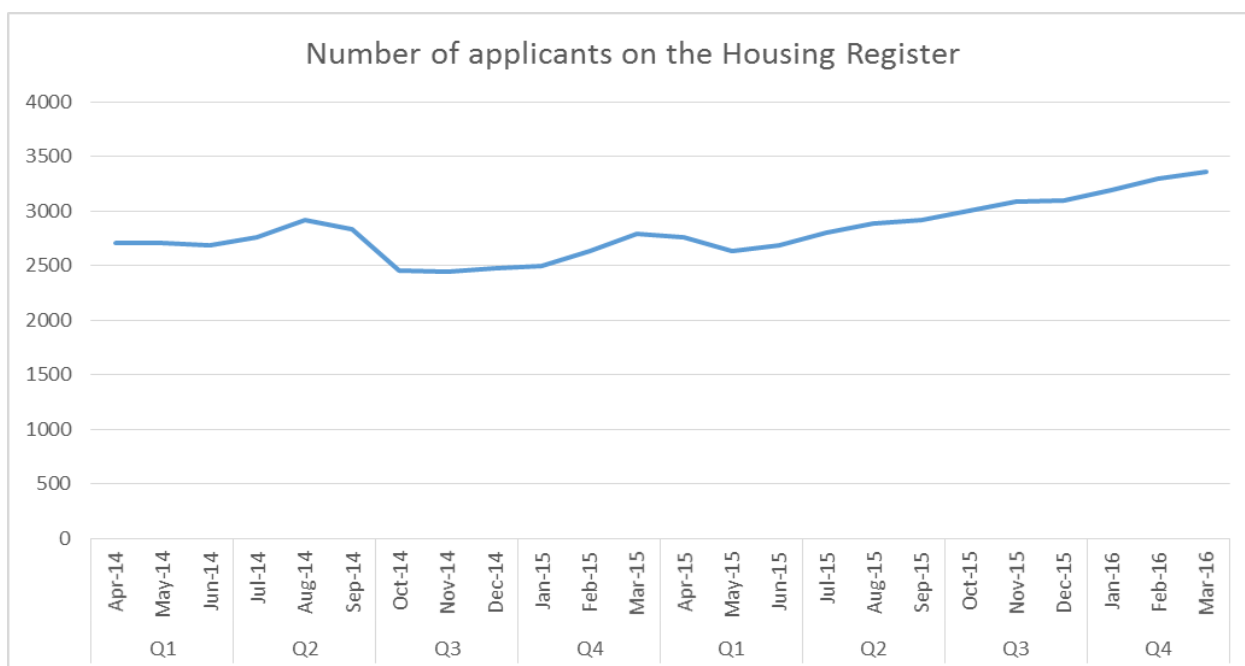
### 5.2.4 The Peterborough Homes Scheme and Choice Based Lettings

The council continues to work in partnership with the 10 registered providers of social housing who have significant numbers of social housing in the city, to allocate their properties through the Peterborough Homes Choice Based Lettings Scheme.

5.2.5 In 2015/2016 the team allocated 1,059 properties through the Peterborough Homes Choice Based Lettings Scheme. This is a reduction from 1,280 properties in 2014/15. Of particular concern are the number of 2 bedroom properties becoming available to rent through social landlords. In 2015/16 the team allocated 305 2 bedroom properties. This is a 26.32% (414) reduction on the numbers available last year and remains the most needed type of property amongst those who are accepted as homeless and who the Council has a full housing duty towards.

5.2.6 In January 2013, the Council implemented significant changes to the allocations policy, restricting entry to the register to those who are in the most urgent housing need. These changes were detailed in a previous Scrutiny report and continue to be relevant. The table below shows the numbers on the housing register month by month from April 2014.

5.2.7



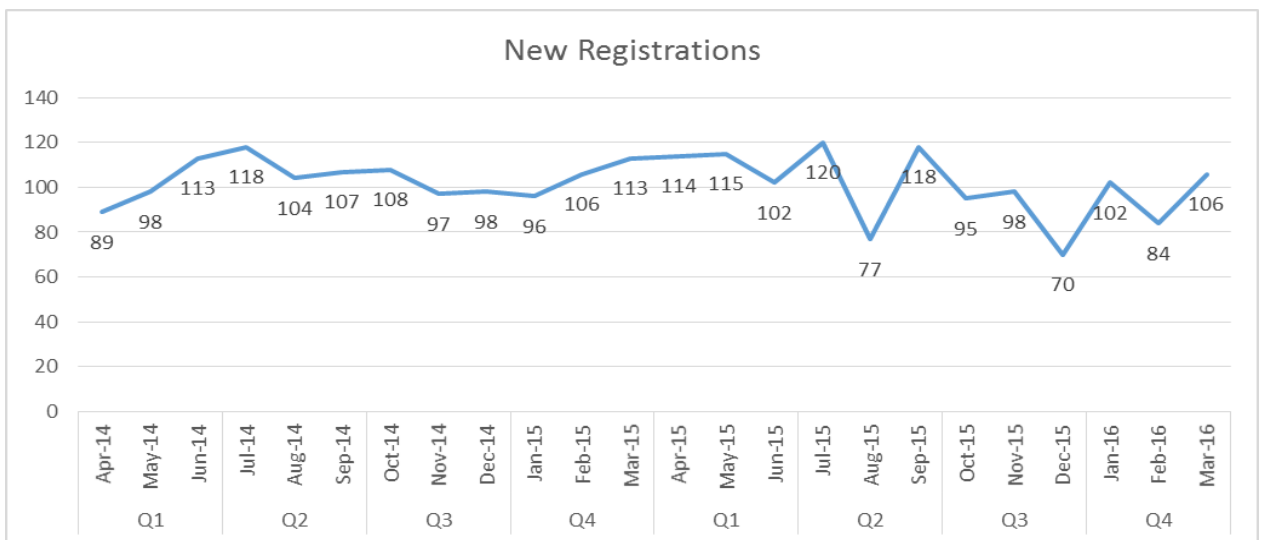
5.2.8

Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
2706	2707	2688	2762	2918	2832	2454	2450	2472	2495	2632	2790
Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
2760	2634	2683	2807	2884	2915	3007	3086	3099	3191	3294	3359

5.2.9 While the numbers on the Housing Register appear to be increasing the team are currently part way through a review of the register. Letters have been sent to all those applicants with a live Housing Register application and who have not been participating in the Choice Based Lettings Scheme by bidding in the last 12 months. Letters were sent to over 1,200 applicants and those who do not respond by starting to express interest in properties (bidding on properties) or confirming that they are still in housing need will have their applications cancelled. It is expected that the number of applicants on the housing register will be reduced to around 2,700 following the review.

5.2.10 The team continues to receive a high number of applications to join the register, but many are unsuccessful as the household are adequately housed in their current accommodation, or they are not considered a qualifying person due to previous behaviour such as not paying rent. The table below shows the number of new applications accepted onto the register month by month from April 2014.

5.2.11



5.3 **Rough Sleeping in Peterborough**

- 5.3.1 Peterborough City Council has a rough sleeper outreach officer to assist individuals who find themselves sleeping rough after losing their accommodation. There continues to be a core of entrenched rough sleepers in the city who are resistant to engaging with the outreach approach.
- 5.3.2 More recently the service has seen increases in non-UK nationals rough sleeping, and continue to work with the Home Office to ensure that those who are not exercising their treaty rights are reconnected to their home country.
- 5.3.3 The service have been successful in partnership working and have been working with Axiom Housing Association and colleagues in Adult Social Care to adopt a Housing First model project. This project takes a long term rough sleeper who has previously experienced a failure in accommodation, into a supported accommodation setting and wraps services around the person, ensuring their immediate needs are met to make positive changes in their lives and supporting them to access essential health and welfare services.
- 5.3.4 The number of known rough sleepers at the time of our most recent rough sleeper count was 15. However this submission was made in November 2015 and there has been an increase since. The outreach officer is currently aware of 26 individuals rough sleeping in Peterborough. Statistics collated nationally have identified an increase of 30% in rough sleeping across the country.
- 5.3.5 The table below shows the number of reported rough sleepers in Peterborough following the rough sleeper count/estimate submitted to the Department of Communities and Local Government.

Year	Number of rough sleepers
2015	15
2014	17
2013	11
2012	12
2011	17
2010	21

5.4 **Single Person Homelessness**

- 5.4.1 The team remain committed to supporting single homeless persons to prevent them from having to sleep rough. The Crisis private rented sector scheme, which is being managed by Axiom Housing Association in partnership with Peterborough City Council, continues to support single

persons to secure suitable accommodation in the private sector and offers support in the first months of their tenancy to support tenancy sustainment. In 2015/16 88 individuals were supported through this project into settled accommodation either with a supported housing provider or into the private sector.

5.4.2 The team utilise a crash bed based at Axiom's New Haven hostel to prevent single homeless individuals from having to spend any time on the streets, which serves as an ideal entry point for individuals to access the Crisis PRS scheme.

5.4.3 Most recently there is an apparent increase in street based activity, such as begging and rough sleeping, which the Outreach Worker continues to address as and when it arises. Unfortunately some of the more recent arrivals to the streets of Peterborough have migrated from other cities and do not have connections with Peterborough, so are unable to access services here. While the Outreach Worker supports rough sleepers by offering reconnections to the area from which they travelled, many refuse this assistance as they are able to maintain their lifestyle from donations from members of the public. The Rough Sleeper Outreach Worker works closely with the Prevention and Enforcement Service to provide information on those individuals who refuse to engage with rough sleeper outreach support services.

5.4.4 This year's cold weather provision for rough sleepers will run from November 2016 until February 2017 and will offer support and accommodation overnight to those who are rough sleeping in order to minimise the possibility of loss of life due to adverse cold weather. The trigger for the cold weather provision to be activated is when the overnight temperature is forecast to be 0°C or below for three consecutive nights.

## **6. IMPLICATIONS**

6.1 None

## **7. CONSULTATION**

7.1 Not applicable

## **8. NEXT STEPS**

8.1 Delivery against the Homelessness Strategy will continue, modified and reprioritised based on current intelligence and feedback provided by the Scrutiny Committee.

## **9. BACKGROUND DOCUMENTS**

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

9.1 None

## **10. APPENDICES**

10.1 Appendix 1 - Homeless Review and Strategy Combined

This page is intentionally left blank



**APPENDIX 1**

The Homelessness Review  
2014



## Contents

1. Introduction
  - 1.1. Changing Context for Homelessness Services
  - 1.2. Preventing Homelessness Strategies – The Legal Imperative
  - 1.3. Benefits of Preventing Homelessness Strategies
  - 1.4. Review of the Homelessness Strategy 2008 to 2013
  - 1.5. The New Review and Strategy Documents
  - 1.6. Methodology of the New Review and Strategy
  - 1.7. Consultation - Research & Information Gathering
  
2. Homelessness in context
  - 2.1. The National Picture
    - 2.1.1. Temporary Accommodation
    - 2.1.2. Reasons for homelessness
  - 2.2. The Local Picture
    - 2.2.1. Temporary Accommodation
    - 2.2.2. Reasons for homelessness
    - 2.2.3. Homelessness Household Composition
    - 2.2.4. Rough Sleepers
  
3. Audit of existing provision
  - 3.1. Temporary Accommodation
    - 3.1.1. Local Authority Provide Temporary Accommodation
    - 3.1.2. Alternative Supported Accommodation
  - 3.2. Permanent Accommodation
    - 3.2.1. The Wider Housing Market
    - 3.2.2. Private Sector Accommodation
    - 3.2.3. Social Housing
    - 3.2.4. Empty Homes
  
4. Demand
  
5. Advice/Prevention Services
  - 5.1. Rent Deposit Scheme & DHP
  - 5.2. Peterborough Streets Crisis PRS Scheme
  - 5.3. Tenancy Relations Service
  - 5.4. Mortgage Rescue Scheme
  - 5.5. Disabled Facility Grants

6. Partnership Working
7. The Future

Appendix A: The Homelessness Strategy Action Plan 2013-2018

## 1. Introduction

### 1.1. Changing Context for Homelessness Services

Since the general election in May 2010, the government has implemented a programme of change and reform. The national reform agenda has meant that local homelessness services needed to adapt quickly to deliver services more efficiently, and to mitigate potential homelessness impacts arising from welfare reforms such as those affecting Housing Benefit and the impending introduction of universal credit.

The list of developments in national policy below pick out some of the key changes that have had, and will have, a direct impact on the way in which local housing authorities deliver allocations, lettings and homelessness services.

- Comprehensive Spending Review – October 2010
- No Second Night Out – July 2011
- Localism Act - November 2011
- Welfare Reform Act - March 2012
- Allocations Code of Guidance – June 2012
- Making Every Contact Count – August 2012
- The Allocation of Housing (Qualification criteria for Armed Forces) Regulations – August 2012
- The Homeless (Suitability of Accommodation) Order – November 2012
- The Housing Act 1996 (Additional Preference for former Armed Forces Personnel) – November 2012

### 1.2. Preventing Homelessness Strategies – The Legal Imperative

This is the third Homelessness Strategy for Peterborough City Council and it reviews the current situation in the district, looks back at the achievements since the last strategy and sets out the work we will carry out with other organisations to reduce and prevent homelessness.

The Homelessness Act 2002 placed a requirement on all councils to formulate a Homelessness Strategy every five years. Councils are required to carry out a homelessness review of their area and produce a strategy to:

- Address the causes of homelessness in the area;
- Introduce initiatives to prevent homelessness wherever possible;
- Provide sufficient temporary accommodation for those households that are or may become homeless; and
- Ensure that appropriate support is available for people who have previously experienced homelessness in order to prevent it from happening again.

### 1.3. Benefits of Preventing Homelessness Strategies

Homelessness has a detrimental effect on individuals, families and communities and can undermine social cohesion. Homelessness is linked to alcohol and drug abuse, poor physical & mental health, crime & anti-social behaviour, poor educational attainment, debt, unemployment and the breakdown of support networks. Tackling the effects of homelessness can be costly to the public purse when compared to the costs associated with proactively seeking to prevent homelessness in the first place.

The Department of Communities & Local Government (DCLG) continues to recognise the importance of preventing homelessness and set out 10 “local authority challenges” in the “Making Every Contact Count: A Joint Approach to Preventing Homelessness” report.

*“So the vision of this report is simple, but bold. There is no place for homelessness in the 21<sup>st</sup> Century. The key to delivering that vision is prevention – agencies working together to support those at risk of homelessness” Grant Shapps, August 2012*

### 1.4. Review of the Homelessness Strategy 2008 to 2013

The Council produced its first Homelessness Strategy in 2003 which was updated in 2008 with a strategy for the following 5 years. The Homelessness Strategy 2008-2013 identified four priorities around:-

- Service Standards
- Health & Emotional Wellbeing
- Education, Training & Employment
- Choice & Self Participation

The Previous Homelessness Strategy expired in 2013 and therefore an assessment of the current situation has been necessary to inform the strategic direction of the homelessness function for the next five years, 2013 - 2018.

### 1.5. The New Review and Strategy Documents

The Homelessness Review and Strategy 2013 - 2018 is contained within one document and provides an assessment of the current situation regarding homelessness, both nationally and locally, and a five year action plan for meeting the strategic objectives identified as part of the review.

The Homelessness Strategy is an annex to the Peterborough Housing Strategy 2011 - 2015.

Section 153 of the Localism Act 2011 came into force by commencement order on 7<sup>th</sup> June 2012 and prescribes the relationship between schemes and strategies that local authorities must have regard to in developing or modifying their local preventing homelessness strategies:

*In formulating or modifying a homelessness strategy, a local housing authority in England shall have regard to—*

- (a) its current allocation scheme under section 166A of the Housing Act 1996,*
- (b) its current tenancy strategy under section 150 of the Localism Act 2011*

### 1.6. Methodology of the New Review and Strategy

The review focuses on the following:

- Analysis of national and local homelessness trends and indicators of service user demands.
- An audit of existing provision e.g. use of temporary accommodation and provision of housing-related support.
- Review of current permanent accommodation options
- Review of demand
- An audit of advice and prevention services
- Using analysis and research to provide projections for how we anticipate homelessness is likely to manifest locally over the next 5 years.
- Insight from stakeholders eg. organisations we work with, members and local agencies.
- Review of partnership working
- The future provision

### 1.7. Consultation – Research & Information Gathering

We carried out a variety of desktop research on statistics held relating to homelessness, housing advice records and housing need in Peterborough. Data was also collated from children's services, national and regional research findings and local voluntary and supporting agencies and on demographics, housing and local incomes.

Partner/stakeholder focus groups took place during November 2012 dealing with all aspects of homelessness throughout the city. We approached voluntary and statutory organisations linked to homelessness to participate in the groups.

#### The Peterborough Homelessness Strategy Steering Group

As part of the Homelessness Strategy 2008 - 2013, a Homelessness Strategy Steering Group (HSSG) was established. One of the core functions of the group has been to lead on the

implementation of the strategic aims identified within the strategy and to monitor the outcomes and achievements. The steering group is made up of representatives from Peterborough City Council and other relevant statutory and voluntary organisations was established.

The members of the steering group are as follows:

Name	Role	Organisation
Denise Lewis	Manager	Peterborough Streets
Chris Mackett	Manager	St Giles Trust
Karen Chambers	Assistant Director Of Operations	Axiom Housing Association
Anne Keogh	Housing Strategy Manager	PCC
Pete Middlemiss	Manager	The New Haven Night Shelter
Kim Lawrence	Supported Housing Manager	Cross Keys Homes
Emma Foley	Advocate	Cambridgeshire Independent Advocacy (Ace Project)
Ali Manji	Area Manager	Cross Keys Homes
Sam Tucker	City Centre Policing	Cambs Constabulary
Allison Sunley	Head Of Commissioning And Targeted Services	PCC
Sister Mary Clare Mason		Faith & Cohesion Network
Alison Snelling	Service Manager	Aspire
Andy Barringer	Community Recovery Manager	Safer Peterborough Partnership
Sarah Hebblethwaite	Deputy Housing Needs Manager	PCC



## 2. Homelessness in Context

The Homelessness Act (2002) definition of homelessness remains the same as stated in the Housing Act (1996)

*'Under s.175 a person is homeless he or she has no accommodation in the UK or elsewhere which is available for his or her occupation and which that person has a legal right to occupy. A person will also be homeless if where she or he has accommodation but cannot secure entry to it, or where he or she has accommodation that is a moveable structure (such as a caravan or house boat) and there is no place where it can be placed in order to provide accommodation. A person who has accommodation is to be treated as homeless where it would not be reasonable for him or her to continue to occupy it.'*

In addition to the above local authorities will also have to consider whether households presenting to them are eligible for assistance (e.g. have a right to reside in the UK), in priority need (e.g. have dependent children or are assessed as vulnerable) and homeless unintentionally. Only once these criteria are satisfied is a household considered to be “statutorily homeless”.

### 2.1. The National Picture

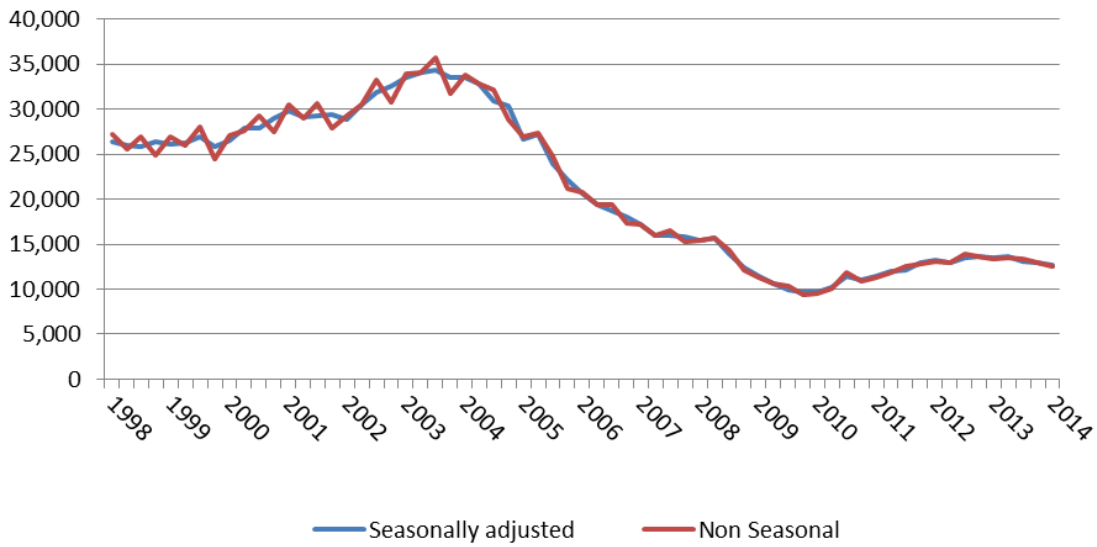
The number of households accepted as statutorily homeless by Councils in England peaked in 2003/04 at 135,430. Between 1997 and 2004 the number of households accommodated by Councils in temporary accommodation doubled, breaking the 100,000 mark in 2004.

Homelessness moved further up the political agenda with the recognition that urgent action had to be taken to address the housing crisis, in particular the rate of homelessness within the country and the number of households in temporary accommodation.

The government’s policy briefing released in June 2005 focused on ways of achieving this target, particularly the increased use of preventative measures and utilising the private rented sector as a source of settled accommodation. This drew together the examples of good practice where Councils had successfully introduced homelessness prevention measures and increased access to the private sector for many clients who may otherwise have been reliant on the limited stock of social rented housing.

The chart below shows the number of households who were accepted as “statutory homeless” and demonstrates that these measures had a significant impact in reducing the numbers of households who were accepted as homeless. However since the Comprehensive Spending Review (CSR) in 2010 numbers had been slowly increasing until a slight reduction this year.

CHART 1- Households accepted by local authorities as owed a main homelessness duty 1998 – 2014 (England)

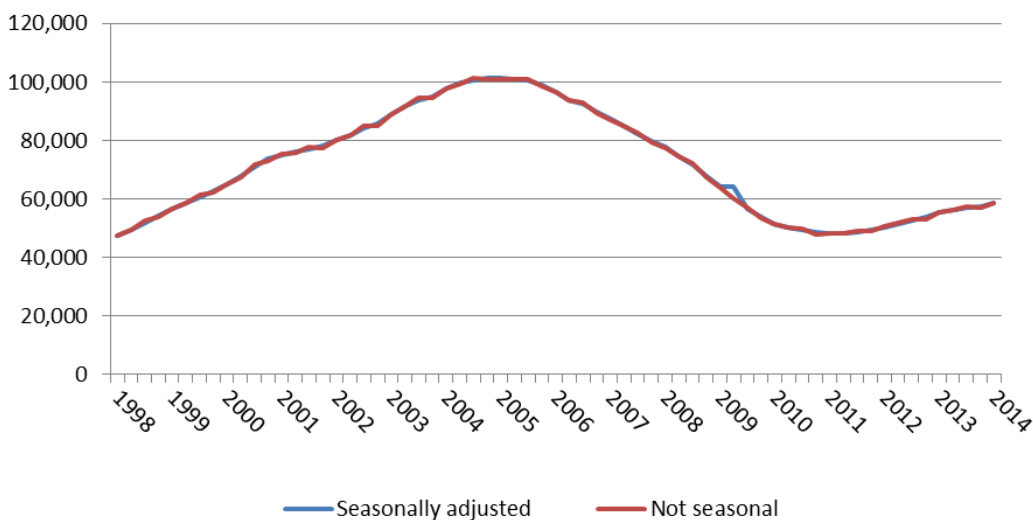


Source: DCLG Housing Statistical Release June 2014

### 2.1.1. Temporary Accommodation

In the last 4 years since the CSR demand for accommodation the increased demand for accommodation means it has become more difficult to secure suitable permanent accommodation for households who have presented to local authorities as homeless. The impact of this has meant that local authorities have had to spend increasing amounts of money on accommodating households in temporary accommodation while they wait for a suitable offer of accommodation to be made. The chart below shows the number of households that are currently accommodated in temporary accommodation and how that has slowly increased over the last 4 years.

CHART 2 – Number of households in temporary accommodation at the end of each quarter 1998 – 2014 (England)



Source: DCLG Housing Statistical Release June 2014

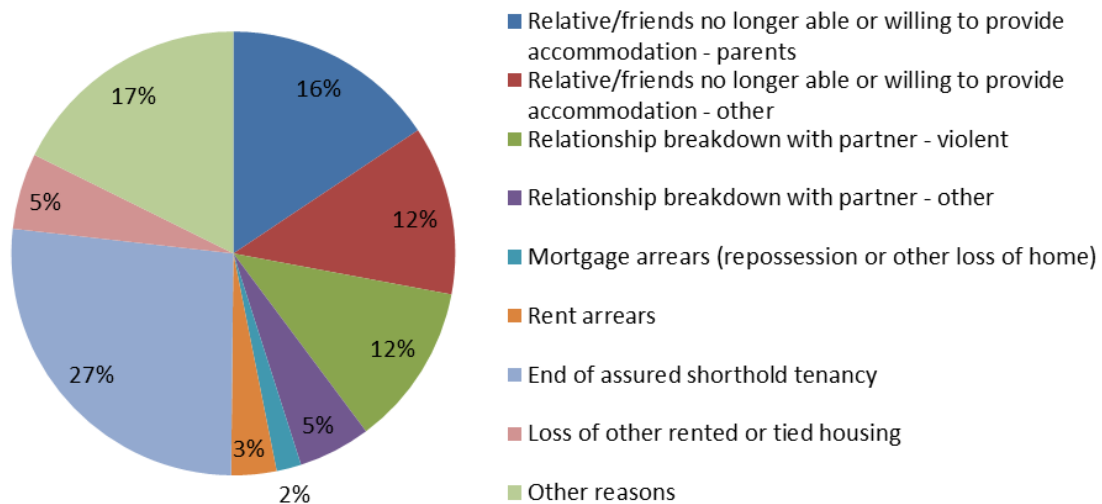
Of the 58,590 households in temporary accommodation on 31 March 2014, 12,430 (21%) were in accommodation in another local authority district. This is an increase of 36 per cent, from 9,130 (17%) at the same date last year.

Of the 12,430 accommodated in another local authority district, 11,540 were from London authorities (93% of the England total). This is an increase of 40% from the same date last year when 8,270 such households were in London.

### 2.1.2. Reasons for homelessness

Historically the main reason for homelessness amongst those who were accepted as statutory homeless was parents, relatives/friends not being able, or willing, to accommodate applicants any longer. However for the last 2 years this has changed and the most common reason is now the ending of an assured shorthold tenancy. The chart below illustrates the main reason for homelessness in the last quarter of 2013/14.

CHART 3 – The main reason for homelessness Qtr 4 2013/14



Source: DCLG Housing Statistical Release June 2014

### 2.2. The Local Picture

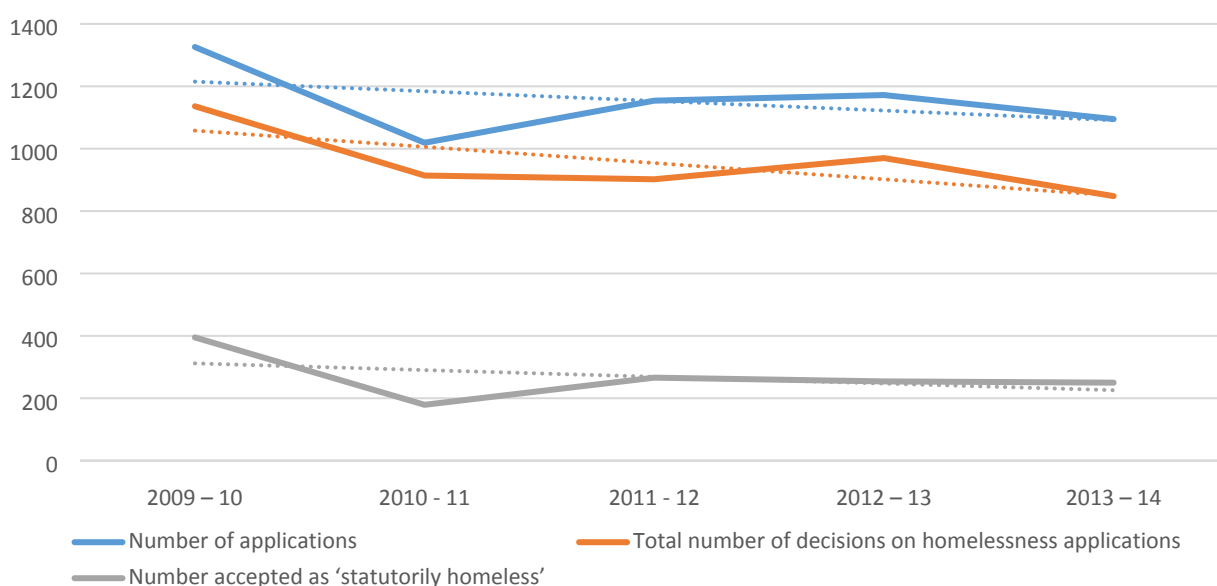
Peterborough has seen consistent population growth since 1971 and is the second fastest growing city in the country after Milton Keynes. The Census 2011 shows a further population growth from 156,059 (2001 census) to 183,961. Overall there has been a population growth of around 18% in Peterborough, whilst England and the East of England have seen a total growth of 8% and 9% respectively. According to the 2012 Sub national Population Projections the city's population is due to increase to around 230,000 by 2037 which is an increase of 25%.

Peterborough is a multi-cultural city. The 2011 Census identified that approximately 71% of Peterborough’s population classifies themselves as White British. The largest increases in ethnic minority groups were identified in White and Other White ethnic (10.6%) and Asian or Asian British, Pakistani (6.6%). Central and Paston wards have seen the largest increases to the proportions of Asian or Asian British Pakistani while Orton with Hampton shows the biggest increase in all of the ethnic groups.

In the period following the expansion of the European Union in May 2004 large numbers of Eastern European Nationals moved to Peterborough. These persons can be shown in the increase in White: Other White to 19,495.

Peterborough has seen consistent levels of homelessness throughout the lifetime of the previous homelessness strategy. The chart and table below show the number of homelessness applications, decisions and homelessness acceptances since 2009-10. The chart demonstrates a trend of slight reduction in all areas. This has been maintained against a national picture of slight increases in the same period of time.

CHART 4 - Number of applications, decisions and acceptances 2009 - 2014



	2009 – 10	2010 - 11	2011 - 12	2012 – 13	2013 – 14
Number of applications	1326	1019	1154	1172	1095
Total number of decisions on homelessness applications	1136	914	902	970	848
Number accepted as 'statutorily homeless'	395	179	266	254	250

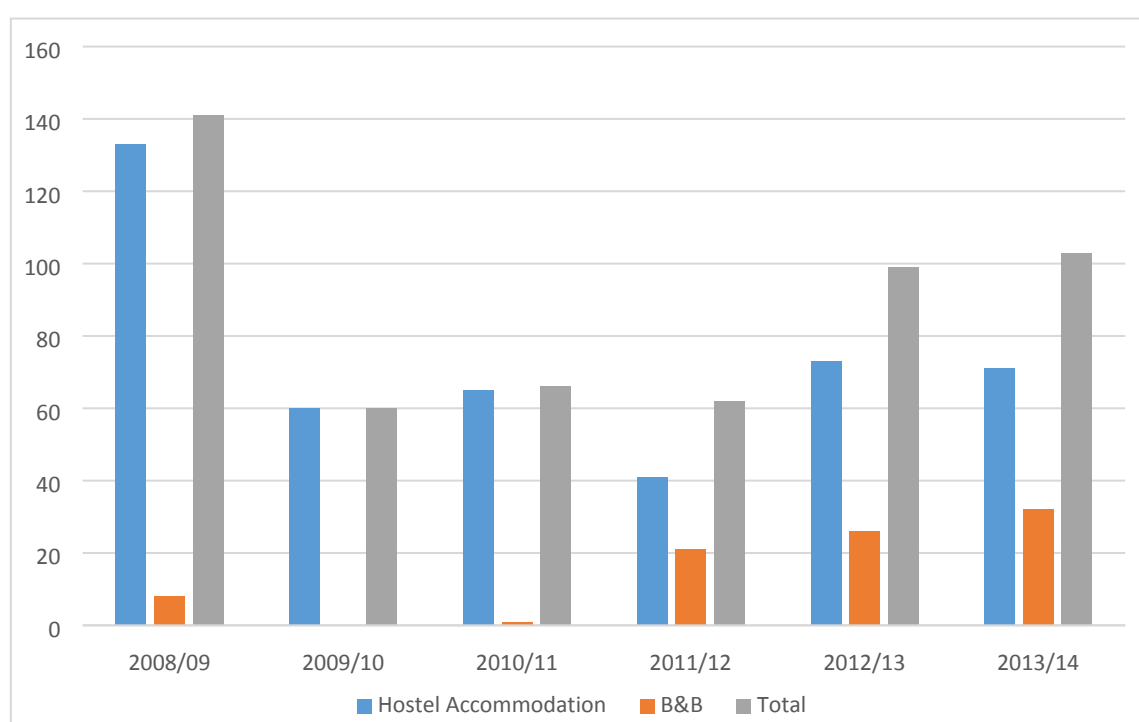
SOURCE – Local homelessness data

### 2.2.1. Temporary Accommodation

The council has been really successful in reducing the number of households who are accommodated in bed and breakfast from the highs of 2005/06 when expenditure on bed and breakfast accommodation peaked over 1 million pounds. We have been able to maintain numbers accommodated in temporary accommodation in much the same way that we have maintained homelessness presentation figures. The last 2 years have shown an increase in households provided with temporary accommodation, but these increases have been a seasonal high. The numbers have reduced soon after the end of March.

The table below shows the number of households accommodated by Peterborough City Council at the end of the financial year between 2009 – 2014

CHART 5 – TEMPORARY ACCOMMODATION NUMBERS 2009 - 2014

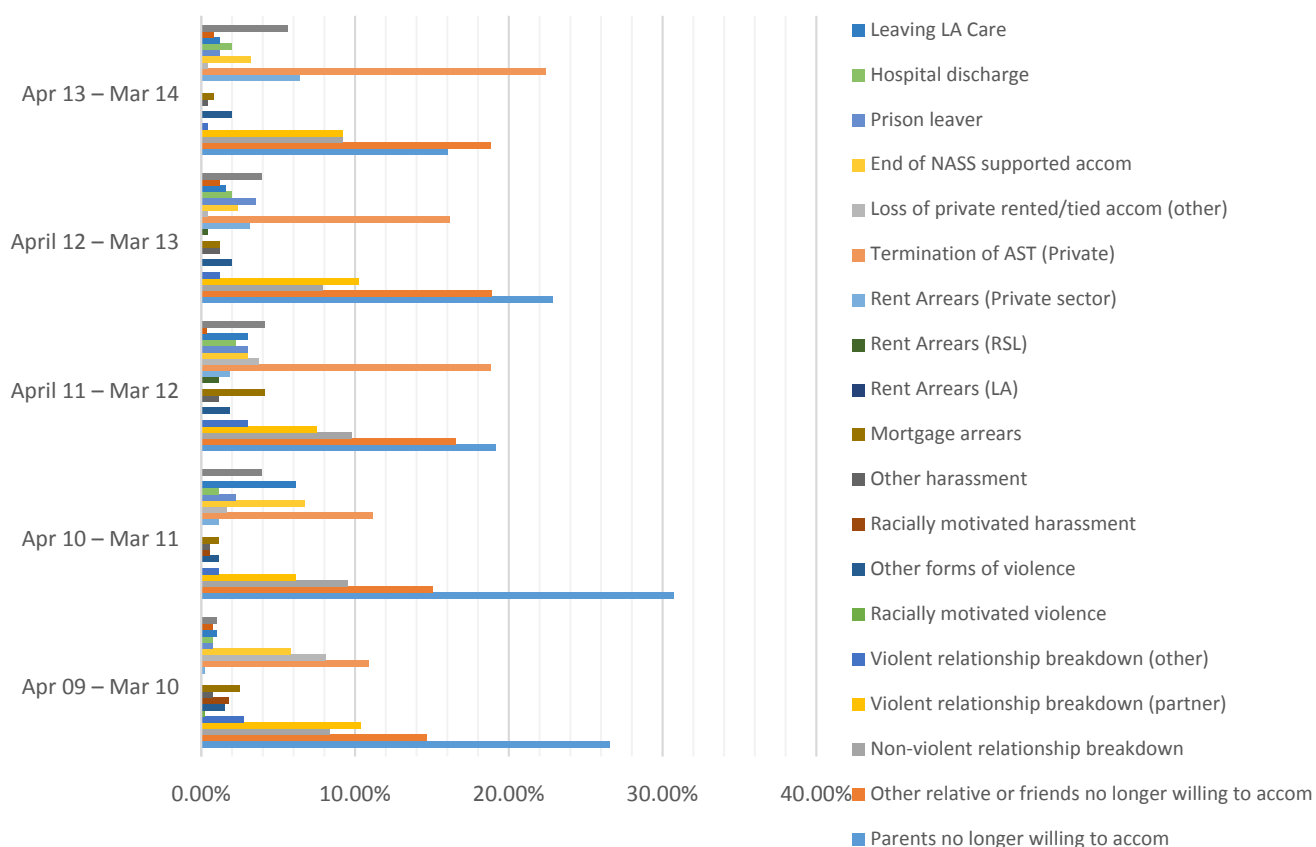


Peterborough City Council has not been placed into a position where we have had to find temporary accommodation outside of the city.

### 2.2.2. Reasons for homelessness

Peterborough has seen a similar trend to the national picture in terms of the reasons for households becoming homeless. The chart below shows the breakdown of reasons for homelessness and how that has changed over the last 5 years. The chart shows that over the last year the termination of an assured shorthold tenancy in the private sector has overtaken parents unable to continue to accommodate as the main reason for homelessness.

Chart 6 – Reasons for homelessness 2009 - 2014



SOURCE - LOCAL HOMELESSNESS DATA

While the approach of the Housing Needs service is to try and prevent homelessness where possible this can be difficult where private sector landlords are concerned. Many do not have the financial capital to be able to support a household who experience some form of income shock, when they have a change in employment status of a member of the household for example and have no option but to seek possession of their property. There is further work that could be done in terms of understanding the reasons for homelessness in this area to further develop the prevention tools we have in order to try and reduce the number of presentations from this area. Anecdotally, Housing Needs Officers reported that the most common reasons for the termination of an assured shorthold were:

- The Landlord wishing to take the property back for own use, or to sell.
- The non-payment or sporadic payment of rent.
- The property is in a poor state of repair.
- The tenant not conducting the tenancy satisfactorily.

### 2.2.3. Homelessness Household Composition

Peterborough is no different from the national picture when it comes to the type of households who are accepted as homeless. In the 1<sup>st</sup> quarter of 2014/2015 75% of households

had dependent children or were expecting their first child. Single people with either a physical disability or a mental illness accounted for 22%.

#### 2.2.4. Rough Sleepers

The Department of Communities and Local Government (DCLG) requires local authorities to submit an annual figure indicating the numbers of people sleeping rough in their area. They can do this by means of an estimate or a count. Local Authorities can decide whether to count or estimate in order to determine their single figure and are encouraged to use the method that they think will reflect the number of persons sleeping rough in the local area.

In 2010 the Government widened the definition of rough sleeping to *'People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as streets, in tents, doorways, parks, bus shelters or encampments). People in buildings or other places not designed for habitation (such as barns, sheds, car parks, cars, derelict boats, stations or 'bashes.')*

The general perception of rough sleeping is usually based on the numbers of people seen begging or sitting in doorways during the day or in the evening; this is not usually a true reflection of the numbers of people actually sleeping rough.

In November 2012 Peterborough City Council consulted with Cambridgeshire police, faith groups, Peterborough Streets Day Centre, HMP Peterborough, and Aspire through the Task and Targeting Group to reach a decision on whether to carry out a formal count or an estimate. A decision was reached that the most accurate figure would be achieved through an estimate. In autumn 2012 Peterborough City Council submitted a multi-agency lead Rough Sleeper Estimate to government of 12.

This estimate was reached with the guidance and support of Homeless Link. The estimate records a single figure for the number of people thought to be rough sleeping in the local authority area on a typical night between 01 October and 30 November. The figure should be as robust as possible and using the guidance provided will help to get the most accurate estimate. This approach was also adopted when we conducted the most recent count in November 2013 when the total number of rough sleepers was 11.

#### Rough Sleeper Outreach Service

Peterborough City Council employs a Rough Sleeper Outreach Officer to assist individuals who find themselves sleeping rough after losing their accommodation. The Rough Sleeper Outreach officer has made great strides in ensuring that those who are rough sleeping 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 are now taking steps to tackle a hard core of long standing rough sleepers in the city who we are working to assist through a personalised approach to leave the streets.



### 3. Audit of Existing Provision

#### 3.1. Temporary Accommodation

##### Local Authority Provided Temporary Accommodation

The Council has a duty to provide certain homeless households with temporary housing whilst it assesses homelessness applications and attempts to help them resolve their housing difficulties. As with many high demand areas, the limited number of social rented properties available for letting and the increasing demands on these properties leads to homeless households having to spend longer than would be desirable in temporary accommodation.

As part of the housing stock transfer in October 2004, the Council managed hostels were transferred to Cross Keys Homes who continued to manage and maintain them for use by the council to accommodate homeless households. Temporary accommodation, and in particular bed and breakfast, is recognised as being unsatisfactory for households. In many cases it provides accommodation with shared facilities away from families' usual support networks at a cost to both the Council and household. As a result, reducing the use of temporary accommodation and minimising the length of time households have to stay in this accommodation will remain a key priority for the Council.

Unfortunately the Council still has to use temporary accommodation for households where limited notice of impending homelessness or lack of availability of suitable alternative accommodation would mean that the household would be street homeless without the provision of accommodation. Over the last few years we have maintained capacity in the hostels, but we have often had to rely on local B&B providers to support clients when there has been no vacancies in the hostel accommodation or the clients have been barred from the hostel accommodation due to previous behaviour.

At the end of June 2014 we were accommodating 58 households in hostel accommodation and 2 households in B&B accommodation.

##### Alternative Supported Accommodation

Although the council supports households who are considered to be homeless and are assessed as vulnerable and in priority need, households who do not meet this criteria are generally not provided with accommodation and will be referred to one of the direct access hostel settings in the city.

##### New Haven Night Shelter

The New Haven Night Shelter is the city's direct access hostel. The shelter is owned and managed by Axiom Housing Association and provides temporary accommodation for single homeless persons. There are 18 bed spaces and one crash bed as part of No Second Night Out Project within the shelter. There is a Learn Direct suite on site and residents are encouraged to participate in training, volunteering and work seeking. The most frequent reasons for

homelessness were; eviction from private sector tenancy, relationship breakdown and parents/friends no longer willing to accommodate. There is daily Drop Service that enables homeless persons or persons threatened with homelessness to be assessed and signposted to appropriate services.

The shelter is usually fully occupied and residents are supported to secure permanent accommodation by key workers before their stay comes to an end. The majority of persons accessing the shelter are supported into private rented sector accommodation or into a supported housing setting within the city. Unfortunately demand is high for bed spaces at the shelter. Persons are often turned away before they are able to secure a bed.

### Fairview Court

Fair View Court is a supported housing project managed by Axiom Housing Association in Oundle Road, Peterborough. It provides modern accommodation for up to 17 people who have previously experienced tenancy failure. The project through the support of partner agencies empowers people to move forward through training, support, and key working individuals to enable them to move through the support stages and into sustainable long term accommodation. The majority of residents in Fairview Court were receiving support for mental health needs.

The accommodation consists of furnished studio flats, a communal garden and lounge. There is also an on-site skills and development Centre, managed by Axiom Academy, which provides an innovative and quality learning training experience, meet individual needs. Social events and days out are also a part of the project's calendar. Residents are assigned a dedicated key worker who supports them to take positive steps towards living independently by providing emotional support and confidence building. We also work closely with partner agencies to support individuals with additional support needs such as drug and alcohol addictions.

### Hope into Action

Hope into Action provides houses for the homeless in partnership with local churches. They train and enable church members to engage with and mentor those living in the house, whilst providing the necessary professional support. Hope into Action currently have 12 houses and accept referrals from agencies in the city including; Peterborough Streets, Housing Needs and HMP Peterborough.

### The YMCA Timestop

Timestop offers direct access short term accommodation for single people aged 16 to 25 years old. They provide accommodation and support for up to 22 young people who are in housing need. All residents are supported for up to 3 months by an allocated key worker who helps them identify their needs and positively move forward with their lives. Residents are also provided with practical assistance in the form of emotional support, budgeting and work seeking. The majority of residents move on to supported accommodation provided by Peterborough Foyer or private rented sector accommodation.

## Peterborough Foyer

Peterborough Foyer provides supported accommodation for young people aged 16 to 25 years old. It is owned and managed by Axiom Housing Association and provides 49 single rooms, including 14 low support move on beds. The Foyer provides extensive support through individual keyworkers and development of action plans and agreed outcomes. There is an on-site learning centre with Information Technology and study areas and Learn Direct and City and Guilds advice. Young people can stay in the accommodation for up to 2 years and usually move on to independent living.

## Chronically Excluded Adults

Peterborough has a small number of individual resident who are considered to be very high needs and have usually experienced some form of previous tenancy failure due to anti-social behaviour or rent arrears, which has rendered them ineligible for the housing register or to chaotic to maintain stable accommodation. Many of this client group are also to high need to be accommodated by the supported housing projects listed above.

Peterborough is lacking support for this client group and they continue to go unsupported. There is a need for the city to establish a project similar to the CEA project in operation in Cambridgeshire, which works with the most chaotic and excluded adults in the county to improve outcomes for individuals and for society as a whole. It targets clients who have fallen between services in the past and employs a coordinator who uses a person centred approach to tailor a support package around each client's needs.

Case concerns and flexible approaches are discussed at operational level and escalated to commissioner level on occasions where barriers cannot be overcome at an operational level. The project is considered a national example of good practice and provides support to those setting up projects elsewhere.

Client's service use was measured 12 months prior to them entering the project, and found that of those entering the pilot (15 people) in the first year 46% had had a professional mental health intervention, and 43% had self-reported mental health issues. 75% had had a criminal justice intervention, and 43% had been in prison. All were homeless.

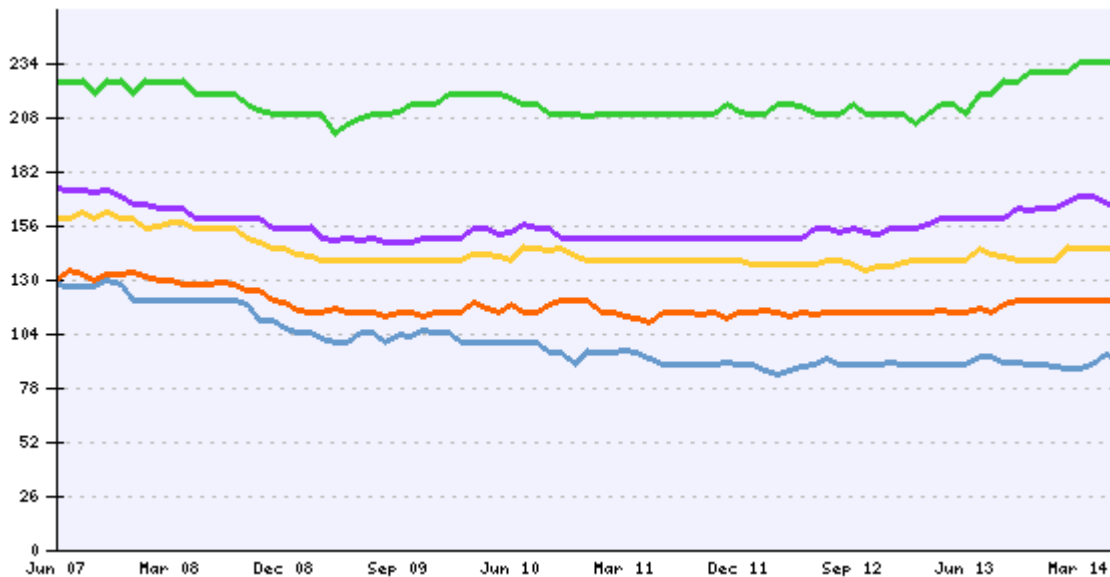
### 3.2. Permanent Accommodation

#### 3.2.1. The Wider Housing Market






Since the financial crisis the property market in Peterborough has seen house prices drop quite significantly in some cases. However recent shoots in economic recovery have meant that house prices in Peterborough have steadily increased back to just below or around level that they were at in 2007.

However changes to the lending criteria of banks and lower income levels in Peterborough has meant that it is becoming increasingly more difficult for buyers to obtain the required mortgages in order to purchase a suitable property. The chart below shows the median property asking prices by type in Peterborough since 2007.

Chart 7 – Median Property asking prices in Peterborough 2007 - 2014



Legend

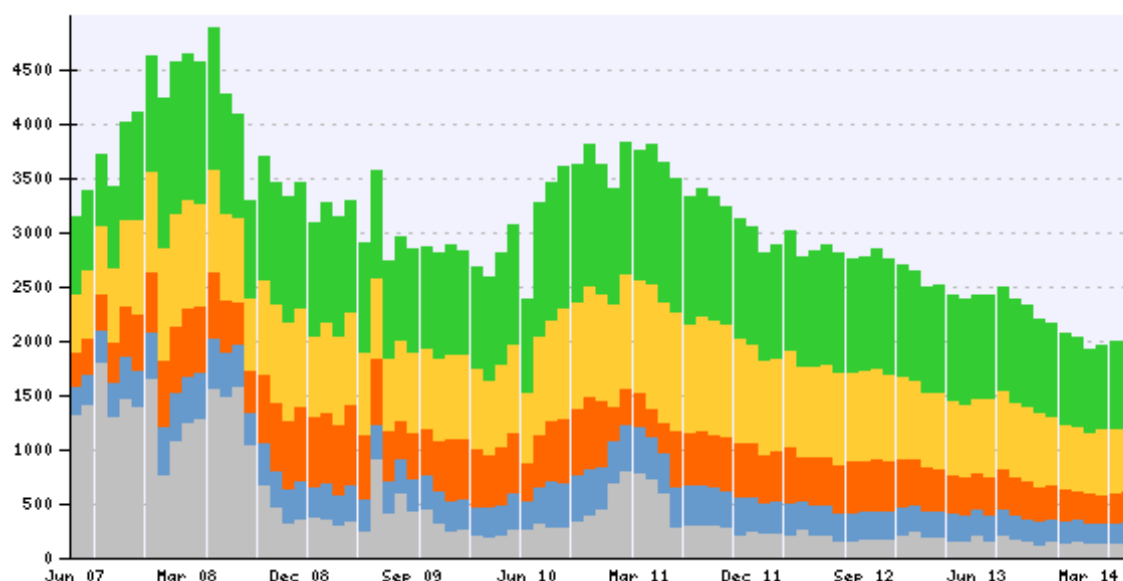
		Jun 2007	Jun 2014	Change
	Detached	£224,995	£235,000	+4%
	Semi	£159,995	£145,000	-9%
	Terraced	£130,000	£120,000	-8%
	Flat	£127,995	£92,000	-28%
	All	£173,995	£165,475	-5%

Source: [www.home.co.uk](http://www.home.co.uk)

The cost of home ownership has substantially increased over recent years, resulting in home ownership becoming an unaffordable for many households who require housing. A Peterborough's resident average weekly income is lower than the national average (£508) and regional average of (£529) at £436. The median selling price for a detached property in Peterborough is £235,000 over 10 times the average income, whilst semi detached properties are over 6.3 times, terraced properties over 5.2 times and flats 4 times the average annual income.

At the same time the number of properties found advertised for sale has also reduced. The table below shows the differences in the number of properties advertised for sale in Peterborough over the same time. The combination of all of these factors. The more recent steady increases in average house prices, low income levels in the city, reduced availability of property to buy and the more stringent lending criteria has meant that more and more households are becoming reliant on affordable housing options.

CHART 8 – Number of Properties found advertised for sale in Peterborough by type



LEGEND

	Jun 2007	Jun 2014	Change
Detached	697	795	+14%
Semi	531	574	+8%
Terraced	310	285	-8%
Flat	265	209	-21%
Unknown	1336	141	-
<b>Total</b>	<b>3139</b>	<b>2004</b>	<b>-36%</b>

Source: [www.home.co.uk](http://www.home.co.uk)

Housing affordability is a key issue within the Peterborough housing market. In 2010 the city council and its partner neighbouring local authorities commissioned a study into local levels of housing need.

This study identified the following;

- 27 per cent of households in Peterborough cannot afford to rent or buy market housing without some form of subsidy. This is compared with 22.6 per cent of households across the sub-region.
- 81 per cent of lone parents in Peterborough are unable to afford market prices or rents without subsidy.
- 38 per cent of single persons are unable to afford market prices or rents without subsidy.
- 37 per cent of single pensioners are unable to afford market prices or rents without subsidy.
- At the current rate of household formation and housing supply, an average of 1,008 households will fall into housing need in Peterborough on an ongoing annual basis
- In rural areas, housing need as a proportion of supply is ten times higher than it is in the urban area of the city

### 3.2.2. Private Sector Accommodation

The Private Sector housing stock in the city is varied and represents a tremendous asset to the local community but this asset needs substantial targeted investment to ensure that the condition of the stock is raised and maintained to acceptable levels. The 2011 Census showed households renting from a private landlord or letting agency per ward to be an average of 20.5% and was most prevalent in the Central Ward with 38.1% and Northborough was the lowest at 7%.

The demand for affordable privately rented property in the District is high. In particular the demand for 1 and 2 bedroom properties. Across the Peterborough area the supply of properties is marginally lower than demand. Especially highlighted were 1 and 2 bed properties being in short supply. While the Housing Needs Service has good relationships with many private landlords in the city. There are still barriers with regard to landlords accommodating persons who will be in receipt of Housing Benefits. While many clients are able to manage their finances effectively, some experience issues with their claims due to non-provision of documentation required in order to process a claim and frequent changes in state benefit entitlements that result in suspension of their housing benefits claims. Unfortunately some landlords will not consider applicants who are in receipt of housing benefits at all because of these issues and some will not accept them because of the inherent delays in the processing of claims.

Private sector accommodation is becoming more expensive due to the higher demand within this sector. Many households who may previously have purchased a property are now renting. These households find themselves with less disposable income to build towards a deposit and therefore are unlikely to be able to purchase a property in the future.

In recent years the Housing Needs Service has had considerable success in encouraging households to access private rented sector accommodation, instead of making a homeless application, temporary accommodation and social housing.

There has been a steady increase in the number of households accessing private sector accommodation through Peterborough City Council's Rent Deposit Scheme and through Peterborough Streets' Crisis PRS Scheme.

### 3.2.3. Social Housing

Peterborough City Council transferred its housing stock to Cross Keys Homes Housing Association on 4th October 2004 with the aim to ensuring that its housing stock is used effectively to meet the housing needs of those in the area or, wishing to live in the Peterborough area. Cross Keys Homes promised to invest £108 million in improving tenants' homes over the first five years fitting new kitchens and bathrooms, front and back doors, double glazing and central heating systems. In addition they promised to spend nearly £5 million on estate and environmental improvements.

As part of the transfer Peterborough City Council & Cross Keys Homes made agreements on nominations to vacant properties, which currently allows PCC to nominate suitable potential tenants to 90% of their vacant properties. PCC has similar arrangements with the other Registered Social Landlords (RSL's) who have available accommodation in Peterborough.

In order to ensure fair allocation of the available properties that PCC has been asked to nominate to, the council is required by law to have a housing allocations scheme that demonstrates how the council priorities applications for housing and the procedures that they follow in allocating those homes. PCC manages the city's social housing register in partnership with the RSL's, which allows for there to be one central point for applications for new potential tenants and current tenants wishing to transfer.

The Peterborough Homes Partnership is made up of PCC, Cross Keys Homes, Axiom Housing Association, Circle Anglia, Hyde Minster, ECHG, L&H Group, Muir Housing, Accent Nene, BPHA and Home Group. Peterborough City Council operates a choice based lettings approach to the allocation of accommodation.

Each week RSL's advise Peterborough City Council of the properties that are available to let and they are then advertised. The advert is usually released on Tuesdays and the edition closes on the following Sunday at midnight. Applicants with a live application on the Peterborough Housing register can express interest (place a bid) in the properties, which they would like to be considered for. Applicants may bid for up to 3 properties per week. Successful applicants are then contacted the following week and invited to view the properties.

Following The Localism Act 2011 and the subsequent amendment to the Housing Act 1996, Local Authorities were granted the power to set their own qualifying criteria for people applying to join the housing register. This power enables councils to restrict their housing register to consider entry from only those in the most urgent housing need as well as exercising their right to set exclusions for other reasons based on 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 that councils consider how they can use their allocations policy to support 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 entitlements, which will have a direct impact on social housing tenants from 1st April 2013. The amendments resulted in tenants of working age receiving housing benefit according to the number of bedrooms the household needs.

In April 2013 the council embarked of a comprehensive review of the Housing Register and made the following changes to the allocations policy.

- Setting the entry criteria to the housing register to allow only those in the most urgent housing need to join, 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 where failure to assist in moving will cause particular hardship.

- Only accept applications from those who have a local connection with Peterborough by; having lived in the area for 6 of the last 12 months or 3 of the last 5 years, those who are working in the city, those who need to move to the area for special reasons
- Excluding applicants who own suitable accommodation or those who have sufficient financial resources to secure suitable accommodation by other means from joining the housing register. (This will not apply to those over 55 and eligible for sheltered accommodation)
- Those who have behaved in an unacceptable manner continue to be excluded from applying. This will be determined by; The Council or RSL 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 member of the household has been served with an injunction by the 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 the household has current tenancy arrears in excess of 8 weeks rent, or the applicant or a member of the household has any outstanding former tenant arrears.

Additionally, the bedrooms standards policy that has previously been more generous was changed and brought in line with the criteria that will be applied to housing benefit claims from April 2013.

In order to support the RSL's in managing the issue of the removal of the spare room subsidy ("bedroom tax") the allocation policy also made provision to give band 1 priority to those who were assessed as under occupying their social housing tenancy. This has been relatively successful, but the continued demand for 1 & 2 bedroom properties has meant that many households are still unable to move into smaller accommodation.

In addition to the above changes we also included a number of additional preference categories, which gave increased priority for those who had a long standing local connection with the city (through 5 years continuous residence), those making an economic contribution to the city through employment or voluntary work in the area and ex-servicemen and women who have been discharged from service in the last 5 years.

These changes have been implemented over the last year and having reviewed all application on the housing register has meant that the number of applications on the register has been greatly reduced.

### Social Housing Supply

As detailed earlier in the review, home ownership is becoming more difficult to access for many households in the city and the increase dependence on the private sector has resulted in rent costs increasing and some households who are reliant on some form of benefits to support their income are unable to access this sector. Therefore there has become an



increased demand on affordable housing. Most recent figures from November 2011 shown below detail the rented housing stock by RSL. The table also shows the number of rented units completed in the last 3 years.

	<b>Total stock as at 21.11.12</b>	<b>New Builds 2011/12</b>	<b>New Builds 2012/13</b>	<b>New Builds 2013/14</b>
Accent Nene	1686	0	16	0
Axiom	1364	0	22	0
BPHA	529	44	3	40
Cross Keys Homes	9607	20	140	70
Home	435	0	0	2
HYDE Minster	975	3	49	0
Longhurst	124	0	0	7
<b>Total</b>	<b>14720</b>	<b>67</b>	<b>230</b>	<b>119</b>

Development is continuing this year and it is forecast that a further 350 units will be completed by the end of March 2015.

### Affordable Rent Model

The introduction of the affordable rent tenure has a range of implications for future and existing housing provision in Peterborough. Firstly, the Homes and Communities Agency (HCA) has set out an intention that the affordable rent tenure will 'form the principal element of the new [housing] supply offer', and that 'social rented housing will only be supported in limited circumstances'. This means that the supply of new HCA-funded social rented accommodation is likely to all but cease as the affordable rent tenure establishes itself as a funding priority.

Secondly, in order to maximise revenue and decrease reliance upon public subsidy, the HCA is encouraging its housing association delivery partners to convert a proportion of their existing social rented housing stock to the new affordable rent tenure as units become vacant for re-let to new tenants. This change has resulted in a reduction in the level of social rented housing stock available in Peterborough.

The introduction of the affordable rent model has resulted in an increased number of properties being assessed and rent levels being set at up to 80% of the eligible market rent.

The Peterborough Strategic Tenancy Policy seeks to ensure that rents remain affordable, that homelessness levels do not increase, that tenancy flexibilities are applied in a sensitive manner, and that tenant mobility is protected. The policy has been developed within the context of the council's overarching strategic objectives for housing, as set out in the Peterborough Housing Strategy 2011 to 2015.

## Empty Homes

Peterborough City Council employs an Empty Homes Officer to work with partners to bring empty properties in the city back into use. Since 1st July 2011, the local authority have played at least some part in bringing back a total of 520 properties. This includes properties that have been taken off the list by simply sending a letter to enquire about the property's occupancy, to helping the owner sell or new owners refurbish.

Since recruiting an empty homes officer, Peterborough has seen a significant drop in the number of long-term empty properties left unoccupied by their owner's. With the exception of around 15 properties, all of those left empty long-term are privately owned, meaning action taken to get these properties back into use is much harder to pursue.

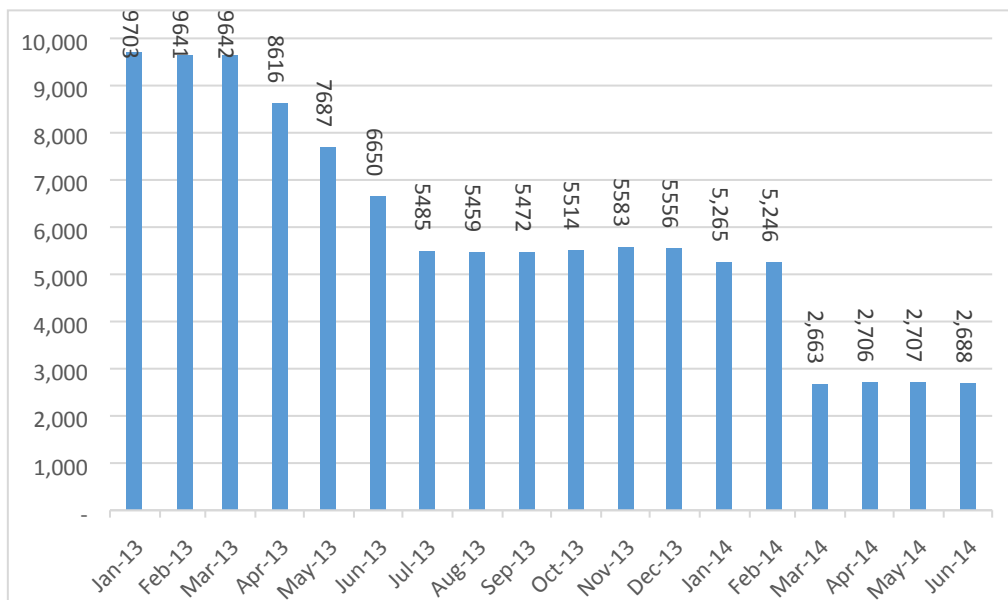
The reduction in the number of long-term empty properties can be attributed to a number of factors: The increased resource of a full-time Empty Homes Officer within the council dedicated to tackling this issue has meant that the pursuit and action against owners has been persistent, and also the support offered to owners has been consistent throughout.

In June 2014 Peterborough's empty homes officer, Adam Cliff was awarded the Empty Homes Practitioner of the Year Award by the Empty Homes Network in recognition of his achievements since joining the authority in 2011, following on from his Highly Commended award in June 2013.

#### 4. Demand

As previously mentioned the demand for housing rented from a social landlord remains high. The table below shows the variation in the number of applications on the register since the aforementioned amendments were made to the Peterborough Allocations policy were applied.

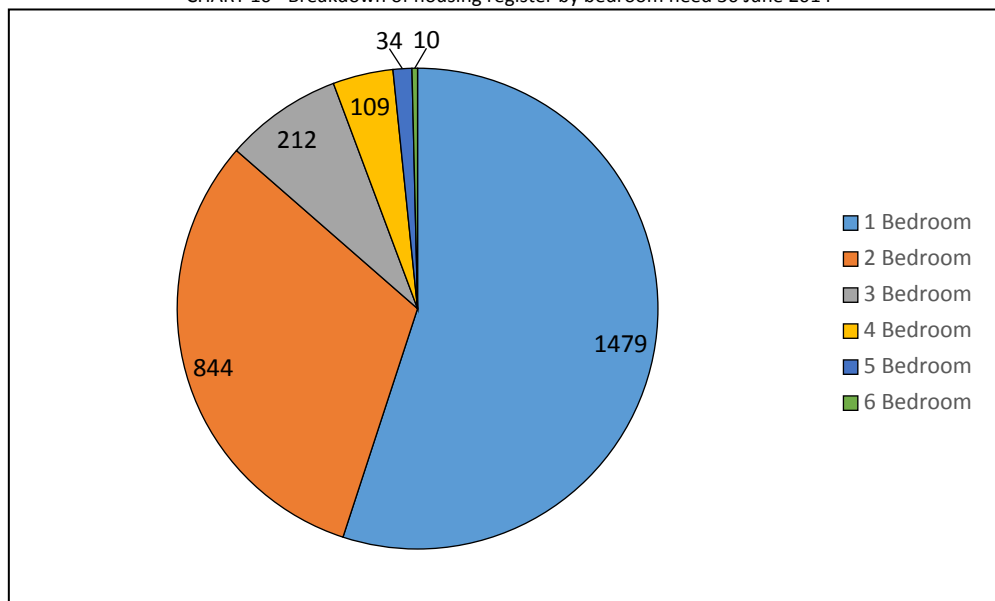
CHART 9- Live applications on the Peterborough Housing Register Jan 2013 – Jun 2014



Source – Local Housing Register data

Of the 2688 current live applications the majority are single person households or couples who have a 1 bedroom need. The chart below shows the breakdown of the housing register by bedroom requirement.

CHART 10 - Breakdown of housing register by bedroom need 30 June 2014



Source – Local Housing Register data

There is a common misconception that the majority of social housing is allocated to households who are not of British origin. While we have worked hard to dispel this myth this is still regularly quoted to us by clients who approach the council for assistance.

The table below shows the breakdown of the housing register by ethnic origin and includes the breakdown of the city as reported in the most recent census in 2011 as well as the percentage of allocations made by ethnic origin.

TABLE 11 - Ethnic origin data

Census		Allocations 2013-14	Housing Register Jun-14
<b>70.9%</b>		White: English/Welsh/Scottish/Northern Irish/British	70.8%
<b>0.7%</b>		White: Irish	0.3%
<b>0.3%</b>		White: Gypsy or Irish Traveller	0.1%
<b>10.6%</b>		White: Other White	17.3%
<b>0.8%</b>		Mixed/multiple ethnic group: White and Black Caribbean	0.1%
<b>0.5%</b>		Mixed/multiple ethnic group: White and Black African	0.2%
<b>0.8%</b>		Mixed/multiple ethnic group: White and Asian	0.0%
<b>0.7%</b>		Mixed/multiple ethnic group: Other Mixed	0.4%
<b>2.5%</b>	<b>% distribution</b>	Asian/Asian British: Indian	0.2%
<b>6.6%</b>		Asian/Asian British: Pakistani	1.7%
<b>0.1%</b>		Asian/Asian British: Bangladeshi	0.0%
<b>0.5%</b>		Asian/Asian British: Chinese	0.1%
<b>2.0%</b>		Asian/Asian British: Other Asian	3.0%
<b>1.4%</b>		Black/African/Caribbean/Black British: African	2.0%
<b>0.6%</b>		Black/African/Caribbean/Black British: Caribbean	0.1%
<b>0.3%</b>		Black/African/Caribbean/Black British: Other Black	0.7%
<b>0.2%</b>		Other ethnic group: Arab	0.0%
<b>0.6%</b>		Other ethnic group: Any other ethnic group	3.2%

Source – 2011 census & local housing register data

The table demonstrates that both live applications and allocations data does not vary significantly from the population breakdown of the city. The minor exception is the marginally increased number of applications and allocations made to the White: Other group, which will be made up of households of mostly Eastern European origin including Lithuanian, Polish, Slovakian & Latvian nationals who are generally residing in poor quality overcrowded accommodation in the city.

The council still maintains its nominations agreements with the Housing Associations who have accommodation available in Peterborough and these properties continue to be allocated through the council's choice based lettings scheme (Peterborough Homes).

Each week our partner Housing Associations advise us, which properties they have available to let and we advertise them to the people on our housing register. Applicants can then choose, which of the available properties they would like to be considered for.

Properties are then shortlisted by:

1. Who has expressed interest (eligible applicants)
2. Highest priority band
3. Who has been in their band longest
4. Who has been on the register longest

In 2013/14 we allocated 1217 properties through the choice based lettings scheme.

## 5. Advice & Prevention Services

The Housing Needs Service adopts a housing options approach when dealing with clients who approach the authority for assistance and will seek to prevent a household's homelessness wherever possible.

The number of clients contacting the service remains high. In the last financial year we were contacted 25,009 times by clients for advice and assistance. Of which 5418 were seen face to face by an officer. We have a number of options when preventing homelessness and have been successful in a large number of cases, which may have otherwise resulted in the household becoming homeless and the council having to accommodate in temporary accommodation, while seeking alternative accommodation.

We have done this by:

- Negotiating with householders/landlords to allow resolve the issues, which led to the threat of homelessness
- Liaising with Housing benefit to resolve payment issues
- Taking steps to improve security in the home to allow victims of domestic violence to remain in the home (Sanctuary Scheme)
- The Mortgage Rescue Scheme / Mortgage debt advice
- By supporting households to move to alternative affordable accommodation in the private sector

The team of specialist officers focussing on homelessness prevention are currently made up of 11 officers, however 3 of these posts are funded temporarily through grants received from the DCLG. The funding for these posts is due to end on the 31 March 2015 with no likelihood of further funding being made available.

The loss of these officers is likely to have a detrimental effect on the number of homelessness preventions achieved and will likely mean an increase in statutory homelessness acceptances and potentially longer stays in temporary accommodation while suitable permanent accommodation is found.

### 5.1. Rent Deposit Scheme & DHP

The Housing Needs Service continues to offer a Rent Deposit Scheme which enables persons to access an interest free loan to be used for the up front costs associated with securing a property in the private rented sector. This has created a real opportunity for the prevention and relief of homelessness and also increased access to permanent accommodation. In 2013/2014 a total of 232 households were assisted into private rented sector accommodation through this scheme totalling £100,521.

In addition the increased Discretionary Housing Payments fund (DHP) made available to all local authorities has been used to support households who were in receipt of housing benefits and may be at risk of homelessness to move to alternative private sector accommodation by paying up front fees such as deposits, rent in advance and reasonable administration fees. In 2013/2014 a total of 196 households were assisted into private rented sector accommodation through this scheme totalling £168,127.

### 5.2. Peterborough Streets Crisis PRS Scheme

Peterborough Streets were successful in receiving funding from the Crisis Private Rented Sector (PRS) Access Development Programme. This programme funds new community based services that help single people find and sustain good quality accommodation in the private rented sector (PRS). It provides sustainable solutions to single homelessness and enables single persons to resettle in the Private Rented Sector Scheme and enables Peterborough Streets to prevent homelessness. To date a total of 59 persons were assisted into accommodation.

Unfortunately we have recently been advised that Peterborough Streets are having to close down due to financial difficulties after just being successful in securing funding for this project for a further 2 years. At the time of writing this report we are in discussions with Crisis in the hope that we will be able to either, take on the project and deliver the outcomes in house through the Housing Needs Service or by finding an alternative voluntary sector partner.

### 5.3. Tenancy Relations Service

Peterborough City Council has a Tenancy Relations Officer based within the Housing Needs team. This service offers support to both tenants and private sector landlords. It aims to promote good relations between tenants and landlords 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 dealing with illegal evictions and utilised its power to prosecute under The Protection of Eviction Act 1977 by successfully prosecuting 3 landlords through the court system with another 4 cases currently pending alongside supporting 592 households since January 2012.

### 5.4. Mortgage Rescue Scheme

Peterborough City Council has been actively promoting the Government's Mortgage Rescue Scheme. This Scheme enables a homeowner who is at risk of losing their home because of mortgage arrears to be assisted by working with a local housing association to purchase their property who then rents it back to them. This Scheme enables both homeless prevention and increases the stock levels of our partner housing associations. At the end of March 2014 we had completed on 24 mortgage rescues and had a small number, which were pending completion and funding had been agreed to ensure that these cases completed. We were the best performing authority in the East & South East areas and the reputation of the officer in

the Housing Needs team was further enhanced by the HCA zone agent who referred a number of authorities to us for advice and guidance.

Unfortunately the Governments Mortgage Rescue scheme closed down on the 31 March 2014. However we still have a number of tools available to us to support households who find themselves in financial difficulty and where we are unable to keep them in their home we are able to support them to exit home ownership and move to alternative accommodation.

### 5.5. Disabled Facility Grants

The Housing Grants Construction and Regeneration Act 1996 made provision for mandatory Disabled Facility Grants to provide adaptations to meet the needs of disabled residents. The Local Housing Authority must decide what are reasonable and practicable adaptations taking into consideration the age and condition of the dwelling and what is necessary and appropriate. The Local Housing Authority has a duty to consult with adult social care on what is necessary and appropriate and this is usually achieved through an Occupational Therapy Assessment of need.

The purposes for which mandatory disabled facilities grants may be given fall into a number of categories, namely:

- Facilitating Access and Provision
- to and from the dwelling
- to a room used/usable as the principal family room
- to a room used/usable for sleeping
- to a room in which there is a WC, bath or shower and a wash hand basin
- to the preparation and cooking of food
- Making a dwelling/building safe
- Providing a room suitable for sleeping
- Providing a bathroom
- Facilitating preparation and cooking of food
- Heating, lighting and power
- Enabling a disabled person to care for a dependent resident
- Access to a garden

In 2013/14 the DCLG allocated £750,069 to Peterborough for Disabled Facility Grants. The final amount spent (which included monies from Peterborough City Council's capital programme) was £1,674,015. The total number of Disabled Facility Grants delivered by the Care & Repair Home Improvement Agency was 303. This year so far, the DCLG's grant allocation is £691,000 which the Council have made up to £1,725,860. In 2013/14 a total of 186 grants were been completed with a total spend of spent £994,880.

The Housing Needs Service needs to continue to work in partnership to enable that the programme continues to prevent homelessness whilst ensuring that vulnerable persons housing needs are met.



## 6. Partnership Working

### Hospital Discharges

The Health to Home Project was launched in January 2014 following a successful bid to the Department of Health Homeless Hospital Discharge Fund. The fund was set up to tackle the health inequalities faced by homeless persons and prevent homeless persons being discharged to the streets. The project was a partnership between Peterborough City Hospital, Axiom Housing Association, Peterborough Streets, Housing Needs and employed one Hospital based nurse and two outreach workers. Outcomes include; 50 homeless persons were assisted into accommodation, developing a Hospital Discharge Protocol, providing training and information sessions to nurses and a Homeless Persons Patients Charter.

### Prison Releases

The Housing Needs Department have designated officers to ensure joint working between resettlement staff at HMP Peterborough and the Housing Needs service and promote homelessness prevention. This prevents offenders being discharge onto the streets and in turn making a crisis homelessness presentation at Housing Needs. The main aim of this work is to ensure that there is planned approach to the prison discharge and accommodation need. The early identification of those in housing need is essential in order to carry prevention intervention can avoid homelessness before individuals reach crisis point. This service will be further enhanced by the development of a Prison Discharge Protocol in late 2014.

### 16/17 year old protocol

The introduction of the Homelessness Act 2002 made a significant change to way that housing authorities dealt with homeless 16 & 17 year olds. Prior to 2002 16 & 17 year olds who became homeless not eligible for housing assistance and if homeless would have been supported by children's social services. The Homelessness Act 2002 amended Part VII of the Housing Act 1996 (homelessness) and included a new category of who the housing authority should consider to be in priority need for accommodation.

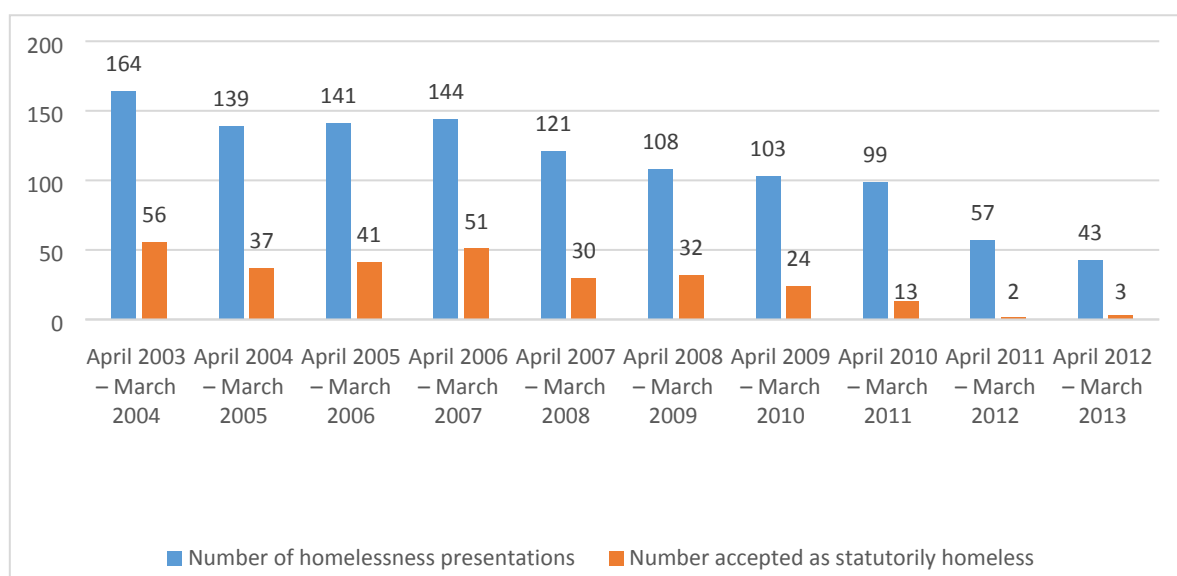
While housing authorities maintained close links with Children's Services many 16 & 17 year olds were not considered to meet the threshold for care and were not owed a duty under the Children's Act. Soon after the change in legislation the Housing Needs service saw a large number of young people becoming homeless and were under a duty to them.

Following a legal ruling in 2009 Housing Needs and Children's Services developed a joint working protocol, which focussed on preventing young people from becoming homeless. The main intervention in the protocol was to provide emergency expert support from the Adolescent Intervention Service (AIS). This support was focussed on supporting the young person to return home to parents and ensuring the relevant support was available for the young person and their parent to ensure the situation did not reach crisis point again. Prior to the development of the protocol many of the referrals to Housing Needs came from AIS,

connexions and other youth services so this new way of working was a significant shift in previous practices & thinking.

While the protocol has not been successful in every case it has demonstrated that preventative action has positively reduced numbers of those being accepted as homeless. The table below shows the impact the protocol has had on reducing homeless presentations and acceptances amongst this age group.

TABLE 12 – The number of homelessness applications and acceptances from those aged 16-17 2003-2014



SOURCE – LOCAL HOMELESSNESS DATA

## 7. The Future

Peterborough City Council is committed to preventing and relieving homelessness as well as improving partnerships with service providers in all sectors. The Housing Needs Service recognise 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.

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

The key findings of this review are summarised below:

### Support Services

- The Housing Advice delivered by the Housing Needs Service continues to receive high volumes of customer contact, which is unlikely to reduce with the further impending changes to the welfare system.
- The closure of Peterborough Streets has left the city with a gap in voluntary sector provision for rough sleepers, which the council will have to fill.

### Resettlement Support

- There is very little resettlement support provided to people moving on from hostels or temporary accommodation to prevent the loss of tenancy, and repeat homelessness.

### Provision of Support

- Homeless persons access health services at the NHS Walk In and at GP service at 63 Lincoln Road.
- Mental health services are unable to assess rough sleepers.
- Floating support would benefit people who do not fit into specific support categories.
- There is a need for further provision for the Chronically Excluded client group

### Information and Advice

- Partner agencies identified delays in the processing of housing benefit as possibly contributing to homelessness.

### Preventing Homelessness

- Mortgage/Debt advice services are essential in preventing homelessness amongst homeowners.
- Partner agencies reported homeless prevention could be increased by generic floating support.
- There is a need for more education in schools with regard to homelessness, and prevention.

### Access To Accommodation

- Peterborough Strategic Tenancy policy aims to ensure that social rents remain affordable.
- There is a high demand for social housing in the city.
- The majority of applicants on the housing register require a one bedroom property.
- Homelessness acceptances in Peterborough remain stable while nationally they are increasing slowly.
- One of the identified barriers to accessing private sector accommodation is the subsequent lengthy inherent delays in processing housing benefit claims.
- Persons with a poor housing history often end up in poor quality accommodation.
- There are blockages in move on from supported housing projects, which need to be resolved.

### Sufficient Accommodation

- There is a need to secure that sufficient accommodation is available for people who are, or who may become homeless.
- There are no accommodation services for persons who are chronically excluded.

### Private Rented Sector Accommodation

- Rent Deposit Scheme is essential to enable the continued access to the private rented sector.
- The ending of funding for the private sector accommodation officer in March 2015 will have a negative impact on homelessness prevention.

### Homelessness

- Welfare Reform will impact on the number of persons unable to meet their housing costs.
- The majority of homeless applications made to Peterborough City Council are from families.
- The emerging most frequently reported reason for households presenting as homeless to Peterborough City Council is 'termination of assured shorthold tenancy'
- The rough sleeper estimate for Autumn 2013 identified 11 rough sleepers.
- The Rough Sleeper Outreach Officer has continued to reduce rough sleeping.
- Court Desk identified approximately 50% of all homelessness prevention claims are linked to housing benefit delays.

### Effective Partnerships

- There is a need for joint protocols and partnerships to be strengthened between housing and adult social care to further enable homeless persons to be supported.

### Linking With Other Strategies

- There is a need for the homeless Strategy to link in with all appropriate strategies including health, housing, education and community safety.

# The Homelessness Strategy 2013 – 2018

## Visions and Strategic Aims

Our Vision is: To prevent and respond to homelessness by ensuring that we provide a range of effective targeted services that respond to our customer needs

We have 4 key strategic aims:

**Strategic Aim 1 – Preventing and relieving homelessness through a robust partnership approach**

We are aware that in order to provide cost-effective and responsive services we cannot work in isolation. We will deliver our services in partnership with our voluntary and statutory sector partners to provide the best possible solutions.

**Strategic Aim 2 - Increasing access to accommodation**

We will continue to maximise the opportunities for a range of accommodation choices for homeless persons and person threatened with homelessness and continuing to increase the accommodation choices available persons in housing need.

We will continue to develop and deliver a suitable private rented sector offer for all client groups that includes support for both clients and landlords. We need to ensure that those most affected by the welfare reforms are able to access a range of accommodation solutions and we will make best use of the private rented sector.

**Strategic Aim 3 – Reduce and prevent rough sleeping**

Rough sleeping is the most visible form of homelessness and where people are the most vulnerable. We will continue to build on our partnership approach to reducing and relieving rough sleeping. This work will include projects that will enable the city to deliver the No Second Night Out principles.

**Strategic Aim 4 – Promoting settled lifestyles and sustainable communities**

Ensuring that homeless households are given the support to resettle within the community and thrive through purpose and encouragement.

## Introduction

This is our third refresh of the Homelessness Strategy and sets out the strategic aims for Peterborough City Council and its partners for tackling and preventing homelessness between 2013 and 2018.

The strategy has been developed within the context of national and local issues and identifies four strategic aims that will drive forward the homelessness agenda in the coming years in Peterborough.

The 2002 Homelessness Act placed a duty on local authorities to develop a Homelessness Strategy to be renewed every five years.

The previous Homelessness Strategy published in 2008 made an important contribution to both tackling and preventing homelessness in Peterborough. The strategy built on partnership working whilst maximising homeless prevention opportunities and contributed to an increase in homeless prevention.

The key achievements from the 2008 Strategy include;

- Mortgage Rescue Scheme established and assisted 24 households who would have become homeless without intervention.
- Multi-Agency rough sleeping Task and Targeting Group established in April 2010.
- All homeless persons provided with information on where they can register with a GP.
- Framework established for tackling Unlawful Evictions and 3 successful convictions achieved.
- Rough Sleeper database established with multi-agency viewing rights.
- Tenancy Relations Officer post created and recruited to.
- Set up and success of the joint working protocol between Housing needs and Children's Services in order to assist 16 & 17 year olds who become homeless.
- Notification system established to notify the Local Education Authority (LEA) within 10 working days when children in temporary accommodation are not attending school.
- Continued joint working on prevention of homelessness with partners.
- Waiting times reduced by new delivery of Housing Needs Service.

This strategy will build on our achievements whilst strengthening our partnerships and seek to address our new challenges.

With the 2002 Homelessness Act, the government made homelessness prevention a priority by providing increased funding to tackle homelessness, setting challenging targets for prevention and placing requirements on local housing authorities to produce Homelessness Strategies. Homelessness strategies should be informed by a review of performance, current service provision and estimated future need. The Act states that these strategies should focus on prevention measures, as well as emphasising the importance of offering advice to all

people in housing need.

There are a number of National strategies and guidance that have helped to shape this Homelessness Strategy these include:

**Making every contact count: A joint approach to preventing homelessness (2012)** This report sets ten local challenges for housing authorities to ensure that every contact local agencies make with vulnerable people and families really counts to ensure that we prevent households, regardless of household make up from reaching a crisis point where they are faced with homelessness.

**Sustainable Communities: settled homes; changing lives (2005)** This report focuses on homelessness prevention, reduction in the use of temporary accommodation by 50% by 2010, from 2010 and B&B no longer suitable for 16/17 year olds.

**Sustainable Communities: Homes For All (2005)** This document introduces the requirement for Choice Based Lettings schemes in all local authorities in England by 2010.

**Making Every Adult Matter (MEAM), September 2009** Too often people with multiple needs and exclusions fall between the gaps of services to the margins of our society. This manifesto proposes how the next government, statutory services and the voluntary sector can change that for good.

**Tackling Homelessness (2006)** This document recognises the role of registered providers of social housing in preventing homelessness through partnership working, sustainable communities, allocation and management policies and better use of existing stock.

**No One Left Out: Communities Ending Rough Sleeping (Nov 2008)** This strategy aimed to end rough sleeping in UK for more than one night by 2012.

**No Second Night Out.** This government plan sets out six joint commitments to ensure multi agency working to give local people the tools to tackle rough sleeping and put an end to second nights out on the street.

We have embraced homelessness prevention and have made considerable progress with developing tools and services that are able to maximise our opportunities to prevent homelessness.

We will continue to build on our partnerships and will develop innovative ways to deliver services and prevent homelessness alongside addressing the impact of Welfare Reform.

On the 8th March 2012 the Welfare Reform Act received Royal Assent. The Act legislates for the biggest changes to the welfare system in over 60 years. Many of these changes will have an impact on homelessness and homelessness prevention;

- 1 **The move towards a Universal Credit** - Direct payments to landlords will cease. This will result in landlords having no guarantee that rent will be paid and will directly impact of the numbers of private sector landlords willing to consider claimants alongside a possible increase in rent arrears that may lead to eviction and



homelessness.

- 2 **Restricting payments for people below the age of 35 years old** -Persons under the age of 35 years old will only be able to claim assistance to the level of shared room rate. This will mean that many young people leaving home for the first time will only be able to access shared accommodation. There will be an additional pressure on services working to house single people in the private rented sector as there are issues with supply and quality of this type of accommodation.
- 3 **Capping of total benefit received per household** – The benefits cap was implemented across the country in October 2013 and saw the total amount of benefit awarded to non working households capped at no more than £26,000 per annum. Larger families may see an unexpected reduction in their income, which in turn will affect their ability to meet their housing costs.
- 4 **Capping of Local Housing Allowance** - Could make households in receipt of benefits less attractive to landlords and could place strain on residents in areas of high rent who may choose to move to places like Peterborough because we are considered more affordable.
- 5 **Linking Housing Benefit entitlements for social housing tenants to the number of bedrooms needed per household for working age persons** - Tenants within the social housing sector who are under occupying their homes will have a reduction applied to their housing benefit entitlement. Households will have to meet this reduction from their other income. This could lead to an increase in rent arrears, eviction and homelessness.
- 6 **Up-rating Local Housing Allowance in line with the Consumer Price Index instead of the Retail Price Index** - This may mean that benefit claimants entitlement may not increase in line with the average rents in the city therefore reducing the number of affordable properties available in the private rented sector.
- 7 **Ceasing of Council Tax Benefit** - As part of Localism enabling Local Authorities to develop their own discount schemes with protection for pensioners. Leaving some vulnerable groups who have not previously paid any council tax with a bill.

All the above could place additional strain on the Housing Needs Service. Whilst households struggle to cope with their income reductions and struggle to meet their housing costs. Additionally, public spending cuts, changes to Housing Allocations to reflect localism, the introduction of affordable rents, new forms of tenure and the impact of un-ring fenced supporting people funding and imminent reductions to housing related support services that this will bring offer further challenges for the delivery of services. We will continue to monitor the impact of these changes through the Homelessness Strategy Steering Group and when necessary update the Strategy to tackle the impacts.

**Changes to the homelessness duty** – In November 2012, as a result of the Localism Act 2011, the law changed and gave Council's the power to discharge their homelessness duty into

suitable accommodation with a private landlord.

However, in order for the offer to be considered suitable the property and landlord must meet certain minimum standards.

The Council must be of the view that the accommodation is in a reasonable physical condition; that the landlord has taken reasonable fire safety precautions; has taken reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation; the landlord is a fit and proper person; the property has a valid energy performance certificate (EPC) and gas safety certificate and that the tenancy is for a minimum fixed term of 12 months. Also, where applicants become homeless again within two years, the duty will be retained by the original authority.

**Strategic Aim 1** - Prevent homelessness and reduce levels of homelessness against the main causes for presentations through evidence based research and resource allocation.

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Deliver early intervention to prevent homelessness	1.To increase the number of households where homelessness is prevented by advice	Increase in number of homelessness preventions annually reported in P1E return	We were successful in increasing the numbers of homeless preventions during 2014/15, however a reduction in the availability of the DHP fund from £200,000 to £108,000 in 2015/16 hampered ongoing efforts. The available fund in 2016/17 has increased to £120,000 and will support the team in increasing current preventions and maintaining those levels moving forward.	On-going	Housing Needs Team Joanne Colverson – Information & Data Officer

<p>Develop self- help tools for those able to turn information into action.</p>	<p>1. Utilise websites and kiosks in the customer service centre to provide information relating to private sector landlords, social housing, tenant and landlord rights, direct access hostels, supported accommodation and homelessness.</p> <p>2. Develop information pages for non-priority homeless persons</p>	<p>Self help tools created and available on the website and Customer service centre kiosks.</p> <p>An increase in the numbers of people accessing the website self help tools and CSC kiosks.</p>	<p>This objective has not yet been achieved. A review of the Housing Needs webpages will be undertaken in 2016/17.</p> <p>The development of the Housing Needs database using salesforce technology and linking to the councils website should improve interaction with the service for customers using the website to communicate and push vital information at the point of application.</p>	<p>March 2017</p> <p>Annually</p>	<p>Serco ICT</p> <p>Sean Evans – Housing Needs Manager</p> <p>Joanne Colverson – Information &amp; Data Officer</p> <p>Rob Smith – Review &amp; Procedures Officer</p>
---	--	---	--	-----------------------------------	--

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with RSL partners to develop an action plan to minimise homelessness as a result of welfare reform and the introduction of universal credit	<ol style="list-style-type: none"> <li>1. Establish working group through the Financial Inclusion Forum.</li> <li>2. Carry out research to establish 'jam jar' scheme.</li> <li>3. Set up 'jam jar' scheme for RSL tenants in receipt of welfare benefits.</li> </ol>	<p>Working group established by October 2012.</p> <p>Complete Research by November 2012</p> <p>Establish 'jam jar' scheme prior to the introduction of universal credit</p>		<p>October 2012</p> <p>March 2013</p> <p>March 2013</p>	<p>RSL partners</p> <p>Financial Inclusion Forum</p> <p>Sharon Malia – Housing Programmes Manager</p>
Improve partnership working, joined up services, communication and understanding at operational level.	<ol style="list-style-type: none"> <li>1. Develop a joint training programme for front line staff.</li> <li>2. Ensure all forums and meetings focus on improving communication, dispelling myths, joint working and assessing good practice.</li> </ol>	<p>Establish a rolling training programme for all partners.</p> <p>Encourage front line teams in customer services and children's services to introduce new starters to housing to gain an understanding of the systems and practices.</p> <p>Attendance at all housing related meetings.</p>		<p>April 2015</p> <p>Ongoing</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Sean Evans – Housing Needs Manager</p> <p>Rob Smith – Review &amp; Procedures Officer</p>

Develop specific projects to tackle the main causes of homelessness

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Reduce number of homeless presentations as a result of private landlords taking possession through s.21 accelerated procedure to end of an Assured Shorthold Tenancy	<ol style="list-style-type: none"> <li>1. Produce questionnaire to establish reasons for evictions, etc.</li> <li>2. Contact Court to establish top 10 private sector landlords applying for possession orders.</li> <li>3. Distribute questionnaires to Top 10 and through the Landlords Forum</li> <li>4. Responses collated and key findings used to develop prevention tools.</li> </ol>	<p>Questionnaire produced by December 2014.</p> <p>Details obtained from the court.</p> <p>Questionnaires sent by June 2015</p> <p>Findings recorded and reported produced with recommendations for the development of prevention tools.</p>		<p>Dec 2014</p> <p>June 2015</p> <p>September 2015</p> <p>November 2015</p>	<p>Joanne Colverson – Information &amp; Data Officer</p> <p>Gareth Brighton – HNO Tenancy Relations</p> <p>Private Sector Landlords</p>

62

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
<p>Provide tailored advice to homeowners at risk of homelessness Reduce the number of homeless presentations due to mortgage arrears.</p>	<ol style="list-style-type: none"> <li>1. Continue to maximise the use of the Governments Mortgage Rescue Scheme</li> <li>2. Develop systems to identify households at risk of homelessness due to mortgage arrears at an early stage</li> <li>3. Develop the role of a Housing Needs Officer specialising in mortgage advice.</li> </ol>	<p>Promote the Governments mortgage rescue scheme amongst partners and increase uptake by 20% until the scheme ceases</p> <p>Develop procedures for dealing with pre action notifications received from mortgage lenders to engage with households before possession action in the courts is taken</p> <p>Provide training to the mortgage specialist to assist clients in exiting homeownership where homelessness prevention is not possible</p>		<p>Annually Ongoing</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Hayley Flaxman – HNO Mortgage Specialist</p> <p>Rob Smith – Review &amp; Procedures Officer</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Reduce the number of homeless presentations due to parents no longer willing to accommodate.	<ol style="list-style-type: none"> <li>1. Develop literature to dispel myths relating to youth homelessness</li> <li>2. Work with supported housing providers to maximise opportunities for young people to access accommodation</li> <li>3. Work with voluntary sector organisations to support a bid to re-establish education in schools programme</li> <li>4. Work with social services to develop a protocol to ensure all 16/17 year olds who present to the authority are dealt with via joint assessment process at the point of crisis</li> </ol>	<p>Literature produced and distributed.</p> <p>Develop referral processes and pathways to ensure appropriate allocations of accommodation at supported housing projects</p> <p>Appropriate bids supported and funding used to deliver education in schools.</p> <p>Protocol created and implemented.</p>		<p>January 2015</p> <p>On-going</p> <p>October 2014</p> <p>March 2014</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Peterborough Foyer</p> <p>YMCA Timestop</p> <p>Voluntary sector</p> <p>PCC Children services</p> <p>Education services</p> <p>Connexions</p> <p>Sean Evans – Housing Needs Manager</p>



Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Review the prison release procedure to maximise the opportunities to prevent homelessness	1. Investigate (and monitor?) number of applications to join the housing register from HMP Peterborough 2. Investigate (and monitor?) the total number of homeless presentations following release from HMP Peterborough 3. Work with HMP Peterborough to develop a procedure for persons due to be released with no fixed abode 4. Draft, agree and implement prison discharge protocol	Report demonstrating demand on housing services from HMP Peterborough produced Procedure for NFA persons agreed and implemented. Protocol implemented. A reduction in the number of homeless presentations from people leaving prison with no local connection with Peterborough or without accommodation.		May 2015 June 2015 August 2015 September 2015	Sarah Hebblethwaite – Deputy Housing Needs Manager HMP Peterborough The One Service Hope into action

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Take steps to reduce the number of homeless presentations due to friends and relatives no longer willing to accommodate	<p>1. Integrate home visits into the process of taking a homeless application.</p> <p>2. Consider options for developing a bond scheme for this particular client group to enable them to move directly into private sector accommodation.</p>	<p>Integrated visits established.</p> <p>Bond Scheme implemented.</p> <p>Reduction in the number of homeless presentations due to friends and relatives no longer able to accommodate.</p>		<p>October 2015</p> <p>January 2016</p>	<p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>Voluntary Sector</p>

Promotion of prevention of homelessness through an effective Housing Needs Service and a strengthened safety net.

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Take steps to reduce the number of homeless presentations due to hospital discharges.	<ol style="list-style-type: none"> <li>1. Refresh, agree and implement Hospital Discharge Protocol.</li> <li>2. Stop Hospital discharges to Bayard Place</li> </ol>	Hospital Discharge Protocol implemented		October 2013	Sean Evans – Housing Needs Manager  Peterborough City Hospital  CPMHT  Jeanette Gibson – Housing Medical Advisor  Adult Social Care

<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key Partners</b>
Research the development of an eviction prevention fund using funds from Homelessness Grant to prevent families becoming homeless.	<ol style="list-style-type: none"> <li>1. Carry out research to establish average level of rent arrears for families presenting as homeless.</li> <li>2. Project cost of piloting scheme to provide interest free loan to repay rent arrears and stay in current accommodation.</li> <li>3. Present cost of establishing scheme against cost of accommodating in temporary accommodation.</li> <li>4. Establish scheme.</li> </ol>	<p>Research completed.</p> <p>Report produced with clear recommendations.</p> <p>Scheme established.</p> <p>Reduction in homeless presentations and use of temporary accommodation.</p>		<p>May 2013</p> <p>December 2013</p> <p>January 2014</p> <p>March 2014</p>	<p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>Carole Wheatley – Intelligence &amp; Data Officer</p>
Carry out quarterly Mystery shopper exercise of the Housing Needs Service.	<ol style="list-style-type: none"> <li>1. Work with partner agencies to carry out quarterly mystery shopper exercise.</li> <li>2. Utilise results of mystery shopping experience to improve service</li> </ol>	<p>Mystery shopper exercises completed.</p> <p>Effective Housing Needs Service.</p>		Ongoing	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Partner Agencies</p>
<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key</b>

					<b>Partners</b>
Research reasons for repeat homelessness and develop an action plan to work to reduce levels	<ol style="list-style-type: none"> <li>Analyse applications and produce report for the reasons of repeat homelessness within the last 12 months.</li> <li>Develop action plan</li> </ol>	<p>Reasons for repeat homelessness established</p> <p>Action plan developed</p> <p>Repeat Homelessness numbers reduced</p>		April 2015	<p>Sean Evans – Housing Needs Manager</p> <p>Carole Wheatley – Intelligence &amp; Data Officer</p>
Review staff training and requirements for all Housing Needs staff and develop staff training plan	<ol style="list-style-type: none"> <li>Review individuals training history and training needs.</li> <li>Establish individuals training plan.</li> </ol>	<p>Training identified and completed by all staff.</p>		Ongoing	<p>Sean Evans – Housing Needs Manager</p> <p>Rob Smith – Review &amp; Procedures Officer</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Invest time and resources into regional and national joint working through appropriate representation.	<ol style="list-style-type: none"> <li>1. Attend Regional Homelessness meetings.</li> <li>2. Attend national and regional seminars.</li> <li>3. Work with Homeless Link to ensure knowledge of national and regional good practice.</li> </ol>	<p>Attendance at both regional meeting and national and regional seminars.</p> <p>Good practice used to shape Housing Needs service.</p>		Ongoing	<p>Sean Evans – Housing Needs Manager</p> <p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p>
Promote homelessness prevention as the cornerstone of the Housing Needs Service and & maximise prevention opportunities through utilisation of the available homelessness prevention grant	<ol style="list-style-type: none"> <li>1. Maximise opportunities to prevent homelessness by Housing Needs staff utilising Homelessness Prevention Fund in innovative and creative ways.</li> <li>2. Promote homelessness prevention amongst other council departments and partners</li> </ol>	<p>Reduction in homeless presentations.</p> <p>Homelessness Prevention Fund utilised to prevent homelessness.</p>		Ongoing	<p>Sean Evans – Housing Needs Manager</p> <p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>All Housing Needs Officers</p>

<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key Partners</b>
Carry out a review of the current homelessness prevention tools and their effectiveness	1. Map prevention tools and impact on reducing homelessness through statistical data.	Report produced outlining impact of prevention tools.		October 2015	Sean Evans – Housing Needs Manager
	2. Produce report to highlight effective prevention tools. 3. Utilise report to identify gaps and further develop current prevention tools.	An increase in homelessness prevention by utilising prevention tools.		January 2016	Joanne Colverson – Intelligence & Data Officer
Maximise opportunities for persons accessing private rented sector accommodation	1. Promote and develop Rent Deposit Scheme.	Increase in the number of Rent Deposits awarded.		Ongoing	Sarah Hebblethwaite - Deputy Housing Needs Manager  Axiom Housing Association
	2. Maximise referrals of single persons to Crisis Private Rented Sector scheme.	Increase in the number of persons assisted through the Crisis PRS Scheme.		Ongoing	
	3. Work with partners to make best use of funding sources	Increase in the number of persons accessing the private rented sector.		Ongoing	
<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key Partners</b>

<p>Ensure applicants experiencing difficulties in meeting their housing costs are able to access appropriate specialist advice</p>	<ol style="list-style-type: none"> <li>1. Map current debt advice provision available in the city and analyse referral data</li> <li>2. Investigate the possibility of prioritised advice for those who are threatened with homelessness within the next 28 days because of debt management issues</li> <li>3. Consider funding where necessary to facilitate prioritised debt advice.</li> <li>4. Produce an information leaflet for service users to advise what is available and where</li> <li>5. Ensure all clients experiencing financial difficulties are referred to debt advice service.</li> </ol>	<p>Increase in the number of clients accessing debt advice services.</p>		<p>April 2015</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Hayley Flaxman – Housing Needs Officer</p> <p>Citizens Advice Bureau</p> <p>Salvation Army</p>
--	--	--	--	-------------------	---



Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
<p>Take appropriate steps to ensure the removal of the eligibility for the 1 bedroom LHA rate for people aged between 25 – 34 does not lead to an increase in homelessness.</p>	<ol style="list-style-type: none"> <li>1. Establish who is affected by the LHA reforms.</li> <li>2. Communicate with those affected and invite them to make contact with the service for advice and assistance.</li> <li>2. Create and maintain a list of hostels that meet the DWP guidance to be excluded from housing benefit reforms.</li> </ol>	<p>Affected clients register established</p> <p>All affected claimants written to or visited</p> <p>List produced</p>		<p>August 2015</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>All Housing Needs Officers</p> <p>Serco – Housing Benefits</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with partner RSL's and private sector landlords to develop a tenant at risk panel to identify at earliest opportunity vulnerable tenants at risk of homelessness.	<ol style="list-style-type: none"> <li>1. Establish a working group including RSL's and key private sector landlords in the city.</li> <li>2. Develop procedures to increase opportunities to prevent homelessness.</li> <li>3. Utilise information through a Task and Targeting working group.</li> <li>4. Pilot procedures for 3 months and review.</li> </ol>	<p>At risk panel established.</p> <p>Maximise opportunities for preventing homelessness.</p> <p>Pilot project established</p>		December 2015	<p>Sean Evans – Housing Needs Manager</p> <p>Gareth Brighton – HNO – Tenancy Relations</p> <p>RSL partners</p> <p>Private Sector Landlords</p> <p>Sarah Scase – HNO – Rough Sleeper Outreach</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with RSL partners to develop a training flat for those who have experienced previous tenancy failure.	<ol style="list-style-type: none"> <li>1. Contact LA's and Homeless Link to establish good practice when setting up training flat.</li> <li>2. Investigate outcomes from MEAM training flat in Cambridge.</li> <li>3. Establish a working group including partner agencies and RSL's to develop training flat.</li> </ol>	<p>Pathway developed for those who are excluded from accommodation because of behaviour or previous tenancy sustainment issues</p> <p>Accommodation and support is available for vulnerable persons whose behaviour does not meet social norms and who are currently excluded from hostels.</p> <p>MEAM flat established.</p>		<p>March 2015</p> <p>December 2015</p> <p>January 2016</p>	<p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>RSL partners</p> <p>CPMHT</p> <p>Housing Related Support</p> <p>Adult Social Care</p>
Develop a preventative approach and challenges through education programme.	<ol style="list-style-type: none"> <li>1. Investigate funding streams to enable voluntary sector organisation to bid to deliver schools program.</li> <li>2. Support voluntary sector to submit bid for funding.</li> </ol>	<p>Funding stream identified and voluntary sector bid supported</p>		<p>Ongoing</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Serco – Central Funding Team</p> <p>All Voluntary Sector partners</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
<p>Utilise the media to maximise opportunities to prevent homelessness,</p> <p>Publicise welfare reform, the Housing register, and the Private rented sector</p>	<ol style="list-style-type: none"> <li>1. Work with the media team to establish a plan for promoting homelessness prevention, welfare reforms, housing register, and the options within the private rented sector.</li> <li>2. Update the PCC website to display all the required information</li> <li>3. Investigate the possibility of advertising accredited private landlords properties through the PCC housing needs website pages</li> </ol>	<p>Working relationship established with local media to promote homelessness prevention.</p>		<p>Ongoing</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Christine Spooner – Homeless Link</p> <p>PCC Media Team</p>
<p>Explore options for Housing Needs Service to utilise part of DHP pot as homelessness prevention tool.</p>	<ol style="list-style-type: none"> <li>1. Research good practice with regard to utilising DHP pot to prevent homelessness.</li> <li>2. Ensure that Housing Needs contributes to the review and development of the DHP policy.</li> </ol>	<p>DHP pot used to prevent homelessness.</p>		<p>October 2013</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Christine Spooner – Homeless Link</p> <p>Serco – Housing Benefit</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Raise awareness of Impact of welfare benefit reforms and discharging of duty into the private rented sector.	1. Deliver information workshop to partner agencies.	Information workshops delivered. Dispel myths.		Ongoing	Housing Needs Officers
Set up and facilitate quarterly Homelessness Strategy review & steering group meetings	1. Facilitate Homelessness Strategy Steering Groups on a quarterly basis.	Strategy Steering Groups delivered.		Ongoing	Sarah Hebblethwaite – Deputy Housing Needs Manager
Promote homelessness prevention on a strategic level with partner RSL's through the CBL Operations Board	1. Continue to develop prevention agenda through the RSL partners Operations Board 2. Develop and implement pre eviction protocols with all partners	A reduction in RSL arrears, tenancy failure		Ongoing	Sean Evans – Housing Needs Manager RSL Partners

**Strategic Aim 2** - Maximise the opportunities for differing accommodation choices for persons seeking accommodation.

To continue to increase the accommodation choices available to persons in housing need.

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Maximise use of the Care & Repair service to assist people to remain in their homes.	1. Continue to utilise Care and Repair as a homelessness prevention tool.	Increased take up of scheme.		Ongoing	Sean Evans – Housing Needs Manager Janette Gibson – Housing Needs Medical Advisor Russell Carr – Care & Repair Manager
Research alternatives to the rent deposit scheme in order to maximise the available funds to assist as many households as possible.	1. Carry out research to establish good practice. 2. Produce report highlighting savings to make alongside costs for administering Bond Scheme. 3. Identify and implement appropriate scheme.	Research carried out and report produced. Bond Scheme established.		December 2014 February 2015 August 2014	Sarah Hebblethwaite – Deputy Housing Needs Manager
<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key Partners</b>

<p>Develop relationships with private sector landlords.</p>	<ol style="list-style-type: none"> <li>1. Improve relations with private sector landlords through education delivered by Tenancy Relations Officer.</li> <li>2. Ensure attendance at the Housing benefit private sector landlords forum &amp; the quarterly NLA meetings.</li> <li>3. Carry out survey with private sector landlords to establish barriers and suitable solutions in encouraging them to rent to benefit households.</li> </ol>	<p>Increase in the number of private sector landlords working with the Housing Needs service.</p>		<p>April 2014 April 2013 December 2014</p>	<p>Sean Evans – Housing Needs Manager Gareth Brighton – HNO Tenancy Relations Private Sector Landlords</p>
---	---	---	--	--	--

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Promote and support the Empty Homes Strategy	1. Work with Empty Homes officer to maximise opportunities for bringing empty homes back into use.	Increase in the number of empty homes brought back into use annually.		Ongoing	Adam Cliff – Empty Homes Officer  Sean Evans – Housing Needs Manager
Train Housing Needs staff to utilise the Disabled Facilities Grants to prevent homelessness	1. Promote Disabled Facilities Grant as homelessness prevention tool.  2. Maximise opportunities for disabled persons to remain in their current accommodation.	Disabled facilities grants used to prevent homelessness.		Ongoing	Sean Evans – Housing Needs Manager  Sharon Malia – Housing Programmes Manager



<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key Partners</b>
Ensure the needs of homeless people are considered in relevant strategies	1. Attend meeting and events to ensure homeless persons are considered in all local strategies.	Housing representations at key meetings and events		Ongoing	Belinda Child – Strategic Housing Manager  Sean Evans – Housing Needs Manager
Ensure effective referral processes between Housing Needs and Children’s Specialist Services	1. Develop protocol and joint working procedures.  2. Deliver joint training to Housing Needs and Children’s Services.  3. Implement protocol and joint working.  4. Review on a quarterly basis.	Protocol and joint working procedures established.  Joint training delivered.  Protocol implemented.  Quarterly reviews completed.		May 2013  August 2013  September 2013  Quarterly from December 2013	Sean Evans – Housing Needs Manager  Wendi Ogle Welbourne - Children’s Services
<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key</b>

					<b>Partners</b>
Continue on-going support, advice and enforcement with private sector landlords to improve housing conditions and management.	1. Continue to work with private sector landlords providing both support and enforcement to improve housing conditions.	Fewer homeless presentations as a result of accommodation being unreasonable for persons to continue to occupy.		Ongoing	Jo Hodges – Senior Housing Enforcement Officer  Housing Needs Team
Investigate the viability of introducing a private sector leasing scheme	1. Research good practice in this area.  2. Produce report establishing feasibility of scheme in Peterborough.	Report produced outlining feasibility of scheme in Peterborough.		December 2014	Belinda Child – Strategic Housing Manager  Sean Evans – Housing Needs Manager

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Promote and encourage private landlords to become accredited with the NLA and develop an Approved Register of Private Sector Landlords in the city.	<ol style="list-style-type: none"> <li>Investigate and produce report to establish the feasibility for establishing an Approved Private Sector Landlords list.</li> <li>Reintroduce landlord accreditation scheme to promote and encourage good practice within the private rented sector in the city.</li> </ol>	<p>Report produced with clear recommendations.</p> <p>Landlord accreditation scheme introduced with a substantial base of landlords to further market and promote the scheme</p>	<p>Increased access to private rented sector.</p> <p>Launched in February 2013, with some landlords already signed up, and further enquiries received</p>	December 2014	Adam Cliff – Empty Homes Officer
Work with Regional LA Partners to investigate a Local Lettings Agency	1. Work with regional partners to utilise regional homelessness grant to develop a regional Social Lettings Agency	Social Lettings Agency established.		January 2015	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Regional Local Authority Partners</p> <p>Homeless Link</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
To increase housing stock availability through the reuse of empty homes.	<p>1. To promote and actively market the Empty Homes Partnership to empty home owners.</p> <p>2. To increase interest in the scheme through members, the public and through media release</p>	<p>To increase stock availability by introducing a minimum of 100 properties to the scheme, and have them let through the CBL system.</p> <p>Promote the scheme so that all those eligible are aware of what is on offer to them.</p>	Currently, there is one lease signed and in the hands of Cross Keys for refurbishment, with a further two in the pipeline to join the scheme in the near future.	March 2015	Adam Cliff – Empty Homes Officer
To encourage bids from registered charities and providers, for funding from central government through the empty homes programme.	<p>1. To make aware those eligible and suitable for funding that the programme is available to them, and actively help with the bidding process and procedures.</p> <p>2. Work with those who bid to source and locate suitable properties from the empty homes database, and encourage the purchase or lease if successful in bidding.</p>	<p>To help in the bidding for two properties to be secured by the charity Hope Into Action, building on their success of the previous round of funding.</p> <p>Source and encourage charities of a similar nature to those who have secured funding, to bid for the available funding.</p>	Hope Into Action have secured their first of two properties under the first round of funding gained, and are currently working on a second bid to secure funding for a further two properties, with the potential to house 3 people at any one time.	March 2015	Adam Cliff – Empty Homes Officer

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Explore options for the development of supported lodgings scheme	<ol style="list-style-type: none"> <li>1. Contact YMCA to discuss the feasibility of establishing supported lodging in line with model currently operated in Cambridgeshire.</li> <li>2. Develop report to outline costs, savings to be made and recommendations for establishing model of supported lodgings.</li> <li>3. Establish a supported lodging scheme in Peterborough.</li> </ol>	Supported Lodgings Scheme established.		<p>January 2016</p> <p>March 2016</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>YMCA</p>
Maximise the opportunities for the best use of social housing stock	<ol style="list-style-type: none"> <li>1. Refresh of Bedrooms Standards Policy in line with welfare reforms.</li> <li>2. Promote the benefits of CBL2 and maximise the opportunities it brings to improve the CBL experience for customers</li> </ol>	<p>Bedroom Standards Policy refreshed.</p> <p>CBL2 established.</p>		August 2013	Sean Evans – Housing Needs Manager

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Dogs Trust supporting people to move into accommodation	Provide statements of positive impact dog has on clients stability Dog reference Veterinary certificates Pathway working group to pursued housing providers to develop positive pet policies	1. Create template to be used.  2. Establish procedure for providing statements		February 2015  April 2015	Sarah Scase – HNO – Rough Sleeper Outreach  Dogs Trust
Refresh of allocations policy	1. Re-write allocations policy to reflect Localism Bill, and housing needs within the city.	New Allocation Policy agreed and implemented.	Completed	Ongoing	Sean Evans – Housing Needs Manager
Explore options for rooms in a Home where the Landlord befriends	1. Investigate good practice in this area. 2. Explore feasibility through voluntary and faith based groups. 3. Identify suitable Landlords and pilot for 6 months.	Investigations complete.  Feasibility established.  Scheme piloted.		December 2016  January 2017  April 2017	Sarah Hebblethwaite – Deputy Housing Needs Manager  All voluntary sector and faith based partners

**Strategic Aim 3** - Continue to reduce levels of rough sleeping

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Reduce flow of rough sleepers	<ol style="list-style-type: none"> <li>1. Work with partner agencies to identify persons at risk of rough sleeping.</li> <li>2. Deliver training sessions to partner agencies to prevent homelessness including tenant rights and responsibilities.</li> </ol>	<p>Training delivered.</p> <p>Reduction in the number of rough sleepers and street based activities.</p>		Ongoing	<p>Sarah Scase – HNO Rough Sleeper Outreach</p> <p>Aspire</p> <p>Drinksense</p> <p>Police</p> <p>UKBA</p> <p>Housing Forum members</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Reduce incentives for people to remain in street based lifestyles	<ol style="list-style-type: none"> <li>1. Work with police and city centre services to reduce begging and busking.</li> <li>2. Work with faith-based sector to ensure services are accessed by the needy not the greedy to sustain street based lifestyles.</li> <li>3. Work with police and UKBA to continue to carry out enforcement action.</li> </ol>	Reduction in anti social and the numbers of persons becoming entrenched in street based lifestyle		Ongoing	Sarah Hebblethwaite – Deputy Housing Needs Manager  Police  City Centre Manager  Safer Peterborough Partnership  UKBA



Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Develop point of arrest service to persons with no fixed abode.	<ol style="list-style-type: none"> <li>1. Contact police to discuss risks, positives, negatives of establishing a point of arrest service.</li> <li>2. Create and agree protocol using good practice evidence.</li> <li>3. Establish services to enable all rough sleepers in custody are contacted by the rough sleeper outreach officer.</li> </ol>	<p>Meet with police to discuss feasibility of the service.</p> <p>Protocol agreed.</p> <p>Service established.</p>		<p>January 2015</p> <p>March 2015</p> <p>June 2015</p>	<p>Sarah Scase – HNO Rough Sleeping Outreach</p> <p>Police</p> <p>UKBA</p>
Work with voluntary sector organisations to deliver ‘No Second Night Out.’	<ol style="list-style-type: none"> <li>1. Support partner agencies to deliver NSNO through the funding of the HTF.</li> </ol>	NSNO implemented.		Ongoing	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Partner Agencies</p> <p>Axiom Housing Association</p> <p>Peterborough Streets</p>
<b>Objective</b>	<b>Key Actions/Milestones</b>	<b>SMART targets</b>	<b>Progress</b>	<b>Timescales</b>	<b>Lead Officer/Key</b>

					<b>Partners</b>
Continue to work with faith sector to develop services to empower rough sleepers to leave the streets and not sustain street based lifestyles.	<ol style="list-style-type: none"> <li>1. Map current service provision provided by Faith Sector.</li> <li>2. Identify gaps and duplicated services.</li> <li>3. Contact all Faith Based Groups to deliver information training including service awareness and referral routes.</li> </ol>	Faith sector provision mapped, gaps identified and training delivered.		<p>January 2015</p> <p>May 2015</p> <p>Ongoing</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Sarah Scase – HNO Rough Sleeper Outreach</p> <p>All faith based groups</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Develop personalised budgets for entrenched rough sleepers	<ol style="list-style-type: none"> <li>1. Research and produce reports identifying good practice and cost based outcomes for personalised budgets.</li> <li>2. Identify persons to be considered for personalised budgets and project cost in line with pilot projects.</li> <li>3. Produce report on outcomes, associated costs and feasibility of establishing in Peterborough.</li> </ol>	Personalised budgets established for entrenched rough sleepers.		October 2015	<p>Sarah Hebblethwaite – Deputy Housing Needs Manger</p> <p>Christine Spooner -Homeless Link</p>

#### Strategic Aim 4 - Promoting settled lifestyles and sustainable communities

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with Job Centre Plus to identify key persons as a contact for all homeless persons	<ol style="list-style-type: none"> <li>1. Identify contact at Jobcentre and arrange to meet.</li> <li>2. Establish joint working procedures.</li> <li>3. Protocol agreed and implemented.</li> </ol>	Contact identified and protocol established.		<p>October 2014</p> <p>December 2014</p> <p>January 2015</p>	Sarah Scase – HNO Rough Sleeper Outreach
Explore developing resettlement programme for people with substance misuse	<ol style="list-style-type: none"> <li>1. Arrange meeting with Aspire to discuss resettlement programme.</li> <li>2. Conclude on feasibility of establishing programme.</li> </ol>	<p>Meeting arranged, and discussions completed.</p> <p>Feasibility established.</p>		<p>November 2015</p> <p>January 2016</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Aspire</p>
Work with Drink sense to consider community detox for alcohol dependant tenants at risk of homelessness	<ol style="list-style-type: none"> <li>1. Arrange meeting with Drinksense to establish feasibility of community detox.</li> <li>2. Conclude on feasibility of establishing community detox for this group.</li> </ol>	<p>Meeting arranged and discussions completed.</p> <p>Feasibility established.</p>		<p>November 2015</p> <p>January 2016</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Drinksense</p> <p>RSL Partners</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with partners on a strategic level to promote and develop access to mental health services for homeless persons	1. Identify referral routes into mental health assessment services  2. Ensure clients are referred into services where required	Referral routes identified.  Referrals made and mapped to progress provision		Ongoing	Sean Evans – Housing Needs Manager  CPMHT
Work with partners to improve mental health amongst homeless persons	1. Identify level of support and map services alongside opportunities for improving mental health.	Supported mapped and opportunities identified.		Ongoing	Sarah Hebblethwaite Adult Social Care Assertive Outreach Team

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Explore the need for detoxification facilities in Peterborough	<ol style="list-style-type: none"> <li>1. Identify key partner agencies.</li> <li>2. Map existing services and levels of need.</li> <li>3. Quantify cost of alcohol misuse to the city.</li> <li>4. Produce report outlining findings and detailing clear recommendations</li> </ol>	Aims to enable that detoxification facility are accessible to vulnerable adults in the city.	The investment in detox services should reduce costs to homelessness and health service by contributing to minimising harm and chaos experienced by service users.	<p>March 2016</p> <p>July 2016</p> <p>January 2017</p>	<p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Drinksense</p> <p>Safer Peterborough partnership</p>
Explore options for employment of unemployed homeless persons	1. Carry out survey to explore the feasibility of housing needs service or partner agencies employing ex-service users	The service may decide that the risks out weigh the benefits	Value for money savings to the public purse moving people out from benefit reliance	November 2014	<p>Sarah Hebblethwaite - Deputy Housing Needs Manager</p> <p>Peterborough Streets</p> <p>PCVS</p> <p>Salvation Army</p>

Objective	Key Actions/Milestones	SMART targets	Progress	Timescales	Lead Officer/Key Partners
Work with partner agencies to refresh the Youth Homelessness Strategy	<ol style="list-style-type: none"> <li>1. Identify lead officers in Children's Services</li> <li>2. Work with Children's Services to ensure that the housing needs of young people are identified and met</li> </ol>	Strategy reviewed and refreshed		<p>December 2014</p> <p>August 2015</p>	<p>Sean Evans - Housing Needs Manager</p> <p>Youth Offending Service</p> <p>Adolescent Intervention Service</p> <p>Connexions</p>
Continue to develop joint working with the Learning Disabilities Partnership	<ol style="list-style-type: none"> <li>1. Continue representation on the learning disabilities partnership board and associated forums</li> <li>2. Ensure that service users with learning disabilities receive the required support to make applications and obtain suitable accommodation through the choice based lettings scheme</li> <li>3. Develop literature relating to services offered by</li> </ol>	<p>Continued attendance at the LDPB</p> <p>Link into the service for the accommodation officer in adult social care to assist clients in applying for accommodation</p> <p>Literature produced and uploaded to the PCC website</p>		December 2014	<p>Hayley Flaxman – Housing Needs Officer</p> <p>Learning Disabilities Partnership Board</p>

	Housing Needs in easy read formats				
Supporting People to maximise the opportunities for creating a flexible floating support service to address the changing needs of vulnerable client groups.	<ol style="list-style-type: none"> <li>1. Carry out review of current floating support provision.</li> <li>2. Identify gaps in current provision.</li> <li>3. Produce report detailing gaps and provision identified.</li> </ol>	Focused services who are focused on homelessness prevention		<p>November 2014</p> <p>January 2015</p> <p>February 2015</p>	<p>Sean Evans – Housing Needs Manager</p> <p>Sarah Hebblethwaite – Deputy Housing Needs Manager</p> <p>Sharon Malia – Housing Programs Manager</p>



<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>20 JULY 2016</b>	<b>Public Report</b>

<b>REPORT OF THE SERVICE DIRECTOR OF ADULT SERVICES AND COMMUNITIES</b>		
<b>Contact Officer</b>	<b>Gary Goose, Head of Community Services Contact Details</b>	<b>Tel. 863903</b>
		<b>Tel.</b>

## **REVIEW OF THE MANAGEMENT OF UNAUTHORISED GYPSY AND TRAVELLER ENCAMPMENTS**

### **1. PURPOSE**

- 1.1 To provide Members with details of the management of unauthorised Gypsy and Traveller encampments in Peterborough.

### **2. RECOMMENDATIONS**

- 2.1 Members are asked to scrutinise this report, to challenge where necessary and to suggest ideas and initiatives which will assist with the management of unauthorised encampments and unauthorised fly-grazing of horses.

### **3. LINKS TO THE CORPORATE PRIORITIES**

- 3.1 This report links to the Corporate Priority of delivering safe and cohesive communities.

### **4. BACKGROUND**

- 4.1 The management of unauthorised encampments transferred from Amey to the People and Communities Department in September 2014.

From April 2016 the role of Gypsy Liaison Officer moved into the new Prevention and Enforcement Service (PES). This allows for a more collaborative approach to dealing with unauthorised sites.

A Daily Risk Management Meeting is now in place for the PES which allows council and police officers to review calls for service. In the case of an unauthorised encampment appearing in the city appropriate resources are allocated and all issues discussed to limit the impact of such encampments on residents.

### **5. KEY ISSUES**

- 5.1 Legislation and good practice direct the way in which we deal with unauthorised encampments. The Department of Communities and Local Government have produced a helpful paper which summaries all available powers - 'Dealing with illegal and unauthorised encampments' (appendix 1).

## 5.2 Section 77 & Section 78

Local Authorities utilise section 77 and 78 of the Criminal Justice and Public Order Act 1994. This act gives local authorities in England and Wales power to give direction to leave the land. It is an offence to fail to comply with such a direction; if the direction is not complied with the local authority can apply to a magistrate's court for a section 78 court order.

The below table details the number of times Peterborough City Council has issued section 77 and section 78 notices over the last 3 years:

	2013/2014	2015/2015	2015/2016	2016/2016 *
Section 77	18	29	38	3
Section 78	1	9	11	1

- From 1<sup>st</sup> April 2016 to date

## 5.3 Section 61 & Section 62

The powers of the police to direct unauthorised encampments to leave land falls under section 61 and 62 of the Criminal Justice and Public Order Act 1994, this can be used if certain criteria is met. These are summarised below.

### Section 61

The decision to use Section 61 falls entirely to the operational police command. Its early use should be considered where the statutory conditions are met and it is likely to be an effective, proportionate response.

While evidence of:

- unacceptable behaviour by unauthorised campers at the encampment, including individual criminal activity, which cannot be controlled by means other than eviction
- significant disruption to the life of the surrounding community
- serious breaches of the peace or disorder caused by the encampment

May be triggers for such action, care must be taken not to simply displace the behaviour, but to ensure that the action taken achieves a legitimate policing purpose.

The power should be only used for a legitimate police purpose, i.e. to preserve the peace, prevent / detect crime, preserve life, limb or property, or to ensure or promote community safety. Where there is criminal activity, attempts should be made to identify the offenders, rather than penalise all the members of the encampment.

## 5.4 Section 62

A direct to leave under Section 62A cannot be given until;

- those using the encampment have become trespassers and
- the trespassers are present on the land with the common purpose of residing there for any period of time and
- the trespassers have at least one vehicle on land and
- it appears that the person has one or more caravans in the possession or under his control on the land and
- the occupier of the land has asked the police to remove the trespassers from the land
- there is a suitable pitch on a relevant caravan site for that caravan of each of those caravans.

Where the occupier of the land is a public body, before the police are asked to give a direction under 62A the local authority and other public bodies should have undertaken relevant welfare checks.

## **5.5 UNAUTHORISED FLY-GRAZING OF HORSES**

The Prevention and Enforcement Service responds to calls received regarding grazing of horses on land which owners do not have permission. The Control of Horses Act 2015 along with section 7B and 7C of the Animal Act 1971 allows the council to take action, this includes issuing notices and the removal of horses if required if owners fail to comply with instruction.

## **5.6 PROCESS OF DECISION MAKING**

When a report of an unauthorised encampment is received a set process is followed which includes verification of land ownership, health and welfare assessments, issuing of section 77 through to section 78 if required. (please see appendix 2)

Decisions as to the appropriate course of action in respect of unauthorised encampments are made on the facts of each case and in discussion with police colleagues. Decisions are reviewed daily by investigating calls for service to both the police and the local authority.

## **5.7 EMERGENCY STOPPING PLACE**

The council currently has one emergency stopping place (ESP) which travellers can be directed to. Travellers are permitted to stop for a limited time at the ESP without impacting on the city or surrounding areas. The ESP is located on land between Welland Road/A47, and can be used for a maximum of 28 days per year. Further work is to be undertaken with a cross party working group to explore options of the possibility of further Emergency Stopping Places or Transit sites in the city.

## **5.8 CURRENT PREVENTION/DEFENCE MEASURE WORK**

As part of the process of management of unauthorised encampments, a review of the defence measures in place takes place when we receive a call for service. Defence measures can range from bunding, knee high level fences and bollards depending on the locations and cost involved.

As part of ongoing work a review of current defence measures is taking place at locations which have been occupied on a number of occasions by travellers. Defence measure have recently been installed at Phorpres Close and Old Lincoln Road of the A15.

The Prevention and Enforcement Service also provides advice and guidance around defence measures to private land owners that have experienced problems with travellers.

## **5.9 FUTURE OPPORTUNITIES**

As the Prevention and Enforcement Service develops it will allow for more joined up working not just with partner agencies but also between authorities across the Eastern Region allowing to share information between police forces.

## **6. IMPLICATIONS**

### **6.1 Legal**

The legal implications are contained within the report.

The guidance provides that Local authorities should ensure that, in accordance with their wider obligations, and to ensure that they comply with Human Rights legislation, proper welfare enquiries are carried out to determine whether there are pressing needs presented by the unauthorised campers and that where necessary, the appropriate agencies are involved as soon as possible. This must be done before removal of the unauthorised campers.

Local authorities should also ensure that they follow proper procedures in dealing with an unauthorised encampment, and that their actions are fully documented.

There are no financial implications within this subject matter.

## **7. CONSULTATION**

7.1 Not Applicable

## **8. NEXT STEPS**

8.1 That the committee is briefed as to the management of unauthorised encampments across Peterborough.

That any comment or further recommendation of the committee is duly noted and acted upon.

## **9. BACKGROUND DOCUMENTS**

9.1 None

## **10. APPENDICES**

10.1 Appendix 1: Dealing with illegal and unauthorised encampments – Department for Communities and Local Government  
Appendix 2: Flow Chart of process of managing unauthorised encampments



Department for  
Communities and  
Local Government



Home Office



Ministry  
of Justice

# Dealing with illegal and unauthorised encampments

A summary of available powers



© Crown copyright, 2015

*Copyright in the typographical arrangement rests with the Crown.*

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

This document/publication is also available on our website at [www.gov.uk/dclg](http://www.gov.uk/dclg)

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Department for Communities and Local Government  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF  
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

March 2015

ISBN: 978-1-4098-4582-9

# Dealing with illegal and unauthorised encampments: a summary of available powers

**This guide sets out the robust powers councils, the police and landowners now have to clamp down quickly on illegal and unauthorised encampments.**

As part of the government's commitment to protecting the nation's green spaces, these powers will help protect Green Belt land and the countryside from illegal encampments. With the powers set out in this guide available to them, councils and the police should be ready to take swift enforcement action to tackle rogue encampments and sites.

Recent experience has shown us the problems that can be caused for communities by the illegal occupation of land. It is often thought that local authorities and other enforcement bodies have limited powers available to tackle illegal and unauthorised encampments and the nuisance that they can cause. In fact there are extensive powers which are summarised below.

Public bodies should not gold-plate human rights and equalities legislation. Councils and the police have been given strong powers to deal with unauthorised encampments and when deciding whether to take action, they may want to consider for example, (a) the harm that such developments can cause to local amenities and the local environment, (b) the potential interference with the peaceful enjoyment of neighbouring property, (c) the need to maintain public order and safety and protect health – for example, by deterring fly-tipping and criminal damage, (d) any harm to good community relations, (e) that the state may enforce laws to control the use of an individual's property where that is in accordance with the general public interest.

Whilst there is a clear leadership role for local authorities in tackling illegal and unauthorised encampments, they should work collaboratively with other agencies, such as the police or the Highways Agency, depending on where the most appropriate powers sit.

This summary of powers is primarily aimed at public authorities but is also intended to be helpful to land owners and others involved with illegal and unauthorised encampments.

## Being prepared and acting swiftly: Questions local agencies will want to consider:

- Is there land particularly vulnerable to unlawful occupation/trespass?
  - What is the status of that land? Who is the landowner?
  - Do any special rules apply to that land (e.g. byelaws, statutory schemes of management, etc) and, if so, are any of those rules relevant to the occupation/trespass activity?
  - Has a process been established for the local authority to be notified about any unauthorised encampments?
- If the police are notified of unauthorised encampments on local authority land, do they know who in the local authority should be notified?
- If the power of persuasion by local authority officers (wardens/park officers/enforcement officers) does not result in people leaving the land/taking down tents, is there a clear decision making process, including liaison between councils and local police forces, on how to approach unauthorised encampments? At what level of the organisation will that decision be made? How will that decision-maker be notified?

## To plan and respond effectively, local agencies should work together and consider:

- Identifying vulnerable sites.
- Working with landowners to physically secure vulnerable sites where possible.
- Preparing any necessary paperwork, such as applications for possession orders or injunctions, in advance.
- Working with private landowners to inform them of their powers in relation to unauthorised encampments, including advance preparation of any necessary paper-work.
- Developing a clear notification and decision-making process to respond to instances of unauthorised encampments.
- The prudence of applying for injunctions where intelligence suggests there may be a planned encampment and the site of the encampment might cause disruption to others.
- Working to ensure that local wardens, park officers or enforcement officers are aware of who they should notify in the event of unauthorised encampments.
- Working to ensure that local wardens or park officers are aware of the locations of authorised campsites or other alternatives.
- Identifying sites where protests could be directed / permitted.



Local Authority Powers	
Power	When can the power be applied?
<b>Temporary Stop Notice</b>	<p><b>Section 171E of the Town and Country Planning Act 1990</b> stops any activity that breaches planning control for a period of 28 days. This allows the local planning authority time to decide whether further enforcement action, such as issuing an enforcement notice, possibly with a stop notice, should be taken. Penalty for non-compliance is a fine of up to £20,000 on summary conviction or an unlimited fine on indictment (<b>section 171G</b>).</p> <p>A temporary stop notice differs from a stop notice (see below) in that it does not have to wait for an enforcement notice to be issued and the effect of the temporary stop notice is immediate.</p> <p>The Town and Country Planning (Temporary Stop Notice) (England) Regulations 2005 were revoked on 4 May 2013. The revocation removes a previous restriction on the use of Temporary Stop Notices; this allows Local Planning Authorities to decide if enforcement action against a caravan, used as a main residence, is necessary and proportionate in the circumstances.</p> <p>New guidance states that it may be appropriate in some circumstances for the local planning authority to issue a temporary stop notice where the breach of planning control has occurred on land owned by a third party, including the local authority or another public authority.</p>
<b>Injunctions to protect land from unauthorised encampments</b>	<p>If a local site is particularly vulnerable and intelligence suggests it is going to be targeted for unauthorised camping, causing disruption to others going about their day-to-day lives, local authorities could consider applying to the courts for a pre-emptive injunction preventing unauthorised camping (and/or protests) in a defined geographical area.</p>
<b>Licensing of caravan sites</b>	<p>The Caravan and Control of Development Act 1960 prohibits the use of land as a caravan site unless the occupier holds a site licence issued by the local authority. A caravan site includes anywhere a caravan (including mobile or 'park' home) is situated and occupied for human habitation including touring sites and single sites. However, it does not include sites where caravans are kept for storage only (driveways, retailers, storage parks) or where a caravan is used as additional accommodation for an existing dwelling. Violation of licensing terms brings a £100 fine for a first offence, and a £250 fine for any subsequent offence.</p>
<b>Tent site licence</b>	<p>Section 269 of the Public Health Act 1936 gives the local authority powers to control the use of movable dwellings and to license the use of land as a site for such as a dwelling. If the land is to be used for more than 28 days in total in any calendar year, planning permission must be obtained. A site which is used for more than 42 days consecutively or 60 days in total in any consecutive 12 months, must have a site licence for the area concerned. The local authority may also decide to license tented areas on existing sites which operate within the 28 day planning allowance period. Violation of licensing terms brings a £2 fine per day.</p>

<p><b>Possession Orders</b></p>	<p>A possession order under Part 55 of the Civil Procedure Rules can be obtained by both local authorities and private landowners who require the removal of trespassers from property including land. The claim must be issued in a County Court which has jurisdiction over the affected land/property. A claim can be issued in the High Court in exceptional circumstances where there is a risk of public disturbance and harm to persons or property that requires immediate determination. Local authorities should also be prepared to advise private landowners about their rights to recover land from trespassers through the courts or using common law powers. It is also possible that local authorities may be called upon to assist other Government bodies such as the Highways Agency.</p> <p>The “ordinary” possession order may be used regardless of whether the property is a building or open land, and regardless of the type of squatter or trespasser. The landlord may combine the application for the possession order with suing the squatter for damages and/or an occupation rent for the period of squatting as well as the court fees. A possession order may be secured quickly against trespassers (a minimum of 2 days’ notice before a hearing can take place if the property is non-residential, or 5 days for residential property), but not as quickly as an interim possession order, and is not backed up by criminal sanctions, unlike the interim possession order (see below).</p>
<p><b>Interim Possession Order</b></p>	<p>If trespassers have occupied premises (rather than open land), a local authority or private landowner could also consider applying (under <b>Section III of Civil Procedure Rules Part 55</b>) for an interim possession order, an accelerated process for regaining possession of property. Once the court has granted such an order and it has been served, trespassers who fail to leave within 24 hours of service of the order or return to the premises within the currency of the order are guilty of an offence under <b>section 76 of the Criminal Justice and Public Order Act 1994</b>.</p> <p>The interim possession order has the obvious advantages of speed and being backed up by the criminal law. It is, however, not a final order, and there is a return date at which the court will decide whether to make the order final. If the court decides that the interim order was not justified, the landlord may have to pay damages. The interim possession order is also more restricted in that it may only be used where the property is or includes a building, not open land, and may not be used where the landlord also wishes to claim damages and/or an occupation rent.</p>

<p><b>Local Byelaws</b></p>	<p><b>Section 235 of the Local Government Act 1972</b> enables the local district council or London borough council to make byelaws for the good rule and governance of the whole or any part of the district or borough and for the suppression and prevention of nuisances. Such byelaws include noise in streets and other public places, urinating in a public place etc.</p> <p><b>Section 150 (2) of the Police Reform and Social Responsibility Act 2011</b> enables local authorities to attach powers of seizure and retention of any property (which could include tents and sleeping equipment) in connection with any breach of a byelaw made under <b>section 235</b> and enables the courts to order forfeiture of any such property on conviction for contravention of any byelaw. Local authorities could use this byelaw as a pre-emptive tool to prohibit encampments, if the local authority considers it has an area at risk of encampment protest. This will save having to go through costly injunctions after any encampments have been set up. Local authorities should consider this option as part of their local risk assessment and mitigation plan; as such a byelaw would still be required to go through the normal processes for amending or introducing new byelaws. Westminster City Council has already introduced such a byelaw, which came into force for a specified area around Parliament Square on 30 March 2012.</p>
<p><b>Power of local authority to direct unauthorised campers to leave land</b></p>	<p>Where people are residing in vehicles (including caravans) on land the <b>section 77 of the Criminal Justice and Public Order Act 1994</b> gives local authorities in England and Wales power to give a direction to leave the land. The power applies only to land forming part of a highway, any other unoccupied land or occupied land on which people are residing without the consent of the occupier.</p> <p>It is an offence to fail to comply with such a direction. If the direction is not complied with, the local authority can apply to a magistrates' court for an order requiring the removal of vehicles and any occupants from the land (section 78). Responsibility for eviction lies with the local authority. Officers or agents of the local authority may use reasonable force to evict. It is usually recommended that the police attend such evictions in order to prevent a breach of the peace. Please note this power does not apply to other campers i.e. those sleeping under canvas.</p>

<p><b>Addressing obstructions to the Public Highway</b></p>	<p>If tents are erected on the public highway, so as to constitute a “nuisance”, the relevant highway authority may serve a notice requiring their removal under the Highways Act 1980 (England and Wales only). If the recipient fails to comply, the highway authority can apply to the Court for a removal and disposal order. The key issue is the need to demonstrate that the tents etc that are deposited on the highway are causing a clear, actual obstruction (a “nuisance”).</p> <p>The Highways Act provides other grounds on which highway authorities may take action in relation to protest activity on the highway. For example, under sections 1 and 263 of the Act, the freehold title of a highway maintained at public expense is vested in the highway authority. This means that, in some circumstances they could seek a possession order through the courts.</p> <p>Under section 137, it is the duty of the highway authority to protect the rights of the public regarding the use and enjoyment of the highway and to prevent the obstruction of the highway. This allows the authority to seek an injunction in relation to protests on the highway that restrict public use or create an obstruction.</p> <p>Normally a highway authority would take the time to initiate a dialogue with any party that is potentially causing an obstruction and would only use court procedures if it was obvious the party causing the obstruction won’t back down. However, as with section 149 of the Highways Act 1980 (Removal and disposal orders) if the object, e.g tents, was causing a danger then there is a provision for their immediate removal. The power won’t be effective where the obstruction is temporary and formal proceedings are likely to be frustrated by the voluntary removal of the object before any court proceedings can bite. In these circumstances liaison and persuasion are the best option.</p>
<p><b>Planning contravention notice</b></p>	<p>Section 171C of the Town and Country Planning Act 1990 provides the power to serve a planning contravention notice. This may be used where it appears that there may have been a breach of planning control and the local planning authority require information about the activities on the land or to find out more about the nature of the recipient’s interest in the land.</p> <p>A notice can therefore be used to invite its recipient to respond constructively to the local planning authority about how any suspected breach of planning control may be satisfactorily remedied.</p> <p>These notices enable local planning authorities to take action quickly following complaints and may be sufficient to reach a solution to the problem without taking any further formal action. Penalty for non-compliance is a maximum £1,000 on summary conviction (section 171D). A second conviction for continuing non-compliance can be penalised by a daily fine. A false or misleading response to a planning contravention notice (either deliberately or recklessly) is subject to a maximum fine of £5,000.</p>

<p><b>Enforcement Notice and Retrospective Planning</b></p>	<p>Section 172 of the Town and Country Planning Act 1990 is the power to issue an enforcement notice, requiring steps to be taken to remedy the breach of planning control within a given period. The steps can include demolition and restoration of a site or alterations to a building. There is a right of appeal to the Secretary of State against an enforcement notice (section 174). If the notice is upheld, the penalty for failure to comply is a fine of up to £20,000 on summary conviction or an unlimited fine on indictment (section 179).</p> <p>An enforcement notice should be written in plain English and should enable every person who receives a copy to know –</p> <ul style="list-style-type: none"> <li>• exactly what, in the local planning authority’s view, constitutes the breach of planning control; and</li> <li>• what steps the local planning authority require to be taken, or what activities are required to cease to remedy the breach.</li> </ul> <p>If an enforcement notice has been issued, the local planning authority may decline to determine a retrospective planning application for development that would grant planning permission for any of the matters specified in the enforcement notice (section 70C of the Town and Country Planning Act 1990 as inserted by section 123 of the Localism Act 2011).</p>
<p><b>Stop Notice</b></p>	<p>Section 183 of the Town and Country Planning Act 1990 This has the effect of quickly stopping any activity which contravenes planning control guidelines and where there are special reasons which justify doing this: for example to prevent further environmental damage or to stop the construction of an unauthorised building. A stop notice may only be served with or after an enforcement notice relating to the same activity. Penalty for non-compliance is a fine of up to £20,000 on summary conviction or an unlimited fine on indictment (<b>section 187</b>).</p>
<p><b>Breach of Condition Notice</b></p>	<p><b>Section 187A of the Town and Country Planning Act 1990</b> enables a breach of condition noticed to be served where there is a failure to comply with any condition or limitation imposed on a grant of planning permission. Penalty for non-compliance is a fine of up to £2,500 on summary conviction.</p>
<p><b>Powers of entry onto land</b></p>	<p><b>Sections 196A, 196B and 196C of the Town and Country Planning Act 1990</b> provides powers of entry for authorised officers of the local planning authority for them to obtain information required for enforcement purposes. This may be without a warrant at any reasonable hour (with 24 hours’ notice for a dwelling house), or with a warrant if access has been or is expected to be refused, or it is an emergency. Wilful obstruction of an authorised person is an offence: penalty is a fine of up to £1,000 on summary conviction.</p>

<b>Police Powers</b>	
<b>Power</b>	<b>When can the power be applied?</b>
<b>Power of the Police to direct unauthorised campers to leave land</b>	<p>Should trespassers refuse to adhere to a request to leave the land, <b>sections 61- 62 of Criminal Justice and Public Order Act 1994</b> gives the police discretionary powers to direct trespassers to leave and remove any property or vehicles they have with them. The power applies where the senior police officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following:</p> <ul style="list-style-type: none"> <li>a) that any of the trespassers have caused damage to land or property;</li> <li>b) that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or</li> <li>c) that the trespassers have between them six or more vehicles on the land.</li> </ul> <p>Failure to comply with the direction by leaving the land as soon as reasonably practicable is an offence. Similarly it is an offence for a trespasser who has left the land in compliance with an order to re-enter it as a trespasser within three months of the direction being given.</p>
<b>Police Powers to direct trespassers to an alternative site</b>	<p>Police have powers under <b>sections 62 A-E of Criminal Justice and Public Order Act 1994</b> to direct both trespassers and travellers to leave land and remove any vehicle and property from the land where there is a suitable pitch available on a caravan site elsewhere in the local authority area.</p>
<b>Offence of squatting in a residential building</b>	<p>The offence of squatting in a residential building, which came into force on 1 September 2012, was created by section 144 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012. The offence is committed where a person is in any residential building as a trespasser, having entered as a trespasser, knows or ought to know he or she is a trespasser, and is living in the building or intends to live there for any period.</p> <p>Although the new offence does not cover squatting in non-residential buildings or on land, squatters who have broken into those premises, removed items or caused damage might be guilty of other offences such as criminal damage or burglary and should be reported to the police.</p>

Post site clean up powers	
Power	When can the power be applied?
<b>To act in respect of Fly-tipping</b>	<p>Fly-tipping is the illegal deposit of waste on land that does not benefit from an appropriate environmental permit contrary to <b>section 33 of the Environmental Protection Act 1990</b> and local authorities and the Environment Agency may prosecute for the offence. There is an associated offence relating to the unlawful deposit of waste from a motor vehicle whereby the person who controls or is in a position to control the vehicle shall be treated as knowingly causing the waste to be deposited whether or not he gave any instructions for this to be done.</p> <p>Prosecution may be taken by the local authority or in more serious cases by the Environment Agency where there is evidence that a person either deposited the waste or knowingly caused or permitted the deposit.</p> <p>This power is ineffective where it is uncertain whether the waste is controlled waste under <b>Environmental Protection Act 1990</b>. Such uncertainty might arise where the waste is not considered household, commercial or industrial.</p>
<b>Removal of waste from land</b>	<p>Local authorities are under an obligation to remove fly-tipped waste from public land, but on private land it is the responsibility of the landowner to remove the waste and dispose of it legally. Landowners are therefore often the victims of fly-tipping. Local authorities should advise landowners what local facilities are available to enable them to clear fly-tipped waste. <b>Section 59 of the Environmental Protection Act 1990</b> allows local authorities and the Environment Agency to require owners or occupiers of land to remove waste they <i>knowingly</i> caused or permitted to be deposited illegally. If the waste is not removed, the local authority or the Environment Agency can enter onto the land to clean up the waste and can charge the landowner the costs incurred.</p> <p>This power is effective where a person is still in occupation of land or where a landowner has refused to take steps to prevent fly-tipping or has allowed fly-tipping to occur (in most cases the landowner is the victim). However, it cannot be used against the offender unless they are the occupier or landowner or where there is doubt whether the deposit is an illegal deposit.</p>
<b>Power to remove any thing abandoned without lawful authority</b>	<p>Section 6 of the <b>Refuse Disposal (Amenity) Act 1978</b> provides a general power for local authorities to remove “any thing in their area, other than a motor vehicle, [which] is abandoned without lawful authority on any land in the open air or on any other land forming part of a highway”, provided that they have given notice to the occupier of the land and they have not objected within 15 days, in accordance with the Removal of Refuse Regulations 1967. The local authority may be entitled to recover the costs of removal from the person who deposited the articles.</p>

<p><b>Harm to public health</b></p>	<p>Local authorities have certain duties and powers to control “statutory nuisances” pursuant to <b>sections 79 to 81 of the Environmental Protection Act 1990</b> (as amended). Various matters constitute “statutory nuisances” under this legislation. These include any premises and land that are in such a state as to be prejudicial to health or a nuisance. Something will be ‘prejudicial to health’ if it is ‘injurious or likely to cause injury to health.’ A ‘nuisance’ is unacceptable interference with the personal comfort or amenity of the nearby community.</p> <p>The statute requires local authorities to inspect their areas for statutory nuisances and to take such steps as are reasonably practicable to investigate complaints of statutory nuisance made by residents in their areas. A local authority has a duty to serve an abatement notice if it is satisfied that a statutory nuisance exists, or is likely to occur or recur. The abatement notice should generally be served on the person responsible for the statutory nuisance but can be served on the owner of the land if the person responsible (e.g. a tenant or leaseholder) cannot be found or if the nuisance has not yet occurred or recurred. If the abatement notice is not complied with, the local authority has the power to take further steps to deal with the nuisance (but it not obliged to take these steps). A local authority may abate the nuisance itself. In doing so the local authority may do whatever may be necessary in execution of the notice and may be able to recover expenses from the landowner, if necessary through a charge on the land. A local authority also has the power to take criminal proceedings against a person who fails to comply with an abatement notice if it considers that doing so is in the interests of the inhabitants in its area. If the local authority considers that the criminal procedure is inadequate (e.g. in an emergency) it has a power to seek an injunction in the High Court to deal with the statutory nuisance.</p> <p>Overall this power is effective in tackling statutory nuisance issues that may arise from illegal occupation (e.g., noise, smells, accumulation of material, fumes, dark smoke). The statutory nuisance regime cannot be used to require people who are responsible for a statutory nuisance to move from a site, even if they are occupying the site illegally.</p>
<p><b>Clearing of land</b></p>	<p>The scope of works under section 215 of the Town and Country Planning Act 1990 enables a local authority to make good the loss of public amenity. If it appears that the amenity of an area is being adversely affected by the condition of neighbouring land and buildings these powers allow local authorities to serve a notice on the owner requiring that the situation be remedied.</p>



<p><b>Power to deal with accumulations of rubbish in the open air</b></p>	<p>The Public Health Act 1961 gives local authorities powers to deal with accumulations of rubbish in the open air. In particular, section 34 of the Public Health Act creates a power for local authorities to remove rubbish on land in open air which is seriously detrimental to the amenity of the neighbourhood. For the power to be exercised a number of conditions must be met:</p> <ol style="list-style-type: none"> <li>1. There must be rubbish. "Rubbish" is defined to mean "rubble, waste paper, crockery and metal, and any other kind of refuse (including organic matter)", however "any material accumulated for, or in the course of, any business" will not fall under this definition.</li> <li>2. The rubbish must be on "land in the open air" in the local authority's area.</li> <li>3. The presence of the rubbish must be "seriously detrimental to the amenities of the neighbourhood."</li> <li>4. The local authority must have given 28 days prior notice to the owner and occupier of the land requiring the removal of the specified rubbish.</li> <li>5. The recipient of a notice has the right to serve a counter-notice stating that they will remove the rubbish themselves. If a counter-notice is served the local authority must not remove the rubbish unless the person who served the counter-notice fails to take or complete the steps in the counter-notice within a reasonable time.</li> <li>6. The recipient of a notice may appeal to the magistrates' court on the grounds that the authority should not take action under section 34 (for example, if they allege the rubbish is not seriously detrimental to the amenity of the neighbourhood) or the steps proposed in the notice are unreasonable. If an appeal is brought against the notice, the local authority must not remove the rubbish unless and until the appeal is finally determined its favour or withdrawn.</li> </ol> <p>This power could be used to deal with the accumulation of rubbish on land resulting from illegal occupation. This power does not extend to removing "material accumulated, for or in the course of, any business." Therefore, where illegal occupants are carrying on a business careful consideration will need to be given to whether the items the local authority wishes to remove fall under this exclusion.</p> <p>This power could not be used to evict the occupants from the unauthorised encampment.</p>
---	--

<p><b>Power to seize a vehicle</b></p>	<p><b>Power to seize a vehicle</b></p> <p>From 6<sup>th</sup> April 2015 where a vehicle is suspected of being involved in the commission of an offence relating to the illegal deposit of waste or other waste offences (e.g. breach of duty of care; carrying controlled waste while unauthorised to do; operating an illegal waste site), a local authority or the Environment Agency or Natural Resources Wales may instantly seize a vehicle and its contents in accordance with the provisions of the Control of Pollution (Amendment) Act 1989 / the Environmental Protection Act 1990 and the Control of Waste (Dealing with Seized Property) (England and Wales) Regulations 2015.</p> <p>This power can be used where a vehicle is suspected of having been involved in the commission of an offence but there is insufficient information concerning who committed the offence. It can also be used to 'flush out' owners where it is unclear who is the registered keeper and to disrupt and prevent illegal waste activities, reducing the impact of waste crime on the environment.</p>
--	---

**Contacts**

**Illegal Occupation issues**

**Sheldon Ferguson**

**[Sheldon.ferguson@communities.gsi.gov.uk](mailto:Sheldon.ferguson@communities.gsi.gov.uk)**

**Traveller issues**

**Ian Naysmith**

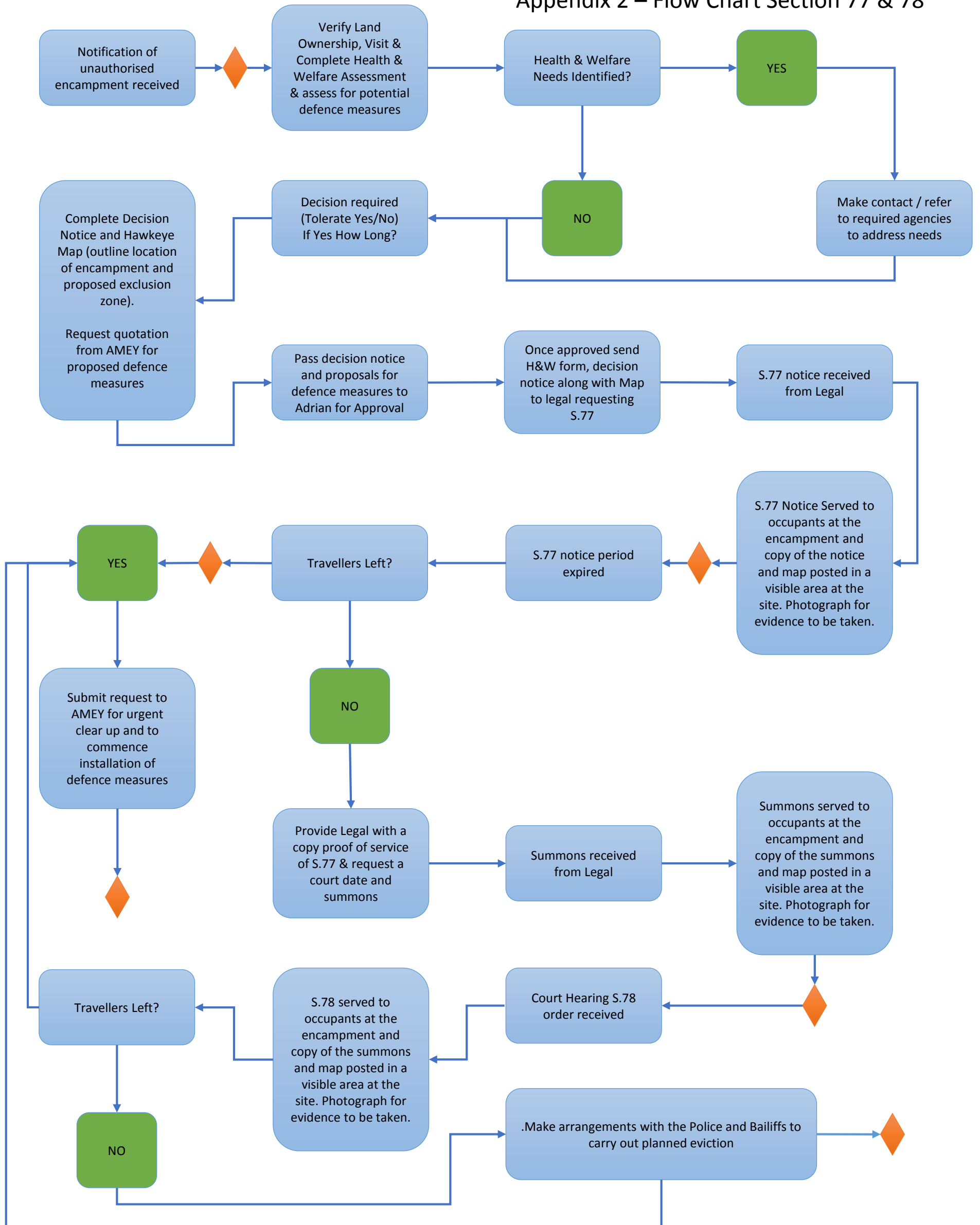
**[ian.naysmith@communities.gsi.gov.uk](mailto:ian.naysmith@communities.gsi.gov.uk)**

**Planning Enforcement issues**

**Robert Segall**

**[Robert.segall@communities.gsi.gov.uk](mailto:Robert.segall@communities.gsi.gov.uk)**

## Appendix 2 – Flow Chart Section 77 & 78



This page is intentionally left blank

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>20 JULY 2016</b>	<b>Public Report</b>

## Report of the Director of Governance

Contact Officer – Dania Castagliuolo, Governance Officer, Scrutiny

Contact Details – (01733) 452347 or email [Dania.castagliuolo@peterborough.gov.uk](mailto:Dania.castagliuolo@peterborough.gov.uk)

### REVIEW OF 2015/2016 AND WORK PROGRAMME FOR 2016/17

#### 1. PURPOSE

- 1.1 To provide the Committee with a review of the work undertaken during 2015/16 and to approve the draft work programme for 2016/17.

#### 2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2015/2016 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and approves the draft work programme attached at Appendix 2.

#### 3. REVIEW OF 2015/16

- 3.1 The Strong and Supportive Communities Scrutiny Committee was established by Council at its annual meeting on 18 May 2009. During the year 2015 -2016, the Committee considered the following issues:

##### Information / Update

- Review of 2014/15 and Future Work Programme
- Strong and Supportive Communities: Introduction, Overview and work programme
- Communities Strategy Task and Finish Group Terms of Reference

##### Monitoring / Calling to Account

- Portfolio Progress Report from Cabinet Member for Communities and Environment Capital.
- Visitor Economy Strategy 2015 – 2020 Progress Report
- Community Asset Transfers
- Portfolio Progress Report from Cabinet Member for Growth, Planning, Housing and Economic Development
- Community Connectors
- Vivacity Annual Report
- Commercial Operations – Performance Report including Portfolio Progress update from the Cabinet Member for City Centre Management, Culture & Tourism
- Customer Experience Programme
- City Market

##### CRIME AND DISORDER SCRUTINY COMMITTEE

- Safer Peterborough Partnership – Cyber Crime
- Road Safety and progress on Operation Backfire
- Joint Community Enforcement Team
- Draft Safer Peterborough Partnership Plan 2014 - 2017

### **Policy / Plans / Consultation**

- Selective Licensing Scheme
- Communities Strategy Task and Finish Group Report
- Alternative Governance

### **One Call-In Meeting was held to consider the call-in of the following decision:**

- 20 January 2016 - Call-In of Executive Decision– City Centre Anti-Social Behaviour Enforcement – DEC15/CAB/106 - NOT CALLED IN

### **The following Task and Finish Group was formed during 2015-2016.**

Communities Strategy Task and Finish Group. Set up in September 2015, review completed 20 January 2016.

3.2 For the information of the Committee, copies of the recommendations made during the year are attached at Appendix 1.

### **4. WORK PROGRAMME 2016/17**

4.1 In accordance with the Constitution, the Committee is responsible for setting its own work programme in line with the Council's key priorities and the Committee's remit.

4.2 The Committee's remit is:

To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating strong and supportive communities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan targets.

Hold the Executive to account for the discharge of functions in the following ways:

- by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer.
- by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan
- by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.

To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:

- Cohesion
- Cultural Services
- Neighbourhood Services
- City Centre

To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.

Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.

Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.

To undertake all of the Council's statutory functions in accordance with Sections 19 & 20 and

associated regulations of the Police and Justice Act 2006, relating to scrutiny of crime and disorder matters, including acting as the Council's crime and disorder committee.

- 4.3 A draft work programme which shows the items identified for scrutiny at the work programming session held on 13 June is attached at Appendix 2.

## **5. BACKGROUND DOCUMENTS**

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

- 5.1 Minutes of the Strong and Supportive Communities Scrutiny Committee held on 11 June, 22 July, 16 September, 24 November 2015 and 20 January and 10 March 2016.

## **6. Appendices**

- 6.1 Appendix 1 - Responses to recommendations made during 2015/2016  
Appendix 2 – Draft Work Programme 2016/2017

This page is intentionally left blank



<b>MEETING DATE / ITEM</b>	<b>RECOMMENDATION</b>	<b>REFERRED TO</b>	<b>RESPONSE TO RECOMMENDATIONS</b>
<b>22 July 2015</b>			
Community Asset Transfers	<p>The Committee recommends to the Head of Housing and Health Improvement that the following actions are carried out during the Community Centre Asset Review:</p> <p>A full and proper twelve week consultation with Community Associations and Groups, Community Action Peterborough, centre users and local communities</p> <p>The Council work closely and in partnership with Community Action Peterborough and other community associations during the review.</p> <p>A newsletter is regularly produced and sent to community centres to update them on progress of the review.</p> <p>Progress of the Community Asset Transfers is regularly reported back to the Strong and Supportive Communities Scrutiny Committee.</p> <p>All community centre buildings are assessed to ascertain whether they are fit for purpose by September 2015.</p>	Head of Housing and Health Improvement	<p>Officers will meet with representatives from Community Action Peterborough CAP to agree a process of full co-production throughout the review. This will include agreeing with CAP the full 12-week consultation process</p> <p>In addition, officers will ensure that Centres that are not CAP members will be invited to participate in the process, and will particularly be included in all communications, open meetings etc</p> <p>A regular newsletter (minimum quarterly) will be co-produced with CAP and circulated to ALL community centres. However, in addition officers are proposing a bi-annual (minimum) open forum meeting where community associations and Parish Council who are managing community centres can come and meet staff and hear about the latest developments.</p> <p>Property officers have confirmed they now have condition surveys for all in-scope Community Centres, although these will need to be reviewed and updated following further site visits. The lead officer has confirmed he will endeavour to complete this by the end of September, although this may continue into October depending on the volume of</p>

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
			work required. CAP have subsequently been advised of this.
Portfolio Progress Report from Cabinet Member for Communities and Environment Capital.	The Committee recommends to the Cabinet Member for Communities and Environment Capital and the Service Director for Adult Services and Communities that the four Community Connectors engage with local communities to educate them on issues they may not be familiar with including fly tipping, health risks and spitting in public places.	Cabinet Member for Communities and Environment Capital / Service Director for Adult Services and Communities	<p>The Community Connectors will be developing awareness sessions on a range of issues. In relation to spitting, fly tipping and risks to health. The following are the proposed actions:</p> <ul style="list-style-type: none"> <li>• Connectors to undertake waste management training and produce information that will be understood by the community. This information will be in their native language displayed in local shops, café's, businesses and weekend schools</li> <li>• Information will also be posted on the Facebook pages developed by the connectors - the Latvian and Lithuanian community actively use Facebook</li> <li>• Information will be available at the community drop-ins hosted by the Connectors at CAB, Carezone, Papworth Trust, Gladstone Park Community Centre and Millfield Medical Practice</li> <li>• Connectors will support Neighbourhood Enforcement Officers with a trial door knock session to take place in Gilmorton and Normanton Road to advise on waste management</li> </ul>

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
			<ul style="list-style-type: none"> <li>• Connectors are planning a “Health and Wellbeing” market place in the Operation Can-Do area (November) in partnership with Millfield Medical practice to communicate key messages – hosted at the Beehive community centre</li> <li>• The Connectors are also involved with a pilot project with City College Peterborough – ‘Unlock the Box’ – to recruit members of the community to create boxes about their culture through a 6-8 week programme. As part of this programme the community connectors will be delivering awareness sessions on priority areas which will include the above issues</li> </ul>
Safer Peterborough Partnership Cyber Crime	The Committee recommends that the Head of Community and Safety Services investigates the possibility of applying for funding to support a Cyber Crime awareness campaign for the City.	Head of Community and Safety Services	<p>The SPP has access to funds through a SPP pooled budget. The governance of this is managed through the SPP Delivery Board and Strategic Board (for large amounts). All projects are presented at these boards and monies allocated.</p> <p>The SPP will continue to work on initiatives such as promotion of cybercrime prevention and tap into this resource as and when required.</p>
Portfolio Progress Report from Cabinet Member for Communities and Environment Capital	The Committee recommends to the Safer Peterborough Partnership that a Youth Councillor is invited to join the Safer Peterborough Partnership Board and attend future Board meetings.	Safer Peterborough Partnership	This recommendation was taken to the board on 30 September 2015 and the Board agreed to invite a youth council member to the meeting for specific issues.

<b>MEETING DATE / ITEM</b>	<b>RECOMMENDATION</b>	<b>REFERRED TO</b>	<b>RESPONSE TO RECOMMENDATIONS</b>
Visitor Economy Strategy 2015 – 2020 Progress Report	The Committee endorses the Peterborough Visitor Economy Strategy and recommends to the Strategic Tourism Manager that links were investigated to other national and European Cities. This may be in line with others specialising in environmental issues, historic links such as Henry the 8th/Katharine of Aragon, or synergy re major events.	Strategic Tourism Manager	This was a one off piece of work and the project is now completed and no further work has been done with regard to this.
<b>16 September 2015</b>			
Proposed Selective Licensing Scheme for the Gladstone, Millfield, New England and Eastfield areas of Peterborough	<p>1) The Committee endorsed the statement made by the Cabinet Member for Growth, Planning, Housing and Economic Development and recommended the following:</p> <ul style="list-style-type: none"> <li>• That the Cabinet deferred the decision on selective licensing to enable further work to be carried out;</li> <li>• that all areas of Peterborough were assessed for eligibility for the Selective Licensing Scheme and any new proposals for Selective Licensing included all areas which had evidence to support the implementation of the Selective Licensing Scheme;</li> <li>• that all work was to be carried out in partnership with Members, Residents, Tenants and Landlords, and</li> </ul>	Cabinet Member for Growth, Planning, Housing and Economic Development	Following on from the recommendations made Cabinet deferred the decision and a further report was brought back to the Committee on 10 January 2016. After considering comments from the Scrutiny Committee Cabinet approved the decision on 29 February 2016

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
	<ul style="list-style-type: none"> <li>• that an update on progress was brought to the Committee at its meeting on 20 January 2016.</li> <li>2) The Committee recommended to the Service Director for Adult Services and Communities that a Task and Finish Group was set up to support officers in gathering up to date evidence on areas affected by rogue landlords and identify the boundary which was most appropriate for the Selective Licensing Scheme to be implemented within the city.</li> </ul>		
<b>24 November 2015</b>			
Community Connectors	<p>The Committee recommended to the Head of Housing and Health Improvement:</p> <ul style="list-style-type: none"> <li>1) That the Community Connectors broaden their remit to include environmental issues such as bin usage, littering, fly tipping, and spitting; and</li> <li>2) That a pamphlet be created to sign post communities to key services.</li> </ul>	Head of Housing and Health Improvement	<ul style="list-style-type: none"> <li>1.The Community Connector's JDs were widened from December 2015. They have been involved with the Environmental Enforcement Officers on the promotion of key messages with communities and street scene activities such as street walks with community members, Councillors and officers.</li> <li>2. A Flyer has been produced and the Connectors are supporting the production of a citizen handbook and pocket/web guide that has been produced by COMPASS a third sector group.</li> </ul>

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
<b>20 January 2016</b>			
Selective Licensing	<p>The Committee noted the outcome of the consultation and final proposals for the Selective Licensing Scheme and agreed to endorse the Selective Licensing Scheme with the following recommendations:</p> <ol style="list-style-type: none"> <li>1. That all monies received from the Selective Licencing Scheme are accounted for and recorded in a transparent way so that the public can access the information.</li> <li>2. That the views from all consultation responses be taken into consideration when implementing the Selective Licensing Scheme.</li> </ol>		<p>On 29 February 2016 Cabinet received a report following a referral from Councillor Peter Hiller, the Cabinet Member for Growth, Planning, Housing and Economic Development.</p> <p>The purpose of the report was to outline detailed proposals to Cabinet for a Selective Licensing Scheme for the private rented housing sector within Peterborough following public consultation.</p> <p>Cabinet considered the report and <b>RESOLVED</b> to approve the introduction of a Selective Licensing Scheme for the private rented accommodation sector within Peterborough, subject to Secretary of State approval, in the areas described in Appendix 4 to the report, the conditions of which were as set out in Appendices 1, 6 and 7 to the report.</p>
Community Strategy Task and Finish Group Report	<p>The Committee commented on the Community Strategy and agreed to endorse the Strategy and recommend it to Cabinet for approval.</p> <p>The Committee further agreed to the following recommendations as set out within the Task and Finish Groups report:</p> <ol style="list-style-type: none"> <li>1. That the Community Strategy should act as</li> </ol>	Cabinet	<p>On 8 February 2016 Cabinet considered the report and <b>RESOLVED</b> to approve the People and Communities' Strategy 2016-2020 for Peterborough, for adoption and implementation across council services.</p>

<b>MEETING DATE / ITEM</b>	<b>RECOMMENDATION</b>	<b>REFERRED TO</b>	<b>RESPONSE TO RECOMMENDATIONS</b>
	<p>an overarching strategy framework that cuts across multiple services and business areas.</p> <p>2. That further more detailed strategies should be developed that underpin the individual building blocks.</p> <p>3. That the Task and Finish group who supported this piece of work is concluded.</p> <p>4. The Committee agreed to recommend that further consultation on the strategy should take place.</p>		
<p>Joint Community Enforcement Team</p>	<p>The Committee agreed to recommend the Joint Community Enforcement Team to Cabinet for approval and asked that proper communication of the Team be made to members of the public.</p>	<p>Cabinet</p>	<p>Cabinet received a report which followed the Strong and Supportive Scrutiny Committee, held on 20 January 2016.</p> <p>The purpose of the report was to outline detailed proposals to Cabinet for the introduction of a multi-agency Safer and Stronger Peterborough Prevention and Enforcement Team.</p> <p>Cabinet considered the report and <b>RESOLVED</b> to approve:</p> <p>The creation of a Peterborough-wide multi-agency Safer and Stronger Peterborough Prevention and Enforcement Team; and</p>

<b>MEETING DATE / ITEM</b>	<b>RECOMMENDATION</b>	<b>REFERRED TO</b>	<b>RESPONSE TO RECOMMENDATIONS</b>
			To achieve that, the transfer of relevant functions to and from the Police and other Partners, subject to agreement by the Corporate Director People and Communities in consultation with the Cabinet Member for Communities and Environment Capital as to the relevant functions to transfer.
<b>10 March 2016</b>			
Safer Peterborough Partnership – Community Safety Plan Review	<p>The Committee noted the report and progress made by the Safer Peterborough Partnership over the past year and provided feedback on the proposed Safer Peterborough Partnership priorities for the forthcoming year. The Committee also recommended:</p> <ol style="list-style-type: none"> <li>1. That the work of the Victims Hub be the subject of an All Party Policy meeting so that all Councillors could be made aware of the work of the Victims Hub.</li> <li>2. That paragraph 6.2, Gangs be expanded and provide more detail on the work that is being done around this subject.</li> </ol>	Karl Bowden / Adrian Chapman	<p>Given the proximity of the last meeting to the election process this aspect was placed on hold until the new municipal year. A meeting can now be identified at which to update members on the work of the Victims Hub.</p> <p>The paragraph on Gangs was amended post the meeting to reflect the views of the committee. The updated plan is scheduled to go before Cabinet on 25th July</p>



**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE / CRIME AND DISORDER SCRUTINY COMMITTEE  
DRAFT WORK PROGRAMME 2016/17**

Meeting Date	Item	Indicative Timings	COMMENTS
<b>20 July 2016</b>  <i>Draft Report 28 June</i> <i>Final Report 08 July</i>	<b>Review of the Management of Unauthorised Gypsy and Traveller Encampments</b>  <b>Contact Officer: Gary Goose</b>		
	<b>Housing Needs &amp; Homelessness And An Update On The Progress Of The Homelessness Strategy</b>  <b>Contact Officer: Belinda Child</b>		
	<b>Forward Plan of Executive Decisions</b>  That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.  <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
	<b>Review of 2015/16 and Work Programme 2016/17</b>  To review the work undertaken during 2016/17 and to consider the work programme of the Committee.  <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
<b>14 September 2016</b>  <i>Draft Report 22 Aug</i> <i>Final Report 2 Sep</i>	<b>Youth Crime Provision</b>  <b>Contact Officer: Adrian Chapman</b>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<b>Community Centres Review</b>  <b>Contact Officer: Adrian Chapman</b>		
	<b>Housing &amp; Landlords</b>  <b>Contact Officer: Adrian Chapman</b>		
	<b>Managing Envirocrime including Fly tipping</b>  <b>Contact Officer: Gary Goose</b>		
	<b>Forward Plan of Executive Decisions</b> That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
	<b>Work Programme 2016/2017</b> To consider the Work Programme for 2016/2017.		
<b>16 November 2016</b> <b>(Joint Meeting of the Scrutiny Committees and Commissions)</b>	<b>Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase One</b> To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27. <b>Contact Officer: John Harrison/Steven Pilsworth</b>		
<b>23 November 2016</b> <i>Draft Report 1 Nov</i> <i>Final Report 11 Nov</i>	<b>Provision &amp; Enforcement Service SPP</b>  <b>Contact Officer: Adrian Chapman</b>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<b>Active Lifestyle Strategy</b>  <b>Contact Officer: Lisa Roberts</b>		
	<b>Selective Licensing</b>  <b>Contact Officer: Adrian Chapman</b>		
	<b>Forward Plan of Executive Decisions</b>  That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.  <b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b>		
	<b>Work Programme 2016/2017</b>  To consider the Work Programme for 2016/2017.		
<b>11 January 2017</b> <i>Draft Report 12 Dec</i> <i>Final Report 22 Dec</i>	<b>Community Safety Plan</b>  <b>Contact Officer: Adrian Chapman</b>		
	<b>Vivacity Review of Community Engagement &amp; Meeting Council Objectives</b>  <b>Contact Officer: Lisa Roberts</b>		
	<b>People &amp; Places Strategy</b>  <b>Contact Officer: Adrian Chapman</b>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		
	<p><b>Work Programme 2016/2017</b></p> <p>To consider the Work Programme for 2016/2017.</p>		
<p><b>(Joint Meeting of the Scrutiny Committees and Commissions)</b></p> <p><b>8 February 2017</b></p>	<p><b>Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase Two</b></p> <p>To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27.</p> <p><b>Contact Officer: John Harrison/Steven Pilsworth</b></p>		
<p><b>7 March 2017</b></p> <p><i>Draft Report 10 Feb</i></p> <p><i>Final Report 23 Feb</i></p>	<p><b>City Centre Action Plan</b></p> <p><b>Contact Officer: Annette Joyce</b></p>		
	<p><b>Cabinet Member for City Centre Management, Culture and Tourism – Looking Forward</b></p> <p><b>Contact Officer: Annette Joyce &amp; Lisa Roberts</b></p>		
	<p><b>Forward Plan of Executive Decisions</b></p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p><b>Contact Officer: Paulina Ford, Senior Democratic Services Officer</b></p>		

<b>Possible Items for Future Meetings</b>	<b>Contact Officer</b>
Portfolio Progress Report for Cabinet Member for Communities and Environment (Reporting on the Communities element)	

This page is intentionally left blank

<b>STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 8</b>
<b>20 JULY 2016</b>	<b>Public Report</b>

## Report of the Director of Governance

**Report Author** – Paulina Ford, Senior Democratic Services Officer

**Contact Details** – 01733 452508 or email [paulina.ford@peterborough.gov.uk](mailto:paulina.ford@peterborough.gov.uk)

### FORWARD PLAN OF EXECUTIVE DECISIONS

#### 1. PURPOSE

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Forward Plan of Executive 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 Forward Plan of Executive Decisions is attached at Appendix 1. The Plan contains those Executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new Executive decisions to be taken after 8 August 2016.
- 3.2 The information in the Forward Plan of Executive 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 Executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan 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 Forward Plan of Executive 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 – Forward Plan of Executive Decisions

This page is intentionally left blank



# PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 8 JULY 2016

## **PART 1 – KEY DECISIONS**


In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. 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, this too is shown against the decision and its members are as listed below:  
Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Elsey; Cllr Goodwin; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk) or by telephone on 01733 452268. For each decision a public report will be available from the Governance Team one week before the decision is taken.

## **PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE**

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan 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, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also 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).

## **PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

You are entitled to view any documents listed on the Plan, 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 Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk) or by telephone on 01733 452268.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedeisions](http://www.peterborough.gov.uk/executivedeisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic Services Manager using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

## **PART 1 – FORWARD PLAN OF KEY DECISIONS**

## KEY DECISIONS FROM 8 AUGUST 2016

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<b>1. Market Position Statement – KEY/08AUG16/01</b> To approve the market position statement.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Social Care and Health</b>	<b>August 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Oliver.hayward@peterborough.gov.uk Tel: 01733 863708	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
------------------------------	-----------------------	-------------------------------	------------------------------------	---------------------	---	---

**PREVIOUSLY ADVERTISED DECISIONS**

2.	<p><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, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.            For Cabinet to consider future options for service delivery.</p>	<p><b>Councillor David Seaton            Cabinet Member for Resources</b></p>	<p><b>August 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments &amp; external stakeholders as appropriate.</p>	<p>Richard Hodgson            Head of Strategic Projects            Tel: 01733 384535            richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
----	--	---	---------------------------	---	--	--	--

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
3. <b>Print Managed Services - KEY/13JUN14/01</b> To enable Council officers to be able to print, copy and scan.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. <b>Real Time Passenger Information – KEY/10JUL15/02</b> To approve the expansion and maintenance contract.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing &amp; Economic Development</b>	<b>August 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and External stakeholders.	Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
5. <b>Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01</b> To authorise the sale of Welland House, Dogsthorpe – (non-key)	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p>6. <b>Sale of the Lindens, Lincoln Road – KEY/24JUL15/04</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>7. <b>Sale of Bretton Court, Bretton North – KEY/24JUL15/05</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p><b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b></p>	<p><b>July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>8. <b>Draft Housing Strategy – KEY/21SEPT15/03</b> For Cabinet to approve the Strategy for public consultation.</p>	<p><b>Cabinet</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Anne Keogh Housing and Strategic Planning Manager Anne.keogh1@peterborough.gov.uk Tel: 01733 863815</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>9. Passenger Transport Services AMEY – KEY/27NOV15/01</b> To approve the award of six routes to Amey under the existing contract arrangements.</p>	<p><b>Councillor John Holdich</b> <b>Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Sara Thompson Team Manager, Passenger Transport Operations Tel: 01733 317452 Sara.thompson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>10. Intelligent Transport Systems Infrastructure – KEY/11DEC15/01</b> To introduce the use of Variable Message Signs (VMS) on the road network to provide real-time driver information.</p>	<p><b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manager Tel: 01733 453519 Peter.tebb@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>



<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>11. Direct Payment Support Service – KEY/11DEC15/02</b> To approve the direct payment support service.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>October 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Richard Redmond Head of Commissioning – Older People, Physical Disability, Sensory Impairment, HIV and Carers Richard.redmond@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>
<b>12. Offtake Arrangements for Power from the Energy Recovery Facility – KEY/25DEC15/01</b> To approve putting into place arrangements for the sale of heat and/or electricity from the Energy Recovery Facility.	<b>Councillor Gavin Elsey</b> <b>Cabinet Member for Waste and Street Scene</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b>

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p><b>13. Delegation of Authority under the ASB, Crime and Policing Act 2014 to Registered Social Landlords – KEY/25DEC15/02</b> To authorise Peterborough City Council to designate authority to registered social landlords to enforce Part 4 Sections 43-48 of the Anti-social Behaviour, Crime and Policing Act 2014.</p>	<p><b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b></p>	<p><b>July 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders including social landlords through the Peterborough Registered Social Landlord Forum</p>	<p>Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Laura.kelsey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>14. Review of Emergency Stopping Places – KEY/25JAN16/02</b> For Cabinet to review existing and proposed emergency stopping places.</p>	<p><b>Cabinet</b></p>	<p><b>September 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
15.	<b>Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04</b> To approve the provision of temporary agency workers.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>July 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
147 16.	<b>Provision of Permanency Services – KEY/21MAR16/01</b> To approve the award of the Provision of Permanency Services contract.	<b>Cabinet</b>	<b>July 2016</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Lou Williams Service Director Children's Services and Safeguarding Tel: 01733 864139 Lou.williams@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>17. Traffic Signals Maintenance and Supply Contract – KEY/21MAR16/03</b> To jointly procure a Traffic Signal Maintenance and Supply and Installation Contract with Cambridgeshire County Council, Central Bedfordshire, Bedford Borough, Luton and Peterborough City Council (5 authorities) through a NEC 3 contract with a Single Supplier Framework with call off contract for 5 plus 3 years.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manger Tel: 01733 453519 Peter.tebb@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>18. Transfer of Housing Needs Staff to Serco – KEY/29MAR16/01</b> To approve the transfer of Housing Needs Staff to Serco as part of the Council's Customer Experience Front Door Programme.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources in consultation with Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>July 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraphs 1&amp;3, information relating an individual and to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>19. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01</b> To approve the awarding of a contract to an external provider following a competitive tender exercise.</p>	<p><b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>December 2016</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders</p>	<p>Karen Hodsdon Senior Category Manager Karen.hodsdon@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>20. Independent Advocacy Services in Cambridgeshire and Peterborough – KEY/02MAY/02</b> To approve the awarding of a contract to an external provider following a competitive tender exercise.</p>	<p><b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>August 2016</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Redmond Head of Commissioning – Older People, Physical Disability, Sensory Impairment, HIV and Carers Richard.redmond@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>21. Peterborough City Council Construction Framework – KEY/30MAY16/01</b> Approval of Peterborough City Council Construction Framework</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>August 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>22. Provision of Social Care Temporary Agency Staff – KEY/13JUN16/01</b> To approve the provision of Social Care temporary agency staff.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>August 2016</b>	Scrutiny Committee for Health Issues	Relevant internal and external stakeholders	James Fordham Recruitment and Retention Manager Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>23. Procurement Services – KEY/27JUN16/01</b> To approve updates to the Procurement Services provided by Serco.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>24. A1139 Junction 17-2 Widening Scheme – KEY/27JUN16/02</b> To approve the final accounts for the A1139 Jct 17-2 widening scheme.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Andy Tatt Head of Peterborough Highway Services Tel: 01733 453469 Andy.tatt@peterborough.gov.uk Peter Garnham Highway Service Delivery Manager Tel: 01733 453458 Peter.garnham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
25. <b>Farm Estate Action Plan – KEY/27JUN16/03</b> To approve the Council Farm Estate Action Plan.	<b>Cabinet</b>	<b>25 July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jo Gresty Farms Manager Tel: 01733 384605 Jo.gresty@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26. <b>Amendment of Existing Loan Arrangements to Empower – KEY/05JUL16/01</b> To agree the amendment to existing arrangements to Empower.	<b>Cabinet</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources John.harrison@peterborough.gov.uk Tel: 01733 452520	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
27. <b>Business Advice Charging Policy – KEY/25JUL16/01</b> To approve the charging policy.	<b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b>	<b>August 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.



**PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE**

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p>1. <b>Creating a Housing Delivery Company and the Reallocation of Corporate Affordable Housing Funds – KEY/31MAY16/02</b> For Cabinet to agree to the establishment of a new joint venture for the delivery of all types and tenure of housing and related accommodation and review corporate affordable housing funding allocations processes.</p>	<p><b>Cabinet</b></p>	<p><b>25 July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Corporate Director for Growth and Regeneration Tel: 01733 453475 Simon.machen@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>2. <b>Potential Energy Joint Venture – KEY/07MAR16/04</b> For Cabinet to consider and approve a potential energy joint venture.</p>	<p><b>Cabinet</b></p>	<p><b>September 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

**PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

**NON-KEY DECISIONS**

<b>NON-KEY DECISIONS</b>							
<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>	
154 1.	<b>Request for Public Consultation for Public Space Protection Orders –</b> To authorise the commencement of public consultation for public space protection orders.	<b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b>	<b>August 2016</b>	Strong and Supportive Communities	Police, Fire Service, internal PCC departments.	Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Larua.kelsey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
2.	<b>Section 113 Agreement for the role of Monitoring Officer at Rutland County Council –</b> To approve a Section 113 agreement with Rutland County Council, to allow for the Director of Governance to fulfil the role of Acting Monitoring Officer at Rutland County Council.	<b>Councillor David Seaton, Cabinet Members for Resources</b>	<b>August 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Philippa Turvey Senior Democratic Services Officer Tel: 01733 452560 Philippa.turvey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i><b>DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
3. <b>Food Safety Service Plan</b> – To approve the service plan.	<b>Councillor Irene Walsh Cabinet Member for Communities and Environment Capital</b>	<b>August 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. <b>Safer Peterborough Partnership Plan</b> – To approve the Safer Peterborough Partnership Plan and recommend its adoption by Full Council.	<b>Cabinet</b>	<b>July 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Gary Goose Head of Community Services Tel: 01733 863901 Gary.goose@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
5. <b>Transforming Care Plan</b> – To approve the Plan which has been produced by the Transforming Care Partnership and as required by DOH by July 2016.	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>July 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nigel Harvey-Whitten Interim Head of Mental Health and Learning Disability Commissioning Tel: 01733 452474 Nigel.harvey-whitten@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>DECISION REQUIRED</b>		<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
6.	<b>Child Poverty Strategy</b> To approve the Child Poverty Strategy.	<b>Cabinet</b>	<b>September 2016</b>	Creating Opportunities and Tackling Inequalities	Consultation to take place in June 2016 with voluntary and community sector partners.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
7.	<b>To Adopt the Highway Asset Management Policy and Strategy</b> To approve the adoption of the Highway Asset Management Policy and Strategy.	<b>Councillor Peter Hiler Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Lewis Banks, Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
8.	<b>Empty Homes Strategy</b> – To approve the Empty Homes Strategy.	<b>Councillor Peter Hiler Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>September 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
9. <b>Vivacity Funding –</b> To fund Vivacity £1278 until March 2016 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>July 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
157 10. <b>Vivacity Premier Fitness Invest to Save Scheme -</b> To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>July 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

## **DIRECTORATE RESPONSIBILITIES**

### **RESOURCES DEPARTMENT Corporate Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

### **PEOPLE AND COMMUNITIES DEPARTMENT Corporate Director's Office at Bayard Place, Broadway, PE1 1FB**

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

### **GOVERNANCE DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Legal and Democratic Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

### **GROWTH AND REGENERATION DEPARTMENT Corporate Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD**

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads, Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Corporate Property

### **PUBLIC HEALTH DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Health Protection, Health Improvements, Healthcare Public Health.

THIS PAGE IS LEFT INTENTIONALLY BLANK

This page is intentionally left blank