

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY
COMMITTEE**

**WEDNESDAY 23 NOVEMBER 2016
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

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

3. Minutes of Meeting Held on:

3 - 14

- 14 September 2016
- 19 October 2016 – Call-In

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

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

5. Housing Renewals Policy 2017 - 2019

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CRIME AND DISORDER SCRUTINY COMMITTEE FOR ITEM 6 ONLY

6. Update On The Prevention And Enforcement Service

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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.

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| 7. Forward Plan of Executive Decisions | 63 - 88 |
| 8. Work Programme 2016-2017 | 89 - 94 |
| 9. Date of Next Meeting | |

Wednesday, 11 January 2017

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<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>

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Committee Members:

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

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

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

**MINUTES OF A MEETING OF THE
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
HELD IN THE
BOURGES and VIERSEN ROOMS, TOWN HALL, PETERBOROUGH
ON
WEDNESDAY 14 SEPTEMBER 2016**

Present: Councillors: S Allen (Chairman), J Bull (Vice Chairman), R Bisby, D King, M Hussain, S Martin,

Officers in

Attendance: Wendi Ogle-Welbourn Corporate Director, People and Communities
Caroline Rowan Community Capacity Assistant Manager
Jane McDade Head of Strategic Property Services
Gary Goose Assistant Director, Community Services
Iain Easton Head of Offender Services
Karl Bowden Joint Head of Service Safer Peterborough Partnership
Paulina Ford Senior Democratic Services Officer

Also Present: John Fox Group Leader, Werrington First

1. Apologies for Absence

Apologies for absence were received from Councillor Ali and Councillor Shaheed. Cllr Hussain was in attendance as substitute for Councillor Ali.

2. Declarations of Interest and Whipping Declarations

Item 5 Community Centre Asset Review

Councillor Allen declared an interest in that he was a Trustee of Newborough Village Hall. Councillor Bull declared an interest in that she was a Trustee of St Johns Hall.

Item 7 Restorative Justice and Restorative Approaches

Councillor Bull declared an interest in that she was a Magistrate and sat on the Youth and Adult Crime Court.

3. Minutes of the Meeting Held on 20 July 2016

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

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

There were no call-ins for this meeting.

5. Community Centre Asset Review

The Community Capacity Assistant Manager was in attendance to present the report which provided the Committee with details of the community asset management and transfer programme, including the current practice for the management of community assets, the

development of Peterborough's community asset transfer strategy, how the strategy had been applied to date and how the strategy had and will continue to direct the current community centre asset review programme.

The Community Capacity Assistant Manager and Head of Strategic Property Services who was also present responded to comments and questions raised by Members. A summary of responses included:

- Each building was individual and no recommendations would be made until consultations had taken place with the management organisation of each building and decisions would then be based on the best needs for each site.
- The general aim was for completion by 2018 however due to the individuality of each site some sites may take longer.
- There were currently 4 property surveys outstanding.
- Groups who were currently using the buildings would have the option to purchase the building however this would be decided on each individual business case.
- In the event that a new owner found themselves in financial difficulty there would be no separate funding available to offer financial assistance. However support would be available through the process during transfer of responsibility which included financial planning and business management training. Once the transfer of asset had taken place ongoing support would still be available. If it was found that the new owners were having difficulty in running the building there may be an option to transfer to the Trust Model.
- Some community associations would require more training and support than others as there was a wide range in the way each association was currently run.
- Members requested information pertaining to the results of consultations with each organisation as soon as possible. Officers advised that there were 33 organisations to meet with and this would be completed as soon as was practically possible. Each association would be advised and supported according to their needs and some meetings may be more complex than others.
- Concern was expressed at how long the procedure was taking and that this was causing frustrations within the groups affected. It was hoped that now there was a full time dedicated resource in place the process would increase momentum.
- Currently Peterborough City Council owned the buildings and the community associations ran the buildings and set the hire charge rates which provided a variation in hire charge rates across the buildings. As each asset is transferred to a community association they would be given support and guidance as to how to set their hire charge rates to ensure the rates were attractive and were consistent with others.
- Groups moving to a Community Asset Transfer (CAT) can apply for the Solar Panel Scheme depending on if the building was fit for purpose.
- There was no specific standard set for the quality of buildings to be transferred and some buildings may be disposed of and some replaced.

ACTION AGREED

The Committee noted the report.

6. Establishment of a Scrutiny Committee Task and Finish Group to Review Emergency Stopping Place Provision for Travellers within Peterborough

The Assistant Director, Community Services introduced the report which asked the Committee to consider and agree the Terms of Reference and Membership of a Task and Finish Group to conduct a review of emergency stopping place provision for travellers within Peterborough.

The Head of Community Services advised the Committee that the Task and Finish Group would be required to sign a Confidentiality Agreement as all discussions held would need to be treated as confidential due to the nature of the subject.

ACTION AGREED

The Committee noted the report and AGREED to the Terms of Reference and Membership of the Task and Finish Group.

CRIME AND DISORDER SCRUTINY COMMITTEE FOR ITEMS 7 AND 8 ONLY

7. Restorative Justice and Restorative Approaches

The Head of Offender Services introduced the report which provided the Committee with information on how young people were managed by the youth justice system in the city with specific focus on how restorative justice was used to support both victims and offenders.

The Head of Offender Services responded to comments and questions raised by Members. A summary of responses included:

- Members were concerned at the lack of understanding that the public had regarding restorative justice and its benefits and suggested better publication of the restorative justice approach on the council's website.
- The pilot areas for adopting restorative approaches referred to on page 17, paragraph 6.3 had not yet been decided.

ACTION AGREED

The Committee noted the report and requested that the Head of Offender Services look at publishing the benefits of restorative justice on the councils website.

8. Tackling Environmental Crime

The Joint Head of Service, Safer Peterborough Partnership introduced the report which provided the Committee with information on issues associated with environmental crime and particularly fly tipping, and the approach being taken and proposals to tackle the problem. Background information was also given for newer Members as to the function and integration of the Safer Peterborough Partnership (SSP), explaining that it was a statutory body consisting of various bodies working in collaboration with the local authorities. The Prevention Enforcement Service (PES) was the delivery vehicle for the SPP.

The Committee were asked to comment on the following proposed actions:

- To launch a social media campaign to inform the public and perpetrators of the issue of fly tipping, and that they can be liable if their waste is not legally disposed of.
- To set up a series of covert operations to catch illegal waste carriers. Once this becomes widely known this may deter illegal waste carriers from offering their services.
- To deliver Stop and Search operations. Whilst this is resource intensive, it will send out a clear message and being highly visible can improve public confidence.
- To enter into discussions with trade waste sites to encourage trades people to use the sites.

The Joint Head of Service, Safer Peterborough Partnership responded to comments and questions raised by Members which centred on fly tipping. A summary of responses included:

- Only 2 prosecutions for fly tipping had been effected out of 1470 investigations which was disappointing. This was due to the courts deciding against prosecution based on the offender's inability to pay the fine, usually due to low income or unemployment. It was not always possible to glean sufficient information from the crime scene to bring about a prosecution.
- The Fixed Penalty Notice was currently £300.00 which would be reduced to £180 if paid within 21 days. From October environmental crime would be one of the target areas for the Safer Peterborough Partnership policing team and a Fixed Penalty Notice could be issued by the Prevention Enforcement Service (PES) as appropriate.
- Members requested more publicity to advertise the charge for PCC to remove waste to try and deter the use of a 'Man with a Van'. The removal fee of £23.50 for bulky items was good value and needed to be better advertised.
- Members felt that the process for obtaining a waste management licence should be simplified.
- Members felt that the brown bin charges had resulted in more garden waste being dumped on the roadside.
- An amnesty on a quarterly basis, for people to leave rubbish outside their properties to be collected by the council had been considered however other local authorities had found that this drew in residents from outside the area.
- Policing the contents of unstaffed public skips had proved difficult.
- A comparison of the revenue from brown bin collections and cleaning up fly tipping was requested but unavailable at the meeting.
- A specific threshold needed to be reached before the Environmental Agency became involved however discussions with them did take place occasionally but their resources were very stretched.
- Neighbourhood Watch and other outside bodies could be used in identifying and reporting fly tipping.
- Improved public education was important and the social media campaign would take into account non-English speaking people and be presented in several languages. The Community Connectors would also play an important role in getting the message across that it was not an acceptable practice in the UK to dump rubbish alongside other rubbish.
- The approach to combat fly tipping would need to be different in rural areas to urban areas. The "Man with a Van" was a common problem within the countryside with rubbish being dumped on private land. Discussions with landowners had taken place in an attempt to encourage them to make their boundaries more secure.
- The results of successful covert operations would be published.

ACTION AGREED

The Committee noted the report and endorsed the proposed approach to tackle environmental crime.

9. Forward Plan of Executive Decisions

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

ACTION AGREED

The Committee noted the Forward Plan of Executive Decisions.

10. Work Programme 2016/2017

Members considered the Committee's Work Programme for 2016/17 and discussed possible items for inclusion.

The Senior Democratic Services Officer advised the Committee that she had received notification that the Empty Home Strategy and Renewals Policy may need to come to a future meeting and further information would be circulated when known.

ACTION AGREED

The Committee noted the work programme for 2016/2017.

11. Date of Next meeting

- Wednesday 23 November 2016.

The meeting began at 7.00pm and ended at 8:09pm

CHAIRMAN

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**MINUTES OF A MEETING OF THE STRONG AND SUPPORTIVE COMMUNITIES
SCRUTINY COMMITTEE HELD AT THE COUNCIL CHAMBER, TOWN HALL
ON 19 OCTOBER 2016**

Present: Councillors S Allen (Chairman), J Bull, R Bisby, D King, S Martin, A Ali, A Shaheed

Also Present: Councillor JR Fox, Group Leader, Werrington First
Councillor Seaton, Cabinet Member for Resources
Councillor Walsh, Cabinet Member for Communities and Environment
Councillor Fower
Councillor Davidson
Councillor Johnson
Councillor Murphy
Councillor John Fox, Group Leader, Werrington First

Officers Present: Adrian Chapman, Service Director, Adult Services and Communities
Simon Machen, Corporate Director, Growth and Regeneration
Sean Evans, Housing Needs Manager
Belinda Child, Head of Housing, Prevention and Wellbeing
Alison Stuart, Assistant Director Legal and Democratic Services
Jennifer Harris, Legal Services
Paulina Ford, Senior Democratic Services Officer

1. Apologies for Absence

No apologies for absence were received.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

The Chairman read out the procedure for the meeting.

3. Request for Call in of an Executive Decision: Lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as Interim Accommodation for Homeless Families - SEPT16/CMDN/62

The purpose of the meeting was to consider the call-In request that had been made in relation to the decision made by the Cabinet Member for Resources on 30 September 2016 relating to the lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as interim accommodation for homeless families

The request to call-In this decision was made on 5 October 2016 by Councillor Fower and supported by Councillor Sandford and Councillor Davidson. The decision for call-In was based on the following grounds:

Criteria 4. The decision does not follow the principles of good decision making set out in Article 11 of the Council's Constitution, specifically which the decision maker did not:

- (a) Realistically consider all alternatives and, where reasonably possible, consider the views of the public.
- (c) Take account of all relevant matters, both in general and specific, and ignore any irrelevant matters.
- (d) Act for proper purpose and in the interests of the public.
- (h) Be responsible for their decisions and be prepared to give reasons for them.

After considering the request to call-in and all relevant advice, the Committee were required to decide either to:

- (a) not agree to the request to call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns; or
- (c) refer the matter to full Council.

In support of the request to call-in the decision Councillor Fower, Councillor Sandford and Councillor Davidson made the following points:

- Ward Councillors and residents were not consulted and only found out about the lease when it was published in the media.
- The Council had looked into buying the houses in May but this was not included in the alternative options if only as a reference.
- It had not been taken into account what the impact would be on the residents and also their employment status. The public did not feel that the Council had acted in their interest and had only acted in the interest of the Council.
- Why had the Council not offered the residents affected a repayment loan? An offer to pay peoples deposits for alternative accommodation would have been a gesture of good will.
- Stories about Luton Council possibly taking on the lease with Stef and Philips had not been in the interest of the public.
- The proposed term of the lease is for 3 years but what had been put in place to stop Stef and Philips doing a deal with someone else after the 3 years and why was there a break clause after 2 years?
- When would the Council expect to start housing people in St Michael's Gate?
- The Government had just announced that £M's were now available for homelessness and some of that money can be used for people facing imminent homelessness. Were the Council aware of this?
- Had the requirements contained in the European Convention of Human Rights been considered?
- Had an outright purchase of the properties from Stef and Philips been considered by the Council? Or as an alternative the Council could continue to pay Stef and Philips the agreed amount minus the rental charges which they would continue to pay as part of a purchase agreement. At the end of the initial contract the Council could pay the balance on the values of the properties remaining, and by doing so allow the Council to enter into another agreement to make the final settlements to complete a more sustainable purchase. This would therefore allow the tenants to remain homed with a rent to buy scheme with the Council.
- What measures had the Council got in place to address the homeless issue and ensure a more strategic approach to preventing homelessness more effectively working with other external agencies.
- Will the Council or Stef and Philips be looking at offering some remuneration back to the affected families to assist with costs associated with relocating.
- What is the actual amount of funds being saved? If there are any savings is the Council using the savings to come up with a long term solution to ease homelessness.

- Can the Council negotiate a freeze on tenant evictions with Stef and Philips whilst all options are being considered to manage more effective outcomes for St Michaels Gate residents.
- By evicting tenants at St Michael's Gate it would appear that they are being made homeless in order to provide housing for the homeless. This would not appear to be acting in the interests of the public.
- This particular scheme is to achieve savings but is a scheme to far and should not be happening.
- By condoning the action of Stef and Philips it may attract other companies in Peterborough to act in the same way.
- The alternative options listed in the report were limited and further alternatives should have been looked at including other private sector housing and other providers to see if there was any other housing available that did not involve evicting tenants.

Members of the Public and Ward Councillors who had registered to speak in support of the call-in were then invited to address the Committee.

Councillor Jo Johnson addressed the Committee and made the following points:

- The situation was immoral and unworkable. Alternative solutions needed to be looked at.
- Discussions between the previous owners and the Council should have been more transparent.
- The situation was the fault of the Government who have made it possible for firms such as Stef and Philips Limited to take advantage of local Councils.
- Stef and Philips Limited did not have vacant possession of the properties. Each resident had a different tenancy agreement which ran out at different times. Some of the families may have to move out of Peterborough due to the lack of affordable private accommodation.
- It had been quoted that if Peterborough City Council did not take on the lease at St Michael's Gate then Luton Borough Council would. The Leader of Luton Borough Council had confirmed that this was not the case and they would not be sending their homeless to Peterborough.
- A letter had been sent from Peterborough City Council to the residents of St Michael's Gate saying that if they did not take on the properties then another authority would. There was no proof of this.
- If evictions did continue to take place then families should be given compensation of £2000 per family to assist with their relocation costs.
- The Government should be written to asking them to change the law regarding companies that purchase tenanted homes that are only in it for a financial gain and are subsidised by the Government.
- In support of the call-in Councillor Johnson recommended to the Committee that they recommend that the Council halt all discussions with Stef and Philips and anyone representing the owners of the St Michael's Gate properties until they had gone down the route of the lawful eviction process and had complete vacant possession, or decide to let existing residents remain in their homes or refer to Full Council for debate.

Johnathan Wilde, representing South and East Branch of Peterborough's Labour Party addressed the Committee and made the following points:

- Mr Wilde explained that he had spent 34 years in property as a building designer, construction surveyor and project management consultant. He had visited St Michael's Gate twice and noted that 5 properties had become vacant, 2 of which had been altered to increase the number of bedrooms within the original building footprint.

- Mr Wilde further explained the guidelines for construction of the original development which he believed to be in accordance with the Parker Morris standard and that the properties were meant for families not to create houses of multiple occupation (HMO).
- The alterations raised concern as to their compliance with building standards for HMO's although Mr Wilde had not been party to any inspection.
- Mr Wilde supported the call-in and requested that the proposals be reconsidered and placed before Full Council on the grounds that the means to provide the desired housing solution had not been fully considered in terms of an impact assessment, cost, and compliance of the safety regulations and the protocols of building legislation.

Leah Robb addressed the Committee and made the following points:

- Stef and Philips core values are to deliver services that support tenants, to provide care and respect the right of individuals. Stef and Philips had not respected any of the affected individuals by evicting them.
- Had the Council had any response from Stef and Philips following the opposition of the arrangement with the Council and Stef and Philips?

Councillor Murphy addressed the Committee and made the following points:

- The response to the call-in had stated that no other options were looked at.
- Councillor Murphy advised that he had circulated a paper with alternative options and had discussed it with the Cabinet Member for Resources an example of which was Private Sector Leasing Schemes.
- The Council could ask local landlords if they wanted to offer properties up on a fixed term tenancy for at least a year with a guaranteed rent. The Council could then use them as emergency or temporary accommodation.
- It had been mentioned that not to go ahead with the decision would cost the Council £1.9M but this had not been fully explained.
- Some of the tenants at St Michael's Gate had fixed term tenancies ending next year, therefore the properties would not become immediately available.
- There was no proof that another Council would take the properties if Peterborough City Council did not.
- Councillor Murphy urged the Council not to go ahead with the scheme and to support the residents of St Michael's Gate.

Councillors Fower, Davidson and Sandford responded to comments and questions raised by Members of the Committee. A summary of responses included:

- Councillor Davidson did not feel that Stef and Philips had acted appropriately or legally and felt that the decision was based on monetary value and what they could get out of the Council. Councillor Davidson advised that her statement was based on the 74 families that were affected.
- The Committee sought Legal Advice to confirm that the families were going to be made subject to vacant position orders irrespective of whether the Council signed the lease with Stef and Philips or not.
- The Legal Officer advised that Stef and Philips as legal owners of the properties were entitled to take whatever action they felt they wanted to as landlords.
- 2018 was the latest date of the last tenancy agreement in force.

There being no further questions from the Committee Councillor Seaton, Cabinet Member for Resources accompanied by the Service Director for Adults and Communities, Councillor Walsh, Cabinet Member for Communities and Environment Capital, Corporate Director for Growth and Regeneration, Head of Housing, Prevention and Wellbeing and the Housing

Needs Manager was invited to respond in answer to the call-In request. A summary of responses included:

- Any planning issues would be addressed by the planning department.
- The Cabinet Member for Resources understood the concerns of the tenants and Council colleagues regarding the issue.
- The decision was based on the following two key factors:
 - Stef and Philips would evict the tenants whatever action the Council took.
 - If Peterborough City Council did not sign the contract with Stef and Philips homeless people from another Council would move to this area.
- Stef and Philips had confirmed that they were already in discussion with ten other Councils who might be interested in using the properties at St Michael's Gate. This would bring significant pressure to bear on services that were already under pressure in Peterborough. There was therefore only two options to consider when making the decision which was either to enter into a lease or not to enter into a lease.
- The business model that Stef and Philips were using was to purchase property, seek vacant possession where that property was occupied, refurbish it and then lease it to a Council with a homeless challenge. The Service Director, Adult Services and Communities read out an extract from an email from the Business Development Director at Stef and Philips which set out the actions they had taken and would be taking in relation to the properties at St Michael's Gate confirming the business model.
- The sale to the new owners was in no way associated with the Council agreeing to work with them. Stef and Philips had approached the Council, the Council did not approach Stef and Philips and they had exchanged on the sale of the properties prior to contacting the Council.
- Whilst it was a difficult situation the Council had no real choice but to make the decision.
- The Council were not making anyone homeless and the action being taken was by the owner of the properties.
- In terms of the Councils statutory duties regarding homelessness there may be assistance that could be provided to the residents which may include providing them with temporary accommodation. It was feasible that this accommodation may well be at St Michael's Gate. The length of the temporary accommodation would vary according to each situation.
- Members sought clarification as to the cost to the Council should the properties at St Michael's Gate not be leased to Peterborough City Council. Members were referred to paragraph 5.9.3 of the report in response to the call-in which indicated a net effect pressure of £1.9M per annum which was based on the average cost of bed and breakfast or hotel accommodation and the limited amount of subsidy the Council received back from the Government because the accommodation was not self-contained. This was an important factor that dictated the amount of grant received back from Government to the Council to top up the amount of housing benefit that was paid out. There would also be an impact on the education and health services.
- Members were reminded that the action being taken with regard to St Michael's Gate was not being taken by the Council but by a completely independent company who had no relationship with the Council at the present time. Once it had become clear through discussions with Stef and Philips what their business model was the Council had made contact with the residents to offer support by encouraging them to contact the Housing Team. Other Councillors and local ward Councillors had also been briefed and also the media. The Service Director, Adult Services and Communities acknowledged that Councillor Johnson had not been briefed and apologised for this. The issue had also been taken to the budget working group.
- All residents had the right to remain in their accommodation until the court ordered them to give possession to the landlord. There was a three stage process that the landlord had to go through to get an eviction.

- There were other companies offering the same business model and the Council had been contacted about properties being offered for lease in other cities but the Council had declined.

There being no further questions from the Committee and after debating the request to call-in the decision the Committee took a vote on whether to agree to the request to call-in the decision or not.

The Committee voted in favour of NOT agreeing to the request to call-in the decision (4 in favour, 3 against, 0 abstentions)

ACTION

The request for call-in of the decision made by the Cabinet Member for Resources on 30 September 2016, regarding the lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as interim accommodation for homeless families was considered by the Strong and Supportive Communities Scrutiny Committee. Following discussion and questions raised on each of the reasons stated on the request for call-in, the Committee did **not** agree to the call-in of this decision on any of the reasons stated.

It was therefore recommended that under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of the decision would take immediate effect.

The meeting began at 7.00pm and ended at 8.07pm

CHAIRMAN

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 5
23 NOVEMBER 2016	Public Report

Report of the Service Director - Adult Services & Communities		
Contact Officer	Belinda Child - Head of Housing, Prevention & Wellbeing	Tel. 863769

HOUSING RENEWALS POLICY 2017 - 2019

1. PURPOSE

- 1.1 The purpose of this report is to provide members with the opportunity to scrutinise the council's new draft Housing Renewals Policy.

2. RECOMMENDATIONS

- 2.1 The Committee are recommended to:

1. Scrutinise the draft policy which includes:
 - the proposed assistance that will be available to vulnerable householders whose housing conditions are such that they may be detrimental to their health, safety, wellbeing or their ability to access their home due to disability.
 - the proposed assistance to owners of an empty property or property that is privately rented in order to provide the Council with additional housing stock in which to accommodate families in housing need and to prevent homelessness.
2. Provide challenge where necessary and to suggest ideas and initiatives to support further activity.

3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO

- 3.1
- Drive growth, regeneration and economic development - by improving the condition of the housing stock, by creating better places to live and to utilise local contractors to carry out grant funded works
 - Improving educational attainment and skills - by creating safe, warm and good quality housing to help reduce physical and mental illness in order to promote higher levels of achievement, particularly in education and employment.
 - Safeguard vulnerable children and adults - by improving the housing condition and by preventing homelessness by increasing the available housing stock for vulnerable families
 - Implement the Environmental Capital agenda - by improving the energy efficiency of existing housing stock and reducing carbon emissions from domestic dwellings
 - Keep all our communities safe, cohesive and healthy - by building and empowering local communities, making Peterborough safer and building pride in Peterborough's neighbourhoods
 - Achieve the best health and wellbeing for the city - by providing good quality, secure, accessible and affordable housing to all of the residents of the city
- 3.2 The Housing Renewals Policy is within the remit of the Communities & Environmental Capital Portfolio

4. BACKGROUND

- 4.1 As part of Peterborough City Council's legal duty to regularly review the condition of its housing, the Building Research Establishment was commissioned to undertake a series of modelling exercises on the housing stock and produce an integrated stock modelling report.

In addition, the Council also commissioned the Building Research Establishment to produce a quantitative Health Impact Assessment which utilises the data in the stock modelling to better understand the effect of private sector housing hazards and intervention strategies on the health of residents in Peterborough. The key findings of those reports are detailed in Section 5 below.

- 4.2 The population of Peterborough is expected to increase from 183,961 in 2011 to 227,890 in 2036. 1,005 new dwellings, including 620 affordable homes, are needed each year to meet current and projected population growth. There are approximately 3,300 households on the Council's Housing Register awaiting suitable accommodation.

The introduction of Selective Licensing in September 2016 has seen some private landlords indicate that they cannot afford to carry out necessary repairs to their properties or meet Licensing requirements and are considering withdrawing from the market. The private rented sector is an important source of accommodation for individuals and families in housing need.

- 4.3 The introduction of the Better Care Fund in April 2014 and the Care Act in April 2015 is leading to the creation of new integrated services centred on the home. Peterborough City Council's Home Service Delivery Model, launched in October 2016, brings together Therapy Services, Reablement, Assistive Technology and the Care and Repair Home Improvement Agency, working closely with the Housing Programmes and the Housing Needs Teams.
- 4.4 In addition to making the grant delivery more effective, efficient and customer focussed, the preventative role of the Disabled Facilities Grant in keeping people living safely and independently can be fully explored by using the extra Disabled Facilities Allocation received through the Better Care Fund in more flexible and responsive ways to help reduce pressures on health and social care

5. KEY ISSUES

- 5.1 The key findings of the Building Research Establishment's Stock Modelling are:

- The estimated number of dwellings with Housing Health and Safety Ratings Scheme (HHSRS) Category 1 hazards in Peterborough's private sector stock is 7,952. The estimated average cost of mitigating hazards per dwelling is £3,548 resulting in the total cost of mitigating all hazards within those dwellings as £28.2 million
- 7.3% (4,821) of all private sector dwellings and 8.8% (1,454) of private rented dwellings in Peterborough are estimated to have an Energy Performance Certificate (EPC) rating below band E
- In Peterborough's private sector stock there is an estimated 13,374 dwellings with un-insulated cavity walls and 9,652 dwellings with less than 100mm of loft insulation
- Using the 10% Fuel Poverty Indicator 6,500 (13%) of owner occupied dwellings and 3,318 (20%) of private rented dwellings are occupied by households in fuel poverty. These figures fall to 4,156 (8%) and 3,062 (19%) respectively when using the Low Income High Cost Fuel Poverty Indicator

- 5.2 The key findings of the Building Research Establishment's Health Impact Assessment are:

- There are an estimated 11,796 Category 1 hazards in Peterborough's private sector stock, of which over 3,700 are within the privately rented sector
- The estimated total cost of mitigating the Category 1 hazards so that the risk is reduced to an acceptable level is £27 million with £8.4 million in the private rented sector
- It is estimated that poor housing conditions are responsible for over 631 harmful events requiring medical treatment every year

- The estimated cost to the NHS of treating accidents and ill health caused by these hazards is £2.1 million each year. If the wider costs to society are considered, the total costs are estimated to be £5.2 million each year
- If these hazards are mitigated to an acceptable level then the total annual savings to society are estimated to be £4.9 million, including £1.9 million of savings to the NHS

5.3 Offering Repairs Assistance to tackle poor housing condition of vulnerable householders reduces the risk to their health, safety and wellbeing enabling them to live independently within their own homes and participate in their community. Improved living conditions will also lead to a reduction in respiratory and other cold related illnesses and this, together with reducing the likelihood of falls in the property, could potentially reduce hospital admission and re-admission.

5.4 The Council has had considerable success over the last 5 years in returning empty property back into use through voluntary negotiation and enforcement action when owners will not engage and the property is adversely affecting the surrounding neighbourhood. Empty Homes Assistance is an incentive to owners of empty property of a type that is in high demand who cannot afford to get essential repairs carried out in order for them to be brought back into use. Properties that benefit from Assistance will be put on a private leasing scheme where they will be managed and utilised for families in housing need. Any refurbishment costs will be recouped through the rental income during the lease period and rent will be set at the Local Housing Allowance rate.

5.5 The introduction of Repairs Assistance to private landlords who cannot meet licensing or housing condition requirements is proposed within this Policy in order to prevent potential homelessness of in-situ tenants. It is also proposed to offer Empty Homes Assistance to Private Landlords who cannot meet requirements. The conditions attached to both Repairs and Empty Homes Assistance is that the landlord hands over the property which will be placed on a private leasing scheme and which will be managed by a management agent working in partnership with the Council. The property will then be used to house families in housing need at a rent based on the Local Housing Allowance rate.

5.6 The Mandatory Disabled Facilities Grant has a maximum of £30,000. Over the last two years large scale ground floor adaptations to provide bedrooms with en-suite level access shower rooms have been significantly exceeding the grant maximum amount. Part of the role of The Care and Repair Home Improvement Agency is to source alternative/charitable funding to contribute towards the cost but in many circumstances families are asked to meet any excess costs. This leads to delays in providing much needed adaptations and in some cases the inability to proceed with the necessary work. The draft Renewals Policy introduces a Discretionary Disabled Facilities Grant which can be utilised to “top up” a Mandatory Disabled Facilities Grant.

5.7 The draft Renewals Policy introduces a Discretionary Disabled Facilities Grant in order to carry out timely and responsive work in people’s homes to enable to support speedy transfer out of hospital, facilities to enable home care to be provided and work to prevent hospital admission, readmission and to reduce the cost of domiciliary care packages.

6. IMPLICATIONS

6.1 Assistance will be available city wide and will be dependent on the housing condition and/or its suitability to be adapted. Funding is provided by the Council’s capital programme for Repairs Assistance and Disabled Facilities Grants. Grants are provided to owners of property, with the exception of Disabled Facilities Grants which are cross tenure. All grants are discretionary and subject to funding availability with the exception of Mandatory Disabled Facilities Grants where the Council has a statutory duty to provide suitable adaptations once a need has been identified.

7. CONSULTATION

7.1 The Housing Renewals Policy will be uploaded onto the Consultation & Engagement pages of the Council’s website for a period of 3 weeks.

8. NEXT STEPS

- 8.1 Following scrutiny of current and proposed assistance detailed in the Policy document, and after consideration of all comments made by the committee, officers will further develop the Housing Renewals Policy in order to go out to public consultation. The Policy will then be referred to the Cabinet Member for Communities & Environmental Capital for a decision.

9. BACKGROUND DOCUMENTS

- 9.1
- Building Research Establishment Integrated Dwelling Level Housing Stock Modelling Report July 2016
 - Building Research Establishment Quantitative Health Impact Assessment: The Cost of Private Sector Housing & Prospective Housing Interventions in Peterborough July 2016.
 - Foundations - The Disabled Facilities Grant: Before & After the Introduction of the Better Care Fund - July 2016

APPENDICES

- 10.1 Appendix 1 The draft Housing Renewals Policy 2017- 2019.



Peterborough City Council

Housing Renewal Policy

2017 - 2019

23rd November 2016

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CHAPTER 1

INTRODUCTION

1.1 The Regulatory Reform (Housing Assistance) (England & Wales) (Order 2002

- 1.1.1 Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives local authorities the power to provide assistance (either directly or indirectly) to any person for the purpose of improving living conditions in the local authority area.
- 1.1.2 Paragraph (3) of article 3 allows assistance to be provided in any form.
- 1.1.3 The Order provides that the power may be exercised subject to certain qualifications detailed in article 3.
- 1.1.4 Paragraph (4) of article 3 gives local housing authorities the power to make assistance subject to certain conditions, including making repayment or a contribution.
- 1.1.5 Article 4 of the Order prevents local housing authorities from exercising their article 3 power unless they have adopted a policy for the provision of assistance under that article and given publicity to the policy and act in accordance with it.
- 1.1.6 Article 11 of the Order makes amendments to the Housing Grants, Construction and Regeneration Act 1996 in accordance with Schedule 3 of the Order.

1.2 The purpose and scope of this document

- 1.2.1 In accordance with article 4 of the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002, this document sets out in full the policy that has been adopted by Peterborough City Council, and includes details of –
 - (a) how the Council intends to exercise its article 3 powers and ensure that the statutory qualifications to that power are observed;
 - (a) the types of assistance the Council may make available;
 - (a) the circumstances in which persons will be eligible for assistance;
 - (a) how the amount of any assistance awarded will be calculated;
 - (a) the conditions that will apply to the provision of assistance;
 - (a) how and in what circumstances any assistance made may be repaid.

1.3 Commencement and transitional arrangements

- 1.3.1 This revised policy shall have effect from 1st January 2017.
- 1.3.2 From 1st January 2017 a valid application for assistance made under a power derived under article 3 of the Order will be determined under the provisions of the policy described in this document.

1.4 NATIONAL CONTEXT

1.4.1 The Department for Communities and Local Government's (DCLG) English Housing Survey 2014 – 2015 stated:

- Of the estimated 22.5 million household in England in 2014-15, 14.3 million (65%) were owner occupied. 4.3 million (19%) household were privately renting and 3.9 million (17%) household lived in the social rented sector
- In 2014 4.6 million homes failed to meet the decent homes standard. The private rented sector had the highest proportion of non-decent homes (20%). 19% of owner occupied home failed to meet the decent homes standard
- The energy efficiency of English housing stock has continued to improve and in 2014 the average Standard Assessment Procedure (SAP) rating was 61 (out of 100) compared to 45 in 1996.

1.4.2 The Housing Act 2004 brought about changes to the way in which properties are assessed and has replaced the former system based on the test of fitness for human habitation. The Housing Health & Safety Rating System [HHSRS] assessment process incorporates a full inspection of the residential premises to identify any deficiencies. The inspecting officer will judge whether the deficiencies mean that there are any hazards that are significantly worse than the average for residential premises of that age and type. The inspecting officer then assesses the likelihood of an occurrence that could cause harm over the next twelve months and the severity of the outcomes from such an occurrence.

1.4.3 A hazard is a situation where there is risk of harm. The hazards assessed by the inspecting officer are:

- Damp and mould growth – exposure to dust mites, damp, mould or fungal growth
- Excess cold – exposure to low temperatures
- Excess heat – exposure to high temperatures
- Exposure to asbestos & manufactured mineral fibres
- Biocides – exposure to chemicals used to treat timber and mould growth
- Carbon Monoxide and fuel combustion products – exposure to carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke
- Ingestion of lead
- Exposure to radiation
- Exposure to uncombusted fuel gas
- Exposure to volatile organic compounds
- A lack of adequate space for living and sleeping
- Difficulty in keeping the dwelling secure against unauthorised entry
- A lack of adequate lighting
- Exposure to noise
- Domestic hygiene, pests and refuse – poor design, layout or construction such that the dwelling cannot readily be kept clean, exposure to pests; an adequate provision for the hygienic storage and disposal of household waste
- Food Safety – an inadequate provision of facilities for the storage, preparation and

- cooking of food
 - Personal hygiene, sanitation and drainage – an inadequate provision of facilities for maintaining good personal hygiene, sanitation and drainage
 - Water supply – an inadequate supply of water free from contamination, for drinking and other domestic purposes
 - Falls associated with toilets, baths, showers or other washing facilities
 - Falling on any level surface or falling between surfaces where the change of level is less than 300 mm
 - Falling on stairs, steps or ramps where the change of level is 300 mm or more
 - Falling between levels where the difference in levels is 300 mm or more
 - Exposure to electricity
 - Exposure to uncontrolled fire and associated smoke
 - Contact with controlled fire or flames, hot objects, liquid or vapours
 - Collision with, or entrapment of body parts in doors, windows or other architectural features
 - An explosion in the dwelling
 - The position, location and operability of amenities, fittings and equipment
 - The collapse of the whole or part of the dwelling
- 1.4.4 To allow for the comparison of the significance of the widely differing hazards, the HHSRS uses a formula to generate hazard scores. Hazards are classified as either Category 1 or Category 2.
- 1.4.5 The Housing Act 2004 imposes a duty on Local Authorities to deal with identified Category 1 hazards and a power to deal with Category 2 hazards. Providing financial assistance to lower income and vulnerable owner occupiers as well as taking appropriate and proportionate enforcement action are two ways Local Authorities may exercise that duty and power.
- 1.4.6 The Decent Homes Standard applies to both the social and private housing sectors. To meet the decent homes standard, a property must:
- (i) be free of health and safety hazards assessed as Category 1 under the Housing Health & Safety Rating System
 - (ii) be in a reasonable state of repair
 - (iii) have reasonably modern facilities (i.e. kitchen and bathroom) and
 - (iv) provide a reasonable degree of thermal comfort (i.e. adequate heating and insulation)
- 1.4.7 The Building Research Establishment (BRE), supported by the Chartered Institute of Environmental Health, published a report “The Cost of Poor Housing to the NHS” in 2010. Using BRE methodology developed for this study, it was estimated that it was costing the NHS some £600 million per annum in first year treatment costs to leave people living in the poorest housing in England (that which has a HHSRS Category 1 hazard). A later review of the methodology and data sources suggested that this figure was an underestimate and a more realistic cost to the NHS was £1.4 billion per annum for people living in the poorest 15% of housing stock in England rising to £2.0 billion when all homes with a significant HHSRS hazard was present.
- 1.4.8 A comparison was made of the costs to the NHS from other common health hazards, illustrated in Table 1.1 below:

Risk Factor	Total Cost Burden to the NHS
Physical Inactivity	£0.p - £1.0 billion
Overweight & Obesity	£5.1 - £5.2 billion
Smoking	£2.3 - £3.3 billion
Alcohol Intake	£3.2 billion
Housing	£1.4 - £2.0 billion

Table 1.1 Housing Cost to NHS compared with other common health hazards

The estimate for housing is perhaps similar to that of smoking or alcohol but programmes to educate people on the health and safety risks in their own homes are not as prevalent as these other health hazards.

1.4.9 The BRE produced a research paper “Homes and Ageing in England”, again using the methodology devised for “The Cost of Poor Housing” Report and the English Housing Survey (EHS). The key messages from this research were:

- Over one fifth of all older household groups (55 – 64, 65 – 74, over 75 and over 80) lived in a home that failed to meet the Decent Homes standard
- 780,000 households aged 55 years and over were in fuel poverty
- 1.3 million households aged 55 years and older lived in a home with at least one category 1 hazard
- The BRE estimates that, for older households aged 55 years or more, the cost of poor housing to the NHS (for first year treatment costs) is £624 million with these costs dominated by excess cold hazards and those associated with falls (on stairs and on the level)
- The proportion of older households living in a home with the four “visitability” accessibility features assessed by the English Housing Survey (level access, flush threshold, WC at entrance level and sufficiently wide doors and circulation space) ranged from 4% (aged 55 – 64 years) to 7% (aged 80 years and over). Around a fifth of homes occupied by all age groups aged 65 years and over had none of these key features and this figure was 24% for households aged 55 – 64 years. A permanent home for a person with restricted mobility requires suitable parking, downstairs living space, shower on the ground floor, wheelchair turning space, bed space on the ground floor and the entrance illuminated or covered. The research estimated that only 110,000 dwellings (0.5%) were fully accessible.

1.4.10 Disabled Facility Grants provides funding to older and disabled people in owner occupied, private rented and registered provider properties to help them make changes to their home environment. Facilities can include the installation of showers and lifts and suitable ground floor wheelchair accessible rooms in order for them to remain living in their own homes and reduce the cost of care. In 2014 the grant became part of the Better Care Fund with the aim to provide more joined-up and customer focussed services to reduce hospital admissions and expensive care packages and enable people to return from hospital more quickly.

1.4.11 In recognition of the rising need for adaptations, central government funding for the DFG has been increased from £220 million to £394 million in 2016/2017 and it is projected to increase to over £500 million by 2019/2020.

- 1.4.12 The Care Act 2014 focusses on prevention. Guidance states *“Local authorities must provide or arrange services, resources or facilities that maximises independence for those already with such needs, for example interventions such as rehabilitation/reablement services, e.g. community equipment services and adaptations.”* The guidance goes on to state *“Integrated services built around an individual’s needs are often best met within the home. The suitability of living accommodation is a core component of an individual’s wellbeing and when developing integrated services, local authorities should consider the central role of housing within integration.”*
- 1.4.13 The Public Health Outcomes Framework *“Healthy Lives, Healthy People: Improving Outcomes and Supporting Transparency”* (Dept of Health, 2013) sets out desired outcome for public health and how they will be measure. Many of the measurements have links to housing including falls and injuries in over 65s, Fuel Poverty and Excess Winter Deaths.
- 1.4.14 In 2015 there were an estimated 600,000 empty homes in England of which 200,000 were long term empty (empty for more than 6 months). Bringing empty property back into use will contribute towards the increase of the supply of available housing with the potential reduction of homelessness. This coupled with community related benefits including the enhancement of local neighbourhoods, the reduction of vandalism and anti-social behaviour and the improvement of housing standards are key to achieving the strategic priorities of the Council to improve the quality of life and the environment of its residents.

1.5 LOCAL CONTEXT

- 1.5.1 Peterborough is a city with huge ambitions. The vision for the city is:

“A bigger and better Peterborough that grows the right way, and through truly sustainable growth: Improves the quality of life of all its people and communities and ensures that all communities benefit from growth and the opportunities that it brings. Creates a truly sustainable Peterborough, the urban centre of a thriving sub-regional community of villages and market towns. A healthy, safe and exciting place to live, work and visit, famous as the environmental capital of the UK.”

- 1.5.2 The Peterborough Sustainable Communities Strategy 2008 - 2021 is the overarching strategy that guides the work of Peterborough City Council and its partners. The strategic priorities are:

- Drive growth, regeneration and economic development
- Improve educational attainment and skills
- Safeguard vulnerable children and adults
- Implement the Environment Capital agenda
- Support Peterborough’s culture and leisure trust – Vivacity
- Keep all our communities safe, cohesive and healthy
- Achieve the best health and wellbeing for the city

- 1.5.3 Peterborough City Council’s core values guide the way we treat our customers, partners

and each other:

- Expertise – we recognise and value the differences, skills, knowledge and experience of all our colleagues
- Trust – we are honest and open in all our dealings and deliver on our promises
- Initiative – we are proactive and use our creativity to identify and resolve problems
- Customer Focused – we understand and aim to meet our customers diverse needs, treating them fairly and with respect
- Work together/One Team – we work with colleagues and partners to deliver the best services possible

1.5.4 This Policy has been informed by the Building Research Establishment's (BRE) Peterborough Dwelling Level Stock Modelling Report dated July 2015 and will be part of the Housing Strategy 2016 – 2021 which sets out the vision for housing across the authority. With safe, warm and good quality housing, the residents of the City can achieve good health, good employment and good educational attainment for their children. Good quality housing is fundamental to the Council's vision and to achieving the key priorities for the Authority.

Peterborough's Private Sector Housing - Stock Condition

1.5.5 There are approximately 82,695 dwellings in the city, of which 66,414 are in the private sector. The private sector figure can be further broken down to 49,956 owner occupied properties and 16,458 privately rented. The remainder is made up of 16,281 social stock properties.

1.5.6 As part of Peterborough's legal duty to regularly review the condition of its housing, Peterborough City Council commissioned the BRE to undertake a series of modelling exercises on the housing stock which required the BRE to produce an integrated stock model which includes Energy Performance (EPC), Local Land & Property Gazetteer (LLPG) and vacant property data provided by the Council. The BRE produced a Stock Modelling Report of their findings and supplied the Council with a database to enable the Council to obtain specific information whenever required.

1.5.7 The key findings of this stock modelling are detailed in Tables 1.2 and 1.3 below

Indicator	All Stock				Private Sector Stock			
	P'boro No	P'boro %	2011 EHS Regional %	2011 EHS England %	P'boro No	P'boro %	2011 EHS Regional %	2011 EHS England %
No of dwellings	82,695	-	-	-	66,414	-	-	-
All Cat 1 hazards	8,937	11%	17%	15%	7,952	12%	19%	17%
Excess Cold	2,522	3%	7%	6%	2,286	3%	8%	7%
Falls	7,414	9%	10%	9%	6,714	10%	11%	10%
Disrepair	2,123	3%	3%	5%	1,978	3%	3%	6%
*Fuel Poverty 10%	12,019	15%	14%	15%	9,818	15%	15%	15%
**Fuel Poverty LIHC	8,742	11%	10%	11%	7,218	11%	11%	11%
Low income households	29,336	35%	28%	33%	17,084	26%	20%	24%
All Cat 2 hazards	12,499	15%	29%	31%	10,849	16%	31%	33%

Table 1.2 Estimates of the numbers and percentages of dwellings meeting key indicator criteria for all stock and private sector stock in Peterborough compared to East of England and England (English House Survey 2011)

Indicator	Private Sector Stock				Social Stock	
	Owner Occupied		Private Rented		No	%
	No	%	No	%		
No of dwellings	49,956	-	16,458	-	16,281	-
All Cat 1 hazards	5,442	11%	2,510	15%	985	6%
Excess Cold	1,639	3%	647	4%	236	1%
Falls	4,536	9%	2,178	13%	700	4%
Disrepair	1,139	2%	839	5%	145	1%
*Fuel Poverty 10%	6,500	13%	3,318	20%	2,201	14%
**Fuel Poverty LIHC	4,156	8%	3,062	19%	1,524	9%
Low income households	10,444	21%	6,640	40%	12,252	75%
All Cat 2 hazards	7,203	14%	3735	23%	1,050	6%

Table 1.3 Estimate of the numbers and percentage of dwellings meeting the key indicator criteria by tenure for Peterborough

*10% Fuel Poverty Indicator – More than 10% of household income spent on fuel to maintain an adequate level of warmth, 21°C in living room, 18°C in other occupied rooms

**Low Income High Cost Fuel Poverty Indicator – required fuel costs are above average (national median level) and were household to spend that amount they would be left with a residual income below the official poverty line

1.5.8 The estimated number of dwellings with HHSRS Category 1 hazards in Peterborough's private sector stock is 7,952. The estimated average cost of mitigating hazards per dwelling is £3,548 resulting in the total cost of mitigating all hazards within those dwellings as £28.2 million

- 1.5.9 7.3% (4,821) of all private sector dwellings and 8.8% (1,454) of private rented dwellings in Peterborough are estimated to have an Energy Performance Certificate (EPC) rating below band E
- 1.5.10 In Peterborough's private sector stock there is an estimated 13,374 dwellings with un-insulated cavity walls and 9,652 dwellings with less than 100mm of loft insulation
- 1.5.11 Using the 10% Fuel Poverty Indicator 6,500 (13%) of owner occupied dwellings and 3,318 (20%) of private rented dwellings are occupied by households in fuel poverty. These figures fall to 4,156 (8%) and 3,062 (19%) respectively when using the Low Income High Cost Fuel Poverty Indicator.
- 1.5.12 As well as commissioning the stock modelling, Peterborough City Council also commissioned a quantitative Health Impact Assessment which utilises the data in the stock modelling to better understand the effect of private sector housing hazards and intervention strategies on the health of residents in Peterborough using the methodology developed by the BRE for the "Real Cost of Poor Housing" publication.
- 1.5.13 The key findings of the Health Impact Assessment estimated there are 11,796 Category 1 hazards in Peterborough's private sector stock, of which over 3,700 are within the privately rented sector.
- 1.5.14 The estimated total cost of mitigating the Category 1 hazards so that the risk is reduced to an acceptable level is £27 million with £8.4 million in the private rented sector.
- 1.5.15 It is estimated that poor housing conditions are responsible for over 631 harmful events requiring medical treatment every year
- 1.5.16 The estimated cost to the NHS of treating accidents and ill health caused by these hazards is £2.1 million each year. If the wider costs to society are considered, the total costs are estimated to be £5.2 million each year
- 1.5.17 If these hazards are mitigated to an acceptable level then the total annual savings to society are estimated to be £4.9 million, including £1.9 million of savings to the NHS.

Peterborough's Housing - Disabled Facility Adaptations & The Home Services Delivery Model

- 1.5.18 The introduction of the Better Care Fund in April 2014 and the Care Act in April 2015 is leading to the creation of new integrated services centred around the home. Peterborough City Council's Home Service Delivery Model, launched in October 2016, brings together Therapy

Services, Reablement, Assisted Technology and the Care & Repair Improvement Agency, working closely with the Housing Programmes and the Housing Needs Teams. This new service will be co-located within Adult Social Care.

1.5.19 In addition to making the grant delivery more effective, efficient and customer focussed, the preventative role of the Disabled Facility Grant in keeping people living safely and independently can be fully explored by using the extra Disabled Facility Allocation received through the Better Care Fund in more flexible and responsive ways to help reduce pressures on health and social care.

1.6 Types of Assistance Available

1.6.1 The following forms of assistance are available from Peterborough City Council to address the issues described above:

- Repairs Assistance
- Empty Homes Assistance
- Disabled Persons Relocation Grant
- Mandatory Disabled Facility Grant
- Discretionary Disabled Facility Grant

CHAPTER 2

2.1 REPAIRS ASSISTANCE

2.1.1 Assistance may be awarded to a vulnerable client who has:

- an owner's interest (alone or jointly with others) in the dwelling to which the application relates for at least 3 years. This includes a leasehold with a legal obligation to repair with a minimum of five years left unexpired
- occupied the dwelling for at least 3 years
- a medical condition or other vulnerability that may be affected by the condition of their property or
- whose housing conditions are such that they may be detrimental to their health, safety or wellbeing

2.1.2 A vulnerable person for the purpose of this policy is defined as a person on low income, who is receipt of one of the following means tested benefits:

- Income Support
- income-related Jobseeker's Allowance
- Income based Employment Support Allowance
- Guaranteed Pension Credit
- Working Tax Credit with an income under £15,050.00
- Universal Credit

Or has

- a combined gross household income, from all sources including assessed income from savings and/or capital, of less than £20,000

2.1.3 and includes;

- people living with a chronic or severe health difficulty/illness/frailty or disability (evidence may be sought)
- Older people or pre-school children - defined as those over 60 and under 5 years of age

2.1.4 For those applicants not included within paragraph 2.1.2 above, the Housing Renewal Grants Regulations 1996, as amended, shall be applied to calculate the applicant's contribution in order to assess the extent to which any assistance may be given up to the maximum eligible expense limit.

2.1.5 The applicant and all adults living in the property must be receiving a means tested benefit or have been means tested as described in 2.1.4 above, for Repair Assistance purposes.

2.1.6 Repairs Assistance is a discretionary grant and is provided subject to funding availability. It may be necessary to prioritise cases which will take into consideration the following factors:

- The severity of the hazard(s) identified under the HHSRS Assessment and the risk to health posed

by those hazards

- Chronic or severe illness and disability - including respiratory condition, chronic obstructive pulmonary disease (COPD), heart conditions, asthma, poor mobility
- The age of the applicant
- Lack of/inefficient boiler and central heating systems and thermally inefficient homes
- People who are in-patients at an NHS hospital and in need of works or repair or adaptation enabling them to be safely discharged into their home
- Clients living alone
- Whether they have had financial assistance from the Council (except for insulation and heating measures) within the last 15 years

2.1.7 The maximum Repair Assistance is £20,000.

2.1.8 Repairs Assistance will be financial assistance in order to improve health and wellbeing, reduce longer term demand on health and social care services and facilitate the discharge from hospital or intermediate care.

2.1.9 All Repairs Assistance is project managed and delivered by the Home Improvement Agency. A fee for this service is charged and is added to the amount of assistance awarded.

2.1.10 Repairs Assistance funding will only pay for the works detailed in the Schedule produced by the Home Improvement Agency

2.1.11 All enquires related to insulation, boiler and heating measures will be screened for their eligibility for Central Government or Energy Company Obligation schemes before awarding any Council assistance outlined in this Policy. The current Energy Company Obligation qualification criteria are set out in Section 2.6 of this Policy.

2.2 Making a valid application

2.2.1 The applicant must provide all information or evidence (including information relating to financial and medical circumstances) as may reasonably be required for those purposes of determining an application for assistance.

2.2.2 An owner's application for Repair Assistance will not be considered a valid application unless it is accompanied by an owner-occupation certificate.

2.2.3 A tenant's application for Repair Assistance will not be considered valid unless it is accompanied by a tenant's certificate and a statement of consent to the works signed by the person who at the time of the application is the landlord under the tenancy.

2.3 Determining a valid application for Repair Assistance – eligibility conditions

2.3.1 An application is not a valid application unless all sections of the application form are completed or, where they do not apply, marked appropriately.

- 2.3.2 Unless the Council directs otherwise in any particular case, an application for assistance is not valid unless it is accompanied by at least 3 estimates from different contractors of the cost of carrying out the works to which the application relates if the work is over £5,000 or one written estimate for works under £5,000. The exception to this is a specification based on the priced schedule of rates for Boiler & Central Heating works based on the framework agreement currently in place.
- 2.3.3 The Council will not approve an application for Repair Assistance if the works to which the application relates have been started before the application is approved.

2.4 Determination and notification of amount of assistance

- 2.4.1 Where the Council has decided either to approve or refuse an application for Repair Assistance, it will notify the applicant of the outcome no later than two calendar month after the date of valid application.
- 2.4.2 If the application is refused, the Council will notify the applicant of the reasons for the refusal and inform the applicant of the Council's review procedure.
- 2.4.3 If the application is approved the notice will:
- specify the works for which assistance is approved
 - specify the full cost of the works for which assistance is approved;
 - specify the amount of assistance that is approved
 - provide a statement of the conditions to which assistance is subject;
- 2.4.4 The full cost of works will include:
- the cost of the building works (which will be the cost of the lowest of the quotes that accompanied the application, whether or not that contractor is the contractor that carries out the work); plus
 - the cost of any approved preliminary or ancillary services and charges. agreed by the Council to be necessary for the preparation and execution of the approved works and may include:
 - fees necessary to establish ownership of the dwelling;
 - architect's fees;
 - Peterborough City Council's Home Improvement Agency fees;
 - property valuation fees;
 - structural engineer's fees
 - Building Control fees
 - any other fees the Council may decide in any particular case.
- 2.4.5 If, after an application for Repair Assistance has been approved the Council is satisfied that owing to circumstances beyond the control of the applicant the work cannot be completed for the approved amount, the Council may re-determine the approved amount within the overall cost limits applying.

- 2.4.6 If the cost of the eligible works exceed the £20,000 Repairs Assistance maximum grant limit, the Home Improvement Agency will discuss with the applicant if they are able to meet the excess amount over the grant limit. If the applicant is able to make the excess contribution the Agency will secure a bankers draft from the applicant made payable to the successful contractor which will be held by the Agency and paid to the contractor on satisfactory completion of works.
- 2.4.7 If the applicant is unable to meet the excess costs over the maximum grant limit, discussion and agreement will take place on which works to omit from the specification which will have the minimal impact on the health, safety or wellbeing of the applicant and family and which will bring the overall cost of work under the £20,000 maximum grant limit.
- 2.4.8 Any financial assistance awarded will be registered as a land charge for the condition period and will be recoverable by the Council on sale of the property or transfer of the Freehold or Leasehold.

2.5 Payment of Repair Assistance

- 2.5.1 The Council may pay Repair Assistance in whole after the work has been completed; or in part by instalments. Where Repair Assistance is paid in instalments, the aggregate of instalments paid before the works are completed shall not exceed 90% of the original approved amount.
- 2.5.2 It is a condition of payment of Repairs Assistance that the approved works are carried out within 12 months from the date of approval unless the Council agrees otherwise in any particular case.
- 2.5.3 The payment of Repair Assistance is conditional on –
- the approved works being carried out to the satisfaction of the Council, and
 - the Council being provided with an acceptable invoice or receipt for payment for the building works and for any other approved services and charges, and
 - the work being carried out by the approved contractor appointed by the Home Improvement Agency whose quote accompanied the application unless the Council agrees otherwise by prior notification in any particular case.
- 2.5.4 The Council will pay Repairs Assistance directly to the contractor.
- 2.5.5 Where the approved work has not been carried out to the satisfaction of the applicant the Council may, at the request of the applicant and if it considers it to be reasonable, withhold payment.
- 2.5.6 Where an award of Repair Assistance has been approved but before the date on which the works are certified as having been completed to the satisfaction of the Council (the “certified date”) it subsequently appears to the Council that the applicant was not, at the time of approval, entitled to the award, or if the applicant has ceased to be a person entitled to the award, then no award will be payable or, as the case may be, no further payment will be made.

2.5.7 Where 2.5.6 above applies, the Council may demand that any payment of Repair Assistance which has been made is repaid, together with interest on that amount from the date on which it was paid until the date of repayment, at such reasonable rates as the Council may determine.

2.5.8 Where an award of Repair Assistance has been approved but:

- the amount of the award was determined on the basis of inaccurate or incomplete information with regard to section 2.3 of the Policy, or
- the approved works were started before the award was approved without the consent of the Council, or
- the eligible works were not completed to the satisfaction of the Council within the period specified in paragraph 2.5.2 or any extended period agreed under the provision of that paragraph, or
- the work was not carried out by an approved contractor appointed by the Home Improvement Agency whose quote accompanied the application

then the Council may –

- refuse to pay Repairs Assistance or, as the case may be, any further instalment of Repair Assistance, or
- re-determine the amount of Repair Assistance

and may in both cases demand that any payment of Repair Assistance which has been made is repaid, together with interest from the date on which it was paid until the date of repayment, at such reasonable rates as the Council may determine.

2.5.9 Repairs Assistance is discretionary and is provided subject to funding availability

2.6 Energy Company Obligation

2.6.1 The Energy Company Obligation (ECO) is a government energy efficiency scheme to help reduce carbon emissions and tackle fuel poverty. Under the scheme, larger energy suppliers have to deliver energy efficiency measures to homes and are given targets based on their share of the domestic gas and electricity market. The scheme focuses on the installation of insulation and heating measures and supports vulnerable consumer groups. All enquires related to insulation, boiler and heating measures will be screened for their eligibility for Central Government or Energy Company Obligation schemes before awarding any Council assistance outlined in this Policy.

2.6.2 The Affordable Warmth element of ECO provides assistance if the property is privately owned or privately rented and the occupiers are in receipt of certain benefits. Householders receive all or part of the cost of insulation work, e.g to the loft and cavity walls or replacing or repairing a boiler or other upgrades to the heating system. To be eligible the householder must be in receipt of one of the following:

- Pension Credit
- Child Tax Credit (and your income is £16,010 or less)

- Working Tax Credit (and your income is £16,010 or less)
- Income Support
- Income based Job Seekers Allowance
- Income related Employment & Support Allowance
- Universal Credit (and you earned £1,250 or less after tax in any assessment period in the last 12 months)

2.6.3 For certain benefits one of the following must also apply:

- You get Child Tax Credit and your child is disabled
- You get Disabled child Premium
- You get Disability Premium
- You get Pensioner Premium
- You receive a work related activity or support component if you are claiming income related Employment & Support Allowance
- You are 60 or over – if you are claiming Working Tax Credit
- You get a limited capability for work or work related activity element if you are claiming Universal Credit
- You get Disability Living Allowance or Personal Independence Payment if you are claiming Universal Credit

2.6.4 To apply for ECO contact the Energy Savings Advice Service on Tel: 0300 123 1234 Monday – Friday 9am to 5pm

CHAPTER 3

3.1 REPAIRS ASSISTANCE TO PRIVATE LANDLORDS

Repairs Assistance will be considered for Landlords of private rented property where one or more Category 1 hazards have been identified through an HHSRS inspection and the landlord has informed the Council that he/she cannot meet the housing standard or licensing requirements following an inspection of the property. The landlord must have tenants in-situ as the assistance is awarded specifically to prevent Homelessness.

3.1.2 Assistance will be considered to carry out the necessary works identified by Senior Prevention & Enforcement Service Officers (Housing)

3.1.3 The maximum amount of assistance is £20,000

3.3 Determining a valid application for Repair Assistance to Private Landlord – eligibility conditions

3.3.1 The applicant must not have been the subject of any Housing Act enforcement action or convictions including not meeting the Fit & Proper Person Test

3.3.2 An application is not a valid application unless all sections of the application form are completed or, where they do not apply, marked appropriately.

3.3.3 Unless the Council directs otherwise in any particular case, an application for assistance is not valid unless it is accompanied by at least 3 estimates from different contractors of the cost of carrying out the works to which the application relates if the work is over £5,000 or one written estimate for works under £5,000.

3.3.4 The Council will not approve an application for Repair Assistance if the works to which the application relates have been started before the application is approved.

3.4 Determination and notification of amount of assistance

3.4.1 The provisions set out in Sections 2.4.1 to 2.4.7 of this Policy apply to Repairs Assistance to Private Landlords

3.4.2 Any financial assistance awarded will be registered as a legal land charge and will be recoverable by the Council on sale of the property or transfer of the Freehold or Leasehold.

3.5 Payment of Repair Assistance

3.5.1 The provisions set out in 2.5.1 to 2.5.9 of this Policy apply to Repairs Assistance to Private Landlords

3.6 Private Sector Leasing Scheme

- 3.6.1 Where Repairs Assistance to property owned by a Private Landlord is awarded, homelessness is prevented as the existing tenants remain in the property for the duration of their tenancy agreement. If the property is in the Selective Licensing area the Licensing process will continue and any concerns over the management of the property will be addressed through that process.
- 3.6.2 The landlord must agree to hand over the property when there is a change of tenant(s) and enter into a lease agreement with the Council for a minimum period of 5 years and a separate management agreement with the preferred management agent who will manage the property throughout the duration of the agreed lease period.
- 3.6.3 The landlord must make the property available to the Council for nomination to applicants in housing need for the duration of the agreed lease period. The Council will offer a guaranteed monthly rent (based on the Local Housing Allowance rate).
- 3.6.4 The owner must provide an annual Gas Safety check as well as an Energy Performance Certificate (a requirement for private rented properties)
- 3.6.5 At the end of the lease agreement the property is handed back to the owner in good repair in order to sell or continue renting it out.
- 3.6.6 Repairs Assistance to Private Landlords is discretionary and is provided subject to funding availability

CHAPTER 4

4.1 EMPTY HOME ASSISTANCE

- 4.1.1 There are many ways in which the Council works towards bringing empty properties back into use as residential accommodation, including the use of Empty Dwelling Management Orders where the Council takes over the management of the property for up to 7 years. The property has to be empty for a minimum of 2 years and causing anti-social behaviour and/or is having a significantly adverse effect on the community.
- 4.1.2 The Council is introducing discretionary Empty Homes Assistance to act as an incentive to owners to put their empty properties forward to be used as accommodation for families in need of housing on the Council's Housing Register. This initiative will contribute to increasing housing supply in the City making more privately owned homes available to the Housing Needs Service.
- 4.1.3 To be considered for Empty Homes Assistance, the property must have been empty for a minimum of 6 months prior to application and be of the type of accommodation in need by clients on the Housing Register.
- 4.1.4 The Empty Homes Officer will assess the property and the potential refurbishment costs in order to determine the lease period which will be a minimum of 5 years.
- 4.1.5 The Council will initially offer Empty Homes Assistance in order to carry out the necessary repairs and refurbishment. The Home Improvement Agency will schedule the required works, tender the work using their approved contractors and oversee the work onsite.
- 4.1.6 The maximum amount of Empty Homes Assistance is £20,000 per property. Only one grant will be considered per property.
- 4.1.7 Empty Homes Assistance will be secured by attaching a legal charge to the property for the duration of the lease agreement from when the works are complete. If the property is disposed of during the lease period, the Council will seek repayment of the Empty Homes Assistance in full together with interest from the certified completion date of works until the date of repayment, at such reasonable rates as the Council may determine.
- 4.1.8 The property owner must enter into a lease agreement with the Council and a separate management agreement with the preferred management agent who will manage the property throughout the duration of the agreed lease period.
- 4.1.9 The property owner must make the property available for lease to the Council for nomination to applicants in housing need for the duration of the agreed lease period and immediately after any remedial works have been carried out.
- 4.1.10 The Council will then offer a guaranteed monthly rent (based on the Local Housing Allowance rate) and will nominate a household in housing need into the property. The Council will recoup

the repairs and refurbishment costs from the monthly rent, minus any fees for the management of the property during the lease period.

- 4.1.11 An annual Gas Safety check as well as an Energy Performance Certificate (a requirement for private rented properties) will be carried out as part of the Lease agreement. 10% of the annual rental income will be held in a separate account to cover the cost of any general wear and tear. Any remaining monies at the end of the lease period will be paid back directly to the owner.
- 4.1.12 Once the repairs and refurbishment costs have been repaid in full any remaining rental income will be paid to the owner (less management fees) for the remainder of the lease. At the end of the lease agreement the property is handed back to the owner in good repair in order to sell or continue renting it out.

Empty Homes Assistance & Owners in Residential Care

- 4.1.13 Empty Homes Assistance and the Private Sector Leasing Scheme will also be available to people living in long term residential care who own a vacant property enabling them to lease their house to the Council to house a family in housing need in return for a guaranteed rent, which could contribute towards their care costs, for a fixed period of time.
- 4.1.14 If the property is in disrepair, the Council will offer Empty Homes Assistance to carry out the necessary work and recoup that expenditure from the rental income over the period of the lease agreement. Works will be managed by the Home Improvement Agency using their approved contractors.
- 4.1.15 The property will be managed by the local authority in partnership with a private leasing agent. If Empty Home Assistance is awarded the lease will be for 5 years. This could reduce if no Assistance was awarded. At the end of the lease, the owner could extend the lease, occupy the property or sell it in an improved condition.

Empty Homes Assistance & Private Rented Properties

- 4.1.16 Empty Homes Assistance and the Private Sector Leasing Scheme may also be offered to properties owned by Private Landlords that are currently empty as the landlord cannot meet the licensing or housing standard requirements. In order to receive Empty Homes Assistance the owner must not have been the subject of any Housing Act enforcement action or convictions including not meeting the Fit & Proper Person Test
- 4.1.17 The provisions detailed in 4.1.2 to 4.1.12 of this Section also apply for applicants who are private landlords.
- 4.1.18 Empty Home Assistance is discretionary and is provided subject to funding availability.

CHAPTER 5

5.1 DISABLED PERSONS RELOCATION GRANT

- 5.1.1 Applications for assistance made for the purpose may be approved to enable a person to move to more suitable accommodation if:
- (a) advice and adaptation recommendation has been received from Adult Social Care or Children's Services
 - (b) in the Council's opinion the disabled person's existing accommodation is not reasonably and practically capable of being adapted to meet the needs of the disabled person or due to cost or to social reasons, and
 - (c) the aggregate cost of all assistance made by the Council would not, in the opinion of the Council, exceed the cost of adapting the disabled person's existing accommodation.
- 5.1.2 To qualify, the applicant must have an owner's interest in the property or is proposing to acquire an owner's interest or a leaseholder with a legal obligation to repair with a minimum of 5 years left unexpired
- 5.1.3 An award made under this section may include the cost of:
- removal expenses;
 - carpets, window coverings and white goods where the replacement is wholly and necessarily required as a consequence of the relocation;
 - estate agent's fees;
 - redecoration;
 - security measures;
 - any other expense of relocation reasonably incurred as a result of the relocation
- 5.1.4 Unless the Council decides otherwise, a grant will be calculated according to the cost of the lower of two quotations provided by the applicant to the Council and found to be acceptable by the Council.
- 5.1.5 Grant will be calculated according to the replacement value of goods of a standard equivalent to the applicant's existing goods.
- 5.1.6 Grant will be made to the full extent of the expense incurred only where the Council accept such expense is reasonable.
- 5.1.7 Grant may not be paid if the applicant is transferring to a rented property and redecoration is the owner's responsibility.
- 5.1.8 Applicants will not be means tested for this grant
- 5.1.9 No repeat relocation grants will be awarded
- 5.1.10 A visit will be made to the property being considered for relocation by the Housing Programmes Manager and an Occupational Therapist from Adult Social Care or Children's Services to ensure

that it is suitable and will meet the needs of the disabled person.

- 5.1.11 A Disabled Facility Grant may also be subsequently awarded after relocation in order to provide internal adaptations to meet the disabled person's needs.
- 5.1.12 The maximum grant payable will be £30,000 which includes both the relocation element and the adaptation costs in the new property.
- 5.1.13 Disabled Person Relocation Grant will be secured as a legal land charge for a period of 10 years from the certified completion date and will be required to be repaid on sale or transfer of the freehold or leasehold.
- 5.1.14 Where an award has been made under this section of the Policy and the applicant dies before the relocation has taken place, the Council may pay the relocation grant or any part thereof.
- 5.1.15 Disabled Persons Relocation Grant is discretionary and is provided subject to funding availability.

CHAPTER 6

6.1 MANDATORY DISABLED FACILITY GRANT

6.1.1 The provisions governing Mandatory Disabled Facility Grants are set out in the Housing Grants, Construction and Regeneration Act 1996, as amended by the Regulatory Reform (Housing Assistance)(England & Wales) Order 2002.

6.1.2 The maximum grant will be £30,000 in any one application.

6.1.3 To qualify for assistance an applicant should be the homeowner or tenant, but the grant is available to help the home to be adapted to meet the needs of any disabled person living in the property to enable them to continue living there. Landlords may also apply for a Disabled Facility Grant on behalf of a disabled tenant but must also satisfy the requirements of future occupancy. Council tenants and housing association tenants are eligible to apply for Disabled Facility Grant and are assessed for needs on the same basis as private owners and under the same means testing arrangements

6.1.4 For those client who are in receipt of: -

- Income support
- Income-related Jobseeker's Allowance
- Income based Employment Support Allowance
- Guaranteed Pension Credit
- Housing Benefit
- Working Tax or Child Tax Credit with income under £15,050]
- Universal Credit

at the time the application is made their contribution towards the Disabled facility Grant will be NIL

6.1.5 For those applicants not included within paragraph 6.1.4 above, the Housing Renewal Grants Regulations 1996, as amended, shall be applied to calculate the applicant's contribution in order to assess the extent to which any assistance may be given up to the maximum eligible expense limit

6.1.6 The parents of disabled children are not means tested for applications for Disabled Facility Grant funding. Full grant entitlement up to a maximum of £30,000 is available for eligible works

6.1.7 Peterborough City Council will liaise with Registered Providers of social housing in order to award tenants who are entitled to a mandatory Disabled Facility Grant funding on a 50:50 split or any other funding amount agreed.

6.1.8 Where the works cost in excess of £30,000 and the applicant and/or his/her family is considered to be in financial hardship, the Care & Repair Home Improvement Agency will investigate alternative means of funding, including charitable contributions in order to meet the applicant's costs above the value of the Disabled Facility Grant.

6.1.9 Where the works cost in excess of £30,000 and the applicant and/or his/her family is considered

to be in financial hardship and alternative sources of funding are not forthcoming, consideration may be given to awarding a discretionary Disabled Facility Grant in addition to the mandatory Disabled Facility Grant. The Discretionary Disabled facility Grant is covered in Section 7 of this Policy.

- 6.1.10 All large scale proposals will be subject to a feasibility visit by the Housing Programmes Manager and an Occupational Therapist from Adult Social Care or Children's Services. The feasibility visit will look at the disabled person's needs identified by the Occupational Therapist and establish the most suitable housing solution to meet those needs.
- 6.1.11 First consideration will be given to the internal alteration or rearrangement of living accommodation within the existing dwelling.
- 6.1.12 If the property does not lend itself to internal adaptation, consideration will be given to assessing the disabled person's (and family's) ability to relocate to a more suitable property. The Disabled Persons Relocation Grant is covered in Chapter 5 of this policy.
- 6.1.13 Only when internal alteration, rearrangement or relocation is not feasible will consideration be given to providing additional sleeping and/or bathing accommodation by way of an extension to the existing dwelling.
- 6.1.14 Other than in exceptional circumstances agreed by the City Council, all Disabled Facility Grants are project managed and delivered by the Home Improvement Agency. A fee for this service is charged and in most circumstances will be included in the grant award.
- 6.1.15 In circumstances where the applicant wishes to and can demonstrate to the Council that they have the financial resource to achieve an adaptation which exceeds that which the Council has deemed is needed to meet the needs of the disabled person, then the Council may consider funding those elements of the adaptation which it could have funded under the mandatory DFG. For example, the fitting out of a Level Access Shower or the installation of a ceiling track hoist in any extension that the applicant supplies and funds
- 6.1.16 The only works that the Council will consider funding in relation to section 6.1.15 are the disabled facilities needed in ground floor adaptations.
- 6.1.17 If the Council has not received a full Disabled Facility Grant application for any proposal in relation to section 6.1.15 within a period of 6 months from the time it was first raised with the Council, the case will be closed.
- 6.1.18 Where an applicant's prognosis implies that degeneration in the short term will occur, then this should be taken into account when considering the eligible works.
- 6.1.19 The purposes for which Mandatory Disabled Facilities Grants may be given are detailed in Section 6.2 below

6.2 Facilitating Access and Provision

- 6.2.1 These include works to remove or help overcome any obstacles which prevent the disabled person from moving freely into and around the dwelling and enjoying the use of the dwelling and the facilities or amenities within it. In particular,
- facilitating access to and from the dwelling or the building in which the dwelling or, as the case may be, flat is situated;
 - facilitating access to a room used or usable as the principal family room;
 - facilitating access to a room used or usable for sleeping, or alternatively providing such a room for the disabled occupant;
 - facilitating access to a room in which there is a lavatory, a bath or shower (or both) and a wash basin or providing a room in which there is such a facility or facilities;
 - facilities for the preparation and cooking of food.
- 6.2.2 In considering applications for grant towards such works, the presumption should be that the occupant should have reasonable access into his home, to the main habitable rooms with the home – namely the living room and bedroom, and to a bathroom or shower room in which there are suitable facilities for washing and/or showering.
- 6.2.3 Items that will attract Disabled Facility Grant funding include adaptations requiring structural modifications as long as they are reasonable and practicable and form part of the mandatory works for the disabled person and may include:
- A ramp (and associated guard rails if necessary) to gain access into and out of the property
 - Thresholds and associated doors including the relocation of door handles etc
 - Internal door adaptations to:
 - the principal family room if more than one person
 - the sleeping area
 - the WC, bath or shower and wash hand basin, including provision of lever taps where necessary
 - the preparation and cooking of food area
 - Overhead tracking with associated electrics and joist strengthening

6.3 Making a dwelling or building safe

- 6.3.1 Adaptations to the dwelling or building to make it safe for the disabled person and other persons residing with him. This may be the provision of lighting where safety is an issue or for adaptations designed to minimise the risk of danger where a disabled person has behavioural problems which causes him to act in a boisterous or violent manner damaging the house, himself and perhaps other people. Where such need has been identified, DFG is available to carry out appropriate adaptations to eliminate or minimise that risk.
- 6.3.2 For those with hearing difficulties, an enhanced alarm system, which may be required in the dwelling to provide improved safety for the disabled occupant in connection with the use of cooking facilities or works to provide means of escape from fire could also qualify for mandatory grant.

- 6.3.3 Provision of specialised lighting (or measures such as special blinds to reduce lighting where the disabled person has sensitivity to light), toughened or shatterproof glass in certain parts of the dwelling (i.e. in doors and side panels at entrance points) to which the disabled person has normal access or the installation of guards around certain facilities such as fires or radiators to prevent the disabled person harming himself. Sometimes reinforcement of floors, walls or ceilings may be needed, as may be cladding of exposed surfaces and corners to prevent self-injury.

6.4 Room usable for sleeping

- 6.4.1 While in some cases a living room may be large enough to enable a second room for sleeping to be created, in smaller homes this will not be possible. The provision of a room usable for sleeping should therefore only be undertaken if the housing authority are satisfied that the adaptation of an existing room in the dwelling (upstairs or downstairs) or the access to that room is unsuitable in the particular circumstances. Where the disabled occupant shares a bedroom with another person, mandatory grant may be given to provide a room of sufficient size so that the normal sleeping arrangements can be maintained.
- 6.4.2 If a single disabled person applies, consideration will be given to adapt an existing room to provide a bedroom or create a bed-sitting room.
- 6.4.3 If a relative is living as part of the family and conversion of the existing property is impracticable, e.g. understairs cupboard conversion for a WC or sub-dividing an existing room, consideration will be given to providing an adequate sized extension.

6.5 Bathroom

- 6.5.1 A disabled person should have access to a wash hand basin, a WC and a shower or bath (or if more appropriate, both a shower and a bath).
- 6.5.2 Facilities may include:
- flush floor harmer type shower or low level shower tray including curtain and rail
 - specialised bath including hydraulic shower seat when manual hoisting cannot be used with existing bathroom
 - lower height bath
 - overbath shower including curtain and rail
 - wall mounted wash hand basin
 - large vanity type wash hand basin where no bath or shower is to be used
 - WC including plinth where necessary
 - washing WC where self-hygiene cannot be achieved satisfactorily
 - including provision of lever taps where necessary

6.6 Facilitating preparation and cooking of food

- 6.6.1 A wide range of works are available to enable a disabled person to cater independently. Eligible works include the rearrangement or enlargement of a kitchen to ease manoeuvrability of a wheelchair and specially modified or designed storage units, gas, electricity and plumbing installations to enable the disabled person to use the facilities independently.

6.6.2 Facilities may include:

- one sink unit (adjustable, if partner is abled bodied) including lever taps where necessary
- 1 meter of work surface for the preparation of food (maximum)
- raising and lowering of power points (i.e. two double points and cooker panel where appropriate)
- relocation of existing units – if units cannot be relocated due to condition, allow one double storage cupboard.
- consideration will also be given to the colour differential between cupboards and work surfaces and existing tiling and wall surfaces

6.6.3 Where most of the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen. However, it might be appropriate that certain adaptations be carried out to enable the disabled person to perform certain functions in the kitchen, such as preparing light meals or hot drinks.

6.7 Heating, lighting and power

6.7.1 The improvement of an existing heating system in the dwelling to meet the disabled occupant's needs. Where there is no heating system or where the existing heating arrangements are unsuitable to meet his needs, a heating system may be provided. A Disabled Facility Grant should not be given to adapt or install heating in rooms which are not normally used by the disabled person. The installation of central heating to the dwelling should only be considered where the wellbeing and mobility of the disabled person would otherwise be adversely affected.

6.7.2 Provision may include:

- Heating to the main living room, bedroom and bathroom
- Where no other form of heating to the bathroom, allow for one dimplex or similar heater and storage heaters, or extend the existing system
- Where there are no adequate means of heating to the main living room, bedroom and bathroom, the existing heating system, if any, will be extended or a new heating system maybe installed in these rooms. Consideration will be given to each individual case with regards to installing electrical storage heaters or a new gas boiler and radiators.
- New gas pipe including appropriate boiler and connection to the mains supply, even outside the curtilage of the dwelling, if the only means of a suitable source of heating for the disabled occupant is by a wet radiator system.

6.7.3 Works to enable a disabled person to have full use of heating, lighting and power controls in the dwelling. Such work includes the relocation of power points to make them more accessible, the provision of suitably adapted controls where a disabled person has difficulty in using normal types of controls and the installation of additional controls.

6.7.4 Provision may include:

- Raising power points – one double power point in the bedroom, and two double power points in the living room or equivalent
- Lower light points to access the main living room, bedroom, kitchen, bathroom and hallway, if appropriate.

6.8 Dependent residents

6.8.1 Works to a dwelling required to enable a disabled occupant better access and movement around the dwelling in order to care for another person who normally resides where whether or not they are related to the disabled person. This may include spouse, partner or family member, another disabled person or a child. Importantly the dependent being cared for need not be disabled. Such works could include adaptations to part of the dwelling to which the disabled person would not normally need access but which is used by a person to whom they are providing care and therefore it is reasonable for such works to be carried out.

6.9 Access to garden

6.9.1 Works for:

- facilitating access to and from a garden by a disabled occupant, or
- making access to a garden safe for a disabled occupant.

6.10 Making a valid application

6.10.1 The applicant has provided all such information or evidence (including information relating to the disabled person's financial circumstances as may reasonably be required for those purposes of determining an application for Disabled Facility Grant.

6.10.2 An owner's application for Disabled Facility Grant will not be considered a valid application unless it is accompanied by an owner-occupation certificate.

6.10.3 A tenant's application for Disabled Facility Grant will not be considered valid unless it is accompanied by a tenant's certificate and a statement of consent to the works signed by the person who at the time of the application is the landlord under the tenancy.

6.11 Determining a valid application for Disabled Facility Grant – eligibility conditions

6.11.1 An application is not a valid application unless all sections of the application form are completed or, where they do not apply, marked appropriately.

6.11.2 Unless the Council directs otherwise in any particular case, an application for Disabled Facility Grant is not valid unless it is accompanied by at least 3 estimates from different contractors of the cost of carrying out the works to which the application relates if the work is over £5,000 or

one written estimate for works under £5,000. The exception to this is a specification based on the priced schedule of rates for Level Access Shower installations based on the framework agreement currently in place.

6.12 Determination and notification of amount of Disabled Facility Grant

6.12.1 Where the Council has decided either to approve or refuse an application for Disabled Facility Grant, it will notify the applicant of the outcome no later than six calendar months after the date of valid application.

6.12.2 If the application is refused, the Council will notify the applicant of the reasons for the refusal and inform the applicant of the Council's review procedure.

6.12.3 If the application is approved the notice will:

- specify the works for which Disabled Facility Grant is approved
- specify the full cost of the works for which Disabled Facility Grant is approved
- specify the amount of Disabled Facility Grant that is approved
- provide a statement of the conditions to which the Disabled Facility Grant is subject

6.12.4 The full cost of works will include:

- the cost of the adaptation works (which will be the cost of the lowest of the quotes that accompanied the application, whether or not that contractor is the contractor that carries out the work or the allocated contractor on the framework agreement); plus
- the cost of any approved preliminary or ancillary services and charges, agreed by the Council to be necessary for the preparation and execution of the approved works and may include:
 - fees necessary to establish ownership of the dwelling;
 - architect's fees;
 - Peterborough City Council Home Improvement Agency fees;
 - property valuation fees;
 - structural engineer's fees
 - Building Control fees
 - any other fees the Council may decide in any particular case.

6.12.5 If, after an application for Disabled Facility Grant has been approved the Council is satisfied that owing to circumstances beyond the control of the applicant the work cannot be completed for the approved amount, the Council may re-determine the approved amount within the overall cost limits applying.

6.12.6 Any financial assistance awarded in excess of £5,000 to a maximum of £10,000 will be registered as a local land charge for a period of 10 years and will be recoverable by the Council on sale of the property or transfer of the Freehold or Leasehold.

6.13 Payment of Disabled Facility Grant

6.13.1 The Council may pay Disabled Facility Grant funding in whole after the work has been completed or in part by instalments. Where Disabled Facility Grant is paid in instalments, the aggregate of

instalments paid before the works are completed shall not exceed 90% of the original approved amount.

- 6.13.2 The payment of Disabled Facility Grant is conditional on:
- The approved works being carried out within 12 months from the date of approval unless the Council agrees otherwise in any particular case and
 - the approved works being carried out to the satisfaction of the Council, and
 - the Council being provided with an acceptable invoice or receipt for payment for the building works and for any other approved services and charges, and
 - the work being carried out by the approved contractor appointed by the Home Improvement Agency whose quote or schedule of rate specification for Level Access Showers accompanied the application unless the Council agrees otherwise by prior notification in any particular case.

6.13.3 The Council will pay Disabled Facility Grant directly to the contractor.

6.13.4 Where the approved work has not been carried out to the satisfaction of the applicant the Council may, at the request of the applicant and if it considers it to be reasonable, withhold payment.

6.13.5 Where an award of Disabled Facility Grant has been approved but before the date on which the works are certified as having been completed to the satisfaction of the Council (the “certified date”) it subsequently appears to the Council that the applicant was not, at the time of approval, entitled to the award, or if the applicant has ceased to be a person entitled to the award, then no award will be payable or, as the case may be, no further payment will be made.

6.13.6 Where 6.13.5 above applies, the Council may demand that any payment of Disabled Facility Grant which has been made is repaid, together with interest on that amount from the date on which it was paid until the date of repayment, at such reasonable rates as the Council may determine.

- 6.13.7 Where an award of Disabled Facility Grant has been approved but:
- the amount of the award was determined on the basis of inaccurate or incomplete information with regard to sections 6.10 and 6.11 of the Policy, or
 - the approved works were started before the award was approved without the consent of the Council, or
 - the eligible works were not completed to the satisfaction of the Council within the period specified in paragraph 6.13.2 or any extended period agreed under the provision of that paragraph, or
 - the work was not carried out by an approved contractor appointed by the Home Improvement Agency whose quote accompanied the application

then the Council may

- refuse to pay Disabled Facility Grant or, as the case may be, any further instalment of Disabled Facility Grant, or
- re-determine the amount of Disabled Facility Grant

and may in both cases demand that any payment of Disabled Facility Grant which has been made

is repaid, together with interest from the date on which is was paid until the date of repayment, at such reasonable rates as the Council may determine.

CHAPTER 7

DISCRETIONARY DISABLED FACILITY GRANT

7.1 A Discretionary Disabled Facility Grant may be available in conjunction with a Mandatory Disabled Facility Grant in order to provide additional assistance where the cost of eligible works exceeds the current mandatory maximum grant limit of £30,000. In addition Discretionary Disabled Facility Grant can be used to offer flexible support to disabled and vulnerable clients in order for them to live independently, to return from hospital and to potentially reduce expensive care packages.

7.2 Discretionary Disabled Facility Grant Top Up of Mandatory Disabled Facility Grants

7.2.1 To qualify, the applicant must have an owner's interest in the property or be a leaseholder with a legal obligation to repair with a minimum of 5 years left unexpired.

7.2.2 A financial assessment will be carried out to determine the applicant/disabled person's inability to meet the shortfall in funding in excess of the mandatory £30,000 limit.

7.2.3 The Discretionary Disabled Facility Grant will contribute to the total cost of eligible works to meet the needs of the disabled person as assessed and recommended by the Occupational Therapist which is in excess of the Mandatory Disabled Facility Grant and the relevant disabled person's contribution as calculated by the means test.

7.2.4 The maximum amount of Discretionary Disabled Facility Grant will be £20,000

7.2.5 The amount of the Discretionary Disabled Facility Grant will be secured by attaching a legal charge on the adapted property. This charge applies if the applicant has a qualifying owner's interest in the property on which the adaptations are to be carried out.

7.2.6 The charge on the adapted property will last for 10 years from the completion of the Discretionary Disabled Facility Grant.

7.2.7 This is a discretionary grant and is subject to funding being available.

7.3 Discretionary DFG - Flexible Approach to Support Key Health Priorities

7.3.1 The introduction of the Better Care Fund in April 2014 and the Care Act in April 2015 is leading to the creation of new integrated services centred around the home. Peterborough City Council's Home Service Delivery Model brings together Therapy Services, Reablement, Assistive Technology and the Care & Repair Home Improvement Agency and will work closely with the Housing Programmes and the Housing Needs Teams.

7.3.2 In addition to making the grant delivery more effective, efficient and customer focussed, the

preventative role of the Disabled Facility Grant in keeping people living safely and independently can be fully explored by using the extra Disabled Facility Grant Allocation within the Better Care Fund in more flexible and responsive ways to help reduce pressures on health and social care. The use of Discretionary Disabled Facility Grant to support speedy transfers of care and reduce admission and readmission to hospital and to reduce the cost of domiciliary care packages is of particular importance.

- 7.3.3 Discretionary Disabled Facility Grants to Support Health are not subject to a means test
- 7.3.4 To qualify, the applicant must have an owner's interest in the property or be a leaseholder with a legal obligation to repair with a minimum of 5 years left unexpired.
- 7.2.5 The maximum amount of Discretionary Disabled Facility Grant to Support Health will be £6,000
- 7.3.6 The Discretionary Disabled Facility Grant to Support Health will contribute to the total cost of eligible works to meet the needs of the disabled person in a timely manner. The eligible work is the work assessed or recommended by the Occupational Therapist or NHS/CCG to prevent hospital/care admission or to facilitate the discharge of a hospital patient enabling them to live independently.
- 7.3.7 The type of work that will be considered is:
- Clearance and a one-off deep clean of hoarded and filthy properties
 - Ceiling Track Hoists to facilitate care
 - Level access showers to facilitate care
 - Heating and energy efficiency measures
 - Sensory Equipment
 - Ramps and door widening to facilitate access
 - Telephone line to facilitate Assistive Technology
 - Safety equipment – alarms, safety locks, specialised lighting, fire/radiator guards
 - Work in the property to reduce the risk of falls
 - Any other request deemed reasonable and practicable, necessary and appropriate to facilitate independent living

CHAPTER 8

CONDITIONS ON FINANCIAL ASSISTANCE

- 8.1 This section will apply when an owner occupier's application for assistance has been approved by the Council and an offer made to the applicant which the applicant has accepted. The term "assistance" means any form of financial assistance approved for the purpose of housing renewal, maintenance, improvement or adaptation. "Condition" means any condition attached to any such assistance.
- 8.2 Any reference to "owner" or "person responsible" is to be taken to mean any owner or other person who is responsible for the relevant condition(s), assistance either singly or jointly. This includes the original person(s) who applied for and/or received the assistance, as well as any other person who has subsequently become responsible for any condition as a result of acquiring the property or an interest in it.
- 8.3 Conditions come into force from the date the assistance is approved so that the Council may recover any interim payments or costs incurred where necessary. Where a condition period is specified, this takes effect from the certified date of completion of the eligible works.
- 8.4 Any financial assistance and related conditions will be secured as a legal charge against the property, where breach of condition would require the repayment of all or part of the assistance. This charge will not be removed until either the condition period expires or until the assistance is repaid, together with any interest that may apply.
- 8.5 In some cases, if the conditions are broken the Housing Programmes Manager may specify that only part of the assistance has to be repaid. In these cases the charge will be removed upon payment of the specified part of the assistance
- 8.6 Where the Council has the right to demand repayment, it may determine not to demand payment or to demand a lesser amount if:
- the extent to which the recipient of the grant would suffer financial hardship were he be required to repay all or any of the grant
 - the owner, or any member of the owner's family who lives in the dwelling as their only or main residence, is aged 60 or over, or is infirm, and
 - the disposal is being made for the purpose of enabling that person who is aged 60 or over, or is infirm to be cared for, and
 - the Council is satisfied that such arrangements for the care of that person who is aged 60 or over, or is infirm will not otherwise be possible.
 - Whether the disposal is made for reasons connected with the physical or mental health or wellbeing of the recipient of the grant or of a disabled occupant of the premises, and
 - Whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity,
 - the sale is made to enable the owner or his partner to take up employment or to change

location of his employment and the Council is satisfied that the offer would otherwise not be able to be accepted

- 8.7 A charge on the property is binding on any person who is, for the time being, an owner of the property concerned.
- 8.8 Where a condition is in force, the Council may require the person responsible to provide any information to satisfy the Council that the condition is being complied with. The Council can require this information in writing or in any other reasonable form. It is a condition that this information is provided in a reasonable time period specified by the Council and as fully, accurately and honestly as reasonably possible. Failure to comply with this requirement is a breach of conditions in itself and the assistance, or part assistance where this is specified, must then be repaid to the Council.
- 8.9 It is the responsibility of the person responsible for any condition to demonstrate to the Council's satisfaction that the condition is being complied with. Failure to do so will be treated as failure to comply with the condition. The Council does not have the burden of having to prove that the condition is not being complied with.
- 8.10 Any reference to a member of a person's family is to be taken to mean someone who is their:
- Parent
 - Grandparent
 - Child (including illegitimate child)
 - Grandchild
 - Brother or Sister
 - Uncle or Aunt
 - Nephew or niece

A relationship by marriage is treated as if it were a relationship by blood. A half-blood relationship is treated as a full blood relationship.

- 8.11 "Disposal" means
- A conveyance of the freehold
 - An assignment of the lease - where the lease was used to qualify for the assistance, e.g. a long lease that was treated as effective ownership
 - The grant of a lease, other than a mortgage term, for a term of more than 21 years otherwise than at a rack rent
 - In the case of a mobile home or a houseboat, the sale, pledge or assignment of the mobile home or houseboat

It is assumed that any option to renew or extend a lease or sub-lease, whether or not forming part of a series of options, is exercised and that any option to terminate a lease or sub-lease is not exercised. Also, the grant of an option enabling a person to call for a disposal shall be treated as such a disposal made to that person

- 8.12 An exempt disposal means that there is no requirement to repay. However, all the conditions do then continue to apply and are binding upon the person or persons to whom the disposal is

made for the remainder of the condition period. A disposal is classed as exempt where the person, or each of the persons, to whom it is made is:

- The person, or one of the persons, by whom the disposal is made
- A member of the family of that person, or one of those persons
- The spouse or former spouse of that person, or one of those persons, in the case of a company, an associated company of the company by whom the disposal is made

8.13 No retrospective application or request for financial assistance will be considered where the relevant work has already started or completed.

8.14 Unless otherwise specified, all relevant work must be completed, to the satisfaction of the Council, within 12 months of the approval date of the assistance. The Council may agree, in writing, an extension to this period, but this will only be done if there is an extremely good reason.

8.15 Work must be carried out by the contractor who provided the estimate or who was allocated from the Schedule of Rates Framework on which the assistance was based.

8.16 A grant will only be paid when the Council receives a satisfactory invoice in relation to the work, together with any supporting documentation or information requested by the Council

8.17 The approval of assistance does not give or imply the Council's approval of any consents that may be required, such as planning permission or Building Regulation consent.

8.18 It is a condition of Repairs Assistance that for the duration of the condition period the homeowner will ensure that the property is kept maintained and that the property has appropriate house insurance cover. The Council will require copies of the annual house insurance policy from the applicant to satisfy this condition. On payment of Repairs Assistance the applicant must notify the Council of the insurance company the policy is held with.

8.19 It is a condition of any assistance that the applicant takes all reasonable steps to pursue any insurance or legal claim that may be relevant to any part of the work to be carried out and to repay the Council the assistance, so far as appropriate, out of the proceeds of such a claim. A claim is relevant if it relates to any damage or defect to the property, to the extent that the works required to make good damage or defect are works to which the assistance relates.

8.20 Conditions will generally be enforced in all cases. Money repaid will be recycled into the Council's capital programme for further assistance awards

8.21 Condition Periods

Assistance Type	Value	Condition Period from Certified Completion Date	Interest Applied
Repairs Assistance - Owner/Occupiers	Full amount of Assistance	30 years	Yes
Repairs Assistance - Private Landlords	Full amount of Assistance	Until property disposal	Yes
Mandatory DFG	Amount of Grant over £5,000 to a max of £10,000	10 years	No
Discretionary Top Up DFG	Up to £20,000	10 years	Yes
Discretionary DFG - To Support Health	No Conditions	0 years	No
Disabled Persons Relocation Grant	Up to £30,000	10 years	Yes
Empty Homes Assistance	Up to £20,000	Duration of Lease period	Yes

CHAPTER 9

OTHER MATTERS

9.1 Decision Review

- 9.1.1 Any decision made under the Policy may be reviewed at the request of the applicant. The review request should be addressed to the officer who made the decision being appealed against in writing, and within 21 days of the date of the decision letter unless the Council determines otherwise in any particular case.
- 9.1.2 The review will be conducted by a senior Council officer not previously connected with the case (the "Review Officer").
- 9.1.3 The Review Officer will make such enquiries and request such evidence as he/she thinks necessary and will inform the appellant in writing of his/her decision within ten days of receiving such evidence.
- 9.1.4 Where he/she refuses an appeal, the Review Officer will inform the appellant of his/her rights under the Council's complaint procedure and the Local Authority Ombudsman procedure.

9.2 Reviewing the Policy

- 9.2.1 This Policy came into force in January 2017 by Cabinet Member Decision Notice. It will remain in force until the end of 2019. Minor changes which do not affect the broad scope of the policy may from time to time be made by the Assistant Director Adult Operations and the Head of Housing, Prevention & Wellbeing in consultation with the Cabinet Member for Communities & Environmental Capital.
- 9.2.2 Changes to the Policy may be made by the Head of Housing, Prevention & Wellbeing in consultation with the Cabinet Member for Housing, Neighbourhoods and Planning. All changes will be recorded by Decision Notices signed by the Cabinet Member for Communities & Environmental Capital

9.3 Budgetary Matters

- 9.3.1 The budget for Repair Assistance and Empty Homes Assistance for 2016/2017 is set at £1,158, 852.
- 9.3.2 The budget for mandatory and discretionary Disabled Facility Grants for 2016/2017 is £2,210,633.
- 9.3.3 The budget will be reviewed and incorporated into the policy annually.

9.4 Performance

- 9.4.1 The performance of the policy will be monitored as part of the City Council's Adult Social Care Performance Management Framework with the statutory and locally determined performance indicators published in line with the framework.

9.5 Cases falling outside of the policy

- 9.5.1 For those applicants whose circumstances fall outside the scope of this policy, the applicant must put their case in writing to the Housing Programmes Manager who will review the circumstances of the case with the Head of Housing, Prevention & Wellbeing and the Cabinet Member for Communities & Environmental Capital. Should the case be refused the applicant can exercise their right to complain through the Council's complaints procedure

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 6
23 NOVEMBER 2016	Public Report

Report of the Service Director for Adult Services and Communities – Adrian Chapman		
Contact Officer	Chief Inspector Rob Hill	Tel. 07815 558081
	Ian Phillips Senior Policy Manager	Tel. 863849

UPDATE ON THE PREVENTION AND ENFORCEMENT SERVICE

1. PURPOSE

- 1.1 The purpose of this report is to update members of the committee on the current progress in the development of the multi-agency Prevention and Enforcement Service (PES).

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note and endorse the contents of the report, the progress to date in establishing the PES and the future plans for the service.

3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO

- 3.1 This work most closely links to the Council's priority to keep all our communities safe, cohesive and healthy. However the work of the Prevention and Enforcement Service also supports the priority to safeguard vulnerable children and adults.
- 3.2 Cabinet Portfolio: Cllr Irene Walsh – Cabinet Member for Communities and Environment Capital

4. BACKGROUND

- 4.1 The Committee previously considered a report at its meeting of 20th January 2016 on developing a Joint Community Enforcement Team (now known as the Prevention and Enforcement Service). That report provides the background to the rationale in developing a joint service between the council, police, fire and rescue service and HMP Peterborough to tackle crime and quality of life issues (such as flytipping, parking enforcement, anti-social behaviour etc.)
- 4.2 Cabinet approved the creation of the PES at its meeting on 29th February 2016.

5. KEY ISSUES

- 5.1 Throughout the spring and summer of 2016, considerable work has been undertaken between the four organisations that make up the PES to develop the service. For the council staff, this has resulted in a staff restructure with new job descriptions and duties as previous community safety and enforcement teams have been amalgamated into the single service.
- 5.2 The PES builds upon the successful work of the Safer Peterborough Partnership (SPP) in delivering a multi-agency response that prioritises:

- Tackling victim based crime, particularly reoffending
- Reducing anti-social behaviour

- Building stronger and more supportive communities
- Supporting high risk and vulnerable victims

Whilst working in partnership between agencies is nothing new, the model that has been developed goes significantly beyond this. The PES is hosted by the Council and comprises over 130 staff from partner organisations and aligned into a single service and operating from a single location. This alignment of services and staff has led to a genuine culture shift both for individuals and organisations. By working in a single service, trust and rapport increases further breaking down organisational silo thinking and leading to a one service approach.

5.3 The PES combines a range of community safety services from within the council (such as parking enforcement, housing enforcement, anti-social behaviour and neighbourhood environment enforcement) with front line police officers, supported by staff from Fire and Rescue Service and HMP Peterborough. This has led to the creation of multi-disciplined teams with a blend of skills and experience from across the organisations. Teams are led by a mixture of supervisors from across the partnership and accountable to the Safer Peterborough Partnership.

5.4 The council applied to the Chief Constable of Cambridgeshire Constabulary for the PES officers to become accredited under the Schedule 56 of the Police Reform Act 2002. The Chief Constable approved the application in September 2016 which provides subject to appropriate training for non Police staff within the PES to enforce a much broad range of powers that were previously restricted to police officers. These include:

- Issuing penalty notices for disorder
- Issuing penalty notices for cycling on a footpath
- Issuing penalty notices for dog fouling
- Powers to require persons drinking alcohol in designated places to surrender alcohol
- Powers to require aged under 18 to surrender alcohol
- Powers to deal with begging

5.5 The PES formally launched on 17 October 2016, although joint working between agencies has been happening over a longer period in the build up to the launch. Staff from the four organisations which make up the PES are co-located in Bayard Place which provides for closer day-day working relationships, sharing of intelligence and deployment of staff to respond to emerging and escalating crime and quality of life issues.

5.6 As highlighted above, the PES works on numerous issues to tackle crime and quality of life issues throughout the city. An example of the type of work the service has delivered during October is set out below:

- Private Sector Housing Enforcement – 81 calls for service of which 13 were due to overcrowding/HMOs, 56 related to poor private sector housing conditions and 6 related to illegal evictions
- Anti-social Behaviour – 43 new cases received
- Neighbourhood Enforcement – 274 flytipping investigations carried out, 73 abandoned vehicles and 48 rubbish accumulations investigated during the month
- Unauthorised encampments – the PES moved on 4 encampments on council land during the month. Staff have carried out additional patrols in the locations to provide public reassurance

5.7 Other sector based activity during October includes:

Southern

- Drugs warrant executed in Woodston, 19 plants were found with a street value of approx. £1,000, this resulted in 2 arrests made
- Hampton skate park action plan and problem solving meeting undertaken to develop activities to reduce ASB in the area
- An arsonist arrested and as a result of the evidence package developed by partners

- individual was remanded in custody until 11 November 2016
- Staff involved in Op Sceptre (knife crime week of action) undertaking patrols and sweeps in target areas
- Designated Neighbourhood Watch Scheme successfully established in Salix Road, Hampton. This is the first of its kind in the UK
- Continue to tackle drug use/dealing close to a Primary School in Woodston with calls for service reducing as a result

Northern

- A number of arrests have taken place across Northern sector including the individual who has been involved in numerous offences in the Paston area including breach of Criminal Behaviour Order, criminal damage, robbery, assaults and arson. The arrest also took place of individual in connection with drugs and subsequent breach of court order, the individual was responsible for ongoing ASB issues in Deaconscroft
- Two car cruises took place, both events were policed by PES officers with minimal ASB
- Speed enforcement in the areas of Wansford, Eye and Barnack responding to concerns raised by local residents
- Patrols conducted in Cuckoo's Hollow following ASB incidents, low level fly tipping and minor damage

City Centre / Eastern

- Work ongoing to improve the rough sleeping situation in St Peters Arcade. Working closely with Housing Needs to undertake early morning operations
- Drug operations have been ongoing at various locations in the area
- Joint working to improve issues in Fengate (former Mitchells Sports Club site) and Brassey Close where the run down mobile unit has been successfully handed over to a local Boxing Club
- Participated in HMO & Brothel visits as part of tackling modern slavery week. A large cannabis factory (value £161k - £480k) located at an address, one male charged and remanded

5.8 Whilst the PES has now formally launched, there is still further work to be done to fully embed new ways of working across organisations. One example of this is the development of a Tasking and Co-ordinating Hub (TACOH) which will make far greater use of both council and police intelligence and data to understand where the highest priorities for tackling crime and quality of life issues in the city are. This will allow the PES to deploy its resources in a more effective manner and have a greater impact.

5.9 The TACOH will analyse data and intelligence on a daily basis from across the service. This will feed into the Daily Risk Management Meeting which provides the command and control facility for the service and ensures that calls for service will receive a prioritised response.

5.10 The PES is an innovative and replicable model which has received local and national interest from other local authorities. As part of the local devolution discussions, Community Safety Partnerships from across Cambridgeshire are considering whether the PES model may be something which they can replicate in their local area.

6. IMPLICATIONS

6.1 Legal - It is the intention of the Council to authorise non council staff assigned to the PES to enforce certain legislation which is presently only enforceable by council officers. PCC Legal Services have advised upon the formalities necessary for such delegation. Discussions have commenced with other PES partners as to the form of delegation that would be acceptable to them.

7. CONSULTATION

7.1 Not applicable.

8. NEXT STEPS

8.1 The PES will continue to develop its service and embed partnership working at both operational and strategic level. In November, a service-wide performance framework will be agreed to measure the effectiveness and impact of the PES.

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

10.1 None

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 7
23 NOVEMBER 2016	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Democratic Services Officer

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Strong and Supportive Communities Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2. RECOMMENDATIONS

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

3. BACKGROUND

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Plan contains those Executive decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new Executive decisions to be taken after 12 December 2016.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the Executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:

Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Elsey; Cllr Goodwin; Cllr Hiller, Cllr Lamb; Cllr Smith; Cllr Seaton and Cllr Walsh.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to philippa.turvey@peterborough.gov.uk, Senior Democratic Services Officer, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Philippa Turvey, Senior Democratic Services Officer, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to philippa.turvey@peterborough.gov.uk or by telephone on 01733 452460.

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

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 12 DECEMBER 2016

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>1. Section 256 Agreement Care at Home KEY/12DEC16/01 To seek permission to enter into a S256 Agreement with the NHS to allow Peterborough City Council to commission Care at Home Services on their behalf realising economies of scale and higher degree of market management.</p>	<p>Councillor Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>January 2017</p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Karen Hodsdon - Senior Category Manager karen.hodsdon@peterborough.gov.uk 01733 384647</p>	<p>N/A</p>

PREVIOUSLY ADVERTISED DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>2. Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park. For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
<p>3. Real Time Passenger Information – KEY/10JUL15/02 To approve the expansion and maintenance contract.</p>	<p>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development</p>	<p>November 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>04. Sale of the Lindens, Lincoln Road – KEY/24JUL15/04 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>5. Sale of Bretton Court, Bretton North – KEY/24JUL15/05 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>November 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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

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8.	Direct Payment Support Service – KEY/11DEC15/02 To approve the direct payment support service.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	February 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Gary Jones Lead commissioner for Older people Tel: 452450 gary.jones@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
9.	Offtake Arrangements for Power from the Energy Recovery Facility – KEY/25DEC15/01 To approve putting into place arrangements for the sale of heat and/or electricity from the Energy Recovery Facility.	Councillor Gavin Elsey Cabinet Member for Waste and Street Scene	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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<p>10. Review of Emergency Stopping Places – KEY/25JAN16/02 For Cabinet to review existing and proposed emergency stopping places.</p>	Cabinet	16 January 2017	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>11. Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04 To approve the provision of temporary agency workers.</p>	Councillor David Seaton Cabinet Member for Resources	November 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p>12. Personal Care and Support (Homecare) in Peterborough – KEY/02MAY16/01 To approve the awarding of a contract to an external provider following a competitive tender exercise.</p>	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	May 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders	Karen Hodsdon Senior Category Manager Karen.hodsdon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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13. Peterborough City Council Construction Framework – KEY/30MAY16/01 Approval of Peterborough City Council Construction Framework	Councillor David Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
14. Business Advice Charging Policy – KEY/25JUL16/01 To approve the charging policy.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
15. Market Position Statement – KEY/08AUG16/01 To approve the market position statement.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Social Care and Health	November 2017	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Oliver Hayward Assistant Director of People Commissioning and Commercial Operations Oliver.hayward@peterborough.gov.uk Tel: 01733 863708	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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16.	Integrated Healthy Lifestyles Service - KEY/05SEPT/01 To award a contract for the Integrated Healthy Lifestyles Service in Peterborough.	Councillor Diane Lamb Cabinet Member for Public Health	November 2016 Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Julian Base Head of Health Strategy Tel: 01733 207180 Julian.base@peterborough.gov.uk Oliver Hayward Assistant Director: People Commissioning and Commercial Operations Tel: 01733 863910 Oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p>17. Award of Contract for Construction and Operation of Fengate Household Recycling Centre – KEY/05SEPT16/02 To approve the award of contract for construction and operation of Fengate Household Recycling Centre.</p>	<p>Councillor Gavin Eley Cabinet Member for Waste and Street Scene</p>	<p>February 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p>18. Community Supported Living Services – KEY/19SEPT16/02 To approve the award of the contract for Community Supported Living Services for adults with complex learning disabilities.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>January 2017</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Engagement with service users, family members, carers and current provider.</p>	<p>Peter Brennan Interim Head of Mental Health and Learning Disabilities Tel: 452474 peter.brennan@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p>77</p> <p>19. Academy Conversion of Maintained School - KEY/31OCT16/01 To approve the closure of the maintained school. To authorise the grant of a 125 year lease of land and buildings. To authorise entering into Deeds of Assignment with the Academy Trust</p>	Cllr John Holdich, Leader & Cabinet Member for Education, Skills, University and Communications	December 2016	Creating Opportunities and Tackling Inequality	Relevant Internal and External Stakeholders	Emma Everitt – Capital Projects and Assets Officer Tel: 01733 863660 emma.everitt@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
20. Cambridgeshire and Peterborough Devolution Proposal – KEY/14NOV16/01 Purpose: to consider a scheme for a combined authority for the Cambridgeshire and Peterborough area, with a directly elected Mayor, and to propose that scheme to Council before submission to the Secretary of State	Cllr John Holdich, Leader & Cabinet Member for Education, Skills, University and Communications	17 November 2016	Strong and Supportive Communities Scrutiny Committee	Relevant internal and external stakeholders.	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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21. Uncollectable debts in excess of £10,000 – KEY/28NOV16/01 Sundry and business rates	Councillor David Seaton Cabinet Member for Resources	January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
22. Peterborough Serco Strategic Partnership Contract Amendments – KEY/28NOV16/02 To agree amendments to the Serco Partnership Contract	Councillor David Seaton Cabinet Member for Resources	December 2016	Sustainable Growth and Environment Capital	Relevant stakeholders and Serco.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
23. Serco ICT Contract Amendments – KEY/28NOV16/03 To agree amendments to the Serco ICT Contract.	Councillor David Seaton Cabinet Member for Resources	December 2016	Sustainable Growth and Environment Capital	Relevant stakeholders and Serco.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
24. Council Tax and NNDR – KEY/28NOV16/04 To agree the calculation of the Council Tax base for 2017/18.	Cabinet	16 January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 <a href="mailto:Steven.pilsworth@pete
rborough.gov.uk">Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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25 Amendment of Existing Loan Arrangements to Empower – KEY/28NOV16/05 To agree the further amendment to existing arrangements to Empower.	Cabinet	5 December 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders	John Harrison Corporate Director Resources John.harrison@peterborough.gov.uk Tel: 01733 452520	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
26. Contract (S) for the Provision of Highway Works at Lode Way, Hampton Peterborough – Key/28NOV16/06 To authorise an award of contract.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing & Economic Development	November 2016	Sustainable Growth And Environment Capital	Relevant internal and external stakeholders	Andy Tatt Peterborough Highway Services Tel: 01733453469 andy.tatt@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<p>1. Potential Energy Joint Venture – KEY/07MAR16/04 For Cabinet to consider and approve a potential energy joint venture.</p>	<p>Cabinet</p>	<p>16 January 2017</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

NON-KEY DECISIONS							
<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>	
PREVIOUSLY ADVERTISED DECISIONS							
1. 81	Proposal for Loan of Senior Management Staff Under Joint Arrangements – To approve a sharing agreement for senior management staff.	Councillor Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Kim Sawyer Director of Governance Tel: 01733 452361 Kim.sawyer@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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2. Request for Public Consultation for Public Space Protection Orders – To authorise the commencement of public consultation for public space protection orders.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Police, Fire Service, internal PCC departments.	Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Larua.kelsey@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
3. Food Safety Service Plan – To approve the service plan.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
4. To Adopt the Highway Asset Management Policy and Strategy To approve the adoption of the Highway Asset Management Policy and Strategy.	Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Lewis Banks, Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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5.	Empty Homes Strategy – To approve the Empty Homes Strategy.	Councillor Irene Walsh Cabinet Member for Communities and Environment Capital	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
6.	Vivacity Funding – To fund Vivacity £1278 until March 2016 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library.	Councillor David Seaton Cabinet Member for Resources	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
7.	Vivacity Premier Fitness Invest to Save Scheme - To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	Councillor David Seaton Cabinet Member for Resources	November 2016	Strong and Supportive Communities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>

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8. Delivery of the Council's Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01 To authorise the sale of Welland House, Dogsthorpe	Councillor David Seaton Cabinet Member for Resources	November 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
9. Budget Proposals First Tranche Recommendation - To recommend the first tranche of budget proposals to Council.	Cabinet	5 December 2016	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
10. Council Tax Support Scheme 2017/2018 – To recommend the scheme to Council.	Cabinet	16 January 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
11. Budget Proposals Second Tranche Consideration – To approve the consultation on the second tranche of Budget Proposals.	Cabinet	6 February 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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12. Budget Proposals Second Tranche Recommendation – To recommend the second tranche of budget proposals to Council.	Cabinet	27 February 2017	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
13. Procurement Strategy – To update Cabinet on the procurement strategy	Cabinet	December 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.pilsworth@pete rborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DIRECTORATE RESPONSIBILITIES

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

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

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

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

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

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

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

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

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

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

Legal and Democratic Services

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

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

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

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

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

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

Corporate Property

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

Health Protection, Health Improvements, Healthcare Public Health.

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

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Meeting Date	Item	Indicative Timings	COMMENTS
<p>20 July 2016 <i>Draft Report 28 June</i> <i>Final Report 08 July</i></p>	<p>Review of the Management of Unauthorised Gypsy and Traveller Encampments</p> <p>Contact Officer: Gary Goose</p>		
	<p>Housing Needs & Homelessness And An Update On The Progress Of The Homelessness Strategy</p> <p>Contact Officer: Belinda Child</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Review of 2015/16 and Work Programme 2016/17</p> <p>To review the work undertaken during 2016/17 and to consider the work programme of the Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
<p>14 September 2016 <i>Draft Report 22 Aug</i> <i>Final Report 2 Sep</i></p>	<p>Establishment Of A Scrutiny Task And Finish Group To Review Emergency Stopping Places</p> <p>The purpose of this report is for the Committee to consider and agree the Terms of Reference and membership of a Task and Finish Group.</p> <p>Contact Officer: Paulina Ford / Gary Goose</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p>Community Centres Asset Review To scrutinise the progress made on the Community Centre Review. Contact Officer: Caroline Rowan</p>		
	<p>CRIME AND DISORDER SCRUTINY COMMITTEE Restorative Justice and Restorative Approaches To scrutinise the use of restorative justice within the Youth Offending Service and what impact it is having. Contact Officer: Iain Easton / Gary Goose</p>		
	<p>Tackling Environmental Crime To scrutinise how the Council is managing environmental crime within the city. Contact Officer: Gary Goose</p>		
	<p>Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2016/2017 To consider the Work Programme for 2016/2017.</p>		
<p>16 November 2016 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase One To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27. Contact Officer: John Harrison/Steven Pilsworth</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
23 November 2016 <i>Draft Report 1 Nov</i> <i>Final Report 11 Nov</i>	Housing Renewals Policy 2017-2018 Contact Officer: Belinda Child		Requested by officer
	CRIME AND DISORDER SCRUTINY COMMITTEE		
	Prevention & Enforcement Service Update To scrutinise the impact and effectiveness of the new PES model Contact Officer: Gary Goose		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Work Programme 2016/2017 To consider the Work Programme for 2016/2017.		
11 January 2017 <i>Draft Report 12 Dec</i> <i>Final Report 22 Dec</i>	Community Safety Plan To scrutinise the draft statutory Community Safety Plan for the forthcoming period. Contact Officer: Gary Goose		
	Vivacity Review of Community Engagement & Meeting Council Objectives Contact Officer: Lisa Roberts		

Meeting Date	Item	Indicative Timings	COMMENTS
	<p>Empty Homes Strategy</p> <p>To scrutinise the changes and introduction of different types of grant that would be offered to bring empty properties back into use</p> <p>Contact Officer: Belinda Child</p>		
	<p>Active Lifestyle Strategy</p> <p>Contact Officer: Lisa Roberts</p>		
	<p>People & Communities Strategy</p> <p>To scrutinise the effectiveness and delivery of the Strategy, and the impact it is having on communities.</p> <p>Contact Officer: Adrian Chapman</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2016/2017</p> <p>To consider the Work Programme for 2016/2017.</p>		
<p>(Joint Meeting of the Scrutiny Committees and Commissions)</p> <p>8 February 2017</p>	<p>Budget 2017/18 and Medium Term Financial Strategy to 2026/27 Phase Two</p> <p>To scrutinise the Executive's proposals for the Budget 2017/18 and Medium Term Financial Plan 2026/27.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>		

Meeting Date	Item	Indicative Timings	COMMENTS
<p>7 March 2017 <i>Draft Report 10 Feb</i> <i>Final Report 23 Feb</i></p>	<p>City Centre Action Plan</p> <p>Contact Officer: Annette Joyce</p>		
	<p>Cabinet Member for City Centre Management, Culture and Tourism – Looking Forward</p> <p>Contact Officer: Annette Joyce & Lisa Roberts</p>		
	<p>Selective Licensing</p> <p>To scrutinise the introduction and early impacts of Selective Licensing in relation to tackling the issues it was created to resolve.</p> <p>Contact Officer: Gary Goose</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which is relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		

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