

## SCRUTINY COMMISSION FOR RURAL COMMUNITIES

**MONDAY 19 NOVEMBER 2012**  
**7.00 PM**

**Bourges/Viersen Room - Town Hall**

### AGENDA

Page No

1. **Apologies for Absence**
2. **Declaration of Interest and Whipping Declarations**  

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.
3. **Minutes of the Meeting held on 17 September 2012** 1 - 8
4. **Making Villages Energy Sustainable** 9 - 12
5. **Street Lighting in Rural Areas** 13 - 14
6. **Consultation on the Draft Common Housing Allocations Policy** 15 - 80
7. **Notice of Intention to Take Key Decisions** 81 - 92
8. **Work Programme** 93 - 96
9. **Date of the next Meeting**

*14 January 2013*



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

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

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Committee Members:

Councillors: D Over (Chairman), D Lamb (Vice Chairman), D Sanders, McKean, E Murphy,  
D Harrington and N Sandford

Substitutes: Councillors: S Allen, J R Fox and Sylvester

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 SCRUTINY COMMISSION FOR RURAL  
COMMUNITIES HELD AT THE BOURGES / VIERSEN ROOM, TOWN HALL  
ON 17 SEPTEMBER 2012**

**Present:** Councillors D Over (Chair), D Lamb (Vice Chair), D Sanders, D McKean, E Murphy, D Harrington, N Sandford

**Officers Present:** Nick Blake, Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers  
Tim Bishop, Assistant Director of Adult Social Care Commissioning  
Jessica Bawden, Director of Communication and Engagement (NHS)  
Leonie McCarthy, Social Inclusion Manager  
Brian Tyler, Disability Forum Manager  
Dania Castagliuolo, Governance Officer

**1. Apologies for Absence**

No apologies were received

**2. Declaration of Interest**

There were no declarations of interest.

**3. Minutes of the Meeting held on 16 July 2012**

The minutes of the meeting held on 16 July 2012, were approved as a true and accurate record.

**4. Provision of Carers in Rural Areas**

The report was presented at the request of the commission who were interested in the provision of adult home care support in rural areas and whether rural areas received the same level of care as urban areas.

The following key points were highlighted:

- DEFRA Health statistics (June 2012) indicated that life expectancy in rural areas was higher than urban areas and that years of life lost to cancer, stroke and heart disease were lower, however people in rural areas were at more risk of isolation, support services were often based in urban centres and transport costs to access services could be higher
- Peterborough's Joint Strategic Needs Assessment showed that around 20,123 (12%) of Peterborough's residents lived in a rural area
- There were areas within the Unitary Authority Boundary classified with high and low levels of deprivation
- The total cost of homecare purchased by Peterborough City Council from Independent providers for 2011/2012 was £16.1 million
- From April to July 2012 there were 127 people (10%) living in a rural area and receiving home care support from a total of 1271

- The cost of purchasing home care support made up 10% (£14,900 per week) of total home care spend (£147,000 per week) which when compared to the Joint Strategic Needs Assessment population data it appeared proportionally less home care was purchased for rural areas.
- The Adult Social Care Strategic Commissioning Team had been consulting with providers on possible ways to improve how support was provided for people living in rural areas. People who lived in rural areas and carers would be consulted on proposed changes
- The issues associated with providing support in rural areas, following further consultation, would be included in the planned review and structure of the Independent Living Support Services framework (ILSS). Consulting on and co-producing a solution for people who used services and who lived in a rural area would be an essential part of this development framework
- In order to monitor home care delivery for all service users, the council would be requiring all home care providers to use Electronic Homecare Monitoring Systems from 1 October 2012. This would provide accurate information on whether home care was delivered as commissioned by the council and would immediately highlight and evidence if calls were not delivered or were being cut short.

The Commission were asked to note and comment on the contents of the report.

Comments and questions were raised around the following areas:

- Members commented that they were happy with the Homecare monitoring systems. *The Assistant Director of Adult Social Care Commissioning advised members that the Homecare Monitoring System would be in place from 1 October 2012 and it would be able to monitor the amount of time that carers were with people that required care. The device would only monitor the time the carer clocks in and out, therefore the quality of care would need to be monitored by receiving feedback from users of the device.*
- Members queried paragraph 5.4 of the report and why providers were allowed to refuse to take on care packages in rural areas. *The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers advised the Commission that when offered a package the providers would consider factors such as flexibility and safety. Generally providers were not taking on packages in rural areas due to cost implications*
- Members queried the report released on Radio Cambridgeshire regarding poor service received by carers and if this was the case in Peterborough. *The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers advised the Commission that the report on Radio Cambridgeshire was based on the diaries of just forty families nationally. He informed that Adult Social Care reviews comments and complaints regularly to ensure bad service was not received in Peterborough. Quality of service would be ensured through regular reviews and talking to service users and carers.*
- Members queried that when Adult Social Care took over from the Primary Care Trust there was a backlog and people hadn't received initial assessments. Had Adult Social Care caught up with this backlog? *The Assistant Director of Adult Social Care Commissioning advised the Commission that the backlog had been assessed and all of the reviews were being dealt with, three hundred had been completed so far and all cases would be completed by the end of October 2012.*
- Members queried whether there were sufficient resources to keep up with all of the reviews. *The Assistant Director of Adult Social Care Commissioning confirmed that there were sufficient resources to deal with future reviews.*
- Members queried what the provision for training staff was. *The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers informed the Commission that each provider used different methods of*

*training, smaller providers used Council Safeguard training for their staff whereas big providers used national schemes. Contract review and monitoring took place regularly, records were checked and staff were visited to discover what training the agencies staff had been on.*

- *Members queried how direct payments were functioning in rural areas, who would be attending people's homes and would it not put more pressure on carers when dealing with assessments. The Assistant Director of Adult Social Care Commissioning informed the Commission that over the past year Peterborough had been introducing a programme of homecare called reablement which worked with people in a crisis or a hospital admission to regain the skills and confidence they may have lost. This service provided specialist homecare for an intense period free of charge. The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers advised members that he did not currently have information regarding direct payments although the number of direct payments were on the increase.*
- *Members queried whether new government legislation was being released shortly regarding care in rural areas, and was Peterborough up to date with this. The Assistant Director of Adult Social Care Commissioning advised the Commission that there was a white paper published by the government in August 2012 entitled Caring for our Future which set out its aspirations for Adult Social Care. The direction for this paper was around trying to ensure people's independence and choice. The white paper did not cover the funding of Adult Social Care although since the white paper was published the government stated it would look at funding as part of an expending review. Adult Social Care in Peterborough was moving in the direction of that white paper.*
- *Members commented that a topic of conversation around villages was the quality of care and queried if there was a system in place to prevent people from not using direct payment money on care. The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers advised members that monitoring of direct payments had been looked at recently. There were systems in place to monitor direct payments although people who received direct payments had responsibilities for submitting receipts to Adult Social Care to evidence what the money had been spent on. The direct payment would also have to be paid in to a separate bank account which Adult Social Care would also have access to. Future monitoring systems would be improved and a direct payment monitoring officer would be employed.*
- *Members were concerned that the direct payments could not be monitored as large amounts would be spent on labour charges which would be difficult to monitor. The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers commented that people who received direct payments became the employer therefore they were responsible for controlling their own direct payments. Adult Social Care made sure that if there were any issues around the direct payment that the person was able to manage with support from the service, the direct payments were also monitored with regular reviews.*
- *Members were concerned that most of the providers were centred within the city and suggested that providers were recruited from areas such as Stamford or the Deepings to cut travel times for the carers. The Head of Commissioning – Older People, Physical Disabilities, Sensory Impairment, HIV and Carers advised the Commission that most of the providers were based in the city centre although they did have some providers that were based in rural areas that picked up care packages in the eastern rural region. There were no restrictions on providers from Stamford or Market Deeping on bidding for work and there was also a range of national providers on the books. The key issue was where the care workers lived as the providers were often restricted as to where they can recruit the care workers from.*

## **ACTION AGREED**

The Commission requested that a breakdown was provided of the names of the providers who had refused to take on care packages in rural areas.

The Commission requested that information was provided on the number of direct payments being issued in Peterborough.

The Commission requested that feedback from the use of the Home Care Monitoring Systems (trackers) was reported to the Commission at a later date.

## **RECOMMENDATIONS**

- The Commission recommends that the Council encourage and promote local carers to come together to work proactively to increase direct payment care provision in rural areas.

### **5. Provision of Primary Care in Rural Areas**

The report was presented to the Commission at the request of the Chairman who expressed concern that there were few GP Practices and Pharmaceutical Services within rural areas which would in turn make it difficult for elderly and disabled people to access these services. The report was written by Peter Wightman, Interim Director of Primary care who was unable to attend the meeting therefore the report was presented by Jessica Bawden, Director of Communications, Membership & Engagement (designate).

The Commission were asked to note the current provision and current transition in NHS organisations.

Comments and questions were raised around the following areas:

- Members were concerned that the report was very brief and did not indicate whether the Primary Care and pharmaceutical services were adequate in rural areas, also it did not mention transport for people in rural areas to enable them to access these services. *The Director of Communications, Membership and Engagement (designate) advised the Commission that the request was to report on the situation as it stood now. There had only been five complaints in the last year received from rural areas all of which were resolved easily.*
- Members commented on paragraph 4.2 of the report where it stated 'Practices operate geographic catchment areas to ensure practical distances for home visiting' GP's in Peterborough all operated this way. The issue that the current government was bringing forward was that the people should be given a choice, although giving choice in rural areas was not as simple due to distances but to what extent did the people have a choice. *The Director of Communications, Membership and Engagement (designate) advised members that this depended on the list size of the practices and whether people were able to use the service efficiently, therefore there was an element of choice.*
- Members commented that many GP practices operated poorly on geographic catchment areas regarding opening hours and certain times appointments can be made. They queried whether having catchment areas was for an element of convenience. *The Director of Communications, Membership and Engagement (designate) advised members that GP's were not allowed to choose which patients they had. There had been some difficulty with being flexible with patient lists within the city due to building size and capacity but there was no issue with this in rural areas.*

- Members queried whether the Ailsworth Surgery and Newborough surgery were going to close. *The Director of Communications, Membership and Engagement (designate) confirmed that the Ailsworth practice was not going to close they were looking for a GP to take over the practice when Dr Laliwala retired. The Newborough surgery was also going to remain in practice.*
- Members queried whether Parnwell practice was going to be taken on by the Ailsworth practice. *The Director of Communications, Membership and Engagement (designate) was not sure and advised the Commission that she would check and report back.*
- Councillor Sanders left the meeting at this point.
- Members queried whether the patient numbers for the Ailsworth practice were up to date. *The Director of Communications, Membership and Engagement (designate) informed members that the figures were obtained within the last six months, she advised that she would obtain up to date figures and report back to the Commission*
- Members were concerned that the report did not give anything for them to scrutinise, they requested a further report with more in depth information explaining which practices were reaching capacity, which doctors were approaching retirement, what would happen after this and how would these villages cope.
- Members were concerned that not enough information was being given to them and they did not know what to advise their constituents. *The Director of Communications, Membership and Engagement (designate) advised the Commission that more information would be given when they came back with a more in depth report.*
- Members commented that they would like to know what the doctors in rural areas specialised in.
- Members commented that people in rural areas with serious health problems or elderly people who could not get around easily would not be able to make long journeys in to the city to see a doctor. The report indicates that there was no real service of primary care in rural areas therefore in future this would need to be looked in to
- Members queried whether healthcare and health visits for mums with young babies in rural areas were provided by the primary care trust. *The Director of Communications, Membership and Engagement (designate) informed members that it was commissioned by the Primary Care Trust and provided by Cambridgeshire Children's Services. The provision of primary care in rural areas does include health visitors.*
- Members queried that as there was only one dental surgery within the rural areas did the report only look at the NHS dentists as there were a lot of private dentists. *The Director of Communications confirmed that the report did only look at the provision of NHS dentists.* Members commented that it may have been useful to make people aware of private dentists.
- Members commented that preventative care should also be looked in to as well as treatment of existing illnesses.

## **ACTION AGREED**

The Commission requested that the following information be provided:

- Why Fletton Medical Practice was included in paragraph 4.2 of the report
- Had Ailsworth Medical Practice taken on patients from Parnwell
- Up to date figures on the number of patients that Ailsworth Medical Practice currently had registered

The Commission requested that a further, more detailed report was brought back to the Commission on 14 January 2013.

## 6. Disability Issues in Rural Areas

The purpose of this report was to propose a series of access audits for rural areas by disabled people living in Peterborough working with Peterborough City Council and the Disability Forum

The key issues were highlighted as follows:

- The proposal would ensure that the views and experiences of local disabled people were incorporated in to any and all future developments, and provide suggestions for improving existing rural provisions including:
  - ❖ Work to date on access audits for the city had been unfunded and provided through the goodwill of untrained volunteers
  - ❖ There was no organisation currently providing access audits for Peterborough on a voluntary basis
  - ❖ Access audits for projects of this nature by qualified consultants were estimated to cost within the region of £10k
  - ❖ The Council's own access audits would be in the region of £1k - £5k depending on the size and depth of audit required
  - ❖ The Council's findings led them to believe that many professional access audits were carried out without the involvement and inclusion of disabled people
  - ❖ Disabled people living in rural areas would have the opportunity to influence decision making and plans in their neighbourhoods, they would also be able to improve skills, reduce isolation and improve general health and wellbeing
  - ❖ This pilot project in rural areas would be a unique example of best practice for involving local disabled people in rural issues related to access and inclusion
  - ❖ Older people were now living longer and many of the issues affecting older people in terms of accessibility and 'getting around' were the same as those with a physical disability

The next steps were:

- To seek funding, including applying for external funds to undertake access audits in rural areas
- To identify priority areas with the Rural North Neighbourhood Committee
- To identify disabled residents living in rural areas to assist with audits if appropriate

Comments and questions were raised around the following areas:

- Members were supportive of the work that was being carried out by the Disability Forum for disabled people
- Members queried whether there was enough funding to change the current situation for disabled people regarding access in rural areas. *The Disability Forum Manager advised the Commission that situations would be easy to change if highlighted when projects were developed as there was not always the right amount of consideration for disabled people which led to more money being spent on changing existing provisions for disabled people. This could be resolved easily by consulting organisations such as DIAL and listening to disabled people before proceeding with a development*
- Members suggested drop curbs were considered when doing road repairs, low level post boxes and cash machines, battery car charging points and basic wifi systems. If there was the knowledge that each village had different requirements



by conducting an audit on even one village per year then a thorough review of each village could be completed within ten years.

- Members queried whether there was a designated Disability Compliance Officer to deal with major issues. *The Social Inclusion Manager advised the Commission that Peterborough City Council did not have a designated Disability Compliance Officer because one of the most recent decisions stated that all directors of the Council would take responsibility for disability issues within their directorate, however there was a recognition of its importance and the Social Inclusion Manager now led on Equalities. The work being carried out with the Disability Forum Manager was a starting point to ensure that there was an acceptable standard across the city. The big issue was that it was not just regarding land owned by Peterborough City Council but also private shop owners therefore local disabled people would be getting involved with the project to voice their thoughts and opinions and have an influence on the way that Peterborough City Council worked.*
- Members commented that the Council needed to comply with legislation around disabled people.
- Members were concerned with public transport and bus stops being too far away from supermarkets and developments, they felt this was an issue with the planning department and they should be asked to look at the issue with bus stops as it was not just discrimination against disabled people but also elderly people.
- Members suggested that all multiple agencies were pulled together and an audit was carried out which was then passed on to Neighbourhoods and planning for them to see where the problem areas were.
- Members suggested that an app was developed to inform disabled people of the nearest facilities. *The Social Inclusion Manager agreed that the app could be a good idea. The Neighbourhood Committee route was discussed because it was where local people could discuss issues and get involved with decision making. Part of this project was to obtain grants through the voluntary sector to develop the work needed. With regard to Planning and Policy there were three action plans relating to the main issues for disabled people 1) Hate Crime 2) Being involved with the planning and policy decision making 3) Difficulties with access around the city. The quality control of the project needed to be carried out by the disabled people of Peterborough who would be using the facilities. The action plan for accessible Peterborough was about checking the Equality Impact Assessments and making sure that every department equality impacted everything that it did and designed and all of the project work. The action plan for the Disability Forum was to receive every new plan or policy from planning and transport for them to comment on, documents were to be broken down in future to make it more accessible for groups to look thorough and comment on.*
- Members commented that it should be the responsibility of the director of Planning and Transport to ensure it was accessible for disabled people around villages.

## **RECOMMENDATIONS**

- The Commission recommends that before the Council agrees planning permission for commercial developments it ensures that provisions for disabled people have been taken into account and that Equality Impact Assessments have been conducted. If the development was found to be inaccessible to disabled people, planning permission should not be granted.

- The Commission recommends that Directors of Services should submit updates on Equality Impact Assessments undertaken to the relevant Committee for consideration.

## **7. Forward Plan**

The latest version of the Forward Plan, showing details of the key decisions that the Leader of the Council believed the Cabinet or individual Cabinet Members would be making over the next four months, was received.

### **ACTION AGREED**

The Commission requested to find out why there was no legal officer present at the meeting.

## **8. Work Programme**

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

### **ACTION AGREED**

The Commission requested that Engaging with Hospitals was added to the work programme.

The Commission requested an update on the progress of the development of the Energy Park.

## **9. Date of Next Meeting**

19 November 2012

The meeting began at 7.00pm and ended at 9.18pm

CHAIRMAN

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 4</b>
<b>19 NOVEMBER 2012</b>	<b>Public Report</b>

## **Report of the Executive Director of**

**Contact Officer(s) – Charlotte Palmer**

**Contact Details – Climate Change Team Manager, 01733 453538**

## **MAKING VILLAGES ENERGY SUSTAINABLE**

### **1. PURPOSE**

- 1.1 The purpose of this report is to provide the Scrutiny Commission for Rural Communities with an update on options for making villages energy sustainable, following a request made by the Commission. It specifically focuses on a pioneering EU-funded project based in Glinton and Peakirk, which it is hoped will have future links to the wider rural area.

### **2. RECOMMENDATIONS**

- 2.1 This report is for information only.

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

- 3.1 The EU-funded project directly contributes to the Sustainable Community Strategy Environment Capital aspirations.

It also contributes directly to the Sustainable Community Strategy, 'creating strong and supportive communities' due to the considerable community involvement in the work.

### **4. BACKGROUND**

- 4.1 The city council has secured co-funding from the Regional Development Fund through the INTERREG IVB NWE Programme which will be used to increase environmental awareness and reduce carbon emissions in the villages of Glinton and Peakirk. Between now and December 2014, the funding will be used to deliver capital investments as well as hands on practical support, contributing to the development of an EU-wide zero carbon certification system for communities.

**Overview of the EU project:** In October 2010 the city council was approached by the University of Applied Sciences in Birkenfeld, Germany to work with them to develop and deliver a project designed to produce a zero carbon certification scheme for residential communities. The lead partner has coordinated partners from across north west Europe, all of whom are focussing on different aspects of carbon reduction, to feed learning into the development of a central certification scheme. In Peterborough we were keen to use the funding stream to bring in additional revenue to provide additionality to existing funding allocations. To achieve this Peterborough's project within the scheme focuses on street lighting and environmental behaviour change within the communities of Glinton and Peakirk.

The villages of Glinton and Peakirk were selected because there is already a community green group operating. This group has aspirational project ideas and have already delivered significant community engagement activity including events and household Standard Assessment Procedure (SAP) assessments. The group are also happy to commit volunteer time to support the project delivery.

In November 2011 the first full partner meeting took place in Germany to kick off the project, and in September 2012 Peterborough City Council appointed a Community Carbon Reduction Officer to co ordinate and oversee the deliverables.

**Peterborough's element of the project:** Throughout this project we will be working with European partners who are able to provide particular expertise in the areas of green financing, greenhouse gas balancing, and other innovations. We will also be learning lessons from other examples of community led action which has seen significant progress in relation to achieving the UK's low carbon aspirations (see LCCC review background doc). We will use Material and Energy Flow Analysis to assess the primary sources of CO2 in the villages and will seek opportunities to 'close the loop' where possible.

The project will contribute directly to 'Zecos' – a new European zero carbon certification system. It will be of direct benefit to the communities of Glinton and Peakirk, reducing their CO2 output and increasing their resilience to climate change. Materials produced (e.g. thermal imaging of different types of dwellings), methods developed (e.g. village wide energy audits, information dissemination between rural parishes) and lessons learned will be applicable more widely to the city's rural and semi rural communities, contributing to the City Council's Rural Housing Strategy.

### **Other activities which Rural Communities could undertake relating to energy**

The above project is an intensive project on two specific communities, with the view that the successful elements could be rolled out to other communities in future years.

However, in the meantime, other activities which rural communities could undertake in the near term to help reduce energy use, increase renewable energy production and/or reduce fuel bills are:

Community bulk oil buying schemes, collective energy purchasing, installing renewable energy technologies (individual households or as part of a community energy co operative); improved housing insulation (awareness of this could be raised by taking thermal images of houses if volunteers to do so are forthcoming); energy audits of schools and other public buildings; monitor domestic energy consumption by borrowing an energy monitor from any Peterborough library including the mobile library; ascertain eligibility for home improvement grants such as loft and cavity wall insulation. .

The Climate Change Team can offer advice on all of the above initiatives and are happy to discuss other ideas that you may have: [climatechange@peterborough.gov.uk](mailto:climatechange@peterborough.gov.uk)

## **5. KEY ISSUES**

5.1 The EU project is specifically focussed on the villages of Glinton and Peakirk due to the funding restrictions. We will endeavour to use other resources to spread lessons learned to the wider rural community.

However, this report sets out other ideas which rural communities could undertake to help on energy related issues.

## **6. IMPLICATIONS**

6.1 There are no financial or legal implications to this report.

## **7. CONSULTATION**

7.1 Not applicable.

## **8. NEXT STEPS**

8.1 There are no follow up actions for the Commission regarding this report.

**9. BACKGROUND DOCUMENTS**

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

9.1 <http://www.zecos.eu/>

Rural Housing Strategy September 2012:

<http://www.peterborough.gov.uk/pdf/env-cc-rural%20Housing%20Strategy%20Sept12.pdf>

Low Carbon Communities Challenge Interim Report:

<http://www.lwec.org.uk/sites/default/files/lccc-interim-report-2010-11.pdf>

Previous Scrutiny report:

<http://democracy.peterborough.gov.uk/mgConvert2PDF.aspx?ID=9076>

**10. APPENDICES**

10.1 *None.*

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 5</b>
<b>19 NOVEMBER 2012</b>	<b>Public Report</b>

## **Report of the Executive Director of Operations**

**Contact Officer(s) – Mark Speed**

**Contact Details – Telephone: 01733 317471 Email mark.speed@peterborough.gov.uk**

### **STREET LIGHTING IN RURAL AREAS**

#### **1. PURPOSE**

1.1 The Scrutiny Commission has requested information regarding street lighting in Rural Areas and in particular with regard to the following topics. A presentation will be given at the meeting.

1. How the new low energy streetlights will be appropriate for rural areas.

Officers will present the purpose and the rationale for deciding where the new energy efficient lighting project funds are to be invested.

2. Is there a policy over rural streetlights?

There is currently no rural street lighting policy however, as part of the new approach to delivering the transport and engineering service a street lighting document is being considered.

3. Is it possible to have alternatives to the standard model, like Victorian or other retro styles which might be appropriate to some villages?

The cost and difficulties of providing bespoke solutions to street lighting in different parts of the city will be discussed at the meeting.

4. Lighting at junctions or danger spots.

The legislation governing street lighting requirements will be discussed at the meeting.

5. The possibility of reducing some lighting.

Officers will listen to Councillors ideas for where street lighting could be reduced in order to save energy and reduce CO2 emissions.

6. Is there a safety /crime aspect to street lighting?

This item will be discussed at the meeting.

#### **2. RECOMMENDATIONS**

2.1 Councillors are asked to consider and make any comments to officers on the presentation and make any necessary recommendations.

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

#### 3.1 Community strategy links:

- Delivering substantial and truly sustainable growth; through energy efficient solutions to street lighting
- Creating the UK's environment capital; by reducing energy consumption and CO2 emissions by implementing innovative solutions to street lighting.

### **4. BACKGROUND**

4.1 None

### **5. KEY ISSUES**

5.1 None

### **8. NEXT STEPS**

8.1 The committee to consider and comment on the information provided at the meeting and make any recommendation.

### **9. BACKGROUND DOCUMENTS**

9.1 None

### **10. APPENDICES**

10.1 None



<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 6</b>
<b>19 November 2012</b>	<b>Public Report</b>

## **Report of the Executive Director of**

**Contact Officer(s) – Sean Evans**  
**Contact Details – 864083**

## **CONSULTATION ON THE DRAFT COMMON HOUSING ALLOCATIONS POLICY**

### **1. PURPOSE**

- 1.1 The purpose of this report is to obtain views on the proposed review of the Common Housing Allocations Policy.

### **2. RECOMMENDATIONS**

- 2.1 The Commission are asked to contribute comments and views as part of the formal consultation process, particularly in relation to housing allocations in rural areas.

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

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

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

### **4. BACKGROUND**

- 4.1 Peterborough City Council currently operates the Peterborough common housing register in partnership with 10 Registered Social Landlords (RSLs) that have accommodation in Peterborough.
- 4.2 Currently Peterborough operates an open Housing Register, open to all who may wish to apply as long as they are 16 or over, except where:
- They do not have a right to reside in the UK, or
  - They have previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant
- 4.3 Having such an open register has meant that over the last few years we have seen a large increase in the number of live applications. As of the 23 July 2012 there were 9324 live applications, prioritised into 5 bands determined by the applicant's housing need and are broken down as follows:

311 Applicants in band 1 (highest priority)  
3137 Applicants in band 2  
1280 Applicants in band 3  
3338 Applicants in band 4  
1258 Applicants in band 5 (lowest priority)

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

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

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

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

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

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

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

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

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

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

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

#### 4.12 **Additional Preference**

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

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

- **Have strong local connections with Peterborough** - Additional preference will be given to applicants who can demonstrate a substantive and long-standing local connection through 5 years continuous settled residence in the city
- **Are working or are in training for work** - Peterborough's economic growth is a key priority for the authority. We want to encourage people, who can, to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore making a contribution to Peterborough's economy. Working households are defined as households where at least one adult member is in employment within Peterborough unitary authority boundary. For the purposes of this Allocations Scheme employment is described as having a permanent contract, working as a temporary member of staff or being self-employed. Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week. Peterborough City Council does however recognise the important role part-time workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in partner RSL's back to work schemes
- **Are making a community contribution** - People who play a part in making their neighbourhood strong, stable and healthy, those who help make it a good place to live, work and play are a valuable resource. They are the backbone of their community, and they need to be recognised for those efforts. Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them, undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously
- **Are members of the armed forces – This applies to:**
  - former members of the Armed Forces
  - serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
  - bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
  - serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

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

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

## 5. KEY ISSUES

- 5.1 We would like the commission to consider the proposals contained in the amended policy and consultation document and provide comment or considerations to be taken into account by officers when formulating the final draft for approval by Cabinet and Full Council in the new year.

## 6. IMPLICATIONS

- 6.1 The proposed amendments will be applied Peterborough-wide and it is not anticipated that any particular groups will be disproportionately affected by the changes.

## **7. CONSULTATION**

- 7.1 We are currently in a period of a full 12-week public consultation. This is due to close on the 30<sup>th</sup> December 2012. Details of the consultation including questions have been sent to all of the current applicants who have a live application on the Housing Register as well as being sent to parish councils and stakeholders who receive regular correspondence from the Housing Needs service.

## **8. NEXT STEPS**

- 8.1 All comments/recommendations will be taken into account as part of the consultation process and will be considered by officers in formulating the final draft of the Common Allocations Policy, which will be taken to Cabinet and Full Council prior to implementation.

## **9. BACKGROUND DOCUMENTS**

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

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

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

The Localism Act 2011

## **10. APPENDICES**

- 10.1 Appendix 1: Draft Proposed Common Allocations Policy  
Appendix 2: Consultation Questionnaire  
Appendix 3: Summary of Changes Table

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**Appendix 1 – Summary of proposed changes**

Description of change	Current Policy	Proposed policy
<p>Admission to the Housing Register</p>	<p>All applicants, aged 16 or over, are eligible to apply to join the Housing Register except where:</p> <ul style="list-style-type: none"> <li>i. The are not eligible to make an application, because they do not have a right to reside in the UK</li> <li>ii. The applicant or a member of their household has been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant</li> </ul>	<p>It is proposed that entry to the housing register be restricted to those who need accommodation most. Therefore we will not consider an applicant to be a ‘qualified person’ and will not accept an application to join the housing register where:</p> <ul style="list-style-type: none"> <li>i. The applicant is not eligible for an allocation of accommodation because they do not have a right to reside in the UK, or</li> <li>ii. The Council (or in the case of transfers, the relevant Housing Association) is satisfied that the applicant or a member of their household has previously been guilty of unacceptable behaviour, or</li> <li>iii. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or</li> <li>iv. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or</li> <li>v. The applicant or a member of their household has former tenant arrears with a local authority or Registered Social Landlord (RSL), or</li> <li>vi. The applicant or a member of their household own a property or have sufficient financial resources to secure a suitable property by way of purchase of rental in the private sector, or</li> <li>vii. The applicant does not have a local connection with Peterborough, or</li> <li>viii. The applicant does <u>not</u> fall into at least one of the reasonable preference categories as set out in s.166A(3)</li> </ul>

<p>of the Housing Act 1996</p> <ul style="list-style-type: none"> <li>a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) <i>this includes people who are intentionally homeless, and those who are not in priority need</i></li> <li>b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)</li> <li>c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions (see section 9.6 for further information)</li> <li>d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and</li> <li>e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).</li> </ul>		
<p>it is proposed that in Peterborough additional preference will be awarded where applicants can demonstrate:</p> <ul style="list-style-type: none"> <li>i. a strong local connection with Peterborough, or</li> <li>ii. a commitment to and contribute towards the economic growth of the Peterborough City Council district as working households, or</li> <li>iii. that they make a significant impact by their contribution to their local community, or</li> <li>iv. that they are a former member of the armed forces (where the application is made within 5 years of discharge)</li> </ul>	<p>There is no provision to give additional preference under the current allocations policy</p>	<p>Additional Preference</p>
<p>In light of the recent welfare benefits reforms and the in particular the reduction in housing benefit, which will be applied to working age tenants where they are under occupying social</p>	<p>The current bedroom standards policy is quite generous and calculates the number of bedrooms required as follows:</p>	<p>Bedroom Standards Policy</p>



<p>housing it is proposed that the future bedrooms standards policy mirrors the eligibility criteria applied when assessing Local Housing Allowance (LHA).</p> <p>LHA is calculated on the number of rooms the applicant's household needs not the number of rooms in the property or the amount of rent charged. The number of bedrooms needed is based on the number, age and gender of people who form their household. It is proposed that the bedroom requirement is calculated as follows:</p> <ul style="list-style-type: none"> <li>• one bedroom for the claimant and partner (over 16 - including same sex couples)</li> <li>• one bedroom for any other person aged 16 or over</li> <li>• one bedroom for any two children of the same sex aged under 16</li> <li>• one bedroom for any two children regardless of sex who are less than ten years old</li> <li>• one bedroom for any other child</li> </ul> <p>We will also allocate an extra bedroom when a disabled member of the household, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer and where medical advice has established that a larger property is required on medical grounds.</p>	<p>one bedroom for the applicant and partner (over 16 - including same sex couples)</p> <ul style="list-style-type: none"> <li>• one bedroom for any other person aged 10 or over</li> <li>• one bedroom for any two children of the same sex aged under 10, except where there are more than 5 years age difference between them</li> <li>• one bedroom for any other child</li> </ul> <p>We will also allocate an extra bedroom when a disabled member of the household, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer and where medical advice has established that a larger property is required on medical grounds.</p>
	<p>We will also allocate an extra bedroom when a disabled member of the household, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer and where medical advice has established that a larger property is required on medical grounds.</p>

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

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

## Overview

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

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

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

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

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

## Why we are consulting

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

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



## Give us your views

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

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

- Member of the public                       Representing an organisation

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

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

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

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

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

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

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

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

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

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

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

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

- Yes                                       No                                       Don't know

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

**LOCAL CONNECTION**

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

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

**Why are we making this proposal?**

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

Q3. Do you agree with this proposal?

- Yes                       No                       Don't know

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

## UNACCEPTABLE BEHAVIOUR

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

Unacceptable behaviour would be defined as follows:

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

## Why are we making this proposal?

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

Q4. Do you agree with this proposal?

Yes                       No                       Don't know

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

## SUFFICIENT RESOURCES

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

**Why are we making this proposal?**

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

Q5. Do you agree with this proposal?

- Yes                       No                       Don't know

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

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

Q6. Is the savings level of £16,000:

- Too high                       Too low                       About right

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

- Too high                       Too low                       About right

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

**BEDROOM ELIGIBILITY**

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

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

**Why are we making this proposal?**

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

Q8. Do you agree with this proposal?

- Yes                       No                       Don't know

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

**UNDER OCCUPATION**

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

**Why are we making this proposal?**

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

Q9. Do you agree with this proposal?

- Yes                       No                       Don't know

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



## ACCESS, HEALTH, CARE AND SUPPORT ASSESSMENTS

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

### Why are we making this proposal?

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

Q10. Do you agree with this proposal?

- Yes                       No                       Don't know

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

## ADDITIONAL PREFERENCE

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

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

### Why are we making this proposal?

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

Q11. Do you agree with this proposal?

- Yes                       No                       Don't know

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

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

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

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

## EQUALITY MONITORING

### Your Age

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

### Disability

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

Do you consider yourself to be a disabled person?

- Yes       No       Prefer not to say

### Religion or belief

Do you regard yourself as belonging to any particular religion?

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

### Sex

- Male       Female       Prefer not to say

**Sexual Orientation**

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

**Ethnicity**

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

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

**Please return this completed survey to:**

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



The Common Housing Register Allocations Policy



Growing the right way for  
a bigger, better Peterborough

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

Gjuha:  
Emri:  
Adresa:  
Numri Telefonit:

ALBANIAN

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

語言：  
姓名：  
地址：  
電話：

CHINESE

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

Jazyk:  
Jméno:  
Adresa:  
Tel. číslo:

CZECH

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

lingua richiesta:  
nome:  
indirizzo:  
telefono:

ITALIAN

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

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GUJARATI

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ਭਾਸ਼ਾ:  
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ਪਤਾ:  
ਟੈਲੀਫੋਨ:

PUNJABI

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

زبان:  
نام:  
پتہ:  
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URDU

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## 1. Introduction

This Allocations Policy, which is an annex of the Peterborough Housing Strategy 2011-2014, explains how Peterborough City Council, working in partnership with a number of Registered Social Landlords (RSLs), allocates social housing through Peterborough Homes, a jointly operated choice based lettings scheme. Choice based lettings aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties for which they are eligible. This system further aims to simplify allocations procedures and provide an open and transparent service to applicants.

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

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

<http://www.circleanglia.org>



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Longhurst Group  
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Endeavour Park  
Boston  
PE21 7TQ

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

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

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

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

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

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

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

## **2. Aims & Objectives**

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

The objectives of this policy are:

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

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

### **3. Scope**

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

This CBL scheme has been designed to provide consistency across the Peterborough LA area. The scheme aims to take account of both the geographical and demographic make up of the sub region as well as the diversity of Peterborough's population.

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

#### **3.2 Legal framework**

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

Part VI of the Housing Act 1996 covers:

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

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

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

- i. people who are homeless (within the meaning of part 7 of the 1996 Act); this includes people who are intentionally homeless, and those who are not in priority need;
- ii. people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3);
- iii. people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- iv. people who need to move on medical or welfare grounds, including grounds relating to a disability; and
- v. people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others).

### **3.3 Nominations agreements**

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

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

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

This allocations policy applies to:

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

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

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

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

- i. offers of assured tenancies of their current homes to starter tenants

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

### **3.6 Annual lettings plan**

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

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

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

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

## **4. Statement of Choice**

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

This is achieved by advertising all social housing vacancies within the borough) and inviting applicants to state which property they would prefer to live in, by registering a 'bid' for the property (see section 18.2 of this document for further information).

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

## **5. Equality & Diversity**

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

To view Peterborough City Council's Equality and Diversity Policy please visit:

<http://www.peterborough.gov.uk/pdf/diversity-hr-equalityanddiversitypolicy.pdf>

or contact Peterborough City Council on 01733 747474.

### **5.1 Help in applying to take part in the Peterborough homes CBL scheme**

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

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

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

Peterborough Streets Day Centre  
The Salvation Army - Peterborough  
Citizens Advice Bureau  
Connexions – Peterborough  
Cambridgeshire & Peterborough Community Mental Health Team  
Peterborough MIND  
National Probation Service  
Peterborough Women's Aid  
Peterborough City Council Leaving Care Team  
The New Haven Hostel

Fairview Court  
Axiom Young Parents Project  
Timestop YMCA  
The YMCA Bretton  
Aspire Drug Services  
Peterborough Drug Intervention Programme  
Drinksense Alcohol Services  
HMP Peterborough Resettlement Teams  
Youth Offending Team  
The One Service / St Giles Trust

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

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

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

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

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

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

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

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

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

- i. Accepted as statutorily homeless and in priority need under the Housing Act 1996, as amended by the Homelessness Act 2002

- ii. Over the age of 16 where Social Services authorities under section 27 of the Children's Act 1989 have made a referral for assistance
- iii. They are able to provide details of a suitable trustee/guarantor (the guarantor will be required to countersign a tenancy agreement)

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

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

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

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

## **7.3 Joint tenancies**

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

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

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

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

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

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

## **8. Eligibility**



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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 9. Qualifying persons

The Localism Act 2011 introduced significant amendments to Part VI of the Housing Act 1996. Most notably was that housing authorities were given power to determine locally what classes of persons do or do not qualify for an allocation of social housing.

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

Therefore applications will only be accepted from those who fall into at least one of the reasonable preference categories as set out in s.166A(3) of the Housing Act 1996. These are:

- a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*
- b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions (see section 9.2 for further information)
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and (see section 9.3 for further information)
- e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others). (see section 9.4 for further information)

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

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

- i. The Council (or in the case of transfers, the relevant Housing Association) is satisfied that the applicant or a member of their household has previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant, or (see section 9.5 for further information)

- ii. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or (see section 9.6 for further information)
- iii. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or (see section 9.7 for further information)
- iv. The applicant or a member of their household has any outstanding former tenant arrears, or (see section 9.7 for further information)
- v. The applicant or a member of their household own a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector, or (exemptions apply see section 9.8)
- vi. The applicant does not have a local connection with Peterborough. (exemptions apply see section 9.9)

### **9.1 Reasonable Preference exemptions**

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

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

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

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

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

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

Peterborough City Council also works in partnership with a number of short-term temporary accommodation providers in the City. This accommodation is generally managed by RSL's and charities and provides supported accommodation to those who would otherwise be homeless.

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

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

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

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

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

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

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

Examples of insanitary and unsatisfactory housing conditions may include:

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

Peterborough City council will confirm all reports of insanitary and unsatisfactory housing conditions prior to acceptance onto the housing register. The council's Private Sector Housing Enforcement team will visit the property and explore the use of enforcement action under the Housing Act 2004.

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

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

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

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

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

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

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

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

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

### **9.4 Hardship grounds**

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

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

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

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

### **9.6 Housing Injunctions**

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

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

### **9.7 Rent Arrears**

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

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

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

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

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

An income assessment will be undertaken for each application. Those households with an income in excess of £60,000 per annum will be considered to have sufficient income to secure alternative accommodation either by way of mortgage for either regular home ownership or shared ownership, by securing a property through an intermediate rent scheme or by renting accommodation privately .

### **Exemption**

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

### **9.9 Local Connection**

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

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

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

### **Exemptions:**

- i. Applicants aged 55 or over who do not have a local connection with Peterborough, but would be suitable for sheltered accommodation will be



accepted onto the housing register, but they will only be considered for accommodation of this type.

- ii. Applicants who have been serving in the armed forces in the Peterborough Unitary authority boundary will be considered as being employed in the district in the same way as a civilian.
- iii. Applicants who are leaving armed forces accommodation outside of the Peterborough Unitary Authority boundary will be deemed to have a local connection if their principal home prior to them moving into forces accommodation was within the district.
- iv. Children for whom the Council is acting as corporate parent and who are placed outside the district will be deemed to have a local connection with Peterborough.
- v. Former asylum seekers who are leaving accommodation provided by National Asylum Support Services (NASS) will be considered to have a local connection with Peterborough if their last placement was in the city.

## 10. Information required to register

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

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

Or contact/visit:

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

Where a paper copy of the form can be obtained.

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

### 10.1 Proofs of identification required

The table below shows the identification required to register.

Applicants must provide either:

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

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

These must be original documents photocopies will not be accepted.

## 10.2 Other personal information required to register

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

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

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

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

Applicants will be required to sign a declaration that:

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

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

## **11 How applications are processed**

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

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

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

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

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

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

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

### **11.1 Confirming application details**

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

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

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

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

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

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

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

If you are successful in making a bid for accommodation we will seek to verify that your circumstances are still the same as those on your application form prior to making an offer of accommodation. If it is found that your circumstances have changed to the extent that you are now incorrectly banded in a higher band than your circumstances

dictate and you have not told us of the change, we will not make you an offer of accommodation. Your application will be re-banded and we may take action under section 8.1 (False statements and withholding information).

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

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

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

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

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

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

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

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

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

### **12.1 Reasonable Preference**

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

- a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*

- b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and
- e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples of insanitary and unsatisfactory housing conditions may include:

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

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

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

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

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

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

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

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



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

### **13 Additional Preference**

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

Additional preference will be awarded where applicants can demonstrate:

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

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

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

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

#### **13.2 Working Households**

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

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

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

Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week. Peterborough City Council does however recognise the important

role part-time workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in partner RSL's back to work schemes. In cases where special circumstances present themselves additional priority may be awarded at the discretion of the RSL panel.

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

### **13.3 Community contribution**

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

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

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

## **14 Deferred priority**

In some cases we may determine that an applicant has knowingly worsened their own housing circumstances without good cause. The outcome of this would mean that the applicants would receive higher priority on the housing register.

Examples of such include:

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

Where we are satisfied that an applicant has worsened their own housing circumstances we will place their housing application in the lower priority band, which best reflects their housing needs from their previous accommodation for a period of 12 months.

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

## **15 Other housing needs**

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

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

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

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

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

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

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

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

### **15.2 Key Workers**

The Council is working with a number of partners to deliver affordable housing for key workers. The arrangements for the nomination will be contained in a separate Key Worker Policy document, which the Council will negotiate with its partners, and will be

subject to separate consultation. Priorities under these schemes will be defined in the individual schemes that are produced.

### **15.3 Sustainable lettings policies**

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

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

### **15.4 Local Lettings Policies**

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

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

Before adopting a local lettings policy, the council and its RSL partner will consult with those who are likely to be affected by the implementation of the policy e.g. tenants and residents. Local lettings policies will be published once implemented and will be reviewed annually. Policies will be revised or revoked where they are no longer appropriate or necessary.

### **15.5 Adapted Properties**

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

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

### **15.6 Indirect exchanges**

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

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

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

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

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

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

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

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

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

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

On acceptance of the referral the council will liaise with one of the RSL partners to identify a suitable property and an offer of accommodation will be made directly and outside of the choice based lettings scheme. Only one offer will be made and it will be necessary for the applicants to meet the eligibility criteria for entry on to the register

in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

#### **15.10 Children leaving care**

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

Peterborough City Council will liaise with the leaving care team to identify applicants prior to a child in care reaching 18 years of age. Applicants will be placed into Band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. Appropriate care packages must be in place before an offer can be made. If the applicant is successful for an allocation prior to their 18<sup>th</sup> birthday Peterborough City Councils leaving care team will act as trustee/guarantor to the tenancy until the applicant reaches 18.

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

### **16 The annual lettings plan**

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

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

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

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

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

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

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

## **17 Sheltered housing**

### **17.1 Conventional/category 1 or 2 sheltered housing: who can register?**

Applicants will need to be eligible to register on the Council's housing register as specified in section 7.3.

In addition, applicants will be considered where:

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

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

Applicants 50 plus will be considered for sheltered housing where:

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

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

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

In addition to the above, applicants for this form of housing will require assistance with daily and or personal care and support tasks but will be able to care for themselves and live independently with the support of community care services such as home care and meals on wheels. The needs of carers and their ability to cope and provide the support required are taken into account.

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

## 18. How choice works

### 18.1 Banding date

Applications are prioritised for allocation in the following way.

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

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

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

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

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

### 18.2 The choice based lettings process



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

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

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

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

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

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

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

**Step 5.** The Council will generate a shortlist of the remaining eligible applicants and they will be prioritised in order of their assessed housing need. As described in section 14.1.

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

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

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

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

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

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

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

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

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

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

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

If the property has still not be let after 7 days the bedrooms standards policy may be relaxed to allow under occupation by a maximum of 1 bedroom, however the

applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

#### **18.4 Number of offers**

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

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

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

#### **19 Property size and type**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Where an applicant wishes to request a review of a decision to refuse entry to the housing register because they have former or current tenant rent arrears they should detail their continued commitment to clearing the outstanding debt and provide

evidence that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least thirteen (13) consecutive weeks.

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

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

Requests for review of decisions will be considered by a panel of at least three representatives from Peterborough City Council and the partner registered social landlords. Applicants may be required to attend the panel to give personal representations where the panel feels it is necessary.

#### Appendix 1 – The banding scheme

BAND 1	
ACAHL	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough. (Until the council is satisfied its duty has come to an end)
UND2	Applicant(s) who are currently under occupying a property with 2 or 4 or more bedrooms, which is rented from one of the Peterborough Homes partner RSLs.
2OVER	Applicant(s) who are currently overcrowded by 2 or more bedrooms.
OVERM	Applicant(s) who have been assessed as having an overriding medical priority for a move.
SHELM	Applicant(s) who are a current RSL partner tenant(s), living in sheltered accommodation and have been assessed as needing to move from 1 <sup>st</sup> to ground floor because of medical need. (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SPNP	Applicant(s) have been assessed as having composite housing needs, which have been determined by the housing assessment panel or RSL panel as requiring an urgent move.
PROBN	Applicant(s) whose property has been assessed by the council's private sector housing team and a prohibition/closing order has been served due to poor disrepair.
HARAM	The Council is satisfied that the applicant (or a member of their household) has medical priority and is:

	<ul style="list-style-type: none"> <li>• a victim of harassment, or</li> <li>• violence, or</li> <li>• abuse, or</li> <li>• is at significant risk of harm</li> </ul>
DISRM	The council is satisfied that the applicant (or a member of their household) has medical priority and whose property has been assessed by the council's private sector housing team who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
CARE	Children leaving the care of Peterborough City Council
<b>BAND2</b>	
UND3	Applicant(s) who are currently under occupying a property with 3 bedrooms, which is rented from one of the Peterborough Homes partner RSLs.
1OVER	Applicant(s) who are currently overcrowded by 1 bedroom.
HIGHM	Applicant(s) who have been assessed as having a high medical priority for a move.
SHEL	Sheltered tenants of partner RSLs who wish to move to alternative sheltered accommodation (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SHOV	Applicants who are residing in accommodation where they share facilities with other residents and have to share a bedroom with a friend/family member where it would not be reasonable to do so.
NONP	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, but are not considered in priority need and those who have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough, but have refused an offer of suitable accommodation resulting in the Council discharging its homelessness duty.
INTE	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, have a local connection with Peterborough, but have been found to have become homeless intentionally.
SOCW	<p>Applicants who need to move on welfare or hardship grounds, which would encompass a wide range of needs, including, but not limited to, the need to:</p> <ul style="list-style-type: none"> <li>• Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life</li> <li>• Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.</li> <li>• To access specialised medical treatment, or</li> <li>• To take up a particular employment, education or training opportunity.</li> </ul>
DISR	The council is satisfied that the applicants property has been assessed by the council's private sector housing team, who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
HARA	The Council is satisfied that the applicant (or a member of their household) is: <ul style="list-style-type: none"> <li>• a victim of harassment, or</li> <li>• violence, or</li> <li>• abuse, or</li> <li>• is at significant risk of harm</li> </ul>
<b>BAND 3</b>	
ACAHNL	Applicants who, following an assessment, have been determined as homeless, eligible for assistance, in priority need and unintentionally homeless, but do not have local connection with Peterborough, or applicants who are owed a duty by another housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3), but do not have local connection with Peterborough.
MEDM	Applicant(s) who have been assessed as having a medium medical priority for a move.
<b>BAND 4</b>	
LOWM	Applicant(s) who have been assessed as having a low medical priority for a move.
ADEQ	Applicant(s) who are currently residing in a property, which is of the right bedroom size and has all the required facilities. (This priority will only apply where the applicant bids for sheltered accommodation)
<b>BAND 5</b>	
AWAY	Applicants who do not have a local connection with Peterborough unless they need to move to a particular locality on social and welfare grounds. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
CARO	Applicants with sufficient resources to purchase a property (outright or by

	<p>way of a mortgage) or who can afford to rent privately. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>
OWN	<p>Owner occupiers who:</p> <ul style="list-style-type: none"> <li>• are adequately housed, or have sufficient resources to finance the purchase of a suitable property (outright or by way of a mortgage), or</li> <li>• have sufficient resources to rent privately and in the circumstances it would be reasonable for them to do so, or</li> <li>• own or rent a property elsewhere which it would be reasonable for them to occupy.</li> </ul> <p>(This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>

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## Appendix 2 – Bedroom Standards Example

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

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 7</b>
<b>19 NOVEMBER 2012</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

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### **NOTICE OF INTENTION TO TAKE KEY DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Notice of Intention to Take Key Decisions.

#### **2. RECOMMENDATIONS**

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

#### **3. BACKGROUND**

- 3.1 The latest version of the Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can make after 30 November 2012.
- 3.2 The information in the Notice of Intention to Take Key Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

#### **5. BACKGROUND DOCUMENTS**

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

None

#### **6. APPENDICES**

Appendix 1 – Notice of Intention to Take Key Decisions

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# **PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS**

## NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:  
Cllr Cereste (Leader); Cllr Lee (Deputy leader); Cllr Scott; Cllr Holdich; Cllr Hiller; Cllr Seaton; Cllr Fitzgerald; Cllr Dalton; Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

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

**NEW ITEMS THIS MONTH:**

**Change in Partnership Arrangements for the Children's Trust - KEY/30NOV12/01**  
**Healthwatch Commissioning - KEY/30NOV12/02**

## KEY DECISIONS FROM 28 NOVEMBER 2012

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<b>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12</b> Award of Contract for the Demolition of the Moy's End Stand and Reconstruction	<b>Councillor David Seaton Cabinet Member for Resources</b>	N/A	Sustainable Growth and Environment Capital	Internal and External Stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.	<b>Councillor David Seaton Cabinet Member for Resources</b>	N/A	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Rolling Select List - Independent Fostering Agencies - KEY/01JUL/12</b> To approve the list for independent fostering agencies.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.



<b>Write off approval for debts over £10,000 in relation to Non Domestic Rates - KEY/31OCT12/01</b> Authorise the write off of debt shown as outstanding in respect of non domestic rate accounts.	<b>Councillor David Seaton</b> Cabinet Member for Resources	N/A	Sustainable Growth and Environment Capital	Internal and External Stakeholders as appropriate.	Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Expansion and Refurbishment of Queens Drive Infants School - KEY/31OCT12/02</b> To award the contract for the expansion and refurbishment of Queens Drive Infants School.	<b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders including ward councillors as appropriate.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Expansion and Refurbishment of Old Fletton Primary School - KEY/31OCT12/03</b> Award of contract for the expansion and refurbishment of Old Fletton Primary School.	<b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders including ward councillors as appropriate.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Expansion and Refurbishment of Hampton Vale Primary School - KEY/31OCT12/04</b> Award of Contract for the expansion and refurbishment of Hampton Vale Primary School.	<b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders including ward councillors as appropriate.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p><b>New Build of the Thomas Deacon Junior Academy - KEY/31OCT12/05</b> Award of Contract for the new build of the Thomas Deacon Junior Academy</p>	<p><b>Councillor John Holdich OBE</b> <b>Cabinet Member for Education, Skills and University</b></p>	<p><b>N/A</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders including ward councillors as appropriate.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Flood and Water Management Supplementary Planning Document - KEY/13NOV12/01</b> To adopt the supplementary planning document guiding developers on water related legislation and planning.</p>	<p><b>Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Julia Chatterton Sustainable Infrastructure Officer Tel: 01733 452620 julia.chatterton@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Council Tax Base 2013/14 - KEY/13NOV12/02</b> To agree the calculation of the council tax base for 2013/14.</p>	<p><b>Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Budget and Medium Term Financial Strategy - KEY/13NOV12/03</b> Draft budget for 2013/14 and Medium Term Financial Strategy to 2023/24 to be agreed as a basis for consultation. This will include the Council's Capital Strategy, Asset Management Plan and Draft Annual Accountability Agreement between Peterborough City Council and Peterborough Primary Care Trust.</p>	<p><b>Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<b>Peterborough City Centre Development Plan Document - Consultation Draft - KEY/13NOV12/04</b> To approve the Consultation Draft version of the Peterborough City Centre DPD for public consultation.	<b>Cabinet</b>	<b>Yes</b>	Sustainable Growth and Environment Capital	Internal and external stakeholders as appropriate.	Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Mental Health Services at Clare Lodge - KEY/13NOV12/05</b> Undertake a tender to secure Mental Health Services for Clare Lodge Secure Unit.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Clare Lodge Service Review Outcome - KEY/13NOV12/06</b> To approve the outcome of the service review of Clare Lodge Secure Unit.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Family Support Framework - KEY/13NOV12/07</b> Create a framework for Family Support services.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 8639 10 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<b>Residential Approved Provider List - KEY/13NOV12/08</b> Create a compliant Approved Provider List for Residential units for children and young people.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Children's Play Services Review - KEY/13NOV12/09</b> To undertake a review of the Play Services in the city	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities.	To be undertaken with key stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Superfast Broadband - KEY/13NOV12/10</b> To authorise the award of the contract for the provision of Superfast Broadband in Peterborough and Cambridgeshire	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	N/A	Sustainable Growth and Environment Capital	Relevant internal departments.	Richard Godfrey ICT and Transactional Services Partnership Manager Tel: 01733 317989 richard.godfrey@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Change in Partnership Arrangements for the Children's Trust - KEY/30NOV12/01</b> To change the partnership arrangements of the Children's Trust.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Key internal and external stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Healthwatch Commissioning - KEY/30NOV12/02</b> Approval of the proposed approach to commission Healthwatch Peterborough.	<b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b>	N/A	Health Issues	Internal and external stakeholders as appropriate.	Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any further documents.

**CHIEF EXECUTIVE'S DEPARTMENT** Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications  
Strategic Growth and Development Services  
Legal and Governance Services  
Policy and Research  
Economic and Community Regeneration  
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

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

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Strategic Improvement  
Strategic Property  
Waste  
Customer Services  
Business Support  
Shared Transactional Services  
Cultural Trust Client

**CHILDREN'S SERVICES DEPARTMENT** Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities  
Education & Resources  
Strategic Commissioning & Prevention

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

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)  
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)  
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)  
Operations Business Support (Finance)

**ADULT SOCIAL CARE** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)  
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement & Compliance)  
Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement; Quality and Workforce Development)

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## SCRUTINY COMMISSION FOR RURAL COMMUNITIES

Updated: 8 November 2012

## WORK PROGRAMME 2012/13

Meeting Date	Item	Progress
18 June 2012 <i>Draft report 31 May</i> <i>Final report 7 June</i>	<p><b>Review of 2011/12 and Future Work Programme</b></p> <p>To review the work undertaken during 2011/12 and to consider the future work programme of the Committee</p> <p><b>Contact Officer: Paulina Ford</b></p>	
16 July 2012 <i>Draft report 28 June</i> <i>Final report 5 July</i>	<p><b>Funding For Rural Areas</b></p> <p>To receive a report on funding opportunities for Rural areas and make any recommendations.</p> <p><b>Contact Officer: Janet Brown</b></p> <p><b>Overview of Emerging Changes to Planning Obligations (S106/POIS) and Details About a Proposed New Development Levy for Peterborough (Community Infrastructure Levy – CIL)</b></p> <p>To receive a report on an overview of changes to planning obligations (S106/POIS) and make any recommendations.</p> <p><b>Contact Officer: Simon Pickstone/Simon Machen</b></p> <p><b>Community Action Plans – Update</b></p> <p>To receive a report on Community Action Plans and make any recommendations.</p> <p><b>Contact Officer: Adrian Chapman</b></p> <p><b>Superfast Broadband – Update</b></p> <p>To receive a report on progress on access to Superfast Broadband in rural</p>	

**APPENDIX 2**

Meeting Date	Item	Progress
	<p>areas.</p> <p><b>Contact Officer: Paul Stevenette</b></p>	
<p><b>17 September 2012</b>  <i>Draft report 30 Aug</i>  <i>Final report 6 Sept</i></p>	<p><b>Disability Issues in Rural Areas</b></p> <p><b>Contact Officer: Bryan Tyler/ Leonie McCarthy</b></p> <p><b>Provision of Primary Care in Rural Areas</b></p> <p>To receive a report on the provision of primary care in rural areas and make any recommendations.</p> <p><b>Contact Officer: Peter Wightman</b></p> <p><b>The Provision of Carers in Rural Areas</b></p> <p>To receive a report on the provision of carers in rural areas and make any recommendations.</p> <p><b>Contact Officer: Terry Rich/Tim Bishop</b></p>	
<p><b>19 November 2012</b>  <i>Draft report 1 Nov</i>  <i>Final report 8 Nov</i></p>	<p><b>Housing Allocation in Rural Areas</b></p> <p>To receive a report on affordable housing and make any recommendations.</p> <p><b>Contact Officer: Sean Evans</b></p> <p><b>New Street Lighting in Rural Areas</b></p> <p>To receive a report on new street lighting in rural areas and make any recommendations.</p> <p><b>Contact Officer: Mark Speed</b></p>	



**APPENDIX 2**

Meeting Date	Item	Progress
	<p><b>Making Villages Energy Sustainable</b></p> <p>To receive a report on the options of making villages energy sustainable and make any recommendations</p> <p><b>Contact Officer: Charlotte Palmer</b></p>	
<p><b>14 January 2013</b></p> <p>Draft report 27 Dec Final report 3 Jan</p>	<p><b>Educational Attainment in Rural Areas</b></p> <p>To receive a report on the educational attainment in rural areas and make any recommendations.</p> <p><b>Contact Officer: Jonathan Lewis</b></p>	
	<p><b>School Transport in Rural Areas – Update Report</b></p> <p>To receive a report on school transport in rural areas and make any recommendations.</p> <p><b>Contact Officer: Jonathan Lewis</b></p>	
	<p><b>Support for the Development of Community Centres and Village Halls in Rural Areas</b></p> <p>To receive a report on the support for the development of Community Centres and Village Halls and make any recommendations.</p> <p><b>Contact Officer: Julie Rivett</b></p>	
	<p><b>Primary Care in Rural Areas</b></p> <p><b>Contact Officer: Jessica Bawden</b></p>	
<p><b>9 or 21 January 2012</b></p> <p><b>(Joint Meeting of the Scrutiny Committees and</b></p>	<p><b>Budget 2013/14 and Medium Term Financial Plan</b></p> <p>To scrutinise the Executive's proposals for the Budget 2013/14 and Medium Term Financial Plan.</p>	

**APPENDIX 2**

Meeting Date	Item	Progress
Commissions)	Contact Officer: John Harrison/Steven Pilsworth	
26 March 2013	Flood Management	
<i>Draft report 8 March Final report 15 March</i>	Contact Officer: Julia Chatterton Superfast Broadband	
	To receive a report on progress on access to Superfast Broadband in rural areas. Contact Officer: Paul Stevenette Community Safety	
	To receive a report on Community Safety and make any recommendations. Contact Officer: Gary Goose Bus Services in Rural Areas	
	To receive a report on bus services in rural areas and make any recommendations. Contact Officer:	

Items to be programmed in:

Engaging with Hospitals  
 Feedback from the use of the Homecare Monitoring Systems  
 Disability Issues in Rural Areas – Update