



Please ask for Donna Cairns
Direct Line: 01246 345277
Fax: 01246 345252
Email: democratic.services@chesterfield.gov.uk

The Chair and Members of Cabinet

14 April 2015

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 21 APRIL 2015 following the end of the meeting of Joint Cabinet and Employment and General Committee, but not starting before 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 8)

To approve as a correct record the Minutes of the Cabinet meeting held on 24 March, 2015.

4. Forward Plan (Pages 9 - 20)
5. Delegation Report (Pages 21 - 24)

Items Recommended to Cabinet via Executive Members

Deputy Leader and Executive Member for Planning

6. Local Plan: Sites and Boundaries Development Plan document and approval of Local Development Scheme (J010) (Pages 25 - 38)

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

Executive Member for Housing

7. Housing Strategy - Action Plan Review (H000) (Pages 39 - 64)
8. Housing Allocations Policy – Feedback On The Consultation Regarding The Proposed Changes (H710) (Pages 65 - 106)
9. Home Energy Conservation Act Further Report 2013 -15 Biennial Review (H000) (Pages 107 - 150)
10. Future Arrangements for the Repair and Maintenance of the Council Housing Stock (H000) (Pages 151 - 170)

Executive Member for Leisure, Culture and Tourism

11. Local Government Declaration on Tobacco Control (T000) (Pages 171 - 178)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 24th March, 2015

Present:-

Councillor Burrows (Chair)

Councillors	Blank	McManus
	King	Russell
	Ludlow	Serjeant

Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

*Matters dealt with under Executive Powers

210 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

211 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Gilby.

212 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 10 March, 2015 be approved as a correct record and signed by the Chair.

213 **FORWARD PLAN**

The Forward Plan for the four month period 1 April to 31 July, 2015 was reported for information.

*** RESOLVED –**

That the Forward Plan be noted.

214 **DELEGATION REPORT**

Decisions taken by Executive Members during March 2015 were reported.

*** RESOLVED –**

That the Delegation Report be noted.

215 **QUEEN'S PARK SPORTS CENTRE - VAT OPTION TO TAX**

The Chief Finance Officer submitted a report on the option to tax the new Queen's Park Sports Centre.

The implications of charging VAT on the new Queen's Park Sports Centre were outlined in the report.

Opting to tax the new Queen's Park Sports Centre would bring it in line with the Healthy Living Centre and allow a common pricing structure to be maintained.

A further report on the new Queen's Park Sports Centre Business Plan would be brought later in the year.

***RESOLVED -**

- (1) That the principle to opt to tax the new Queen's Park Sport Centre be agreed with effect from 31 March 2015.
- (2) That the final decision of whether to register the option with HMRC be delegated to the Chief Finance Officer in consultation with the Leader of the Council.

REASON FOR DECISIONS

To protect the Council's exempt VAT recovery position.

216 ANTI SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014 (S010)

The Acting Community Safety Officer submitted a report recommending for approval the revised Anti-Social Behaviour (ASB) Policy Statement, and the adoption and delegation of new enforcement powers under the Anti-Social Behaviour, Crime and Policing Act 2014.

The Anti-Social Behaviour Policy had been revised in light of legislative changes set out in the Anti-Social Behaviour, Crime and Policing Act 2014 and emerging best practice in the field.

The revised Policy demonstrated the Council's commitment to reducing anti-social behaviour, improving the quality of life for local people and reducing crime and fear of crime within our communities.

A new IT system had been introduced to manage anti-social behaviour cases.

Chesterfield Borough Council and Chesterfield Community Safety Partnership employees had been trained on the new anti-social behaviour interventions and requirements contained within the Anti-Social Behaviour, Crime and Policing Act 2014. New delegated powers were proposed in relation to the new powers under the Act.

The Policy would be implemented via the delivery of the Community Safety Action Plan and regularly monitored through the application of appropriate performance measures.

*** RESOLVED -**

- (1) That the revised Anti-Social Behaviour Policy be approved, published and widely circulated.
- (2) That the delegations listed in Appendix B to the report be approved and that the appropriate amendments to the Council's Constitution be made.
- (3) That the level of fixed penalty under section 52 of the Act for failing to comply with a Community Protection Notice be set at £70, payable within 14 days and that references to statutory notices and fixed penalty notices within the Council's Enforcement Policy

Statement shall be construed to include Community Protection Notices.

- (4) That the Chesterfield Community Safety Partnership – Community Safety Officer be designated as the single point of contact for the Community Trigger and act as co-ordinator for the partnership response.

REASON FOR DECISIONS

To demonstrate our commitment to reducing Anti-Social Behaviour in Chesterfield Borough and improve knowledge and understanding of the issues relating to Anti-Social Behaviour.

217 SIX MONTH REVIEW OF PPP PERFORMANCE (R340)

The Executive Director submitted a report and delivered a presentation to provide an update on the Six Month Review of PPP (Public Private Partnership) Performance and planned activity through to June 2015.

The presentation covered:

- Recent performance and achievements.
- The changing context within which the PPP now operates.
- A Position Statement four years on.
- Review activities.
- Planned deliverables to re-shape the PPP.

***RESOLVED -**

- (1) That the Six Month Review of PPP Performance be noted.
- (2) That the need for the PPP to be reshaped be agreed with work undertaken between now and the end of June 2015.
- (3) That the need for stronger and transparent corporate processes that provide direction and prioritisation to the PPP be supported.
- (4) That a further report be received in July 2015 to provide an update on progress together with any recommended changes.

REASON FOR DECISIONS

To enable Cabinet to be updated on the Six Month Review of PPP Performance and have the opportunity to shape the planned PPP Review activity.

This page is intentionally left blank

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 MAY 2015 TO 31 AUGUST 2015

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Executive Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

P

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting dates 2014/15

<u>Cabinet</u>	<u>Council</u>
21 April 2015	
5 May 2015	18 May 2015 20 May 2015

Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 30 June 2015	
14 July 2015* 28 July 2015	29 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

(To view the dates for other meetings please click [here.](#))

*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions								
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document and approval of Local Development Scheme - to update on progress and agree a revised Local Development Scheme	Cabinet	Deputy Leader & Executive Member for Planning	21 Apr 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 337 Page 12	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	2 Jun 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	21 Apr 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 484	Home Energy Conservation Act Update To seeking approval for the adoption and publication of the Home Energy Conservation Act Report.	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Private Sector Housing Manager		Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 485	Housing Strategy Update To seek approval for the adoption and publication of the Council's Housing Strategy 2013-16	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Business Planning and Strategy Manage - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet	Executive Member - Governance and Organisational Development	16 Jun 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 499	Renewal of Repairs and Maintenance Contract 12	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Operational Services Manager – Housing Services	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 502	Waste and Recycling Re-designation of Customers To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation.	Cabinet	Executive Member - Environment	16 Jun 2015		Mel Henley melhenley@chesterfield.gov.uk	Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 504	Housing Allocations Policy – feedback on the results of consultation on changes to the Housing Allocations Policy. To consider feedback on the results of consultation on changes to the Housing Allocations Policy.	Cabinet	Executive Member - Housing	21 Apr 2015	Report of Customer Division Service Manager – Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Public	
Key Decision 505	Funding to Voluntary and Community Organisations 2015/16 – Service Level Agreements	Cabinet	Executive Member - Customers and Communities	2 Jun 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	
Key Decision 506	Disposal of Obsolete Housing Stock	Executive Member Housing - Executive Member decisions	Executive Member - Housing	10 Apr 2015	Report of the Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 507	Sheltered Housing Strategy - Delivery of the Next Phase	Cabinet	Executive Member - Housing	2 Jun 2015	Report of the Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 509	Planning Staffing and Restructure To approve new staffing and structures for Strategic Planning and Development Management.	Joint Cabinet and Employment & General Committee	Deputy Leader & Executive Member for Planning	21 Apr 2015	Report of Strategic Planning and Key Sites Manager and Development Management and Conservation Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Exempt 1, 3, 4 Information relating to an individual, financial or business affairs, and labour relations	
Key Decision 510	Community Infrastructure Levy To approve the adoption of the Community Infrastructure Levy, subject for formal notification and consultation	Cabinet Council	Deputy Leader & Executive Member for Planning	14 Jul 2015 29 Jul 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 511	Updated Town Centre Masterplan	Cabinet	Leader & Executive Member for Regeneration	2 Jun 2015	Report of the Economic Development Manager	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Public	
Key Decision 512	Careline Partnership – current position	Cabinet	Executive Member - Housing	16 Jun 2015	Report by Housing Service Manager – Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcrogan@chesterfield.gov.uk	Exempt 3 Information relating to financial affairs	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 513	Approval to Dispose of Miscellaneous Housing Stock	Executive Member - Housing	Executive Member - Housing	25 May 2015	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3 Information relating to financial affairs	
Key Decision Page 14 16	Proposed Air Quality Management Order To approve the proposed air quality management order, in relation to nitrogen dioxide levels at Brimington, for consultation	Cabinet	Executive Member - Environment	2 Jun 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Private Items -Non Key/ Significant but non-Key								
Non-Key 363	Application for Home Repairs Assistance	Executive Member - Housing	Executive Member Housing - Executive Member decisions	30 Apr 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Executive Member - Housing	Executive Member - Housing	30 Apr 2015	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.	
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Apr 2015	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	
Non-Key 372	Creation of Digital Content Editor post	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	2 Jun 2015	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public	
Non Key Decision								
Non Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	30 Apr 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 31	Corporate Health and Safety Improvement Programme 2015 - 18	Cabinet	Executive Member - Governance and Organisational Development	2 Jun 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	
Non-Key 33	Local Government Declaration on Tobacco Control To sign the Declaration on Tobacco Control and commit to its aims to reduce the harm smoking causes to our community.	Cabinet	Executive Member - Leisure, Culture and Tourism	21 Apr 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Non-Key 34	Consideration of the Scrutiny Annual Report 2014/15 Consideration of the Scrutiny Annual Report 2014/15	Council	Executive Member - Governance and Organisational Development	18 May 2015	Report of the Policy and Scrutiny Officer	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	
Non-Key 35	Community Assemblies Annual Report Community Assemblies Annual Report	Cabinet	Executive Member - Customers and Communities	30 Jun 2015	Report of the Community Development Worker	Wendy Blunt Community Development Officer Tel: 01246-345344 wendy.blunt@chesterfield.gov.uk	Public	

Key Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 36	Equalities Annual Report Equalities Annual Report	Cabinet	Executive Member - Customers and Communities	30 Jun 2015	Report of the Policy Officer	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	

This page is intentionally left blank

CABINET MEETING

21 April 2015

DELEGATION REPORT

DECISIONS TAKEN BY LEAD MEMBERS

Deputy Leader and Executive Member for Planning

Decision Record No.	Subject	Delegation Reference	Date of Decision
66/14/15	Lease of 5 Low Pavement, Chesterfield	J420L	20 March 2015
<p>Decision</p> <p>(1) That a 15 year lease of 5 Low Pavement to C. W. Sellors (Gold and Silversmiths) Limited be approved on the terms outlined in the report.</p> <p>(2) That the Property, Procurement and Contracts Law Manager be granted delegated authority to deal with any late amendments to the terms of the lease.</p>			
<p>Reason for Decision</p> <p>The new lease will secure a rental income over the next five years (as a minimum) whilst mitigating against the financial liability of this becoming vacant and retaining an existing tenant of the Council.</p>			

Executive Member for Customers and Communities

Decision Record No.	Subject	Delegation Reference	Date of Decision
67/14/15	Application for Small Grant Aid - May Day Gala 2015	S100L	31 March 2015
<p>Decision</p> <p>That the Chesterfield and District Trades Union Council's application for small grant aid of £800 towards the cost of the 2015 May Day Gala be approved.</p>			
<p>Reason for Decision</p> <p>To continue the Council's support for the May Day Gala.</p>			

Executive Member for Housing

Decision Record No.	Subject	Delegation Reference	Date of Decision
68/14/15	Disposal of Obsolete Housing Stock	G100L	10 April 2015
<p>Decision</p> <p>That approval be given to write off and dispose of obsolete stock, as detailed in Appendix A and Appendix B to the report, which was based within the stores section of the Operational Services Division and for which there were no requirements for its future use.</p>			
<p>Reason for Decision</p> <ol style="list-style-type: none"> 1. To cleanse the data of the stores section based at the Operational Services Division. 2. To have an efficient and up to date stores system. 3. To prepare for the implementation of COINS within Stores. 4. To clear much needed space within Stores and the depot area. 			

This page is intentionally left blank

FOR PUBLICATION

Local Plan: Sites and Boundaries Development Plan document and approval of Local Development Scheme (J010)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER FOR PLANNING
DATE:	1. 21 APRIL 2015 2. 14 APRIL 2015
REPORT BY:	DEVELOPMENT AND GROWTH MANAGER
WARD:	ALL
COMMUNITY ASSEMBLIES:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	329

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

Chesterfield
TITLE: Local Plan LOCATION: www.chesterfield.gov.uk
Core Strategy

Local
Development
Scheme 5

1.0 PURPOSE OF REPORT

- 1.1 To update members on progress with the Local Plan: Sites and Boundaries Development Plan Document and to agree

the future timetable and arrangements for producing the Local Plan.

2.0 RECOMMENDATIONS

- 2.1 That the Council cease production of a separate Local Plan Sites and Boundaries DPD and Staveley and Rother Valley Corridor Area Action Plan
- 2.2 That the Council prepare a new Local Plan that will replace the existing Local Plan Core Strategy and the DPDs proposed in the Council's Local Development Scheme 5 (LDS5)
- 2.3 That the Council adopt and publish a new Local Development Scheme (LDS6) setting out the timetable and arrangements for preparing a new Local Plan.
- 2.4 That a Local Plan board be set up to provide oversight of the preparation of the Local Plan

3.0 BACKGROUND

- 3.1 The Council is responsible for the preparation and adoption of a Local Plan for the Borough under the Planning and Compulsory Purchase Act 2004. The Council must also prepare and maintain a Local Development Scheme (LDS). This provides a public statement of the council's programme for producing the Local Plan. It explains which Local Development Documents will be produced as part of the Chesterfield Local Plan and when and how they will be produced.
- 3.2 The Council's most recent Local Development Scheme, LDS5, was published in November 2012 and set out that the Council would prepare a Local Plan consisting of the following Development Plan Documents (DPDs):
 - Core Strategy
 - Sites and Boundaries
 - Staveley Area Action Plan
- 3.3 The Council's Core Strategy was adopted in July of 2013 following examination by a Planning Inspector. An Issues and Options consultation was undertaken on Sites and

Boundaries in November 2012, alongside publication of a preferred option of the Staveley and Rother Valley Corridor Area Action Plan.

3.4 Progress on the remaining two DPDs has been limited since adoption of the Core Strategy for a number of reasons, primarily delays in waiting for key evidence to be provided by third parties (including new household projections from the ONS) and, in the case of Staveley, the additional need to respond to proposals for HS2). There have also been changes in the circumstances of the Borough, including its relationship to the Local Economic Partnerships and City Regions. In particular, the Council's Local Plan now needs to respond to:

- receipt of updated housing projections;
- growth aspirations set out in the SCR and D2N2 Strategic Economic Plans;
- historically low levels of house-building within the Borough;
- experience in implementing policies of the adopted Core Strategy;
- changes to legislation and guidance (eg on Code for Sustainable Homes and Zero Carbon standards);
- advice from the HCAs Large Applications team (ATLAS) regarding the implementation of development proposals for Staveley Works;
- announcement of the proposed route of HS2 and the proposed location of a Maintenance Depot on Staveley Works

3.5 The overall Spatial Strategy set out in the Core Strategy; 'Concentration and Regeneration', is generally considered to still be up to date and appropriate for the Borough. The Development Management policies set out in the Core Strategy are also still generally effective and in line with National Policy. However there are some areas, particularly around sustainable development and retail policy, which

would benefit from updating to reflect changes in legislation and/or supporting evidence.

- 3.6 In response, it is proposed that the Council ceases production on the Sites and Boundaries DPD and the Area Action Plan. Instead a partial review of the existing Core Strategy will be undertaken and a single, new Local Plan prepared for the Borough that rolls together Strategic and Development Management Policies, Site Allocations and proposals for the Regeneration of Staveley Works.
- 3.7 This will have the benefit of providing a simple to understand, robust and up to date planning framework for the Borough. This would not represent a return to 'square one' however. The spatial strategy set out in the adopted Core Strategy is still considered broadly up to date and would be updated rather than replaced. Existing work undertaken on the Sites and Boundaries DPD, including consultation responses received in 2012-13, will be used to inform the new Local Plan. Given the scale of work already undertaken that can be re-used and/or updated, a first draft of a new Local Plan is expected to be prepared by the Autumn of 2015.
- 3.8 The proposed change requires the publication of a new Local Development Scheme (LDS) for the Borough, setting out a public statement of the council's programme for producing the Local Plan. The proposed LDS, set out at Appendix 1 explains which Local Development Documents will be produced as part of the Chesterfield Local Plan and when and how they will be produced.
- 3.9 The proposed LDS sets out the following key dates for preparation of the new Local Plan:
- November 2015 - Publish draft plan
 - February 2016 - Pre-submission draft
 - April 2016 – Submission to Secretary of State
 - June 2016 - Examination
 - December 2016 - Adoption

- 3.10 It should be noted that the current Local Plan, consisting of the adopted Core Strategy and the saved policies of the Replacement Chesterfield Borough Local Plan (2006) would continue to apply until such time as a new Local Plan is adopted.

Project Management

- 3.11 At present, the Local Plan process is overseen by the Local Development Steering Group, consisting of the Executive Member for Planning, the shadow Member for planning and their deputies. This group meets on an infrequent basis as relevant reports are taken for Executive Member approval. It is proposed that this be formalised by creating a Project Board, which will meet on a regular basis (quarterly) to receive reports on progress, and as required at key milestones. It is recommended that this board consist of the Executive Member for planning and the Shadow Member, alongside a member of the Senior Management Team.

4.0 CORPORATE ISSUES

- 4.1 In writing this report the following standard corporate issues have been considered:

- ***Risk Management and Equalities (see separate paragraphs below)***
- **capital or revenue financial implications** – The Council currently sets aside a reserve to pay for the costs of examining Local Plans, with an annual contribution made from the Forward Planning budget to cover this. As of the end of 2014-15 this is expected to stand at £260,285. This is currently set on the basis of needing to cover the costs of two DPDs (Sites & Boundaries and an Area Action Plan). Although examining a full Local Plan is likely to be more complex and time consuming than either of the currently proposed DPDs individually, there are likely to be cost savings from only needing to set up one examination, one set of consultations etc. An estimate based on the costs of the last Core Strategy Examination (£57,660) suggests that the cost of examining a fresh Local Plan (including site allocations, which will add to the length of examination), could be in the region of £70 -£100K (assuming that the plan is found to be sound). On this basis the existing

reserve is considered sufficient and a saving of £35K pa can be achieved by suspending contributions to the reserve temporarily, to be reviewed after the next Local Plan examination.

- **Human Resources/people management implications** - The Local Plan would be prepared by the Strategic Planning and Key Sites team. The team was significantly restructured in 2013, reducing from 6 planning officers and a technician to 4 planning officers. The move to a single Local Plan will somewhat simplify the workload of the team by reducing the burden of examinations, although the same evidence and policy areas will still need to be addressed. A separate report on the structure of this team, to enable it to deliver the Local Plan and other Corporate Priorities has been prepared.
- **Legal and human rights** - Preparation of the Local Plan will be in accordance with the regulations set out in the Planning and Compulsory Purchase Act 2004, the Town and Country Planning (Local Development) Regulations 2004, and in line with the guidance set out in the National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG). The publication of a revised Local Development Scheme will meet the requirements of the Planning and Compulsory Purchase Act 2004 to 'prepare and maintain a Local Development Scheme'.
- **Efficiency** – The recommendations will lead to increased efficiencies by reducing the need to run separate examinations into both a Sites & Boundaries DPD and an Area Action Plan, and result in reduced duplication in the preparation of formal notices, consultation materials and letters etc.
- **Consultation with the public and with stakeholder groups** – There is no requirement to consult on the publication of a Local Development Scheme. The Local Plan will be consulted on in line with the requirements of relevant legislation and the procedures set out in the Council's adopted Statement of Community Involvement (adopted 2014).
- **Implications for other services inside and outside the council** – As the Local Plan will involve the allocation of land for development and for protection from development, it will have

implications for the land assets of the Council and other public bodies (including Derbyshire County Council). These implications will be explored fully in the preparation of and consultation on the Local Plan.

5.0 Risk Management

Description of the Risk	Impact	Likelihood	Mitigating Action
LDS is not approved, leading to reputational risk to the council and inability to submit Local Plan for examination	High	Low	Approve LDS
Further delays puts LDS out of date	Low	Low	Regularly review progress and publish updated LDS as necessary

6.0 Equalities Impact Assessment (EIA)

6.1 This report does not recommend any changes in council policies or practices at this stage. The preparation of a new Local Plan would be the subject of a full EIA as part of the process of Sustainability Appraisal.

7.0 ALTERNATIVE OPTIONS TO BE CONSIDERED

7.1 Publication of a Local Development scheme is a Legal Requirement and therefore no alternative has been considered to this part of the recommendation.

- 7.2 The Council could continue down the existing route of preparing a separate Sites and Boundaries document, with the intention of adopting it under the existing Core Strategy in the hope of resolving the council's lack of a demonstrable five year supply of deliverable housing sites. However it is doubtful that this would present any significant saving in time. Both the Site and Boundaries DPD route and the new Local Plan with site allocations would be based on the same evidence and would have to go through the same stages of publication, examination and approval. The revised spatial strategy would be an update rather than a complete re-write, and is not expected to add significantly to the length of the process
- 7.3 More significantly, any minor gain in time is likely to be offset by the risk of a Sites and Boundaries DPD being found unsound if the council's overall spatial strategy, in particular its housing targets, are not reviewed and kept up to date. Based on evidence of other council's Local Plans at examination, this risk is considered to be very high and would introduce significant further delay into the process of plan adoption.
- 7.4 A third option would be to not continue with preparation of the Sites and Boundaries DPD and instead rely on the adopted Core Strategy. In this case the only mechanism to demonstrate a five year supply of housing would be through granting planning permissions. The council would continue to be in a weak position to defend against planning applications for housing on inappropriate greenfield sites and the Core Strategy would face increasing challenge at appeals of being considered 'out-of date'.
- 7.5 Regarding the Staveley and Rother Valley Corridor AAP specifically, a number of options were considered in the report by ATLAS, ranging from continuing to prepare an AAP to simply dealing with planning applications as they are received. Given that the council is already in discussion with the major landowners about planning applications to bring the site forward for development, a process is likely to proceed faster than the production of a formal AAP, the formal route is considered redundant. The alternative of simply dealing with applications as they are received

however, would not deliver the joined up approach to infrastructure delivery that is required to deliver this difficult site and is likely to result in cherry picking of the most easily developed parts of the site at the expense of others.

8.0 RECOMMENDATIONS:

- 8.1 That the Council cease production of a separate Local Plan Sites and Boundaries DPD and Staveley and Rother Valley Corridor Area Action Plan
- 8.2 That the Council prepare a new Local Plan that will replace the existing Local Plan Core Strategy and the DPDs proposed in the Council's Local Development Scheme 5 (LDS5)
- 8.3 That the Council adopt and publish a new Local Development Scheme (LDS6) setting out the timetable and arrangements for preparing a new Local Plan.
- 8.4 That a Local Plan board be set up to provide oversight of the preparation of the Local Plan

9.0 REASONS FOR RECOMMENDATIONS

- 9.1 In order that resources can be re-targeted at preparing a sound Local Plan.
- 9.2 In order to put in place a sound Local Plan with a five year supply of deliverable housing sites in accordance with the Planning and Compulsory Purchase Act 2004 and the National Planning Policy Framework.
- 9.3 As required by the Planning and Compulsory Purchase Act 2004.
- 9.4 To ensure effective project management and oversight of the Local Plan process.

You can get more information about this report from Alan Morey
01246 345371

Officer recommendation supported.

J. F. Kelly

Signed

Executive Member

Date 14/3/2015

Consultee Executive Member/Support Member comments (if applicable)/declaration of interests

APPENDIX 1

Chesterfield Borough Council Local Development Scheme 6

Introduction

This is the sixth Local Development Scheme for Chesterfield, taking the place of the fifth Local Development Scheme (LDS5) that was approved in November 2012.

The Planning & Compulsory Purchase Act 2004, as amended subsequently by a series of measures, introduced a new system for development plans in England. It required the preparation of Local Development Frameworks (LDFs) to replace the previous system of structure plans and local plans.

The 2004 Act, as amended, requires the council to prepare and maintain a Local Development Scheme (LDS). This provides a public statement of the council's programme for producing the Local Plan. It explains which Local Development Documents will be produced as part of the Chesterfield Local Plan and when and how they will be produced.

The Localism Act 2012 and associated regulations made additional changes to the requirements for LDFs. The National Planning Policy Framework (NPPF) and National Planning Practice Guidance also guide the preparation and implementation of Local Plans. The most significant change was the reintroduction of the concept of a single, integrated local plan as the main Development Plan Document for an area like the Borough of Chesterfield.

This Local Development Scheme took effect on XX of XXXX 2015.

The programme for the Local Development Scheme (LDS) setting out the proposed timetable and dates of key milestones for each LDD is set out below.

Current Development Plan

As of March 2015, the Development Plan for Chesterfield comprised the following documents:

- Chesterfield Borough Local Plan Core Strategy (adopted July 2013)
- Saved policies of the Replacement Chesterfield Borough Local Plan (adopted June 2006) as set out in appendix H of the Local Plan Core Strategy
- Saved policies of the Derby & Derbyshire Waste Local Plan (adopted March 2005)
- Saved policies of the Derby and Derbyshire Minerals Local Plan (adopted 2000 and altered 2002)

The council published a draft Community Infrastructure Levy (CIL) Charging Schedule in 2014. This was subject to examination in August 2014 and a positive report received from the Examiner. The council intends to adopt its CIL charging regime during 2015

Progress on Local Plan Implementation

A number of factors, including delays to, or changes in, key evidence (including the publication of revised household projections), increased working with the D2N2 and SCR LEPs, and a change in government emphasis from two-part Local Development Frameworks to single Local Plans, has delayed progress on the Sites and Boundaries DPD and Staveley and Rother Corridor AAP.

The overall Spatial Strategy that was set out in the Local Plan Core Strategy; 'Concentration and Regeneration' is generally considered to still be up to date and appropriate for the Borough. The Development Management policies set out in the Core Strategy are also still generally effective and in line with National Policy. However there are some areas, particularly around sustainable development and retail policy, which would benefit from updating to reflect changes in legislation and/or supporting evidence.

The Council has received an updated Strategic Housing Market Assessment (SHMAA), which is indicating that household growth will not be as strong as previously predicted. In addition, SCR and D2N2 LEPs have set out growth aspirations in their Strategic Economic Plans for additional jobs across the regions (70,000 by 2021 in the case of SCR and 55,000 in D2 N2). Both of these factors are likely to translate into a need to publish a revised housing target for the borough in response.

Support has been received from the Homes and Communities Agency's ATLAS team on the progression of the Staveley and Rother Valley Corridor Area Action. The

conclusion of the review was that, rather than continuing to progress a formal AAP, the regeneration of the corridor would be best progressed through a Strategic Framework Plan, alongside an enhanced policy position through setting out site specific policies as part of a Local Plan.

On this basis the Council proposes to:

- 1. Cease production of a separate Site Allocations DPD;*
- 2. Cease production of a separate Area Action Plan for the Staveley and Rother Valley Corridor (SRVCAAP);*
- 3. undertake a partial review of the Core Strategy, in particular housing and employment land targets, and combine it with site allocations (including detailed policies for the Staveley and Rother Valley Corridor) to produce a comprehensive, single Local Plan for the Borough. This will replace the saved policies of the RCBLP, the Local Plan Core Strategy and the emerging Site Allocations DPD and SRVCAAP.*

Proposed Development Plan

To take the place of the 'saved' plans and policies described above, the council has prepared, or proposes to prepare, the following LDDs to form the LDF:

LDD	Subject Matter	Geographical Coverage	Timetable
Development Plan Documents			
Replacement Chesterfield Borough Local Plan	Saved policies and site allocations for development to 2016	Chesterfield Borough	Adopted 2006 To be replaced 2016 by new Local Plan
Local Plan Core Strategy	Vision, objectives and spatial development strategy for Chesterfield to 2031	Chesterfield Borough	Adopted 2013 To be replaced 2016 by new Local Plan
Proposals Map	Policy boundaries and site allocations related to Development Plan	Chesterfield Borough	Revised map adopted 2013 To be replaced 2016 by new Local Plan
Chesterfield Borough Local Plan	Updated vision, objectives, spatial development strategy and site allocations for Chesterfield to 2033	Chesterfield Borough	November 2015 - Publish Draft Plan February 2016 – Consult on Pre-submission draft June 2016 - Examination December 2016 - Adoption
Other Local Development Documents			
Statement of Community Involvement	Procedures and practice for community engagement in plan preparation and determining planning applications	Chesterfield Borough	Updated SCI adopted 2014
Authority Monitoring Report	Monitoring data on housing delivery and plan preparation and implementation	Chesterfield Borough	Publish annually in May
Community Infrastructure Levy Charging Schedule	Charging regime for provision of infrastructure to support growth set out in the adopted Local Plan	Chesterfield Borough	Draft Charging Schedule published Nov 2013 Submitted June 2014 Examination complete August 2014 Adoption by Dec 2015

FOR PUBLICATION

HOUSING STRATEGY ACTION PLAN REVIEW (H000)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER FOR HOUSING
DATE:	1. 21 APRIL 2015 2. 10 APRIL 2015
REPORT BY:	HOUSING SERVICE MANAGER BUSINESS PLANNING AND STRATEGY
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	485

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

- 1.1 To update Cabinet on progress in meeting the actions and targets in the Housing Strategy 2013-2016.
- 1.2 For Cabinet to approve new actions and targets in the Housing Strategy Action Plan for 2015-2016.

2.0 **RECOMMENDATIONS**

- 2.1 That Cabinet note the progress towards delivering the actions in the Housing Strategy 2013-16.
- 2.2 That Cabinet approve the revised Housing Strategy Action Plan for 2015-16.

3.0 **BACKGROUND**

3.1 Council adopted the Chesterfield Housing Strategy 2013-2016 on 24 April 2013 which sets out the Council's housing priorities and plans for the period 2013 to 2016. These priorities are:

- Increasing the supply of high quality, sustainable homes
- Making better use of the existing stock
- Delivering quality housing and housing support services
- Encouraging a quality, thriving private housing sector

3.2 Within the Strategy itself it was acknowledged that it was being written at a time of significant change in the housing sector. As it was not clear what the effects of changes to Central Government housing policy would be locally the Strategy stated that the Action Plan would be reviewed to ensure it was still appropriate and relevant.

4.0 **CURRENT POSITION**

4.1 **Appendix 1** provides Cabinet with an update of the Housing Strategy Action Plan including the details of the work completed so far.

4.2 The actions that are ongoing and those that have not been, or are only partially completed, have been added to a revised Housing Strategy Action Plan set out at **Appendix 2**. This action plan takes into account the changes in services and service delivery at Chesterfield Borough Council in the past eighteen months and includes some new actions that have been identified following the changes to both Government and Derbyshire County Council policy.

5.0 **FINANCIAL IMPLICATIONS**

5.1 The revised action plan will be delivered within existing General Fund and / or Housing Revenue Account resources.

5.2 Where possible we will continue to work cross boundary with neighbouring authorities and / or in partnership with other Registered Providers to deliver the strategic objectives and continue to make efficiency savings through economies of scale.

6.0 **RISK MANAGEMENT**

6.1 The actions contained within the revised Housing Strategy Action Plan include the implementation of statutory and good practice performance requirements. All relevant documents and reports have to be published

and available for public scrutiny. The individual risks associated with the implementation of any proposal will be considered as part of any specific report brought on those subjects.

7.0 **EQUALITIES IMPACT ASSESSMENT (EIA)**

7.1 An EIA is attached in **Appendix 3**. There are no negative impacts on groups with protected characteristics identified. There are several groups that will benefit from the actions in the revised action plan – such as older persons, disabled persons and those experiencing deprivation and health inequalities.

8.0 **RECOMMENDATIONS**

8.1 That Cabinet note the progress towards delivering the actions in the Housing Strategy 2013-16

8.2 That Cabinet approve the revised Housing Strategy Action Plan for 2015-16.

9.0 **REASONS FOR RECOMMENDATIONS**

9.1 To set out an updated framework for our delivery of housing and housing related services.

9.2 To help meet the Council's Corporate Plan Priorities 2015-2019:

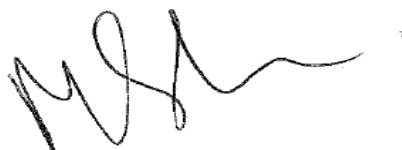
- To make Chesterfield a thriving Borough
- To improve the quality of life for local people

ALISON CRAIG

HOUSING SERVICES MANAGER - BUSINESS PLANNING AND STRATEGY

You can get more information about this report from James Crouch (extension 5150).

Officer recommendation supported.



Signed Executive Member

Date 10/04/2015

Consultee Executive Member/Support Member comments (if applicable)

This page is intentionally left blank

**Appendix 1:
Housing Strategy Action Plan –Review**

Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Commission a joint Strategic Housing Market Assessment (SHMA) with Bolsover and Bassetlaw	Sub-regional and local housing market assessment	December 2013	Understanding of local housing market to inform delivery Local Plan	Housing Revenue Account (HRA) Planning Housing Market Area (HMA)	Business Planning and Strategy Manager
Update: SHMA completed March 2014 and evidence to be used for early review of Local Plan by December 2015.					
Make best use of public sector assets to deliver new housing	Conversion of 4 communal rooms into bungalows and Bacons Lane into three family houses	April 2014	Increased access to affordable housing	HRA	Business Planning and Strategy Manager
	Redevelopment of former Newbold School site	April 2014 onwards	Increased housing supply in Chesterfield	Derbyshire County Council (DCC)/ General Fund (GF)	Development and Growth Manager
<p>Update: Conversions and Bacons Lane completed. Newbold School site originally sold through Homes and Communities Agency (HCA) developer panel to Barratts though no planning application was submitted and deal fell through. CBC to carry out own site investigations of the site and market the site in 2015</p> <p>New: Former Saltergate Medical Centre also being disposed of through HRA developer panel Autumn 2014. Planning brief completed and available for this site</p> <p>New: Land at Linacre Road. Mix of GF and HRA. Council approved funding for site investigations to bring site forward in phases over next 3-5 years</p> <p>New: Conversion of Grange Court into three one bedroom homes.</p>					
Plan for appropriate mix of houses to meet future housing needs	Local Plan Core Strategy	October 2013	Appropriate Mix of properties developed in Chesterfield to meet community need	GF	Development and Growth Manager
	Local Plan sites and Boundaries	April 2014			
	Staveley and Rother	April 2014			

Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
	Valley Area Action Plan				
<p>Update: Core Strategy adopted 24th July 2013</p> <p>Local Sites and Boundaries work started with Issue and Options document consultation in 2013. The Council is in the process of preparing a preferred option for public consultation.</p> <p>An early review of the Local Plan is currently proposed in response to updated evidence, particularly on the objectively assessed need for housing. The Council is currently proposing a new Local Development Scheme that would see a draft Local Plan published by December 2015, this will include site allocations (replacing the need for a separate Site Allocations DPD) and replace the current Core Strategy.</p>					
Ensure the needs of vulnerable groups are considered in the development of new build	Affordable and Special Needs Housing Supplementary Planning Document revised and updated	March 2015	Improved accessibility and adaptability of new homes developed in Chesterfield.	GF	Development and Growth Manager
<p>Update: Work Commenced August 2014 on new Affordable and Special Needs Housing Supplementary Planning Document. External scoping consultation took place through November 2014 - February 2015 Further public consultation due to take place over Summer 2015 with a completed SPD published by December 2015</p>					
Work with Registered Providers and HCA to secure funding to deliver affordable housing	Increased development on key housing sites from 2012/13 Derby Road Frecheville Street Waterside Harris House	December 2015	Increased Access to affordable housing	Commuted Sums New Homes Bonus Sheffield City Region (SCR) Registered Providers	Business Planning and Strategy Manager
<p>Update: Derby Road Site all AH units delivered by February 2014 – 29 units Frecheville Street completed March 2014 – 20 units Harris House completed March 2014 – 12 units Waterside developers on site – originally scheduled for completion by December 2014 – 19 units. Completed March 2015.</p>					

Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Work with planning to ensure delivery of affordable housing through s106 agreement where viable	Local Plan Policy on minimum levels of Affordable Housing on sites across Chesterfield introduced Viability assessments of applications for housing sites across Borough carried out	December 2015	Increased access to affordable and intermediate housing to meet community needs	GF Developers	Business Planning and Strategy Manager
<p>Update: No suitable sites for s106 opportunities for affordable housing have been submitted to Planning by Autumn of 2014. However, in early 2015 a number of sites have started to come forward for example sites at Dunston, Walton Hospital, Woodthorpe. Negotiations on affordable housing will take place through 2015.</p>					
Develop a programme of new build council house building	40 unit new build programme developed as part of HRA business Plan	December 2015	Increased Access to affordable housing Increased local economic activity	HRA Right-to-Buy (RTB) receipts HCA	Business Planning and Strategy Manager
<p>Update: New older person scheme on site of former Parkside sheltered scheme for 22 units Sector commissioned to draw up business models on opportunities for New Build. Establishment of a Housing Development Company included in the 2015 – 2019 Council Plan and a Full Business Case currently being developed. Four units included in 2015/16 Capital Programme Acquisitions Policy adopted with budget of £300,000 to acquire approximately four properties per annum.</p>					
Work with Derbyshire County Council to develop Extra Care schemes in the Borough	Extra Care scheme completed on former Foolow Court site	February 2014	Increased access to affordable and market housing for older persons Improved housing offer for older and vulnerable groups	DCC Together Housing Group	Business Planning and Strategy Manager

Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
			in all tenures		

Update: 'Potters Place' completed August 2014. 55 units – 43 affordable housing, 12 units for outright sale
DCC not committing to any future Extra Care developments at current time.

Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Work to reduce number of long term empty properties in the Borough	120 properties brought back into use by March 2015 (from 2012) Work with Action Housing to deliver HCA backed scheme	March 2015 Ongoing	Increase in supply of houses available to meet local demand Additional Empty Homes bonus money secured	New/ Empty Homes Bonus GF HCA	Business Planning and Strategy Manager
<p>Update: As measured by CTB Council tax return dwellings empty for more than 6 months only risen from 513 in 2012 to 553 in March 2015</p> <p>Was a target in the 2012-15 Corporate Plan though not included in new Corporate Plan 2015-2019. Empty Property Officer left post in October 2013 and was filled temporarily until March 2014 and was not replaced. Restructure of Private Sector Housing Team took place during 2014/15 that included empty property work in all private sector housing officers role.</p> <p>When Empty Homes Officer left figure for properties empty for over six months was 490 – the figure had risen to 553 by March 2015. A target to reduce by 17 is in place for 2015/16.</p>					
Implement changes in response Localism and Welfare Reform Acts	Revised Choice Based Lettings Allocations and Transfer Policy produced with clear processes and agreed criteria for allocating housing Changed local priorities for housing introduced Changes to tenants incentive scheme implemented Increased promotion of mutual exchanges	April 2013	A lettings scheme that offers greater choice to all those seeking housing and enables people to make well informed decisions about their housing options Increased mobility for tenants seeking transfers Flexibility in managing local waiting list to meet local demand	HRA	Customer Services Manager
<p>Update: Both the allocations and transfer policies have been revised and new policies introduced to take into account the welfare reform changes.</p>					

Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Maximising availability of housing across all tenures	Develop approach to discharge homelessness duty into Private Rented Sector Make best use of discretionary housing payments in order to prevent homelessness and sustain households in their local community	Ongoing	Increased choice for households facing homelessness Increased options to prevent homelessness and sustaining households in their community	Homelessness prevention funding Discretionary Housing Payment	Head of Housing

Update: To increase housing options for homeless households the discharge of homeless duty into the private rented sector is now utilised for suitable cases. A Discretionary Housing payment scheme has been devised and is in operation.

Introduce a Local Authority Mortgage Support Scheme (LAMS) with Lloyds Banking Group	£1.25m of Local Authority Indemnity invested in local housing market	April 2013	Increased housing market activity	GF DCC	Head of Housing
--	--	------------	-----------------------------------	-----------	-----------------

Update: LAMS scheme introduced in June 2013. Revised scheme increasing the maximum loan size introduced September 2014 due to relatively slow uptake of scheme. Since the change in maximum loan size demand for the product has increased.

Develop a resident led investment package for Barrow Hill	Firm proposals to deliver investment and environmental improvements into Barrow Hill	April 2014	Identified and cost effective improvements to Barrow Hill village identified	HRA Developers	Business Planning and Strategy Manager
---	--	------------	--	-------------------	--

Update: Eamonn Byrne Landscape Architects appointed to work with local residents to develop a programme of environmental improvements to London Boroughs estate at Barrow Hill. Appointed May 2014 with a Masterplan developed by December 2014. Proposals presented to Cabinet in March 2015 and authority to procure the works granted. Masterplan will be worked up into detailed design phase throughout 2015 and on site delivery estimate for January 2016.

Strategic Objective 2: Making better use of existing stock					
Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Develop a selective buy back policy for former RTB properties	Selective RTB buy back policy introduced	December 2013	Council introduced another option to meet waiting list demand Prevention of evictions	HRA	Business Planning and Strategy Manager
Update: Buyback policy prepared as part of a wider Strategic Acquisitions Policy. Policy adopted February 2015.					
Commission a private sector stock condition survey with Bolsover and NEDDC	Private Sector Stock Condition Survey	March 2014	Enable targeted energy and home improvement measures for area with higher levels of disrepair	HMA GF	Business Planning and Strategy Manager
Update: No progress. Not prioritised due to lack of funding from NEDDC and Bolsover DC to contribute towards the survey costs. Exploring options to do work in conjunction with either Sheffield City Region authorities or Derbyshire Local Authority Energy Partnership (LAEP).					
Commission a Council stock condition survey to support ongoing Business Plan	Council Stock Condition Survey	September 2013	Verified information to support business planning and meeting decent homes targets	HRA	Business Planning and Strategy Manager
Update: Savills appointed and carried out a Stock Condition Survey during 2013. Data collated and inputted into Council's Keystone system.					
Commission a full stock condition survey of all council owned non-traditional housing	Survey of every non-traditional property owned by CBC	December 2013	Business Plan developed for future management and maintenance of non-traditional properties	HRA	Business Planning and Strategy Manager
Update: Curtins appointed to carry out survey completed March 2014. Findings integrated into future business planning. Work for BL8 and Cornish property types tendered and due to start on site in May 2015. REEMA work also scheduled for 2015/16. Option appraisal work commissioned on Unity properties.					

Strategic Objective 3: Delivering quality housing and support services

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Explore the potential to form a consortium in respect of Careline, monitoring services and assistive technology	Bid to Derbyshire County Council Adult Care	March 2014	Customer focused value for money service provided	HRA DCC	Customer Services Manager
Update: Consortium being developed but delays in delivery caused though DCC timescales for contract and tendering being postponed. Tendering now scheduled for 2015.					
Take forward review of adaptation service	Tendering new adaptations contract including architectural provision	April 2014	Value of money/ cost savings to Housing Services	HRA	Customer Services Manager
Update: Adaptations contract reviewed and service brought back in house. Under restructure of Housing Service a second Senior Architectural Assistant was appointed to cover the additional work.					
Deliver new Homelessness Strategy	Completion of Homelessness Review and Strategy	December 2013	Improved targeting of resources to tackle homelessness	GF	Customer Services Manager
Update: Work has started on a joint strategy with NEDDC and BDC new target date of December 2015 to complete the Strategy. An interim Homelessness Strategy Statement has been written and adopted to cover until the new full sub-regional strategy introduced.					
Support Home Housing group in redevelopment of Harris House Hostel	Demolition of existing hostel Development of expanded and improved hostel	December 2013	Improved hostel accommodation in Chesterfield Borough	HCA Home Housing Group	Business Planning and Strategy Manager Homelessness Forum
Update: Harris House Hostel demolished and rebuilt as new 12 unit scheme – completion date March 14.					

Strategic Objective 3: Delivering quality housing and support services

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Development of a Tenancy Strategy for the Borough and a Tenancy Policy for the Council's Housing Service	Tenancy Strategy produced	January 2013	Clarity for local housing providers	Internal HMA	Business Planning and Strategy Manager Executive Member for Housing
	Tenancy Policy produced	January 2014	Local tenancies align council priorities with new funding regime and RP's aims		
Update: Tenancy Strategy produced for Chesterfield Borough Council and a Tenancy Policy for the Housing Service.					
Housing Revenue Account Business Plan produced under self financing regulations	HRA Business Plan produced	April 2013	Clear understanding of implications of self financing regime for CBC Housing Stock	HRA	Head of Housing Executive Member for Housing
Update: Business Plan produced and models updated annually, further annual revision due in December 2015.					
Increase proportion of council properties meeting decent homes year-on-year	Proportion of Homes Decent March 13 – 85% March 14 -90% March 15 – 100%	March 2015	Increased satisfaction with council as a landlord	HRA/ HCA	Head of Housing CLG Executive Member for Housing
Update: March 13 – 84.7% decent, March 14 – 88.9% decent (LAHS return to Government). Figure at March 2015 – 100%.					
Respond to impact of Welfare Reforms	Research into impact across the SCR produced	June 2013	Recommendations and initiative identified to mitigate effect of welfare reform Act including homelessness, rent arrears and debt	SCR	Head of Housing
Update: Revised Discretionary Housing Payments Policy introduced October 2013 and New Council Tax Support Scheme Introduced					

Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Promote responsible landlords and lettings	Continue to support Landlords Accreditation Scheme Annual Landlord forum/network for North Derbyshire held	Ongoing Annual	Improved standard of management in private rented sector	CBC DCC HMA	Business Planning and Strategy Manager
<p>Update: Support for Landlord Accreditation ongoing Annual landlords events held at PROACT stadium.</p>					
Maintain a one stop Home Improvement Agency and Handy van service	Review arrangements for delivering a sustainable Home Improvement Agency (HIA) Service Submit a tender to DCC for continued provision of HIA Service as appropriate Submit a tender to DCC for continued provision of Handy van Service Provide Home Repair and Decent Homes Assistance Boiler Services Scheme Boiler Replacement Service	March 2014	Improved housing conditions in the private sector Continued assistance for vulnerable and elderly residents with small DIY jobs and security measures	GF DCC Fire Service	HIA Advisory Board Business Planning and Strategy Manager
<p>Update: Review of HIA completed. Re-launched as Home Improvement Service (HIS) within the Council's Private Sector Housing Function Due to nature of tender it was not possible to submit a tender to DCC for HIA provision Handyvan Service contract extended to March 2016 – future funding depending on ongoing reviews of funding at DCC</p>					

Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Boiler Service Scheme no longer continuing – postponed due to changes to ECO funding Boiler Replacement Service still available.					
Deliver quality Disabled Facilities Grant (DFG) service	Review current methods of service delivery including arrangements with Adult Social Care and DCC design team, taking into account changes to HIA	December 2014	Services revised and enhanced as appropriate to improve customer service	GF DCC	Business Planning and Strategy Manager
Update: Ongoing review process of DFG at DCC taking place New procedure for stairlift installation introduced in July 2014 Home Improvement Service now offering Bathroom Adaptations.					
Promote energy efficiency across private housing sector	Support LAEP partnership activity Deliver DECC Fuel Poverty Target and Green Deal pioneer project with Warm Zone	Ongoing Ongoing	Targeted energy efficiency schemes for households across Chesterfield	LAEP Warm Zone GF	Business Planning and Strategy
Update: Public Health Project using Health Funding and links to GPs Surgeries to identify hard-to-reach/ at risk households who may experience symptoms related to excess cold.					
Develop partnership to maximise effectiveness of Green Deal and ECO funding to improve energy efficiency and affordable warmth	Develop a local Green Deal partnership Invest and maintain UNO Green Deal database	December 2013 April 2013	Effective targeting of energy efficiency measures locally	GF Energy Companies	Business Planning and Strategy Manager
Update: Council decided against developing a local Green Deal partnership. Green Deal not seen as an effective offer UNO database purchased. Will link to LAEP activities. ECO funding secured for External Wall insulation programmes at Grangewood and Old Whittington					

Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
New: Maximise access to ECO and any other emerging schemes to help households achieve energy efficiency.					
Maintain effective Housing Standards enforcement service for tenants and landlords	Review of enforcement Strategy	March 2014	Improved standards of management in private rented sector Improved housing conditions in the private sector	GF	Business Planning and Strategy Manager
	Statutory notices served as required and work carried out in default/prosecute as required	Ongoing			
	Maintain Houses of Multiple Occupation Licensing Scheme	Ongoing			
<p>Update: Resourcing issues have meant a falling behind in licensing – including non-licensable Houses of Multiple Occupation</p> <p>New: Potential for Mobile Home Licensing and selective licencing being considered.</p>					
Work with DCC and other District Council on Gypsies and Traveller provision	Update Derbyshire wide Gypsy and Traveller Needs Assessment	December 2013	Future need for Gypsy and Traveller site provision in Derbyshire identified	GF Partner Local Authorities	Business Planning and Strategy Manager
<p>Update: Assessment completed but final report delayed due to partner local authorities challenging some of the figures</p> <p>Planning application for site on Council owned land approved October 2014 – heads of terms agreed and lease developed March 2015</p> <p>Illegal encampments have taken place but numbers remain low.</p>					
Review Private Sector Renewal Policy to reflect Welfare reform changes	Home Repair Assistance and Empty Property Strategy eligibility criteria update as appropriate	December 2013	New Policy better targeting eligible households	GF	Business Planning and Strategy Manager
Update: Lack of national progress with Universal Credit has meant wholesale changes and review not needed at present. Policies have been amended to take into account changes around Council Tax benefit.					

**Appendix 2:
Revised Housing Strategy Action Plan 2014-2016**

Strategic Objective 1: Increasing the supply of high quality, sustainable homes

Page 55

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Make best use of public sector assets to deliver new housing	Conversion of Paisley Close Housing Office into 2 bedroom bungalow and conversion of Grange Court Communal Room in three one bedroom houses.	April 2015	Increased access to affordable housing	Housing Revenue Account (HRA)/ Homes and Communities Agency (HCA)	Business Planning and Strategy Manager
	Work with HCA to bring public sector assets to market including potential links with Northern Gateway	April 2015 onwards	Increased housing supply in Chesterfield	Derbyshire County Council (DCC) / General Fund (GF)/ HCA	Development and Growth Manager
	Work with NHS on planning brief for land at Walton Hospital	October 2014 onwards	Increased housing supply in Chesterfield	NHS/ GF	Development and Growth Manager
Plan for appropriate mix of houses to meet future housing needs	Publish draft Local Plan review	December 2015	Appropriate mix of properties developed in Chesterfield to meet community need	GF	Development and Growth Manager
Ensure the needs of vulnerable groups are considered in the development of new build properties	Affordable and Special Needs Housing Supplementary Planning Document revised and updated	December 2015	Improved accessibility and adaptability of new homes developed in Chesterfield.	GF	Development and Growth Manager
Work with Registered Providers and HCA to secure funding to deliver affordable housing	Engage with Registered Providers to access HCA funding through Continuous Market Engagement Action Housing	December 2015	Increased access to affordable housing	Commuted Sums Registered Providers (RP's) HCA	Business Planning and Strategy Manager

Strategic Objective 1: Increasing the supply of high quality, sustainable homes					
Action	Outputs	Target Date	Outcomes	Resources	Task Manager
	conversion of 30 Highfield Road into 5 units of affordable housing	December 2017			
Work with planning to ensure delivery of affordable and special needs housing through section 106 agreement where viable	Local Plan Policy on minimum levels of Affordable Housing on sites across Chesterfield introduced Viability assessments of applications for housing sites across Borough carried out	December 2015	Increased access to affordable and intermediate housing to meet community needs	GF Developers	Business Planning and Strategy Manager Development and Growth Manager
Identify the best options for the Council to increase delivery of new housing and develop programme to implement	Sector report on housing options for new development Business case prepared for decision on future provision	December 2014 June 2015	Increased access to affordable housing Increased local economic activity	HRA Right-to-Buy receipts HCA	Business Planning and Strategy Manager

Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Work to reduce number of long term empty properties in the Borough	Work with Action Housing to deliver HCA backed scheme at Highfield Road Demolition of Heaton Court and properties at Westwood Avenue 2015/16 target to reduce empty homes: 37	December 2017	Increase in supply of houses available to meet local demand Additional New Homes bonus money secured	Empty Homes Bonus GF HCA	Business Planning and Strategy Manager
Maximising availability of housing across all tenures	Develop approach to discharge homelessness duty into private rented sector Make best use of discretionary housing payments in order to prevent homelessness and sustain households in their local community Utilising Strategic Acquisitions and Right-of-First Refusal Policy	Ongoing	Increased choice for households facing homelessness Increased options to prevent homelessness and sustaining households in their community	Homelessness prevention funding Discretionary housing payment	Housing Services Manager Customer Division Business Planning and Strategy Manager
Develop a resident led investment package for Barrow Hill delivered	Firm proposals to deliver investment and environmental improvements into Barrow Hill approved Environmental works completed	March 2015 March 2017	Identified and cost effective improvements to Barrow Hill village identified Improved resident satisfaction	HRA Developers	Business Planning and Strategy Manager
Develop and implement a sheltered housing strategy	Report to Cabinet Targeted investment programme into sheltered	June 2015 Ongoing	Alignment of supply and demand for sheltered housing	HRA	Housing Services Manager

Strategic Objective 2: Making better use of existing stock

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
	housing stock		Retained schemes occupancy increased		Customer Division Business Planning and Strategy Manager
Explore options to update information on the condition of the private sector housing stock in Chesterfield	Identify a suitable methodology within available budget	March 2016	Enable targeted energy and home improvement measures for areas with higher levels of disrepair	General Fund Potential Sheffield City Region or Local Authority Efficiency Partnership (LAEP) partners	Business Planning and Strategy Manager

Strategic Objective 3: Delivering quality housing and support services

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Implementation of the Careline consortium for monitoring services and assistive technology in line with tendering DCC timescales	Successful bid to Derbyshire County Council Adult Care	March 2016	Customer focused value for money service provided Economies of scales generated Opportunity for new consortium to trade commercially	HRA DCC	Housing Services Manager Customer Division
Review and realign support services for older people in light of DCC expenditure cuts	Restructure of Careline and Support Service Team	March 2016	Streamlined service Modern fit-for-purpose service with improved efficiencies	HRA DCC	Housing Services Manager Customer Division
Deliver new Homelessness strategy Page 59	Completion of Homelessness Review and Strategy	December 2015	Improved targeting of resources to tackle homelessness in Chesterfield and across North Derbyshire	General Fund, Housing Market Area (HMA) North East Derbyshire District Council and Bolsover District Council	Housing Services Manager Customer Division
Annual Housing Revenue Account Business Plan produced under self-financing regulations	HRA Business Plan produced	December 2015	Clear understanding of implications of self-financing regime for CBC Housing Stock	HRA	Business Planning and Strategy Manager Executive Member for Housing
Achieve and maintain 100% decency of Council stock by March 2015	Proportion of Homes Decent March 15 – 100%	March 2015 and ongoing	Increased satisfaction with council as a landlord	HRA/ HCA	Business Planning and Strategy Manager

Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
Promote responsible landlords and lettings	Continue to support Landlords Accreditation Scheme Annual landlord forum/network for North Derbyshire held	Ongoing Annual	Improved standard of management in private rented sector	CBC DCC HMA	Business Planning and Strategy Manager
Maintain a one stop Home Improvement Agency and Handy van service	Continued provision of Handyvan Service to March 2016 Provide Home Repair and Decent Homes Assistance Boiler Replacement Service	March 2016	Improved Housing Conditions in the Private Sector Continued assistance for vulnerable and elderly residents with small DIY jobs and security measures	General Fund DCC Fire Service	HIA Advisory Board Business Planning and Strategy Manager
Delivery quality Disabled Facilities Grant service	Review current methods of service delivery including arrangements with Adult Social Care and DCC design team, taking into account changes to HIA	December 2015	Services revised and enhanced as appropriate to improve customer service	General Fund DCC	Business Planning and Strategy Manager
Promote energy efficiency across private housing sector	Support Local Authority Energy Partnership (LAEP) activity Deliver Department of Energy Climate Change Fuel Poverty Target and Green Deal pioneer project with Warm Zone HECA report	Ongoing Ongoing Annual	Targeted energy efficiency schemes for households across Chesterfield	LAEP Warm Zone General Fund	Business Planning and Strategy
Maintain effective housing	Statutory notices served	Ongoing	Improved standards of	General Fund	Business

Strategic Objective 4: Encouraging a quality, thriving private sector housing sector

Action	Outputs	Target Date	Outcomes	Resources	Task Manager
standards enforcement service for tenants and landlords	as required and work carried out in default/prosecute as required Maintain Houses of Multiple Occupation Licensing Scheme	Ongoing	management in private rented sector Improved housing conditions in the private sector		Planning and Strategy Manager
Work with DCC and other District Council's on gypsies and traveller provision	Update Derbyshire wide gypsy and traveller needs assessment	April 2015	Future need for gypsy and traveller site provision in Derbyshire identified	General Fund Derbyshire Local Authorities	Development and Growth Manager
Introduce Selective Licensing in the Private Rented Sector	Selective licencing policy introduced and implemented	April 2016	Tackling of poor management and low standards in the private rented sector	General Fund	Business Planning and Strategy Manager

This page is intentionally left blank

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HOUSING SERVICES
 Section: BUSINESS PLANNING AND STRATEGY
 Lead Officer: ALISON CRAIG

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: HOUSING STRATEGY ACTION PLAN REVIEW

Is the policy, project, service, function or strategy:

Existing
 Changed
 New/Proposed

Q1 - What is the aim of your policy or new service?

The Housing Strategy is an overarching document that sets out the framework for the council to meet identified housing priorities and will ensure that the limited resources of the council and its partners are targeted effectively and in a coordinated way. The Strategy has been developed to deliver actions under four Strategic Priorities:

1. Increasing the supply of high quality, sustainable homes
2. Making better use of existing stock
3. Delivering quality housing and support services
4. Encouraging a quality, thriving private housing sector

Q2 - Who is the policy or service going to benefit?

The Strategy aims to be of benefit for all households in Chesterfield by targeting the available resources to deliver the strategic priorities above. The Strategy covers all tenures and existing and new housing.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics

below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	X		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	X		
Gender – men, women and transgender.			X
Marital status including civil partnership.			X
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			X
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			X
Ethnic Groups			X
Religions and Beliefs including those with no religion and/or beliefs.			X
Other groups e.g. those experiencing deprivation and/or health inequalities.	X		

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes

No

Q5 - Reasons for this decision:

The Strategy will not negatively affect any group with a protected characteristic.

FOR PUBLICATION

HOUSING ALLOCATIONS POLICY – FEEDBACK ON THE CONSULTATION REGARDING THE PROPOSED CHANGES (H710)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER FOR HOUSING
DATE:	1. 21 APRIL 2015 2. 10 APRIL 2015
REPORT BY:	HOUSING SERVICE MANAGER – CUSTOMER DIVISION
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	504
FOR PUBLICATION	

1.0 **PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to feedback the results of the consultation carried out in respect of the proposed changes to the Council's Housing Allocations Policy.

2.0 **RECOMMENDATIONS**

- 2.1 That the following changes to the Council's Housing Allocations Policy are approved –
- The introduction of a residency requirement
 - Discharge of statutory duty in the Priority Band and offers to others in the priority band
 - Re- introduction of 'children in flats' points in the transfer band

- d) Removal of lodging points
- e) Delegated responsibility to the Executive Member for Housing
- f) Ending of the Sub-Regional scheme
- g) Introduction of a pre-allocation risk assessment

2.2 That Members approve the Policy attached at **Appendix 1** which incorporates the changes.

3.0 **BACKGROUND**

3.1 A report was considered by Cabinet on 13 January 2015 which recommended a number of changes to the Council's Housing Allocations Policy.

3.2 These changes are as follows –

- a) The introduction of a residency requirement
- b) Discharge of statutory Duty in the Priority band and offers to others in the priority band
- c) Re-introduction of 'children in flats' points in the transfer band
- d) Removal of lodging points
- d) Delegated responsibility to executive Member for Housing
- e) Ending of the Sub-regional scheme
- g) Introduction of a pre-allocation risk assessment

3.3 It was agreed that a six week consultation period would be undertaken and this ended on 13 March 2015.

4.0 **CONSULTATION**

4.1 During the six week consultation period the following consultation took place –

- Information on proposals sent to all key stakeholders plus all invited to meet with Executive Members and Senior Managers to discuss the proposals
- Information published on the Council's website

- Information published on the choice based lettings 'on the move' website
- Posters in 'on the move' office
- Article in 'Our Homes' tenant newsletter
- Briefing to Labour Group
- Briefing to Lib-Dem Group
- Briefing offered to UKIP and Independent Group (but not taken up)
- Letter sent to all the RSL's with whom the Council has a nomination agreement with a summary of the proposed changes
- Presentation of the proposals to the Enterprise and Wellbeing Scrutiny Committee

4.2 **Meeting with Stakeholders** –the following organisations were invited to meet with Officers and Members, a summary of the proposed changes was sent out along with the invitation:

- Department of Work and Pensions
- Action Housing and Support
- Derbyshire Unemployed Workers Centre
- North Derbyshire Women's Aid
- DCC – Children and Young Adult Services
- P3 – support service
- DCC – Adult Care services
- Derbyshire Probation Service
- Chesterfield and North Derbyshire Credit Union
- Chesterfield Law Centre
- DCC – Youth Service
- Chesterfield CAB
- South Yorkshire Housing association
- DCC – Health and Communities – Public Health
- Pathways
- Framework Housing Association

4.2.1 The National Probation Service, DCC Public Health, DCC Children's Services (Early help Services), P3 – Support provider and Chesterfield CAB attended the meeting. Discussion centred on turnover and tenancy breakdown, affordability and longer term impacts. There was also discussion around exceptional circumstances, and comments that the Borough managed exceptions well.

- 4.2.2 The consensus of the meeting was that the organisations would like to see the Council provide more tenancy support and to look at tenancy training/and education opportunities.
- 4.2.3 All agreed that the 12 month residency was reasonable and appropriate and agreed to direct matching, and welcomed the children in flat points
- 4.2.4 All present had no objections to any of the recommendations and stated that they felt the Council were proposing sensible solutions.
- 4.2.5 All were invited to put any further concerns and/or comments in writing following the meeting, but no further communications have been received.
- 4.3 **Other responses** - we have received 3 written responses regarding the proposals, which are - an email from Derbyshire County Council a copy of this is enclosed at **Appendix 2**, a letter from The Guinness Partnership stating that 'the changes would be acceptable to The Guinness Partnership' at **Appendix 3**, and an email from the Law Centre a copy of which is attached at **Appendix 4**.
- 4.4 **Response from Derbyshire County Council – this states - / have some feedback on the residency requirement proposal; this could impact on our HRS clients if the length of stay is reduced to 12 months or under in short term accommodation based services. This would affect the provider's ability to achieve a positive move on and cause blockage in the service / reduce numbers able to access the accommodation. This reduction proposal in terms of length of stay is currently being consulted on in a number of our short term services (mental health and young people).**
- 4.4.1 This will only affect people who have been placed in Chesterfield by the Support Providers and who do not fulfil the residency requirement, i.e. they do not normally live in Chesterfield. There is an agreed protocol in place which all Housing Providers in Derbyshire have signed up to which prioritises applicants in supported accommodation for move on accommodation and this will not change.
- 4.4.2 This concern was discussed with the Provider(s) who attended the consultation meeting with stakeholders, and it was made clear that if a person is placed in a supported placement from outside the

Borough then 'move on' accommodation should be sourced from the Council where the person normally resides, in accordance with the Move On Accommodation protocol.

4.5 **Response from the Law Centre** - We are particularly pleased that the Law Centre found that there is '*nothing controversial regarding those changes and that they were appropriate for Chesterfield Borough Council*'.

4.6 It is encouraging to note that the majority of the responses we have received in response to the consultation have been supportive, with the overriding view being the acceptance that something has got to be done to resolve the issues around tenancy breakdown and young people getting into debt.

4.7 It is disappointing that there have been so few responses but perhaps it is fair to say that had the proposals provoked major concerns that these would have been expressed forcibly by one or more of the organisations with whom we have consulted.

5.0 **IMPLEMENTATION OF CHANGES**

5.1 Should the changes be approved then it is proposed that they all, with the exception of the introduction of the pre-allocation risk assessment, are introduced with effect from 1st May 2015.

5.2 The pre-allocation risk assessment will be introduced once the additional staffing resources and procedural arrangements have been put in place, which is likely to be late summer.

5.3 All of the applicants registered on the waiting list who are affected by the changes will be informed in writing of the effect of the change on their application, and the date of the implementation.

5.4 Based on current figures, it is anticipated that around 300 'out of Borough' applicants will no longer be eligible for accommodation, approximately 250 single applicants with no housing needs will be affected by the removal of lodging points and around 50 applicants will benefit from the re-introduction of 'children in flat points'.

6.0 **RISK MANAGEMENT**

6.1 Risk management was covered fully in the initial report which proposed the changes and no further risks have been highlighted.

7.0 **EQUALITIES**

7.1 An Equalities Impact assessment was completed and attached to the initial report which proposed the changes and no additional impacts have been identified during the consultation process.

8.0 **RECOMMENDATION**

8.1 That the following changes to the Council's Housing Allocations Policy are approved –

- a) The introduction of a residency requirement
- b) Discharge of statutory Duty in the Priority band and offers to others in the priority band
- c) Re-introduction of 'children in flats' points in the transfer band
- d) Removal of lodging points
- e) Delegated responsibility to executive Member for Housing
- f) Ending of the Sub-regional scheme
- g) Introduction of a pre-allocation risk assessment

8.2 That Members approve the Policy attached at **Appendix 1** which incorporates the changes.

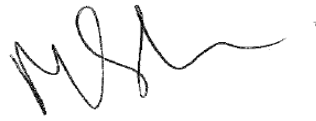
9.0 **REASON FOR RECOMMENDATION**

9.1 The recommendations are made to ensure that the Council is compliant with the Government's Code of Guidance relating to the allocation of accommodation and to manage issues emerging from the implementation of welfare reforms.

JULIE MCGROGAN
HOUSING SERVICE MANAGER – CUSTOMER DIVISION

(Further information on this matter can be obtained from Julie McGrogan on extension 5135/5325).

Officer recommendation supported.



Signed Executive Member

Date 10/4/2015

Consultee Executive Member/Support Member comments (if applicable)

This page is intentionally left blank



Chesterfield Borough Council

DRAFT Choice Based Lettings Allocations and Transfer Policy

April 2015

CONTENTS

	PAGE NO.
Equal Opportunities	3
Eligibility for Entry onto Housing Register	3
How to Join the Housing Register	4
Who Can Join the Housing Register?	4
<input type="checkbox"/> Young People aged 16 or 17	5
<input type="checkbox"/> Nationality and Immigration Status	5
<input type="checkbox"/> Qualification and Accommodation	6
<input type="checkbox"/> Poor Behaviour and Deferral of Application	9
<input type="checkbox"/> Extending the Period of an Introductory Tenancy	11
<input type="checkbox"/> Demoted Tenancies	11
Temporary Periods of Residence Outside the Borough	12
Decisions and Reviews	12
Disabled Persons	13
False Information	13
Sheltered Housing	14
Bungalows	14
Reasonable Offers	14
Introductory Tenancies	15
Statutory Homeless Applicants	16
Nominations to RSLs	16
The Choice Based Lettings Allocations Scheme	17
<input type="checkbox"/> Bidding	17
<input type="checkbox"/> Non-Bidders	18
<input type="checkbox"/> Priority Band	18
<input type="checkbox"/> Transfer Band	18
<input type="checkbox"/> General Bands	18
<input type="checkbox"/> General Bands 1 and 2	18/19
<input type="checkbox"/> Points	19
	19/20/21/22
Tenancies	23
Eligibility for Property Types	23
Successions	24
Termination by a Joint Tenant	24

Local Lettings Policy	25
Management Moves	25
Household Eligibility for Property Types	26

Introduction

This document contains details of the policy, which Chesterfield Borough Council uses in deciding between competing applicants requesting housing.

The Choice Based Lettings Allocations Scheme has been compiled in line with **the** guidance issued by the Department for Communities and Local Government **in 2012 and 2013**; complies with the provisions of the Housing Act 1996, Part 6, and the Homelessness Act 2002 and the Localism Act 2011.

The Council is committed to introducing a lettings scheme that offers greater choice to all those seeking housing and enables people to make well-informed decisions about their housing options.

It is the Council's intention to include all properties in the Choice Based Lettings Scheme, however there will be occasions whereby properties are excluded from the scheme for management purposes.

Choice based lettings will help improve the sustainability of our housing stock to maximise its effectiveness and encourage residents to have a stake in their community.

Equal Opportunities

In line with its aims and values, Chesterfield Borough Council has an Equal Opportunities Policy. The Policy aims to ensure that services and employment opportunities are equally available and accessible to everyone within the Borough.

Chesterfield Borough Council recognises that some groups of people experience discrimination. The Council is committed to actively opposing all forms of discrimination on the grounds of race, sex, age, disability, religion, ethnic origin or sexuality.

Housing Services recognises that both equal treatment and positive action are necessary to counteract discrimination.

An Equality Impact Assessment has been carried out to assess the likely effect on any groups with the protected characteristics as defined in the Equality Act 2010.

Eligibility for Entry onto the Housing Register

Under the Housing Act 1996 the Council is not obliged to maintain a housing register (housing list). The council chooses to keep a register. To be allowed onto the Housing Register the applicant must be an ELIGIBLE PERSON.

Eligibility is defined by the law (please refer to the section "Who Can Join The Housing Register?")

How to Join the Housing Register

In order to join the Housing Register applicants are asked to complete an application form (assistance can be given with this). Applications can also be downloaded from the Council's website. At the time of application, applicants are also given information regarding the choice based lettings scheme.

On the form questions are asked in order to determine housing need and an applicants ability to manage and maintain a tenancy. Applicants can choose areas in which they wish to be rehoused. This information will be used for proxy bidding on behalf of an applicant, **direct matching**, mutual exchanges and nominations. Relevant information will be required for every applicant requiring accommodation.

Once an applicant is registered on the housing register they receive a letter giving information on the number of points they have been awarded and the band their application is placed in.

All applications will be reviewed annually, in line with the registration date, to ensure that the information is still correct. At the one-year anniversary each applicant will be written to and invited to confirm their application status and details – if there is no response within 21 days, the application will be cancelled and a letter sent confirming this.

Applications will be cancelled in the following circumstances:

- A council tenancy or housing association nomination is accepted
- A joint tenancy with an existing tenant is accepted
- A submission to purchase a council property under the Right to Buy scheme is completed
- The applicant requests us to do so
- There is no response to a review letter or other correspondence
- The applicant moves and does not inform Chesterfield Borough Council of the new address
- We find the applicant has supplied false or incomplete information connected to that application.

Who Can Join the Housing Register?

Anyone aged 18 or over can join the Housing Register except:

1. People from abroad who are subject to immigration control under the Asylum and Immigration Act 1996, unless they are either:
 - already a secure or introductory tenant of the council; or
 - in a class prescribed by regulations made by the Secretary of State.

2. People from abroad prescribed as ineligible in any regulations made by the Secretary of State unless they are already a secure or introductory tenant of the Council.

Please refer to the section titled “Nationality and Immigration Status” below.

3. Applicants who themselves, or members of whose households, have demonstrated that their poor behaviour may make them unsuitable to be Council Tenants.

Young People aged 16 or 17

The Council will not accept applications from applicants under the age of 18 to register on the housing register. 16 and 17 year olds will normally only be rehoused via a Children Act referral from Social Services under the terms of the agreed protocol or Homeless Application.

If a 16 or 17 year old is vulnerable and requires housing before their 18th birthday, the person’s circumstances will be individually assessed and an allocation may be made in these circumstances. Wherever possible, adequate referral and support arrangements should be in place.

Vulnerable young people aged 16 and 17 years old will not be able to bid for properties included in the sub regional scheme and will be assessed and allocated in accordance with this policy.

Nationality and Immigration Status

Persons from Abroad

A person may not be allocated accommodation under Part 6 if he or she is a person from abroad who is ineligible for an allocation under S.160ZA of the 1996 Act. There are two categories for the purposes of S.160ZA:

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

The regulations setting out which classes of persons from abroad are eligible or ineligible for an allocation are the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 (S1 2006 No. 1294) (‘the Eligibility Regulations’).

Persons subject to immigration control

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

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

- (i) British citizens.
- (ii) Certain Commonwealth citizens with a right of abode in the UK.
- (iii) Irish citizens, who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area with the UK which allows free movement.
- (iv) EEA nationals, and their family members, who have a right to reside in the UK that derives from EU law. Whether an EEA national (or family member) has a particular right to reside in the UK (or another Member State) will depend on the circumstances, particularly their economic status (e.g. whether he or she is a worker, self-employed, a student, or economically inactive).
- (v) Persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK, and some military personnel.
- (vi) Any person who does not fall within one of the four categories will be a person subject to immigration control and will be ineligible for an allocation of accommodation unless they fall within a class of persons prescribed by regulation 3 of the Eligibility Regulations.

Qualification for Accommodation

Residency Qualification

In line with the recommendations outlined in the Allocation of Accommodation Guidance issued in December 2013, a person will qualify for accommodation if they have been continuously resident in the Borough for 12 months or more or employed in the Borough on a permanent or long-term contract (12 months minimum) for 16 hours or more.

The Council will consider any request from households with exceptional circumstances who have no local connection with the Borough as outlined above, and who would not normally qualify for housing.

General Qualification Criteria

The Council is committed to tackling anti-social behaviour and enabling our communities to become safer places to live.

The Council is also committed to reducing the level of rent arrears and ensuring that rent is paid promptly.

The Council believes it is entitled, when deciding whether or not to allocate a property to an applicant, to take into account the previous record of the applicant (and/or a member of his/her household), whether as a rent payer or in any other respect. The Council has a duty to have regard to the financial consequences of its actions, and to balance the Housing Revenue Account.

The behaviour of applicants will be a factor to be taken into account as part of the assessment process.

This applies to transfer applicants as well as new applicants.

In the case of new applications, we expect applicants to provide us with some proof that they have behaved responsibly. We would normally ask for a reference from the applicant's current or last landlord confirming whether or not the applicant has behaved as a responsible tenant. We will also consider references from an employer or any other professional person. It will be the applicant's responsibility to obtain the reference. We may make direct contact with the person who wrote the reference but only with the applicant's permission. We would also normally ask applicants to produce a rent book and/or other documentation (for example, a bank statement) to show us whether or not they were up to date with their rent payments. Failure to provide some proof that they have behaved responsibly will not necessarily prevent an applicant from proceeding with his or her application for accommodation but the applicant would have to have a good reason for not being able to do so. Where it is apparent to the Council that an applicant has not behaved responsibly, the applicant will be given the opportunity to explain. Each case will be decided on its own merits.

We will also require all applicants to complete a pre-allocation risk assessment which will determine if they are able to manage and maintain a property and whether they qualify for accommodation in line with policy.

It is the responsibility of an applicant to provide reasonable information to enable their application to be assessed.

Applications will not be registered until we have received all the required information and we are satisfied that an applicant qualifies for accommodation.

The following two sections contain examples of where we may disqualify applicants from housing because of their unacceptable behaviour or where we may for a period of time (normally six months) prefer applicants who are not guilty of poor behaviour over applicants who are guilty of such behaviour.

Poor Behaviour - Disqualification of Applicants

We may disqualify applicants from the Housing Register if we have evidence they have behaved in an unacceptable way and we consider this makes them unsuitable to have a

Council tenancy. Examples of poor behaviour that may result in your disqualification include (but are not limited to):-

- Failing to pay the rent or other charges
- Breaching a condition of the tenancy agreement
- Causing **or likely to cause** a nuisance or annoyance to people who live, visit or work in the locality of the home; **or to the Council (as landlord), or any person employed in connection with the exercise of the Council's housing management functions, and that the conduct affects those functions (either directly or indirectly).**
- **Being subject to (or having previously been subject to) an Anti-social Behaviour Injunction, an Anti-social Behaviour Order, a Criminal Anti-social Behaviour Order, a Criminal Behaviour Order, a Community Protection Notice, a Closure of Premises Order; or having been in breach of any those orders.**
- Using their home for immoral or illegal purposes
- Being convicted of an offence **(which carries with it a custodial sentence, whether or not custody was imposed)** committed in, or in the locality of, their home, **or committed elsewhere against a person with a right to reside in, or occupy housing accommodation in the locality, or was committed elsewhere against the landlord of the home, or a person employed in connection with the exercise of the Council's housing management functions, and that the conduct affects those functions (either directly or indirectly).**
- Causing the condition of the property to deteriorate by a deliberate act, or by neglect
- Making a false statement to obtain a tenancy

The Council will consider whether people it has found to be guilty of poor behaviour are, at the time they apply, suitable to be Council tenants. Persons who are found to be unsuitable will normally be disqualified from joining the housing register.

We will act reasonably when we decide to disqualify an applicant. We will consider all the relevant information before we make our decision. Where the Council has reason to believe that poor behaviour is due to a physical, mental or learning disability, the person will not be determined as disqualified without first considering whether they would be able to maintain a tenancy satisfactorily with appropriate care and support. In such cases the Council will consult as appropriate with any relevant agencies, including Social Services, the Council's medical adviser and providers of support services. We will consider the interests of the applicant and their household but we will also consider the interest of the people who live and work on our estates.

In determining the issue it is not necessary for the applicant to have actually been a tenant of the Council when the poor behaviour occurred - for example an applicant who previously had a tenancy with a private landlord and was in arrears of rent, or had been guilty of anti-social behaviour, will be subject to this part of the Policy. Furthermore, the poor behaviour is not limited to behaviour caused by the applicant - it extends to behaviour caused by a member of the applicant's household and visitors to the applicant's home.

For the purpose of rent arrears or other charges this would be any amount above £1500.

If at any time the Council obtains information that leads it to believe that an applicant already on the housing register is ineligible, it will inform the applicant in writing. The applicant will be given 28 days to provide information showing that they are eligible. If they do not reply within this period, or if they reply but the Council remains of the view that they are ineligible, they will be removed from the housing register.

The decision to disqualify an applicant will be made by the **Assistant Manager - Housing Solutions**. We will write to an applicant explaining why we have decided to disqualify him/her from the Housing Register. Any applicant notified that they are being treated as ineligible to join the Housing Register because of poor behaviour may request a review of the decision.

If the review confirms that the applicant is to be treated as ineligible, the applicant may still make a fresh application to the Council at a future date, when the applicant feels they should no longer be treated as ineligible. The Council will consider this fresh application on its merits. However, unless there has been a considerable lapse of time, it will be for the applicant to show that their circumstances or behaviour have changed substantially. For the purpose of rent arrears or other charges, the applicant needs to demonstrate they have reduced the debt by 50% or cleared the account.

Poor Behaviour - Deferral of Application

In certain cases, we will register an applicant onto the Housing Register but will not offer them accommodation until they pay off a debt or improve their behaviour. This applies to behaviour that makes us concerned about an applicant's ability to maintain a tenancy, but is not serious enough for us to disqualify them.

In these circumstances the application will be registered and will be awarded the appropriate points on the list. However, until the applicant has proved that they have remedied their behaviour, normally over a period of six months, then other applicants who have not been guilty of poor behaviour will be preferred over them.

The Council considers that poor behaviour would include the following:

- Housing Debt under £1500 - By "Housing Debt" we mean (1) rent arrears owed to a landlord (including the Council, another Local Authority, a Registered Social Landlord or a Private Landlord), (2) costs of repairing damage to Council housing property or housing property belonging to another Local Authority, a Registered Social Landlord or a Private Landlord, (3) mortgage arrears owed to the Council or any other lender and (4) other Chesterfield Borough Council debts including Housing Benefit overpayments. We expect applicants in debt to either pay the debt in full or make an agreement with us or other creditors as the case may be, to pay off the debt over a set period. They must then keep to the agreement and make regular payments to reduce the debt, until either (1) they have repaid all the debt or (2) they make and maintain regular payments reducing the amount owed by a minimum of 50% over a period of 6 months. When the applicant meets either of these 2 conditions, we will then consider them for accommodation. If, once we have made the application active, the applicant does not keep to their agreement to make regular payments off their debt we will not offer them any accommodation, until they have maintained their agreement for an agreed period of time.

- Breaching a condition of the tenancy agreement - We will visit Council tenants before we offer them another Council property. If we find that the tenant is breaking their tenancy conditions we may not offer accommodation until the breach has been remedied. Breaking tenancy conditions includes: damaging the property; making structural alterations without our consent; allowing the garden to become seriously neglected or overgrown; poor internal decorative and cleanliness standard. We will write to the applicant to tell them why we will not offer accommodation to them. We will also tell them what they need to do before we will offer them accommodation. This also applies to applicants whose landlord is another Local Authority, Registered Social Landlord or a Private Landlord.
- Anti-Social Behaviour - Where there is evidence of anti-social behaviour at the applicant's present address or a previous address, but the behaviour is not serious enough for us to disqualify the applicant, until the applicant has proved that they have remedied their behaviour we will not offer them accommodation and will prefer other applicants who are not guilty of anti social behaviour. This also applies to any member of the applicant's household and applies to both applicants in an application even if only one of the joint applicants is responsible for the behaviour. The period of time in which we will prefer other applicants will be for a set period, which will usually be a minimum of 6 months. During this set period, the applicant will have to show that their behaviour has improved and they are capable of being a responsible tenant. We would

expect them to do this by providing us with a reference from their landlord. The reference should show that the applicant has behaved as a responsible tenant over the set period. We will also consider references from an employer or any other professional person. We may make direct contact with the person who wrote the reference but only with the applicant's permission. If it is clear that the applicant or a member of their household is presently causing anti-social behaviour, we will not offer them accommodation.

- Making a false statement to obtain a tenancy - where we consider that the false statement was not so serious as to justify disqualifying the applicant from the Housing Register, then we will prefer other applicants over them for a set period, which will usually be a minimum period of 6 months.
- Where the regulation number of offers have been refused. We may decide not to make them further offers of accommodation and may prefer other applicants for a set period, which will usually be a minimum period of 6 months.
- **Applicants who do not satisfy the requirements of the Pre-Tenancy Risk Assessment will be advised of why they fail to meet the criteria and will be offered advice and assistance.**
- Applicants who are considered to have voluntarily worsened their circumstances with the effect of increasing their priority under the policy (for example, someone who has given up a tenancy voluntarily to move into less suitable housing). In these circumstances we may decide to prefer other applicants. If we do so it will be for a set period, which will usually be a minimum period of 6 months.

We will act reasonably, when we decide that an applicant has been guilty of poor behaviour, we will consider all the relevant information before we make our decision. For

example, where an applicant has housing debts this will not automatically prevent him or her from being re-housed but it will be one of the things taken into account when deciding whether or not to offer a property to the applicant. Where the Council has reason to believe that poor behaviour is due to a physical, mental or learning disability, the person will not be suspended without first considering whether they would be able to maintain a tenancy satisfactorily with appropriate care and support. In such cases the Council will consult as appropriate with any relevant agencies, including Social Services, the Council's medical adviser and providers of support services. We will consider the interests of the applicant and their household but we will also consider the interest of the people who live and work on our estates.

The decision will be made by the **Team Leader, Housing Solutions**. We will write to applicants explaining the reasons why we have made the decision. We will tell them what they have to do before we will consider them for accommodation. We may ask them to do this within a set period of time. The applicant may request a review of the decision.

Extending the Period of Time of an Introductory Tenancy

An introductory tenancy when granted by the Council to a tenant is for a period of 12 months but this may be extended by a further period of 6 months provided there is a valid reason for doing so; for example, if there has been anti-social behaviour or if there are rent arrears.

If the Council decides it wants to extend the period of an introductory tenancy, a Notice of Extension will be served on the tenant at least 8 weeks before the 12 months expiry date of the introductory tenancy. The Notice of Extension will set out the reason or reasons why the Council want to extend the introductory tenancy and the tenant will have the right to request a review of the decision.

If a tenant's request for a review is refused, or if a tenant fails to request a review, then during the extended period of time of the introductory tenancy the Council may serve a Notice of Proceedings for Possession (subject to a right of review) if there is a valid reason or reasons for doing so.

If a tenant's request for a review is refused, or if a tenant fails to request a review, in respect of the Notice of Proceedings for Possession, then the Council may apply to the Court for a Possession Order and provided that the Council have followed the correct procedures the Court will make a Possession Order requiring the tenant to leave his/her home.

Demoted Tenancies

The Council may apply to the County Court for a Demotion Order in respect of a secure tenancy if a secure tenant, or someone, who lives with him/her or visits him/her, has caused or has threatened to cause anti-social behaviour.

If the Court grants a Demotion Order it means that the secure tenancy comes to an end for a period of 12 months. During that period of 12 months the Council may serve a Notice of Proceedings for Possession if there is a valid reason or reasons for doing so (the reason does not need to relate to anti-social behaviour so it could, for example, include rent arrears). The tenant has the right to request a review of the decision.

If a tenant's request for a review is not upheld, or if a tenant fails to request a review, then the Council may apply to the Court for a Possession Order and provided that the Council have followed the correct procedures the Court will make a Possession Order requiring the tenant to leave his/her home.

Temporary Periods of Residence Outside the Borough

Temporary periods of residence outside the Borough for the following reasons will not be counted against applicants:

- ❑ temporary residence or respite care
- ❑ essential health care, e.g., hospital or hospice
- ❑ temporary employment of less than 6 months
- ❑ attendance at an educational or training establishment
- ❑ offenders serving a custodial sentence
- ❑ attendance at a drug/alcohol rehab unit
- ❑ residence in a refuge or hostel
- ❑ mother and baby home
- ❑ other specialised accommodation.

Temporary periods of residence outside the Borough will not be counted against homeless applicants who are roofless if either:

- (a) their last permanent or settled address was in the Borough, or
- (b) they have a valid existing housing waiting list application registered.

Decisions and Reviews

Decisions

Applicants have the right to request information from the Council about decisions on the facts of their cases which are likely to be, or have been taken into account, in considering whether to allocate them accommodation. They will then be informed of any such decisions that have been made.

Reviews

Applicants dissatisfied with a decision that has been made may request a review of that decision.

Request for reviews are made to the **Housing Solutions Manager** who will consider the review on the basis of written representations. Requests for a review must be made in writing to the **Housing Solutions Manager, 'On The Move'**, within 21 days of the date the decision was notified to the applicant and should include the applicant's reasons for believing the decision made was wrong.

The applicant will be informed in writing of the decision made at the review and the grounds for it.

Reviews of decisions made under Part VII of the Housing Act 1996 (homelessness) are outside the scope of this Policy.

Reviews cannot be made against Council Policy; they can only be against the way policy has been implemented. For example, Council Policy states that 25 points are awarded to council tenants who are living in flats with children, an applicant could not request a review for these points to be increased to 100 points. However they could appeal if a decision had been made not to award points at all.

An example of items against which an applicant could appeal are:

- Disqualifications from the Housing Register
- Reduced preference from the Housing Register
- Not being awarded points to which an applicant feels they are entitled
- What is a reasonable offer

This list is not exhaustive.

Disabled Persons

When an applicant applies to us for accommodation we will ask if the applicant considers that he or she or a member of his or her household has a disability which would affect his or her ability to maintain a tenancy with us.

If an applicant informs us that he or she or a member of his or her household does have a disability which would affect his or her ability to maintain a tenancy with us then we will offer advice and/or assistance and we would normally expect the applicant to engage with any offer of support or assistance which is made.

We will also ask applicants to keep us informed of any change in their circumstances, or the circumstances of members of their households, which would affect their ability to continue to maintain a tenancy with us. We will then offer advice and/or assistance and we would normally expect the applicant to engage with any offer of support or assistance which is made.

Referrals made by the Mental Health Services are normally dealt with on a case by case basis and given preference by the awarding of appropriate hardship/medical/welfare points.

An applicant leaving hospital is normally dealt with under the terms of the Hospital Discharge protocol. These referrals are normally dealt with on a case by case basis and given preference by the awarding of appropriate hardship/medical/welfare points.

False Information

Section 171 of the Housing Act 1996 states that a person guilty of an offence of withholding information or making false statements is liable on conviction to a fine not exceeding £5000.

The Council also has the right to seek possession of a tenancy which has been granted as a result of a false statement by the tenant or anyone acting for or directed by the tenant.

Applicants who give false information in support of their housing application will normally be excluded or suspended from the housing register or given less preference.

Sheltered Housing

If a tenant is currently living in a sheltered bedsit and has advised the Housing Solutions Team in writing that they would like to move to a one bed flat within the scheme, they will normally receive priority to move to the next available one bed flat.

Bungalows

Council bungalows will normally be allocated to:

- persons of pensionable age (in accordance with the Pension Credit qualifying age applicable at the time of allocation/transfer)
- disabled persons (regardless of age) where the disability is physical in nature and affects the person's mobility to a considerable extent. The applicant must be claiming high rate disability living allowance for mobility (or in receipt of enhanced rate PIP) and receive these awards indefinitely

Council bungalows will be advertised as follows:

75% transfers
25% new applicants

The quota is a Borough-wide illustration and allocations on individual estates may vary.

When the list of older and disabled applicants has been exhausted, then applicants who have bid for the property under the pensionable age will be considered for the bungalow. This will be done on a 'banded' approach with applicants aged 55 and over being considered first.

Reasonable Offers

In the event of an officer matching a property for the applicant and submitting a proxy bid a reasonable offer will normally be -

- (I) on an estate or in an area requested by the applicant on their housing application form
- (II) be suitable in terms of size
- (III) the applicant must be eligible for the offer

If however an applicant has bid on the property this will be deemed a reasonable offer.

Home Visits

The Council may visit any applicant in their home prior or subsequent to authorising them for an offer, to check that their housing circumstances are as set out in their application for housing.

Reasonable notice will be given to applicants of impending home visits. Applicants are expected to allow visiting officer's access to all parts of their home. Failure to do so will normally result in the applicant not being authorised for an offer.

Number of Reasonable Offers

Priority Band Applicants will normally receive 1 reasonable offer. Refusal of this offer will normally result in the loss of Priority Band status and the application will be placed in the appropriate Band based on their current housing circumstances and will receive 2 or 3 further offers, depending upon that Band. **Statutory homeless households will receive one offer made by way of direct match.**

Transfer Band and General Band 1 Applicants will normally receive 2 reasonable offers. Refusal of 2 such offers will normally result in the application being deferred for a set period of time which will normally be a minimum of 12 months.

General Band 2 Applicants are able to receive 3 reasonable offers. Refusal of 3 such offers will normally result in the application being deferred for a set period, which will normally be a minimum of 12 months.

Homeless applicants in the Priority Band with Housing Related Debt are eligible for offers of accommodation and the debt will still remain their responsibility

Introductory Tenancies

Chesterfield Borough Council operates an Introductory Tenancy Scheme - all new tenants will normally be offered Introductory Tenancies for 12 months. Introductory tenants under normal circumstances will not be able to bid on properties until they become a secure tenant.

In exceptional circumstances a request can be made for a decision to allow an Introductory Tenant to move by the Service manager – Customer Division and will be assessed on an individual basis.

After 12 months, if no terms of the Tenancy Agreement have been broken, the Tenancy will automatically become Secure.

Statutory Homeless Applicants

Any applicant owed a duty under Part VII of the Housing Act 1996 will normally receive one suitable offer of accommodation. In line with the Homelessness Statement, as a result of the changes in the Localism Act 2011 this may be an offer of accommodation in the private rented sector. In cases of domestic violence, violence, harassment or abuse the applicant must clearly state prior to a decision being made, any areas or estates where they could not be offered a property due to an actual or perceived threat. The applicant will be required to provide details of the alleged perpetrator.

Applicants will be given reasonable preference and **duty will be discharged by way of direct match to** either a Council, Housing Association or Private Sector property.

Nominations to RSLs

Nominations to RSLs, and other housing providers, with whom the Council has a nomination agreement, will count as a reasonable offer of accommodation (if the applicant has bid on the advertised property or is a result of a proxy bid).

The Choice Based Lettings Allocations Scheme

The Council's Allocations and Transfer Policy works on a banding approach, with applicants being placed in the Priority Band, Transfer, General 1 or General 2.

Eligible applicants will be entitled to bid on 3 properties per advertising cycle. The applicant can withdraw their bid at any time prior to the closing date. Once offered a property, no further bids can be made on alternative advertised properties.

Applicants can bid on any advertised property they are eligible for.

The **Service Manager - Customer Division** has discretion to set quotas to take account of changing demand and/or supply factors, performance to date on achieving the targets, and the relative needs of the priority groups between themselves.

However, lettings will normally be advertised in accordance with the quotas set out in the table below, normally with a 5% flexibility to change quotas as required.

Priority	Transfer Band	General Band 1	General Band 2
25%	45%	25%	5%

75% of 2 bed houses will be advertised with a preference to a current Chesterfield Borough Council tenant in the Transfer Band.

Bidding

Applicants will need to search and bid for homes in the normal way. However they will also need to be aware of the following conditions.

- Priority will only be given for homes that meet the applicants need. For example, if an applicant has mobility needs for level access, they will not be given priority to move from a house with stairs to another house.
- Applicants in the Priority Band will be expected to bid on all types of homes for which they are eligible, for example 2 bedroom flats as well as houses, and may need to compromise on their ideal choice in order to move quickly.
- With valid reason we can make a bid on applicant's behalf (proxy) or review or cancel priority at any time.

Advice and assistance can be provided to help applicants through this process.

Non Bidders

If applicants on the Housing Register do not express an interest in any property over an extended period of time, we will contact them to see if they need any help using this system or if their circumstances have changed.

If an applicant in the Priority Band (**not statutory homeless applicant**) has not made a bid within **12** weeks we will contact them to find out why and to offer support, help and advice. **Normally a direct match will be made to the next suitable property. If this offer is refused, priority status will be removed and the application placed in the appropriate band - Transfer or General 1 or 2.**

Priority Band

Applicants in the Priority Band will include the following reasonable preference groups.

- | | |
|---|--------------------------------|
| □ Statutory Homeless | 200 points |
| □ Statutory Unfit/Lacking Amenities | 100 points |
| □ Statutory Overcrowded | 100 points per bedroom lacking |
| □ Welfare/Hardship Groups | 100-200 points |
| □ Critical or Crisis Medical Needs/
Alternative to Adaptation | 200 points |
| □ Threatened with homelessness, in priority need
and unintentionally homeless (s195/2) | 100 points |
| □ Intentionally homeless in priority need | 25 points |
| □ Households in temporary accommodation | 25 points |

Transfer Band

All transfers with additional preference (s.166A/3). Single points are not accumulative, sorted by date

- Medical 50-100 points
- Overcrowding (as per our standard) 80 points per bedroom lacking **(160 max)**
- Under Occupation 80 points per bedroom extra **(160 max)**
- Welfare/Hardship 25-75**100** points
- Children in flats 25

General Bands

General Bands 1 and 2 will contain all other applicants.

General Band 1 will contain applicants who have a connection with the Borough - This will normally mean applicants who live within the Borough Council boundary and have done so for a period of **twelve** months, immediately prior to registration or have **long-term** employment in the Borough for **twelve** or more hours per week.

Employment within the Borough for sixteen or more hours per week will normally be on a permanent **or long-term** contract **for more than twelve months**.

You will not be classed as resident in the Borough if you have been placed in the Borough by another organisation or local authority.

General Band 2 contains applicants with no specific housing need.

General 1

All general applicants with additional preference. Single points, not accumulative sorted by date.

- Medical 50-100 points
- Armed Forces 100 points
- Over Crowding 80 points per bedroom lacking
- Under Occupation 80 points per bedroom extra
- Preventing Homelessness 70 or 100 points
- Welfare/Hardship 25 -**100** points

General 2

All other applicants with no additional or reasonable preference (including transfer applicants) Sorted by date order. Only properties in good supply will be advertised in this band

All out of borough applicants with a medical/disability need and require accommodation in chesterfield will be assessed on a needs basis to be awarded up to 12 months additional registration time. This time will be assessed using the criteria for medical points.

Points

Medical points

50-100 points

Awarded following the completion and assessment of a medical form

Armed Forces

100 points

Awarded in line with the provisions of the Localism Act 2011 and the Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012

We will monitor allocations made and may, subject to high demand, introduce a lettings quota in order to balance the needs of all applicants in need of accommodation

Under-occupation

**80 points per bedroom extra
up to a maximum of 160 points**

Applicants will be assessed in line with the bedroom standard

Preventing Homelessness

70 or 100 points

70 points will be awarded to applicants who are threatened with homelessness but have accommodation that they can stay in for more than 28 days. These points will be time restricted for three months

100 points will be awarded to applicants who have approached the Council for homelessness assistance pending a decision and have a priority need and local connection with the Borough. These points will be time restricted for 2 months.
100 points will also be awarded to MOPP referrals

Overcrowding (not bedroom standard)

**80 points per bedroom lacking,
up to a maximum of 160 points**

The overcrowding criteria for children within the household is that points will be awarded in the following circumstances:

- children of the opposite sex, the eldest being 4 years old or more, having to share a bedroom
- children of the same sex, where the age difference is 5 years or more, having to share a bedroom
- points will be awarded if non-related children under the age of 16 are having to share a bedroom

The **Service Manager - Customer Division** has discretion to alter these ages to take into account changing demand and/or supply factors, performance to date on achieving the targets, and the relative needs of the priority groups between themselves.

If an applicant indicates that they are overcrowded as per the bedroom standard, the Housing Solutions Officer must carry out a home visit, if necessary, to assess the need prior to referring to Environmental Services.

Overcrowding points will not be awarded if an applicant moves from accommodation which is suitable in size for the household, to accommodation which is smaller than required.

Hardship/Welfare

25 – 100 points

Applicants who need to move on welfare/medical/hardship grounds will normally fall in to one of the following categories:

- a mental illness or disorder
- a physical or learning disability
- chronic or progressive medical conditions
- infirmity due to old age
- the need to give or receive care
- the need to recover from the effects of violence or threats of violence or abuse
- ability to fend for self restricted for some other reason
- young people at risk
- people with behavioural difficulties
- need for adapted housing and/or extra facilities
- need for sheltered housing
- need for ground floor accommodation
- need to be near friends or relatives on medical grounds
- household within a household

Hardship/ Welfare

25/50/75/100/200

Critical or Crisis Medical Needs

200

Medical General

50-100

Low Level Medical

50 points

There are several different levels of points to reflect the wide range of hardship, medical and welfare needs and its impact on the applicants housing situation.

If an applicant has a disability or a medical problem or is suffering hardship or has welfare issues, which are made worse by their current housing, self-assessment form will need to be completed by the applicant. Once this has been completed the Housing Solutions Officer who will clarify the applicant's circumstances and when appropriate will visit the applicant. If necessary and with the applicant's permission, additional information will be sought from other relevant bodies, for example, the applicants GP or Social Services. Each application will be assessed and a decision made regarding the level of points to be awarded.

If an applicant indicates that they are giving or receiving support they should be sent the standard support form to complete. Completed forms will be considered by the Assistant Managers. In awarding support points they will consider the following:

- the location of the person(s) giving and receiving support
- the age of the person(s) giving and receiving support
- any medical or social factors the availability of accommodation in the areas requested (alternative solutions may be suggested to meet the need)

Persons who have suffered a breakdown in relationship will normally be awarded welfare points depending on their individual circumstances

A request for a review of this decision may be made to the Housing Solutions Manager.

Once an agreed level of points has been awarded the case will not normally be re-assessed for 6 months unless a person's circumstances changes significantly.

PREGNANCY

The Council's allocations system does have the facility to record when an applicant is pregnant. Applicants will be required to provide proof.

Pregnancy will not normally increase an applicant's eligibility for a family house unless there are no applicants on the waiting list for that particular property.

As soon as the child is born, the applicant will be eligible for a family house. Proof of birth will be required to activate the eligibility on the allocations system.

CHILDREN

For the purpose of this policy a child is anyone under the age of 16.

MOVE ON PROTOCOL

Any applicant applying for move on accommodation from within the borough is required to have had a connection to the borough for six months prior to moving into the support accommodation. If the applicant does not meet this criterion and is unable to return to his/her local area, the applicant will normally be required to make a homeless claim.

MOVE ON FROM CHESTERFIELD BOROUGH COUNCIL (CBC) SUPPORTED ACCOMMODATION

An offer will be made by way of a direct match when ready to move on.

C R E RECOMMENDATION

CBC does have nomination rights to a small number of large family houses specifically for BME families. These are managed by Walbrook Housing Association and when staff become aware of applicants who may be interested in these properties they should liaise with the Assistant Housing Solutions Manager.

Tenancies

Introductory Tenancies

All new tenants of CBC will initially be granted an Introductory Tenancy for a period of 12 months. Exceptions to this are:

- persons already holding a secure tenancy with CBC or another local authority
- persons having an assured tenancy with a housing association

These exceptions are eligible for a secure tenancy providing there has been no break between the termination and the commencement of the tenancies.

Joint Tenancies

Where applications are made in joint names, any subsequent Tenancy Agreement should also be in joint names.

Where joint applications are made and consideration is being given to creating a sole tenancy only, it must be approved by the Assistant Housing Solutions Manager

In cases of joint applications where one applicant is aged 16 or 17 years, and the other applicant is 18 years or over, the Tenancy Agreement should be in joint names. In such cases, the older tenant automatically becomes the guarantor for the younger tenant.

Eligibility for Property Types

Properties will be advertised and allocated to households in accordance with the attached Matrix.

Where there is no demand from the relevant household type the eligibility criteria will be relaxed and those applicants not eligible who have bid on the property will be considered. For example, where all households with two or more children have been exhausted for three bedroom houses, then households with one child may be considered.

General Needs Family Accommodation

Family accommodation includes Houses, Flats and Maisonettes.

Family houses will normally only be allocated to families who have dependent children living with them and it is their children's main and only home.

An applicant having access to children who are already suitably housed will normally only be eligible for a 1 bedroom flat.

Two bedroom flats will be allocated firstly to applicants with permanent childcare responsibilities.

Older Persons Accommodation

Older person's accommodation includes Bungalows, Flats and Sheltered Accommodation.

Successions

Existing tenants at 1st April 2013

Following the death of a secure tenant, a person is qualified to succeed to the tenancy if he/she occupies the property as his/her only or principal home and he/she is either the deceased tenant's spouse or civil partner or he/she is another family member (and, in the latter case, he/she must have resided with the late tenant for at least 12 months before his/her death).

If you are a joint tenant of the property or the spouse or civil partner of the deceased tenant then you will become the sole tenant of the property.

If a person is qualified to succeed as another family member (rather than as a spouse or civil partner) but does not qualify for the property in accordance with the Occupancy Standard, then the Council may seek possession of the property. However, any action would not commence until six months after the tenant's death and the Council would offer suitable alternative accommodation.

There can only be one statutory succession to a secure tenancy.

New secure tenants after 1st April 2013

The right to succeed to a secure tenancy, as set out above, is limited to the deceased tenant's spouse, civil partner, cohabitee or the surviving joint tenant for any new secure tenancy which started after 1st April 2013.

Termination by a Joint Tenant

Either party to a joint tenancy can give notice to terminate that tenancy and this act will terminate the whole tenancy. Following the termination of a tenancy the Council will deal with any requests from an ex-tenant wishing to remain in the property in accordance with the Council's Allocations Policy.

The Council will consider granting a new tenancy (which will normally be a sole tenancy) of the same property where the household does not under occupy the property by more than one bedroom (and subject to any other relevant criteria in this policy). This will be determined using the definitions with the Council's Allocations Policy for overcrowding. However if the property type is a house, consideration will only be given to households with a child or children as defined in the Council's Allocations Policy.

Where a person is not eligible to be allocated the property, then the Council will offer suitable alternative accommodation in accordance with the Occupancy Standard.

Local Lettings Policy

In order to encourage balanced communities it will be, from time to time, necessary for the Council to apply specific lettings policies designed to address particular local management issues. The Council will aim to ensure that any allocation scheme and lettings plan are representative of the needs of the community and promote community cohesion.

Management Moves

If a current Council tenant needs to move on management grounds, these allocations will normally be made outside the CBL process by way of direct match

HOUSEHOLD ELIGIBILITY FOR PROPERTY TYPES

Size of Household	Bedsit	1 bed flat	2 bed flat/ maisonette	2 bed house	3 bed flat/ maisonette	3 bed house	4 bed house	1 bed bungalow	2 bed bungalow	3 bed bungalow/ prefab	Sheltered
One adult (Under 60)	√	√									
2 adults (under 60)		√	√								
3 adults (under 60)			√		√						
Household with one child		√	√	√							
Household with two children			√	√	√#	√#					
Household with three or more children					√	√	√				
Household with dependents aged 16 or over			√a	√a	√a	√a	√a				
Older people (60 or over)	√	√						√	√		√
Disabled (Mobility) (under 60)	√	√	√					√	√ m	√ *	√

* These properties are normally let to families with a disabled family member

** Subject to no demand from families with permanent childcare responsibilities.

Not all households with two children are eligible for three bedrooms; eligible households are defined by the councils overcrowding guidelines

a properties in good supply only

b a child is aged 15 or under

m medical need for 2 beds

This page is intentionally left blank

From: Sanghera, Alice (Adult Care) [mailto:Alice.Sanghera@derbyshire.gov.uk]
Sent: Thursday, February 12, 2015 10:05 AM
To: Yvonne Fox
Cc: Paul, Ram (Adult Care); Nicholson, Karen (Adult Care)
Subject: FW: Allocations Consultation Group

APPENDIX 2.

Hi Yvonne

We are unable to get to your meeting, but I have some feedback on the residency requirement proposal; this could impact on our HRS clients if the length of stay is reduced to 12 months or under in short term accommodation based services. This would affect the provider's ability to achieve a positive move on and cause blockage in the service / reduce numbers able to access the accommodation. This reduction proposal in terms of length of stay is currently being consulted on in a number of our short term services (mental health and young people).

Thanks, Alice

Alice Sanghera
Service Manager (Accommodation & Support)

Adult Care | Derbyshire County Council, Room F15 Adult Care HQ, County Hall, Matlock, Derbyshire, DE4 3AG | Telephone
☎ 01629 531296 | 📠 Fax 01629 772213 www.derbyshire.gov.uk

http://www.derbyshire.gov.uk/Social_health/adult_care_and_wellbeing/accommodation_and_housing/housing_support/default.asp

Please note the contents of this email including any attachments are classified as RESTRICTED under Derbyshire County Council's 'Information Classification and Handling Policy'.

STOP! Do you really need to print off this email? BE GREEN! KEEP IT ON THE SCREEN!

This page is intentionally left blank



20 Westfield Terrace,
Sheffield S1 4GH
Phone: 0845 605 9000
www.guinnesspartnership.com

Chesterfield Borough Council
Town Hall
Rose Hill
Chesterfield S40 1LP

Tuesday 24 February 2015

Dear Sirs,

Re: Consultation on CBC Allocation Policy

I refer to your recent letter inviting feedback from R.P's in relation to the council's consultation on proposed changes to the Allocation Policy.

Having reviewed the proposed changes, I can confirm that the changes would be acceptable to The Guinness Partnership.

Yours faithfully,

Mark Coupland
Head of Operations

Great service, great homes and a great place to work

The Guinness Partnership Limited has the following subsidiaries: Guinness Care & Support Ltd, Guinness Housing Association Ltd, Guinness Developments Ltd, City Response Limited and Encore Homes Limited. The Guinness Partnership Ltd is a charitable Community Benefit Society No. 31693R registered in England and is a Registered Provider of Social Housing No. 4729. Registered Office: 17 Mendy Street, High Wycombe, Buckinghamshire, HP11 2NZ



This page is intentionally left blank

From: Lisa Haythorne [mailto:lisa.haythorne@derbyshirelawcentre.org.uk]
Sent: Monday, March 9, 2015 11:21 AM
To: Yvonne Fox
Subject: Allocations Consultation Group

APPENDIX 4.

Dear Yvonne,

As recently discussed both Steve Taylor and I have considered the proposed changes to the allocations policy and found there to be nothing controversial regarding those changes and that they were appropriate for chesterfield Borough council.

Kind regards

Lisa Haythorne
For Derbyshire Law Centre

1 Rose Hill East
Chesterfield
S40 1NU

Tel: 01246 550674
Fax: 01246 551069
Email: dlc@derbyshirelawcentre.org.uk
www.derbyshirelawcentre.org.uk

The information in this email is confidential and may be legally privileged. It is for the intended recipient only. If an addressing or transmission error misdirected this email, please notify the author immediately and then delete this email. If you are not the intended recipient you must not use, disclose, distribute, copy, print or rely on this email. Unless specifically stated otherwise by agreement with an authorised signatory of Derbyshire Law Centre, this email does not form part of a contract. Any part of this email which is solely personal in nature is not authorised by the Derbyshire Law Centre. All incoming emails to Derbyshire Law Centre are potentially the subject of monitoring.

From: Angie Dolby [mailto:Angie.Dolby@chesterfield.gov.uk]
Sent: 10 February 2015 15:02
To: alice.sanghera@derbyshire.gov.uk; angela.stansfield@dpw.gsi.gov.uk; angela.toulson@actionhousinguk.org; colin.hampton@duwc.org.uk; fatkinson@ndwa.org.uk; james.gracey@derbyshire.gov.uk; jane.aitman@barnardos.org.uk; jane.derbyshire@p3charity.org; jill.rvalls@derbyshire.gov.uk; jonathan.webb@derbyshire.probation.gsi.gov.uk; karen.cnedcu@live.co.uk; Lisa Haythorne; lisa.saxby@barnardos.org.uk; moira.bannister@derbyshire.gov.uk; tracey.hume@derbyshire.probation.gsi.gov.uk; neil.storer@chesterfieldcab.co.uk; r.sutton@syha.co.uk; sandra.johnson3@derbyshire.gov.uk; sean.pathways@yahoo.co.uk; sue.wood@frameworkha.org
Subject: Allocations Consultation Group

Dear colleague

Re: Proposed changes to the Council's Allocation and Transfer Policy

Chesterfield Borough Council is proposing to make changes to its Housing Allocation and Transfer Policy. The Council's Cabinet gave approval to consult with our partners in January 2015 and we are currently providing information on our website to enable members of the public and agencies to comment on our proposals.

16/03/2015

This page is intentionally left blank

FOR PUBLICATION

HOME ENERGY CONSERVATION ACT FURTHER REPORT 2013 - 2015 BIENNIAL REVIEW (H000)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER FOR HOUSING
DATE:	1. 21 APRIL 2015 2. 14 APRIL 2015
REPORT BY:	HOUSING SERVICES MANAGER – BUSINESS PLANNING AND STRATEGY
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL
KEY DECISION REFERENCE (IF APPLICABLE):	484

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE:	North Derbyshire Affordable Warmth Strategy	LOCATION:	Private Sector Housing Team – Business Planning and Strategy, Housing Services
	DECC Home Energy Conservation Act Further Report Guidance		

1.0 PURPOSE OF REPORT

- 1.1 To advise Members of the progress made in delivering the actions set out in the Home Energy Conservation Act (HECA) Further Report 2013 -15 produced jointly by the Local Authority Energy Partnership (LAEP) and Chesterfield Borough Council.

- 1.2 To seek Member approval for the Revised Action Plan for Chesterfield.
- 1.3 To seek approval for the publication of the Home Energy Conservation Act (HECA) Progress Report 2013 -15 on the Council's website and its submission to the Department of Energy and Climate Change.

2.0 **RECOMMENDATIONS**

- 2.1 It is recommended that Cabinet:
 - 2.1.1 notes the progress made in delivering the actions set out in the Home Energy Conservation Act (HECA) Further Report 2013 -15
 - 2.1.2 approves its publication on the Council's website and its submission to the Department for Energy and Climate Change
 - 2.1.3 supports the continued delivery of the revised Action Plan

3.0 **BACKGROUND**

- 3.1 In March 2013 Chesterfield Borough Council adopted and published its Home Energy Conservation Act (HECA) Further Report. The report was produced in accordance with guidance and instructions issued by the Department of Energy and Climate Change (DECC) in July 2013
- 3.2 The report, known as the 'Further Report', had to contain plans as to how councils would achieve improvements in energy efficiency within the residential housing stock in their District or Borough. It needed to be adopted and published on the Local Authorities website by the 31 March 2013 and progress reports were then to be required at two yearly intervals thereafter.
- 3.3 DECC provided a template for the report which was used to produce the HECA Further Report 2013 and further guidance on the progress report's contents and sources of statistical evidence were issued in 2015. The Further Report set out a timeframe for the delivery of initiatives and included the details of any national and local partners that the Local Authority proposed working with.
- 3.4 This report, attached at **Appendix 1**, provides the required two yearly review of progress against these initiatives and sets out a revised action plan for continued delivery and improvement in energy efficiency.

4.0 **HOME ENERGY CONSERVATION ACT (HECA) PROGRESS REPORT 2015**

- 4.1 The progress report provides basic data on domestic greenhouse gas (Carbon Monoxide CO₂) emissions, gas and electricity consumption and on household fuel poverty. Comparative data is provided at district level across all the local authorities in Derbyshire and Nottinghamshire.
- 4.2. DECC data is also provided at district authority level for the number of Energy Companies Obligation (ECO) measures installed from the start of the scheme to 30 September 2014 (most recent figures). Unfortunately the breakdown of measures installed is not available at local authority level.
- 4.3 The £1.3 billion per annum Energy Companies Obligation (ECO) fund is split into the following three pots;
- Carbon Saving Community Obligation (CSCO)
 - Affordable Warmth Obligation
 - Carbon Savings Obligation
- 4.4 The Carbon Saving Community Obligation (CSCO) provides insulation measures to households across all tenures in specific areas of low income as determined by multiple indices of deprivation. Chesterfield has nine Super Output Areas that could benefit from the CSCO fund, which include postcodes within St Helens, Barrow Hill, Hollingwood and Inkersall, Loundsley Green, Middlecroft and Poolsbrook, Old Whittington and Rother. These areas are predominantly Council or former Council stock. Private properties at Old Whittington received external wall insulation works during 2014 and works to the Council owned stock on the same estate and across all tenures at Grangewood have recently been tendered with the contractor starting on site on 23 March 2015. Works are due to complete by November 2015.
- 4.5 The Affordable Warmth Obligation provides heating and insulation measures to households living in the private sector and in receipt of certain means tested benefits. The purpose of the fund is to support low-income householders who are most vulnerable to the impact of living in a cold home i.e. the elderly, disabled and those with young children. Eligibility depends on receipt of certain income related benefits and the age and type of existing heating

appliances. Households with no heating do not qualify. In addition ECO funding for boiler replacements and heating upgrades often does not include the cost of changes to pipework and making good or associated works such as replacement of older radiators. As the scheme progressed the available funding was reduced and many ECO approved contractors no longer offer measures having reached their target quota.

- 4.6 The Carbon Savings Obligation (CSO) covers the installation of measures to treat solid wall and hard to treat cavities that can't ordinarily be financed through the Green Deal. It may be used across all tenures. The Council has benefited from the CSO when tendering solid wall insulation contracts for Council stock. In each case the contractor has also been asked to offer solid wall insulation at the same price to privately owned properties within the scheme area.
- 4.7 However, depending on the size of the property and number of openings etc. the cost of solid wall insulation to a 'Hard to Treat' home can vary from £7,000 - £12,000. This is far in excess of the funding most private home owners can afford. Typically ECO subsidy has only been in the region of £1,000. In July 2014 DECC launched a Green Deal voucher scheme which allowed home owners to claim a voucher worth £6,000 to offset against the cost of solid insulation work. There were no eligibility criteria and the scheme was so popular that DECC had to shut it down with virtually no warning.
- 4.8 Since then the scheme application process has been revised and the maximum grant reduced to £4,000. Home owners must have obtained a quotation from an approved contractor and had an Energy Performance Assessment completed before applying for a voucher. Applications are made on line and the voucher is redeemed by electronic payment into the recipient's bank account. The funding is now released quarterly, the latest round being in March 2015. Further quarterly releases are expected until the end of the calendar year.
- 4.9 Chesterfield Borough Council has maintained a list of low income households living in 'Hard to Treat' non-traditional build houses and made the householders aware of the DECC Green Deal Scheme. To date only one approved contractor has been willing to assist individual households (rather than completing block schemes) and to date 5 households have obtained a DECC

voucher. These households are also eligible for the Council's Home Repairs Assistance loan scheme and are relying on this loan to fund the remaining cost of work.

- 4.10 The other funding mechanism for Energy Efficiency measures that the Government has introduced is the Green Deal. This is a finance mechanism whereby property owners can have measures installed calculated to generate energy savings. The savings are used to offset repayments on the loan provided to fund the measures. The loan is secured against the property and repaid as a tariff on the electricity bill. If the occupier or home owner moves home, the Green Deal charge stays with the property and is taken on by the new occupier or owner.
- 4.11 Only registered Green Deal providers can make a Green Deal loan. Before a loan is made the householder has a Green Deal Assessment carried out by an accredited Green Deal Assessor. The Assessment demonstrates what energy efficiency measures are needed and which can be funded through a Green Deal loan. The householder can then choose their Green Deal loan provider and installer.
- 4.12 Green Deal loan funding is provided by the Energy Companies and interest is charged. The Green Deal loan has proved less attractive than other forms of secure and unsecured lending. The main problems have been that:
- Even when the EPC and Green Deal assessments are completed at no cost, many householders are concerned about the implications of a long term loan secured against their property
 - The interest rate charged is generally in the region of 7% and therefore much higher than other forms of reputable high street borrowing
 - The assumed cost of measures is generally much higher than could be secured through reputable local contractors, whose business is too small to register for Green Deal accreditation.
 - The most beneficial measures e.g. solid wall insulation, do not meet the 'Golden Rule' i.e. the savings made on energy bills by installation of insulation and heating measures should be greater than the cost of loan repayment. Furthermore households in fuel

poverty often under heat their home in order to ensure that they can pay their heating bills.

- 4.13 One of the Council’s key priorities in the 2015 – 2019 Council Plan is to ‘improve the quality of life for local people’. In order to deliver this priority the Council are committed over the next four years to maintain the quality of homes across all tenures and maximise further investment in home energy improvements to deliver affordable warmth for our residents. We will also work with our partners to reduce the gap in health outcomes between the most and least deprived parts of the borough, as measured through the annual health profile
- 4.14 The achievements to date and the actions set out in the HECA Report Revised Action Plan will directly contribute to these aims.

5.0 **FINANCIAL CONSIDERATIONS**

5.1 **Private Sector Housing Budget – General Fund**

Home Repairs Assistance Budget			
	2012/13	2013/14	2014/15 (at 25 March 2014)
Budget	£521,000	£580,000	£411,000
Spent	£232,195	£278,186	£295,054

- 5.1.1 Chesterfield has no dedicated budget for funding energy efficiency measures but vulnerable private home owners who qualify for Home Repairs Assistance may be helped to fund home insulation measures and heating repairs.

5.2 **DECC Transitional Funding – Affordable Warmth Scheme 2013/14**

Working as part of the LAEP partnership Chesterfield secured a total of £152,570 of DECC Transitional Funding to spend in that financial year on replacing old inefficient boilers, heating upgrades and new central heating installations, loft and cavity wall insulation. The scheme started in 2012/13 and over the eighteen month period a total of 68 households were assisted with heating measures costing £186,333. The additional funding

was reallocated from under-spent districts as the scheme progressed.

5.3 **DECC Transitional Funding Green Deal 2013/14**

A further £40,000 of DECC Transitional Funding was secured to fund a Green Deal Pioneer project to provide 100 free Green Deal assessments and 50 Green Deal plans. Of 72 households expressing an initial interest in the scheme only 25 went ahead with an assessment, and none converted the assessment to a Green Deal plan.

Generally householders were concerned about the projected cost of measures which were generally shown as significantly higher than charges made by local reputable contractors.

5.4 **Foundations Independent Living Trust (FILT) Grants**

5.4.1 The Foundations Independent Living Trust which supports Home Improvement Agencies administers two different funding streams for home energy measures to help low income homeowners.

- **FILT - Health Through Warmth (HTW) Hardship Fund**
- **FILT - Warm at Home Service**

The two schemes are funded by different Energy Companies

5.4.2 **FILT Health Through Warmth Scheme**

This scheme has been operating for several years and funds basic heating and insulation measures for low income home owners suffering from health conditions which are made worse by excess cold e.g. cardio-vascular and respiratory conditions and poor mobility. Applications for up to £750 are determined very quickly. Larger grants (up to half the cost of work) take longer to determine. In 2014/15 Chesterfield Home Improvement Service secured 12 grants, total value £8,100 for HRA applicants. This reduces the amount of funding the householder has to find, either through a HRA loan or their own resources.

5.4.3 FILT - Warm at Home Service

Home Improvement Agencies were invited to bid for this new funding and Chesterfield Home Improvement Service collaborated with Metropolitan Home Improvement Agency to submit a joint bid covering Derbyshire County. The bid has secured £20,000 to be spent on home energy conservation measures between 1 April 2015 and 30 December 2015. Works may range from simple measures such as draft proofing to contributing to heating installations et al. The average grant will be in the region of £250 and may be combined with a FILT Health Through Warmth grant or other funding.

Metropolitan Home Improvement Agency is the accountable body for this fund and will enter into a Service Level Agreement with Chesterfield Home Improvement Service regarding the distribution of the funding.

5.5 Current Budget – Housing Revenue Account

5.5.1 On the 26 February 2015, Council approved the Housing Capital Programme for 2015/16. This programme includes the following areas of work which will contribute to improving home energy efficiency in Council homes.

Area of Work	Budget	Approx. Number of installations
Central Heating and CHP Replacement	£2,737,000	846
Roof Renewal	£3,200,000	490
External Wall Insulation	£4,602,279	575
Window Replacement	£1,600,000	760
Improvements to Non Traditional Housing Stock	£1,614,050	90
Unfilled Cavities	£100,000	170
Total	£13,741,999	2,931

5.6 Where Chesterfield Borough Council Housing Services have tendered for works to carry out external wall insulation and improvements to its non- traditional housing stock (including external wall insulation), as part of the tender process contractors have been asked to secure ECO funding to support the

necessary improvements and where possible to carry out this work / bring funding to the adjoining and neighbouring private properties in order to maximise the benefits for local householders.

6.0 RISK MANAGEMENT

Description of the Risk	Impact	Likelihood	Mitigating Action	Residual Impact	Residual Likelihood
Delays in securing new Data base & reporting software due to insufficient funds for specification required	H	M	LAEP have already secured some revenue funding to support current activity but further funding is likely to be required. Other funding opportunities being sought	M	M
Decrease in number of household assisted with Energy Advice due to delay in appointing cross tenure Energy Officer	M	M	Private Sector Housing staff receiving Energy Advice training, however availability to carry out this work will depend on balance of other workload priorities	M	M
Insufficient ECO and restrictive eligibility criteria in relation to the extent of work funded limits ECO take up	H	H	Control of ECO budget and ECO eligibility criteria rests DECC	H	H

Description of the Risk	Impact	Likelihood	Mitigating Action	Residual Impact	Residual Likelihood
Failure to meet Derbyshire Warm Homes Pilot targets in year 1 so Year 2 funding with held	H	H	<p>LAEP delivery team recruited</p> <p>Participating GO surgery identified</p> <p>Additional letter to be sent to all GP surgeries to raise awareness and increase likelihood of referrals</p> <p>National grid Hardship funding and Foundations for Independent Living Trust (FILT) funding secured to help pay for home energy measures nor none-ECO eligible cases</p>	M	M

7.0 **EQUALITIES IMPACT ASSESSMENT (EIA)**

7.1 The equalities impacts of all the proposals in this report for race, disability, gender, sexual orientation, age and religion have been considered and assessed. Equalities improvements have informed the development of the proposals and where possible, action has been taken or incorporated into the proposals. A Preliminary Equalities Impact Assessment is attached at **Appendix 2**.

8.0 **RECOMMENDATIONS**

8.1 It is recommended that Cabinet:

8.1.1 notes the progress made in delivering the actions set out in the Home Energy Conservation Act (HECA) Further Report 2013 -15

8.1.2 approves its publication on the Council's website and its submission to the Department for Energy and Climate Change

8.1.3 supports the continued delivery of the revised Action Plan

9.0 **REASONS FOR RECOMMENDATION**

9.1 The report addresses the issues of fuel poverty in Chesterfield and across Derbyshire.

9.2 The action plan helps to contribute to meeting the Government target of eradicating Fuel Poverty by 2016.

9.3 The report contributes to meeting the Council's Corporate Plan priority of improving the quality of life for local people.

ALISON CRAIG

HOUSING SERVICE MANAGER – BUSINESS PLANNING AND STRATEGY

You can get more information about this report from Jane Thomas on ext. 5708

Officer recommendation supported.



Signed Executive Member

Date 14.04.2015

Consultee Executive Member/Support Member comments (if applicable)/declaration of interests

This page is intentionally left blank



Home Energy Conservation Act 1995

Progress Report 2013-15 on behalf of the

The Nottingham and Derbyshire

Local Authority Energy Partnership

(LAEP)

and



CHESTERFIELD
BOROUGH COUNCIL

March 2015

Jane Thomas
Private Sector Housing Manager
Chesterfield Borough Council
01246 345708
jane.thomas@chesterfield.gov.uk

Rina Jones
LAEP Manager
01629-536130
rina.jones@derbyshire.gov.uk

Nottinghamshire and Derbyshire Local Authorities' Energy Partnership (LAEP)

The LAEP is a non-statutory partnership of all 20 councils across Nottinghamshire and Derbyshire, established in 1996 and continues to provide an excellent model of how councils can work together for mutual benefit.

This report covers collective activities across the following 14 LAEP housing authorities:

Nottinghamshire

Bassetlaw District Council
Broxtowe Borough Council
Gedling Borough Council
Mansfield District Council
Newark and Sherwood District Council
Rushcliffe Borough Council

Derbyshire

Amber Valley Borough Council
Bolsover District Council
Chesterfield Borough Council
Derbyshire Dales District Council
Erewash Borough Council
High Peak Borough Council
North East Derbyshire District Council
South Derbyshire District Council

Partnership activities are delivered via a membership service and a communications service which are funded through separate subscriptions. Councils benefit from support, information and communication services and collaborate on carbon reduction, affordable warmth and sustainable energy projects, sharing expertise and best practice.

Each council is represented on the Officer Working Group (OWG) which runs the partnership and funds are held by Derbyshire County Council.

LAEP Chair's introduction

The production of this report by our Partnership, which complements the individual reports of our member councils, is an example of how our long-standing collaboration has provided huge benefit and exceptional value to our partners over the years.

In increasingly challenging times for local government, this report provides evidence of how our partnership is striving to maximise the economic, social and environmental benefits to our councils and residents through its work on home energy conservation and affordable warmth.

*Phil Keynes
Team Manager, Energy and Carbon Management
Nottinghamshire County Council*

HECA reporting

The LAEP has a collective ambition to reduce carbon dioxide and fuel poverty across the area and acknowledges the legal requirements for local government to improve the energy efficiency of residential accommodation as outlined in the Climate Change Act 2008.

The LAEP also supports the aims of the 2001 UK Fuel Poverty Strategy to eradicate fuel poverty in England as far as reasonably practicable by 2016.

All LAEP district and borough councils submitted 2013 HECA reports and have links to them on their websites.

This HECA progress report is presented in four sections and provides an update on trends, strategies and initiatives since 2013 as LAEP councils work together to reduce domestic carbon dioxide emissions and fuel poverty:

1. Baseline information across Nottinghamshire and Derbyshire
2. LAEP HECA Report 2013-15
3. Chesterfield Borough Council HECA Action Plan Progress Report 2013-15
4. Chesterfield Borough Council HECA Action Plan 2015-16

1. BASELINE INFORMATION

Baseline information on key issues enables local authorities to gauge the impact of collective and individual initiatives

- 1.1 Levels of fuel poverty
- 1.2 Domestic fuel consumption
- 1.3 Domestic carbon dioxide emissions
- 1.4 Energy Company Obligation funded measures
- 1.5 Green Deal measures

The following data has been collated from documents placed on the Department of Energy and Climate Change's website.

1.1 Levels of fuel poverty

Between 2010 and 2012 a new way of calculating the number of households in fuel poverty was introduced, temporarily running in parallel with the original definition.

In 2010 the **10% definition** was used whereby a household was in fuel poverty if it needed to spend more than 10 per cent of its income on fuel to maintain an adequate level of warmth.

From 2012 a new **Low Income High Cost (LIHC)** definition was applied which considers a household to be in fuel poverty if they have required fuel costs that are above average (the national median level) and, were they to spend that amount, they would be left with a residual income below the official poverty line.

Across Nottinghamshire and Derbyshire between 2010 and 2012 there was a small fall in the number and % of households in fuel poverty in most district and borough areas, using the original 10% definition. Using the new Low Income High Cost definition results in **fewer people being categorised as being in fuel poverty** so the total number of and % of households in fuel poverty is shown as much lower.

The following table shows levels of fuel poverty in all the district and boroughs in Derbyshire and Nottinghamshire in 2010 and 2012 (both definitions used in 2012 for comparison), taken from <https://www.gov.uk/government/collections/fuel-poverty-sub-regional-statistics>

FUEL POOR HOUSEHOLDS	2010	2012	2012	2010	2012	2012
	10% definition		Low Income High Cost definition	10% definition		Low Income High Cost definition
Local Authority	Number of fuel poor households			% Fuel poor households		
Amber Valley	9,918	9,610	7,078	19.1	17.9	13.2
Bolsover	6,564	5,635	4,153	20.6	16.8	12.4
Chesterfield	9,191	8,028	6,217	20.0	16.8	13.0
Derbyshire Dales	7,483	9,314	4,917	24.4	29.6	15.6
Erewash	8,429	7,783	6,287	17.5	15.7	12.6
High Peak	7,027	8,248	5,281	17.8	20.7	13.3
NE Derbyshire	7,876	7,656	5,239	18.6	17.4	11.9
South Derbyshire	5,867	6,077	4,393	15.5	15.3	11.0
Bassetlaw	9,334	9,341	6,193	19.7	19.2	12.7
Broxtowe	7,825	7,260	5,736	16.5	15.2	12.0
Gedling	8,085	7,754	5,522	16.2	15.4	11.0
Mansfield	8,782	7,738	5,796	19.9	16.9	12.6
Newark & Sherwood	9,221	9,504	6,311	18.9	19.1	12.7
Rushcliffe	6,818	7,471	5,367	14.8	16.0	11.5

1.2 Domestic fuel consumption

The tables below show domestic gas and electricity consumption figures from 2010 and the most recent available figures from 2013, taken from

<https://www.gov.uk/government/statistical-data-sets/gas-sales-and-numbers-of-customers-by-region-and-local-authority> and

<https://www.gov.uk/government/collections/sub-national-electricity-consumption-data>

DOMESTIC GAS CONSUMPTION	2010		2013	
	Total (GWh)	Average Household (kWh)	Total (GWh)	Average Household (kWh)
Amber Valley	808.3	15,861	742	14,422
Bolsover	773.3	15,482	439	13,788
Chesterfield	607.6	15,312	611	13,107
Derbyshire Dales	469.2	15,218	409	16,026
Erewash	745.8	15,897	653	13,411
High Peak	674.4	14,691	577	15,349
North East Derbyshire	442.5	17,637	620	14,914
South Derbyshire	717.9	14,919	495	13,960
Bassetlaw	779.4	16,544	555	13,658
Broxtowe	629.5	16,971	678	14,270
Gedling	692.1	15,855	714	14,915
Mansfield	674.1	15,852	647	14,230
Newark and Sherwood	669.4	16,383	622	14,327
Rushcliffe	759.5	17,719	707	16,226

DOMESTIC ELECTRICITY CONSUMPTION	2010		2013	
	Total (GWh)	Average Household (kWh)	Total (GWh)	Average Household (kWh)
Amber Valley	225.2	4,251	215.6	4,025
Bolsover	211.3	3,915	121.9	3,665
Chesterfield	125.4	3,688	161.6	3,425
Derbyshire Dales	188.2	5,078	146.1	4,683
Erewash	168.7	4,049	184.8	3,747
High Peak	155.5	4,215	161.0	4,042
North East Derbyshire	195.1	3,945	162.4	3,725
South Derbyshire	208.8	4,348	163.4	4,058
Bassetlaw	167.8	4,373	198.7	4,086
Broxtowe	168.5	3,813	179.2	3,755
Gedling	217.9	4,212	199.8	3,987
Mansfield	168.4	3,840	163.3	3,588
Newark and Sherwood	205.5	4,452	208.8	4,194
Rushcliffe	167.2	4,322	196.6	4,203

1.3 Domestic carbon dioxide emissions

The tables below show the domestic carbon dioxide emissions per capita in tonnes CO₂ in 2010 and 2012, the most recent figures available.

All data is taken from <https://www.gov.uk/government/statistics/local-authority-emissions-estimates>

DERBYS	Year	Industry and Commercial	Domestic	Transport	Total
		Per capita tonnes CO ₂			
Amber Valley	2010	3.2	2.6	1.9	7.7
	2012	3.1	2.5	1.8	7.4
Bolsover	2010	6.9	3.1	4.6	14.6
	2012	6.6	2.9	4.5	14.1
Chesterfield	2010	2.3	2.5	1.5	6.4
	2012	2.5	2.4	1.4	6.4
Derbyshire Dales	2010	4.1	2.8	3.4	10.3
	2012	4.1	2.7	3.3	10.1
Erewash	2010	2.1	2.4	2.3	6.8
	2012	1.8	2.3	2.3	6.4
High Peak	2010	26.6	2.5	1.7	31.0
	2012	25.5	2.4	1.7	29.7
NE Derbyshire	2010	2.3	2.6	2.5	7.3
	2012	2.0	2.5	2.4	6.9
South Derbyshire	2010	3.6	2.5	3.3	9.4
	2012	3.3	2.4	3.2	8.9
DERBYS TOTAL	2010	6.1	2.6	2.5	11.2
	2012	5.8	2.5	2.5	10.8

NOTTS	Year	Industry and Commercial	Domestic	Transport	Total
		Per capita tonnes CO ₂			
Bassetlaw	2010	2.9	2.6	3.3	8.9
	2012	3.0	2.4	3.2	8.8
Broxtowe	2010	2.8	2.4	2.7	7.9
	2012	2.1	2.3	2.6	7.1
Gedling	2010	2.2	2.5	1.0	5.7
	2012	2.1	2.4	0.9	5.5
Mansfield	2010	1.7	2.7	1.2	5.6
	2012	1.6	2.7	1.1	5.4
Newark & Sherwood	2010	4.3	2.5	3.5	10.2
	2012	4.0	2.4	3.5	9.8
Rushcliffe	2010	2.0	2.5	2.2	6.9
	2012	1.9	2.4	2.2	6.6
NOTTS TOTAL	2010	2.6	2.6	2.2	7.5
	2012	2.5	2.5	2.2	7.2

1.4 Energy Company Obligation funded measures

A new obligation on energy utility companies replaced the previous Carbon Emissions Reduction Target (CERT) at the end of March 2013. The Energy Company Obligation Phase 1 (ECO1) runs from April 2013 to March 2015.

The ECO programme provides funding for energy efficiency measures for households in hard to treat properties and vulnerable or low income households who struggle to achieve affordable warmth.

The data below shows the number of ECO funded measures installed since the beginning of ECO to 30th September 2014 and has been compiled from

<https://www.gov.uk/government/statistics/green-deal-energy-company-obligation-eco-and-insulation-levels-in-great-britain-quarterly-report-to-september-2014> Tables 1.11a) and d).

ECO OBLIGATION measures							
	Carbon Saving Target (CSO)	Carbon Savings Community (CSCO)	Affordable Warmth (HHCRO)	Total no. ECO measures delivered	All households	ECO measures per 1,000 households*	Households in receipt of ECO measures per 1,000
ENGLAND	311,600	175,591	309,600	796,791	22,542,903	35.3	28.7
E MIDLANDS	21,763	10,646	29,080	61,489	1,935,710	31.8	25.1
Derbyshire	3,535	742	4,598	8,875	338,213	26.2	20.6
Amber Valley	457	131	744	1,332	53,573	24.9	19.0
Bolsover	258	166	748	1,172	33,264	35.2	26.9
Chesterfield	831	132	712	1,675	47,180	35.5	28.8
Derbyshire Dales	114	34	169	317	31,197	10.2	7.5
Erewash	575	203	800	1,578	49,330	32.0	24.5
High Peak	270	43	470	783	39,821	19.7	17.2
NE Derbyshire	645	32	541	1,218	43,588	27.9	22.5
South Derbyshire	385	1	414	800	40,260	19.9	14.9
Nottinghamshire	4,408	1,490	5,106	11,004	340,212	32.3	25.2
Bassetlaw	498	271	750	1,519	48,631	31.2	24.4
Broxtowe	410	2	643	1,055	47,724	22.1	16.6
Gedling	671	40	755	1,466	50,096	29.3	22.1
Mansfield	619	543	1,022	2,184	45,520	48.0	36.9
Newark&Sherwood	1,236	266	592	2,094	49,778	42.1	34.9
Rushcliffe	458	2	331	791	46,771	16.9	12.7

* More than one measure installed in some homes

Measures installed

Information on which measures have been installed is not available down to local authority level. However, on a national scale government statistics show a marked decline in the rate of loft and cavity wall insulation (from all sources including ECO and Green Deal) coinciding with the switch from CERT to ECO, as illustrated in the table below, taken from <https://www.gov.uk/government/statistics/green-deal-energy-company-obligation-eco-and-insulation-levels-in-great-britain-quarterly-report-to-september-2014>

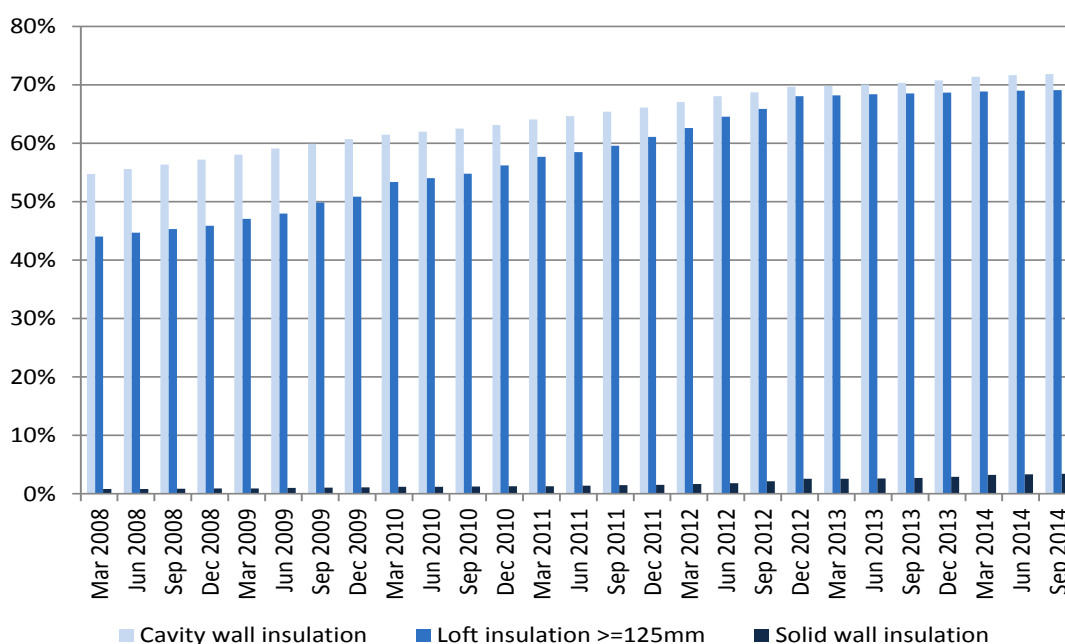


Table: Percentage of properties with insulation in Great Britain, March 2008 to September 2014

1.5 Green Deal measures

Green Deal statistics are currently only available from DECC at a regional level. A breakdown by administrative area should be available for the next quarterly release, due on 19/03/14. Data below taken from <https://www.gov.uk/government/statistics/green-deal-energy-company-obligation-eco-and-insulation-levels-in-great-britain-quarterly-report-to-september-2014> Table 1.7).

	Green Deal Assessments	Households	GD Assessments per 1,000 households
England	288,999	22,542,903	12.8
North East	16,177	1,145,559	14.1
North West	51,658	3,046,753	17.0
Yorkshire and Humber	38,004	2,262,423	16.8
East Midlands	30,067	1,935,710	15.5
West Midlands	44,047	2,332,802	18.9
East	24,657	2,484,620	9.9
London	22,857	3,383,918	6.8
South East	37,077	3,638,436	10.2
South West	24,455	2,312,682	10.6

Green Deal Assessments lodged by region, up to 30th September 2014

2.0 LAEP HECA REPORT 2013-15

2.1 Boiler replacement scheme (2013)

In December 2012 DECC awarded over £2 million to the LAEP to tackle fuel poverty as part of a nationwide local authority competition. This was the third largest grant awarded, despite stiff competition and a significantly oversubscribed fund, demonstrating the advantage of working in partnership for the benefit of all local residents.

Funding was shared between fourteen district and borough councils across the two counties and was invested in new boilers, heating systems and insulation to help vulnerable residents keep warm and well in winter.

Installations began in January 2013 and were completed by end April 2013, an average of 50 per local authority area. The success of the project was the result of fantastic team work by officers from LAEP councils who worked hard to identify eligible households and deliver measures within the very tight timescales.

"I recently had a new boiler installed after having no heating or hot water for a number of years. For the first time my 18 month old daughter can have a proper hot bath rather than kettles in the sink."

Chesterfield resident

In total the LAEP delivered **729 energy efficiency measures** to households, comprising:

- 511 'G' rated boilers were replaced with 'A' rated boilers
- 143 new heating systems were installed
- 85 properties received loft and/or cavity wall insulation
- Many properties received enabling works
- 36 boilers and heating systems repaired
- 2 renewable energy systems were installed in off gas properties

These measures translate into energy bill savings for householders in the region of **£220,000 per year**. This equates to approximately **7,140 tonnes of CO² per year**

2.2 Health and housing research project (2013)

Evaluation of the boiler scheme outlined in 2.1 revealed that around 38% of assisted households included someone suffering from a long term health condition made worse by a living in a cold home. It also found that many fuel poor households were not eligible for the fully funded affordable warmth element of ECO either because they were not on eligible benefits or because the works required on their heating systems were non-standard or extensive.

In an extension to the original boiler replacement project and to further investigate these issues, DECC approved a request from the LAEP to use project underspend to identify and assist fuel poor households with a long term health condition.

This work was carried out from May to September 2013 across Notts and Derbys. Evaluation showed that out of 29

"My husband and I had both been in hospital, very poorly, and came out when the snow was bad. It was too cold to stop here; we could only come home once the boiler had been replaced."

Newark resident

households assisted, 25% met the ECO affordable warmth benefits eligibility criteria but were still unable to have energy efficiency improvement works carried out without making a personal contribution of between £1000 and £1500. This is due to the non-standard nature of the works required and the impact this has on the amount of ECO funding available. Non-standard works include:

- Properties with only secondary heating such as coal fires or electric bar heaters
- Solid fuel (coal) back boilers, wood burners or LPG boilers in off gas properties
- Partial and full sets of storage heaters.

The research highlighted the inability of the current ECO affordable warmth programme to fully fund energy efficiency measures for some of the most vulnerable householders, leaving some of them paying up to 30% of their income on fuel bills.

2.3 Derbyshire Healthy Home programme (2014 - ongoing)

The results of the health and housing research project (2.2) have been applied to a new health and affordable warmth programme. Derbyshire Public Health have commissioned the LAEP to develop and deliver the 'Derbyshire Healthy Home' programme across the county, providing **£188k** revenue funding per year for two years.

The programme is combining information on health, housing and income at a household level to target fuel poor householders with long term health conditions made worse by a cold home. The aim is to reduce the incidence of Excess Winter Deaths and the cost to the NHS of the impact of cold related illnesses, particularly 'non-elective' (emergency) admissions to A&E. Due to data protection and patient privacy issues, GP surgeries will write to target households inviting them to contact the LAEP project team for assistance.

Whilst accurate targeting should ensure that most householders assisted are eligible for affordable warmth ECC (HHCRO), some homes will require additional funding to enable improvements to go ahead, as outlined in 2.2. DECC agreed in January 2014 to allow LAEP to carry forward the final balance from the original boiler replacement project funds to top up capital works associated with this project; Derbyshire's share is around £114k.

National Grid has recognised the project's innovative approach with an award of **£40k** to establish a hardship fund to further assist vulnerable householders

The project will assist households from February 2015 to August 2016. Outcomes will be rigorously monitored and evaluated and if successful funding is likely to continue, albeit at a lower level. DECC is very interested in this approach in terms of shaping delivery of fuel poverty and health related support services through local authorities.

2.4 Potential for a health and housing project in Nottinghamshire (2015)

The Nottinghamshire LAEP authorities are looking closely at how the Derbyshire Public Health project develops and will invest their share of the underspend referred to in 2.3 (around £90k), to address fuel poverty and health related issues in a similar way.

Exploratory discussions with Nottinghamshire Public Health and CCGs in the county demonstrate a desire to collaborate on this issue. Provisional project ideas involve working closely with CCGs to engage one GP Practice in each district who would identify their most resource intensive patients with cold-sensitive long term conditions. Existing resources would enable councils to address the affordable warmth needs of at least 5 households identified in this way, even if none were HHCRO eligible. Rigorous

monitoring by the CCG on the impact of interventions on health outcomes would be needed to justify the release of funding to enable project continuity.

2.5 LAEP Green Deal Pioneer Places (2013-14)

In January 2013, the LAEP successfully bid to DECC to fund a proposal to create demand for the Green Deal across Nottinghamshire and Derbyshire. Four LAEP councils received funding to run pilot Green Deal projects each council targeted promotions at different housing types:

- Amber Valley Borough Council (Derbys): The private rented sector
- Chesterfield Borough Council (Derbys): Mixed hard-to-treat properties
- Newark and Sherwood District Council (Notts): Off gas homes, high council tax
- Rushcliffe Borough Council(Notts): Large homes, old boilers, range of finance options

	Green Deal Assessments		Green Deal Plans	
	Target	Completed	Target	Completed
Amber Valley	100	27	50	0
Chesterfield	100	26	50	0
Newark	100	11	50	8
Rushcliffe	100	72	50	50

The project evaluation report was issued in July 2014. In total, 136 properties had a Green Deal Assessment carried out compared with an initial target of 400. The project aimed to convert 50% of assessments into plans and achieved 43% (58 plans). The lower than expected results were influenced by:

- Low levels of public awareness about the Green Deal
- Slow return of assessments to householders leaving no time to offer plans within project time frame
- The Golden Rule not being met due to vague estimates in the Assessments and higher than expected installation costs due to 'other works'.

Keeping customers engaged throughout the complex process proved very difficult; Green Deal Assessors sometimes proved unreliable and this led the project to question the effectiveness of the Green Deal Assessor verification process.

2.6 LAEP ECO scheme development (2013)

In early 2013 the LAEP considered establishing an area wide ECO scheme, to provide residents in private sector housing with a reliable offer from a trustworthy source in a similar way to the Warmstreets scheme that the LAEP set up under CERT. Two comprehensive briefings were produced for managers outlining the opportunities and options available.

One option LAEP considered was to develop a local not-for-profit intermediary or energy agency which would maximise ECO funding drawn into the area. It would be sustained by turning local knowledge, housing data and referral networks into high quality leads for the obligated parties in return for a referral fee. With the utilities under pressure to discharge their ECO obligations as cost effectively as possible, the efficiencies resulting from engaging with 14 councils through the LAEP network should also be reflected in a good offer for LAEP residents.

Endorsing or promoting the offer from any utility to residents requires a tendering process to identify a partner. As a first and informal step in this selection process, the

seven largest energy utilities were invited to a LAEP meeting in July 2013 to outline what they could offer a two county partnership. British Gas, SSE, EON, Scottish Power and EDF attended and outlined their priorities to the LAEP.

Unfortunately it became clear that the focus of all utility companies at this stage in the first ECO phase was external solid wall insulation in areas of concentrated social housing due to the potential for the largest carbon savings; there was very little on offer in terms of loft and cavity wall insulation or heating installations in the private sector.

Cuts in ECO targets later in 2013 undermined this potential funding stream so the LAEP put these plans on hold.

2.7 LAEP Green Deal Communities bid (2013-14)

DECC launched a new £20m Green Deal Communities scheme for local authorities in late July 2013 to help households benefit from the Green Deal on an area basis; this quadrupled to £80m in the autumn.

Based on its success detailed in 2.1, the LAEP decided to apply for this funding with the understanding that its previous intentions to engage Green Deal and ECO Provider(s) outlined above would be incorporated into these new plans.

The meeting with utilities referred to in 2.6 was also used to help develop a LAEP bid to this fund. As outlined, the utilities' focus was on social housing where they could bank carbon as cheaply as possible through high volumes and high take up. However, there was some potential for a LAEP scheme for private sector 'right to buys' to be incorporated into their broadly social housing schemes. Unfortunately none had a good offer for SWI for one-off private sector homes.

The LAEP submitted a final bid in December 2013 for over £2m on behalf of 14 district councils and Derbyshire and Nottinghamshire County Councils, for a retrofit scheme in each districts to treat a total of 500 properties. In line with DECC guidance the majority of funding was to subsidise the cost of SWI to both attract matched ECO funding from energy utility companies and to ensure that the remaining cost payable by the householder was eligible for Green Deal finance. The key element of the bid was to combine effective community engagement with evidence-based targeting using LAEP's housing and householder database.

"LAEP's bid was ambitious and well designed and would have helped each council to roll out private sector solid wall insulation schemes in their areas."

Jane Thomas, Private Sector Housing Manager, Chesterfield

This involved a very significant commitment of LAEP resources, including extensive efforts to establish a framework of ECO providers/contractors to deliver the scheme through either Efficiency East Midland's existing framework and through a tender placed by the LAEP on the public sector procurement platform, Source Derbyshire. The latter proved very difficult to achieve as it was obviously not possible to realistically define, or confirm, the total value of the tender contract prior to receiving funding.

64 proposals were submitted in total and unfortunately the LAEP bid was unsuccessful. Feedback from DECC indicated that in particular they did not have confidence that an ECO provider had been secured to deliver the scheme.

2.8 The LAEP Communications Service (ongoing)

The community focused communications service is funded by an optional £1500 p.a. subscription per authority. The service provides advice and information on energy efficiency, sustainable energy and affordable warmth directly to communities, schools, local authority staff, businesses and the general public on behalf of the LAEP.

The Communications Service has been collectively procured by Marches Energy Agency (MEA) through Service Level Agreements (SLA) since 2009 and provides a level and quality of delivery that would have been unaffordable for individual councils. Fifteen LAEP authorities participated between 2013 and 2015.

A core service provides:

- **A public facing website** www.everybodys-talking.org providing information on energy efficiency, sustainable energy, affordable warmth and community activity
- **A twitter account** with more than 170 followers
- **Monthly E-Bulletins** sent to more than 300 people representing more than 85 community groups and around 100 public and third sector organisations
- An **'Ask Me a Climate Question' Service** which allows community groups to request up to half a day's desk-based research from MEA. The service received 24 enquiries in 2013-14 and 18 by 6th Feb 2015
- LAEP annual **Eco Open Homes Event** aims to inspire householders to make eco improvements to their homes by visiting others who have already done so. In March 2013, 12 homes and other buildings in the area open their doors to more than 90 visitors; in 2014, 325 people visited 17 properties and the event is planned again for May 2015. The event has its own website: www.everybodys-talking.org/ecohomes

An additional tailored service enables councils select additional services which best meet their needs; the most



popular is visits by the **Fantastic Home, a mobile energy efficiency**

exhibition, three times during the year to offer energy efficiency advice at community fairs, fetes, festivals, market days and busy shopping areas (see photos). Other activities have included presentations at Landlord Forums, workshops at community conferences, workshops for local authority staff, and briefings for elected members. In 2013-14, 1424 people engaged with the Fantastic Home vehicle.

MEA also seeks funding for other projects in the area and during 2013-14 secured funding totally £28,130 for other energy efficiency focused work in the area.



2.9 Looking Ahead 2015-17

LAEP plans and aspirations during the next HECA period:

- Deliver, monitor, improve and evaluate Derbyshire Warm Homes programme with a view to secure continued revenue funding for staff beyond the current project time frame of September 2016. The LAEP will further engage with the CCGs in Derbyshire to demonstrate the impacts of affordable warmth interventions on health outcomes and costs, aiming to secure NHS funding in future for preventative support for high risk patients.
- Design, agree and secure funding and support for a Nottinghamshire health and housing programme, working closely with CCG and Public Health colleagues.
- Strive to offer affordable warmth support to a larger proportion of vulnerable fuel poor households not just those with existing health conditions, through innovative funding and partnership arrangements, building on the success and expertise gained through the health and housing programmes.

For further information about the contents of this report, please contact:

Jane Thomas, Private Sector Housing Manager - Chesterfield Borough Council,
jane.thomas@chesterfield.gov.uk, 01246 345708

or

Rina Jones, LAEP Manager, Rina.jones@derbyshire.gov.uk, 01629-536130

CHESTERFIELD BOROUGH COUNCIL HECA REPORT 2013-2015.

Home Energy Conservation Action Plan Progress Report - February 2013 - 15

Action Plan Achievements to Date – Appendix 1

MEASURES CHESTERFIELD BOROUGH COUNCIL HAS TAKEN TO RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENTS IN RESIDENTIAL ACCOMMODATION ACROSS THE BOROUGH				
Action	Improve baseline data and targeting of activity			
Detail	Delivery Agency	Resource	Timing	Outcome
<p>Purchase UNO Database and software to record energy efficiency data at household level</p> <p>Populate UNO database with energy efficiency information taken from;</p> <ul style="list-style-type: none"> • Energy Performance Certificates • Building Regulations notifications (part L) • Warm Zones surveys • Council Stock data <p>Establish a collective baseline of information across the LAEP area</p>	LAEP Partnership	DECC Transitional Funding	By 31 st March 2013	<p>UNO Software purchased and installed</p> <p>EPC & Warm Zone data captured</p> <p>Purchase by LAEP of further EPC updates proposed EPC updates</p> <p>Building Regulation information not available yet</p> <p>Council Stock identified</p> <p>UNO Licence not renewed for April 2015 as LAEP data group concerned about limitations on versatility of software and options for further development.</p> <p>Data held securely as belongs to each district council, not to UNO.</p>

Page 133

Update UNO software and analyse results by wards, tenure and construction type	LAEP Partnership Chesterfield Home Improvement Agency	DECC Transitional Funding Chesterfield Council	By 31 st March 2013 Ongoing Review Annually	Results used to produce data needed to support Derbyshire Healthy Home project
Use MOSAIC socio economic data to improve area profiling and targeting of energy efficiency initiatives	LAEP Partnership Chesterfield Home Improvement Agency	DECC Transitional Funding Chesterfield Council	By 31 st March 2013 Ongoing	MOSAIC data found to be useful for predicting area trends but inaccurate at postcode level.
Action	Promote Take Up of Individual Energy Efficiency Measures			
Detail	Delivery Agency	Resource	Timing	Outcome
Provide Energy Efficiency Advice and information across the Borough <ul style="list-style-type: none"> • Phone line email advice • Home visits • Attend Promotional events 	Chesterfield Home Improvement Agency Energy Advice Officer (0.4FTE)	Chesterfield Council	Ongoing NB Part time Energy Adviser (0.4FTE) retired June 2014 – ongoing work carried out by other HIS staff as post not	<u>Requests for Home Energy Advice Received</u> 2013/14 - 200 2014/15 Funding secured & Home Thermometers with Stay Warm Advice given out to vulnerable householders <u>Promotional Events</u> Party in the Park July 2013 & July 2014 Library Events 4 per year Front line Worker Information Day

			yet refilled	March 2014 (50 attendees) Market Square Promotion Day March 2015 Marches Energy at 'EatnTreat' Healthy living Event at Holmebrook School April 2015
Promote the use of co-operative fuel switching and purchase by advertising local schemes	Chesterfield Home Improvement Agency Energy Advice Officer (0.4FTE)	Rural Action Derbyshire	Ongoing	
Action	Promote Access to Funding for Energy Efficiency Measures			
Detail	Delivery Agency	Resource	Timing	Outcome
Promote Green Deal and ECO opportunities to local home owner (including refurbish the Fantastic Homes Bus and hold 3 promotional events a year)	Chesterfield Home Improvement Agency and Marches Energy Agency	DECC Transitional Funding	Refurbish & hold 1 event by 31 st March 2013 then ongoing	Bus Refurbished Marches attended Party in Park 2013 & 2014 Market Square Promotion & assisted with some library events
Deliver Green Deal Pioneers Pilot offering free Green Deal Assessment to 100 'able to pay' private householders across the Borough	Warm Zone / Chesterfield Home Improvement Agency	DECC Transitional Funding	By 31 st March 2013	26 Assessments Completed – no Green Deal Plans produced Generally Green Deal not found suitable for families most interested in having work carried out due to high loan interest rate (7%) and typical cost

				of work which exceeded local contractor rates. Often the only measures the loan would support under the 'Golden rule' were not those that would have most impact on fuel consumption and energy bills.
Provide loft and cavity wall insulation for households in fuel poverty that missed the CERT deadline for assistance	Chesterfield Home Improvement Agency and Warm Zone	DECC Transitional Funding	By 31 st March 2013	6 Measures installed – generally householders already had adequate loft insulation or not suitable for standard measures e.g. had attic bedroom
Install replacement boilers and upgrade heating systems to at least 50 fuel poor households Install at least 4 full heating systems in fuel poor households without central heating Carry out home energy assessments with every installation	Chesterfield Home Improvement Agency	DECC Transitional Funding	By 31 st March 2013	FILT Warm at Home funding value £20,000 secured jointly by CBC HIS with Metropolitan Housing Association to help fund home energy conservation measures to vulnerable fuel poor households across Derbyshire in 2015 – average grant £250 max.
Replace inefficient G rated Boilers with efficient A rated boiler for vulnerable households in fuel poverty but not eligible for ECO funding	Chesterfield Home Improvement Agency	Chesterfield Council Home Repairs Assistance Loan	Ongoing	2013/14 - 13 heating systems repaired or replaced – value £60,000 2014/15 (to date) 25 heating systems repaired or replaced – value £90,689 (includes 2 homes without central heating system) FILT grants, total value £8,1000, secured to reduce the loan in 12 of the above cases where the home owner has a health condition exacerbated by excess cold - In most cases work included replacement of obsolete radiators and or system upgrades including room

				thermostat and TRVs. New systems installed where either no heating or to replace individual electric heaters
Support the development of a low cost emergency loan scheme to help non ECO eligible, low income households afford urgent heating repairs	Chesterfield Credit Union	Chesterfield Credit Union Derbyshire Health & Housing Group	Secure further funds by April 2014	No further funding secured due to conflicting bids for Housing & Health grants.
Action	Improving Energy Efficiency in the Private Rented Sector			
Detail	Delivery Agency	Resource	Timing	Outcome
Work with Private Landlords and Tenants to improve energy efficiency in the private rented sector to ensure that all rented properties achieve an EPC rating E or above by 2016 by; <ul style="list-style-type: none"> Promoting Green Deal and ECO schemes Using regulatory powers under the Housing Act 2004 Housing Health & Safety Rating System (HHSRS) to reduce the risk of excess cold in private rented accommodation 	Chesterfield Council Private Sector Housing Team DASH Landlord Accreditation Scheme Local Landlord Forum	Chesterfield Council DASH Landlord Accreditation Scheme Private Landlords	Ongoing Review Annually	Statutory notices served to address excess cold caused by either heating breakdown or lack of adequate fixed heating 2013/14 2014/15 DASH Accreditation scheme continues Local landlord Forum held jointly with NEDDC May 2014
Action	Improving Energy Efficiency in the Council Housing Stock			
Detail	Delivery	Resource	Timing	Outcome

	Agency			
All homes to meet the Governments Decent Homes Standard, which includes having a reasonable degree of thermal comfort (adequate insulation and a programmable heating system)	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	By 31 March 2015	All Council homes met the Decent Homes Standard at 31 st March 2015
Carry out analysis of properties of non traditional construction to determine whether further investment is sustainable	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	By April 2014	Structural Survey of Non Traditional Housing Stock complete March 2014. Report to Cabinet approved investment to majority of stock in July 2014, with a detailed Option Appraisal to be carried out into the Unity Housing Stock prior to a decision being reached. Option Appraisal to be carried out in 2015/16
Carry out installation of external wall insulation to sustainable properties of non-traditional construction	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	By April 2014 and Ongoing	External Wall Insulation scheme to Wimpey No Fines commenced in March 2015 at Grangewood and Old Whittington with further programmes agreed for 2015 – 2018. First phase of works to Cornish and BL8 properties tendered and let with works to commence in May 2015. Further programmes agreed for 2015-2018
Replace back boilers with high efficiency boilers	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	By April 2014 and Ongoing	£4million heating replacement programme carried out in 2014/15 with further programmes on going
Action	Cross Tenure Area Based and Street by Street Schemes			
Detail	Delivery Agency	Resource	Timing	Outcome
Complete installation of external wall insulation to Hard to Treat Homes in Mastin Moor across all tenures	Chesterfield Housing Services Private	Chesterfield Housing Services Capital	By December 2013	Insulation of all Council owned Homes completed. Insulation offered to private home owners by contractor at same rate

	Contractor	Programme and CSECO funding (tbc)		
Tender for a Green Deal/ECO partner to work with Chesterfield Council Housing Services to maximise funding and deliver cross tenure schemes	Chesterfield Housing Services	Green Deal Providers ECO funding	By June 2013	<p><u>Number of ECO Obligation Measures Taken Up since beginning of ECO to 30th September 2014</u> 1,675, measures - equates to 35.5 ECO measures per 1000 households</p> <p>Tender for single Green deal/ECO partner not feasible due to rapid changes on availability of scheme. List of ECO approved contractors working locally and willing to help individual householders within reasonable timescales maintained ECO letter and DECC information leaflet sent to all enquires received by CBC Home Improvement Service. Enquiries contacted after 6 weeks to check progress with ECO.</p> <p>ECO Top up loans available to HRA eligible low income householders where the ECO fund would not cover the cost of all work required e.g. additional pipework or associated electrical work</p>
Develop and deliver cross tenure schemes for CESCO areas (Areas in 15% most deprived areas of England determined by the Indices of multiple deprivation)	Chesterfield Housing Services & Green Deal/ECO Partner	Green Deal Providers ECO funding	By April 2015	<p>See comment on Council stock areas above</p> <p>Financial Inclusion Pilot work in Poolsbrook and Barrow Hill completed. CBC HIS staff assisted with delivery</p>

				and promotions of services and attended one day advice sessions in each area. Further areas to be targeted later in 2015.
Develop and deliver area based insulation schemes for Hard of Treat properties outside CESCO areas	Chesterfield Housing Services	Green Deal Providers ECO funding	By April 2015	<p>Private contractor A undertook their own initiative in the New Whittington area in 2013/14 - number of 'able to pay' households undertaking measures not known</p> <p>Private contractor B currently offering external wall insulation to individual home owners under the DECC Green Deal funding voucher scheme. 5 HRA eligible households living in 'hard to treat' homes have secured a voucher and HRS loans have been approved to meet the remaining cost of work.</p>

Home Energy Conservation Act
Revised Action Plan March 2015 – 17

MEASURES CHESTERFIELD BOROUGH COUNCIL IS TAKING TO RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENTS IN RESIDENTIAL ACCOMMODATION ACROSS THE BOROUGH				
Action	Detail	Delivery Agency	Resource	Timing
Improve baseline data and targeting of activity	Work with LAEP Data Group to evaluate and procure improved data recording and manipulation software and build on data secured to date using UNO software.	LAEP Partnership	LAEP Partnership	Secure by 31 st March 2015 - then ongoing
	To complete a new Private Sector Housing Stock Condition Survey to update data on Decent Homes, Disrepair and Affordable Warmth	Chesterfield Private Sector Housing Services	Chesterfield Council	By 31 st December 2015
Promote Take Up of Individual Energy Efficiency Measures	Provide Energy Efficiency Advice and information across the Borough <ul style="list-style-type: none"> • NEA accredited Staff training on fuel switching and Home energy conservation to staff appointed under the new Private Sector Housing team structure. 	Chesterfield Home Improvement Agency & Housing Services	Chesterfield Council	Ongoing

	<ul style="list-style-type: none"> • Phone line email advice • Home visits • Attend Promotional events • Participate in future Financial Inclusion projects 	Tenancy Support		
	Establish new cross tenure Energy Officer post	Chesterfield Council Housing Services	Chesterfield Council	Report to Cabinet October 2014 agreed to support the post. Job Description to be prepared and recruitment to be complete by August 2015
	Promote the use of co-operative fuel switching and purchase by advertising local schemes	Chesterfield Home Improvement Service	Rural Action Derbyshire	Ongoing
Promote Access to Funding for Energy Efficiency Measures	Promote Green Deal and ECO opportunities to local home owner (including refurbish the Fantastic Homes Bus and hold 3 promotional events a year)	Chesterfield Home Improvement Service and Marches Energy Agency	DECC Transitional Funding	3 events year
	Support the Derbyshire Healthy Homes project taking referrals for heating & insulation measures	Chesterfield Home Improvement Service	Derbyshire Public Health DECC Transitional Funding (carry over)	Ends August 2016

			National Grid Hardship Fund	
	Promote DECC Green Deal Voucher scheme and facilitate access for low income households living in 'Hard to Treat' homes	Chesterfield Home Improvement Service	DECC Green Deal External Insulation Voucher Scheme	Quarterly release to end of Dec 2015
	Provide CBC Home Repairs Assistance for low income households to fund <ul style="list-style-type: none"> essential heating repairs and upgrades, central heating installation where none exist ECO top ups where work cannot proceed unless essential electrical or other work beyond the a scope of the ECO grant is required to allow the job to be completed (and householder eligible for HRA) 	Chesterfield Home Improvement Service	Chesterfield Council Home Repairs Assistance Loan FILT Warm Homes grants	Ongoing
	Replace inefficient G rated Boilers with efficient A rated boiler for vulnerable households in fuel poverty but not eligible for ECO funding	Chesterfield Home Improvement Agency	Chesterfield Council Home Repairs Assistance Loan FILT Warm Homes Grants	Ongoing
	Support the development of a low cost emergency loan scheme to help non ECO eligible, low income households afford urgent heating repairs	Chesterfield Credit Union	Chesterfield Credit Union Derbyshire Health & Housing Group	Ongoing
	Work with LAEP, the Health Service and other Partner agencies to secure alternative funding routes for future schemes to improve Home	Chesterfield Council LAEP		

	Energy Efficiency and increase Affordable Warmth for households across the borough	Health Service & Public health		
Improving Energy Efficiency in the Private Rented Sector	<p>Work with Private Landlords and Tenants to improve energy efficiency in the private rented sector to ensure that all rented properties achieve an EPC rating E or above by 2016 by;</p> <ul style="list-style-type: none"> • Promoting Green Deal and ECO schemes • Using regulatory powers under the Housing Act 2004 Housing Health & Safety Rating System (HHSRS) to reduce the risk of excess cold in private rented accommodation • Publicised statutory standards for provision of effective heating systems and energy efficiency in the private rented sector and providing landlord advice • Improve information available for landlord on the Council's website 	<p>Chesterfield Council Private Sector Housing Team</p> <p>DASH Landlord Accreditation Scheme</p> <p>Local Landlord Forum</p>	<p>Chesterfield Council</p> <p>DASH Landlord Accreditation Scheme</p> <p>Private Landlords</p>	<p>Ongoing</p> <p>Review Annually</p>
Improving Energy Efficiency in the Council Housing Stock	All homes continue to meet the Governments Decent Homes Standard, which includes having a reasonable degree of thermal comfort (adequate insulation and a programmable heating system)	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	Ongoing
	Carry out option appraisal of the investment options associated with properties of Unity Construction and agree a programme of investment / disinvestment based on the recommendations	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	By April 2016
	Carry out installation of external wall insulation to sustainable properties of non-traditional construction	Chesterfield Housing Services	Chesterfield Housing Services Capital Programme	Ongoing to April 2018
	Replace old and inefficient boilers with high efficiency boilers	Chesterfield Housing Services	Chesterfield Housing Services Capital	Ongoing to April 2018

			Programme	
Cross Tenure Area Based and Street by Street Schemes	Develop and deliver cross tenure schemes for CESCO areas (Areas in 15% most deprived areas of England determined by the Indices of multiple deprivation)	Chesterfield Housing Services & Green Deal/ECO Partner	Green Deal Providers ECO funding Financial Inclusion project partners	Ongoing to April 2018
	Develop and deliver area based insulation schemes for Hard of Treat properties outside CESCO areas	Chesterfield Housing Services	Green Deal Providers ECO funding	Ongoing to April 2018

This page is intentionally left blank

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: Housing Services
Section: Business Planning and Strategy
Lead Officer: Alison Craig

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **Home Energy Conservation Act Further Report 2015 Biennial Review**

Is the policy, project, service, function or strategy:

- Existing
- Changed
- New/Proposed

Q1 - What is the aim of your policy or new service?

The Home Energy Conservation Act 1995 (HECA) recognises local authorities' ability to use their position to significantly improve the energy efficiency of all the residential accommodation in their area. Local Authorities are required to report on the measures and actions they propose to take to achieve this aim in a 'further report'

Q2 - Who is the policy or service going to benefit?

Those living with a disability or long-term illness, the young and the elderly are deemed especially vulnerable to fuel poverty as they tend to spend more time in the home and thus their need for fuel is greater than other households. Often the general lack of resources within these low-income households means that they lack access to capital that could be used to improve their situation through energy efficiency improvements to the fabric of homes, to heating systems and to household appliances.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	Y		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	Y		
Gender – men, women and transgender.			Y
Marital status including civil partnership.			Y
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			Y
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			Y
Ethnic Groups			Y
Religions and Beliefs including those with no religion and/or beliefs.			Y
Other groups e.g. those experiencing deprivation and/or health inequalities.	Y		

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes
 No

Q5 - Reasons for this decision:

Entitlement to energy efficiency measures through the plan will mostly be based on a definition of economic vulnerability not linked to any protected characteristic.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.

This page is intentionally left blank

FOR PUBLICATION

**FUTURE ARRANGEMENTS FOR THE REPAIR AND MAINTENANCE OF
THE COUNCIL HOUSING STOCK (H000)**

MEETING: 1. CABINET
2. EXECUTIVE MEMBER FOR HOUSING

DATE: 1. 21 APRIL 2015
2. 14 APRIL 2015

REPORT BY: HOUSING SERVICES MANAGER – BUSINESS
PLANNING AND STRATEGY

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION REFERENCE (IF APPLICABLE): 499

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

1.1 To advise Members of the forthcoming expiry of the Housing Repairs and Maintenance Contract 12 and of the requirement to make proper arrangements for the continuing repair and maintenance of the Council's housing stock beyond the 5 October 2015.

1.2 To set out the options available to the Council in and to recommend a preferred option with appropriate supporting evidence and rationale.

2.0 **RECOMMENDATIONS**

- 2.1 That the Council negotiates and enters into a Service Level Agreement with the Housing Services' Operational Services Division for the future provision of the housing responsive and planned repair works programmes with effect from the 5 October 2015.
- 2.2 That the Operational Services Division performance against the terms and conditions of the Service Level Agreement be subject to internal review on an annual basis.

3.0 **BACKGROUND**

- 3.1 The OSD has historically submitted tenders in open competition for Housing Repair Works by contract with the Council. This process has been taking place since the inaugural Compulsory Competitive Tendering of 1979, and OSD has always been successful in tendering for this work in the open market, and against open-market competition.
- 3.2 The OSD has a strong track record of success and compliance in respect of the volume of work undertaken, scope of works, competitive pricing of works, and quality of works and has been able to align this with high and increasing levels of tenant satisfaction.
- 3.3 A formalised tender process has normally been utilised by the Council, with the OSD having to submit a tender to the Council in exactly the same way as external contractors. The OSD has then been subjected to the same rigorous internal scrutiny and auditing carried out by Business Planning and Strategy (formerly the Design Services Team).
- 3.4 The latest contract (Contract 12) is due for renewal on October 6th 2015. The scope of works which would be included in the tender document relate to –
1. Repairs and maintenance of Council owned dwellings
 2. Programmed maintenance
 3. Gas Servicing
 4. Voids

3.5 The value of this work for 2015/16 is £9.166million, with similar values in following years. The budget and scope of these works was approved by Cabinet on the 10 February 2015.

4.0 **LEGAL AND CONTRACT RULES**

4.1 It has been confirmed by the Council's Legal Service that EU procurement rules do not oblige local authorities to tender for services which they directly manage themselves - there is as yet no "EU CCT".

4.2 Generally public procurement rules do not apply to contracts which are awarded by a public authority as part of an in-house arrangement. This is because the authority is deemed as a matter of law to be incapable of contracting with itself but can negotiate works internally by means of a Service Level Agreement (SLA).

4.3 As can be seen from the above there is nothing to prevent the Council awarding the work that would have been covered by Contract 013 directly to the OSD, in-house team.

5.0 **THE CASE FOR NEGOTIATING A SERVICE LEVEL AGREEMENT**

5.1 The case to negotiate a service level agreement (as a successor to Contract 012) with OSD is supported by the following and which demonstrate compliance with the principles of Value for Money.

5.2 Through the application of a restructure and stronger corporate alignment, a more integrated Housing Service has evolved and a more effective and customer focused housing repairs service has emerged. This view is strongly supported by tenants, tenants' representatives, and is evidenced by the step change in the last few years in tenants' satisfaction within the repairs arena.

The 2013 Tenant Satisfaction Survey carried out by the Council's Policy Service returned an overall satisfaction survey of 80% for the housing repairs and maintenance survey, compared with the previous return of 76.3% for the 2008 survey.

5.3 Performance management – an integral part of OSD culture has increasingly been directed at improving performance targets set by

the Government and also at a local level. Performance levels are generally at a high level with many KPIs at 2nd quartile level and above and improving.

- 5.4 OSD is moving towards a more commercial approach that will generate income from the private sector and align with the corporate 'Great Place; Great Service' objectives of the Council. To enable this to progress at pace, OSD needs to have stability in its core work functions and consequent income base that the commercial arm will be attempting to build on. This stability will be afforded by the Council granting this repairs contract / service level agreement to OSD.

6.0 **VALUE FOR MONEY, BENCHMARKING AND EXTERNAL ACCREDITATION**

- 6.1 The Association for Public Service Excellence (APSE) organisation is a nationally acclaimed body that independently provides benchmarking, comparative performance information and regularly publishes statistics on performance for public service organisations by means of a suite of KPI performance indicators and Direction of Travel assessments.

An integral part of this benchmarking is evaluating comparative costs and Value for Money considerations. To be classified as a 'top performing organisation' means that the annual data submitted to APSE has automatically been subjected to a rigorous value for money exercise and that the named organisation has demonstrated this.

Chesterfield Borough Council has attained 'Building Services Maintenance Excellence' when subjected to this assessment, and this is externally validated evidence that the organisation provides Value for Money.

The Council has been awarded finalist status within the APSE annual awards for 3 of the past 4 years.

- 6.2 The performance outlined above is also evidenced and confirmed with further external validation by virtue of the OSD membership with Housemark, being the premier benchmarking club of the Chartered Institute of Housing.

- 6.3 The OSD also tests itself with various external contracts and competitive tendering bids for supplementary works, with a high level of success.

Programmed works are benchmarked and market tested regularly, and in this way it can be proven that OSD is competitive in the following areas of work:

1. Window fixing and upgrade contracts
 2. Adaptations
 3. Kitchen refurbishments
 4. Central Heating installations
 5. External painting to Council Houses
 6. Roofing renewal works
- 6.4 From 2011, the former Head of Housing applied a 15% reduction across the board to the 'schedule of rates' paid to OSD, this being the method of payment from client to contractor. These rates were applied over 3 consecutive years (2011/12/13) with a 5% reduction year on year resulting in a 15% saving overall to the client side.
- 6.5 OSD has still managed to date to return a surplus year on year in spite of these reductions applied to the income base, which is the equivalent of a £700k reduction in income at present rates.
- 6.6 OSD was recently successful in tendering for the construction of a new pavilion at Eastwood Park, Hasland, which not only assists the Council in making savings to the General Fund, but demonstrates the competitive pricing structure and operational application within OSD. This project is presently progressing on target and within budget with a completion date of the end of April 2015.

7.0 **FINANCIAL CONSIDERATIONS**

- 7.1 By the end of the 6 year period of Contract 012 it is forecast that OSD will have generated surpluses of £4.1 million, of which £3.3 million will have been returned to the HRA for reinvestment in the housing stock. The balance of £0.8 million has been retained by OSD and invested in the service. The main areas of investment have been a new contractor IT system (COINs which is due to go live in May 2015), a massive upgrade to the Stonegravels Depot (to improve facilities for both staff and the public) and new plant and

equipment to further improve the efficiency of OSD. The average rate of return on Contract 012 over its life is expected to be around 5%.

- 7.2 The Housing Repair and Maintenance Contract currently provides OSD with over 50% of its turnover. As this work is more or less guaranteed, a substantial proportion of the overheads of OSD are recovered on this work. This allows OSD to tender more competitively for other work such as the Housing Capital Programme. Without the core of repair and maintenance work it is highly likely that OSD would become uncompetitive and not gain the other work. Ultimately this could lead to the closure of OSD.
- 7.3 The high proportion of overheads charged to the repair and maintenance contract also reflects the complexity and cost of providing a comprehensive service to tenants, including 24 hour emergency cover. OSD deals with over 50,000 responsive and planned repair jobs per annum under this contract, which call heavily on OSD resources.
- 7.4 Had the contract been carried out by an external contractor any surpluses achieved would not have been returned to the HRA.
- 7.5 It can be seen from the above that the retention of the Repairs and Maintenance contract / service level agreement is key to the on-going success of OSD and provides stability for the future.
- 7.6 The last time this work was exposed to competitive tender OSD won the contract by a considerable margin.

8.0 **HUMAN RESOURCES IMPLICATIONS**

- 8.1 If the contract is re-tendered and the in-house team is unsuccessful in winning the work in open competition, the employees working on the contract will be subject to a transfer to the successful company under the TUPE regulations. This will create significant additional work for the HR, Legal and Procurement teams and therefore also considerable expense.
- 8.2 Following a transfer of such a large number of staff the Council would need to review the corporate support services (client side) to establish whether any employees who work predominantly on that

work area are eligible for transfer. Furthermore the future requirement for such support services may diminish requiring actions to reduce staff numbers (for example payroll, HR accountancy etc.).

8.3 Staff morale at OSD may be adversely affected by the lack of stability perceived by re-tendering Contract 013 and recruitment and retention would also suffer as a result.

9.0 **THE ADVANTAGES OF A SERVICE LEVEL AGREEMENT WITH OSD**

9.1 There are a number of significant factors that can be considered:

- Negotiation of a Service Level Agreement provides stability for the Council and in particular for tenants who have built up a relationship of trust with OSD operatives and staff. They know who to contact and what to expect from the present set-up. Such a good reputation should be protected and maintained for tenants allowing operatives into their homes.
- Although the past 20 years have seen the demise of many Direct Labour Organisations there is now a move nationally to revert back to DLO organisational structures.
- Quality Control is more effectively retained by a close client/contractor relationship that an OSD provides.
- The emergency call-out repairs service is currently linked with Careline to provide a strong in-house call-out service and this would be lost.
- Negotiation will save the significant costs of tendering process and all the associated staff time that has to be dedicated to the process.
- Retention retains the unity of the Housing Service where relations are much stronger than with external contractors.
- Negotiation meets the policy of staff retention and recruitment.
- All surpluses are retained within the Council and redeployed within the HRA for the benefit of tenants.
- A known, trusted, high performing service would be retained.

- OSD have attained 'Building Services Maintenance Excellence' validation with APSE and have been awarded finalist status within the APSE annual awards for 3 of the past 4 years. This externally validated evidence demonstrates that the organisation provides high quality services and value for money.

10.0 **RISK ASSESSMENT**

- In the present economic climate it is possible that key players within the industry (external contractors) may seek to 'buy' a repairs and maintenance contract to retain their staff on a short-term basis, and as an investment for future works if the works were subject to an open tender process.
- If the contract is lost the Housing 'Client' will have to increase in capacity, and pay for a client side function to monitor the external repairs and maintenance contract, and to ensure compliance with same. This is likely to be very costly as well as divisive to good relations.
- Overheads will increase as the residual non-Housing and non-contract OSD functions will have to absorb the same costs. The new contractors may not choose to take up the present site and assets which could prove even more costly.
- The end result of this is that it could lead to a complete cessation of OSD in the near future.
- External Contractors adopt a profit focussed approach. This is sometimes already evidenced with present supplementary contracts, where variation orders and claims if not checked, are regularly submitted.
- The customer service delivery can become secondary to achieving a high rate of return for the company.
- Customer service could also decline because tenants will no longer know who they are dealing with, and the tenant/operative relationship will suffer.
- Although it may be argued that existing staff will transfer under TUPE regulations, a high percentage of staff will leave before, during and after the hand-over period. There is evidence of this at other comparable organisations and indeed, to a lesser extent, this happened at the OSD with the non-housing contract in 2007.

- Of the 195 employees in OSD, 118 could potentially be affected by the loss of works if subject to an open tender process, although a small number may be retained in a new client team.
- All surpluses would be lost to the Contractor to the dis-benefit of the tenants.
- There will be a loss of contribution to Corporate overheads.

These risks may be summarised in the following table:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
High Costs of tendering and demands on staff time	High	High	Negotiate the works by SLA to reduce costs and impact on staff time	Medium	Low
TUPE process applies if tender is lost by DLO	High	High	There is no TUPE process required by a negotiation of an SLA	Low	Low
Additional overheads added to General Fund by loss of in house DLO team	High	High	Maintain equilibrium and contribution to General Fund by retaining in-house DLO	Medium	Low
Larger Client side section would be needed to supervise a new contractor	High	High	Client side resource can supervise the DLO in line with present arrangements	Low	Low
OSD would be lost permanently	High	High	OSD is retained by SLA renewal of contract	Low	Low

OSD performance in terms of delivery, quality, satisfaction of tenants, surplus shows a marked decline	High	Low	Stringent top quartile KPI's are negotiated as part of the SLA. Repairs and Maintenance Service could be tendered at a later date if performance requirements are not met	Medium	Low
--	------	-----	---	--------	-----

11.0 **CONSULTATION**

11.1 There is a powerful endorsement from the Tenants of Chesterfield Borough Council that they wish to continue with the housing repairs service provided by the OSD, which adds support to the recommendation to negotiate a service level agreement with the OSD.

12.0 **EQUALITY ISSUES**

12.1 An Equality Impact Assessment is attached at **Appendix1**.

13.0 **SUMMARY**

13.1 This report seeks approval to negotiate a Service Level Agreement, in line with the legal guidelines contained in the Public Contracts Regulations 2006. By doing so, this will provide seamless service delivery to tenants of Chesterfield Borough Council in respect of its housing repair services.

13.2 The alternative option, if Members were minded to, would be to subject the Repairs and Maintenance Service to an open tender process in accordance with the OJEU Regulations due to its size and value. This process could take in the region of 6 to 9 months and would need to commence immediately in order to award the contract prior to its expiry on the 5th October 2015.

- 13.3 It is not proposed to put a timescale on this Service Level Agreement with OSD e.g. 5 years, but to instead negotiate this on similar terms to that of any other existing Service Level Agreement with in house service providers. Stringent key performance indicators (KPI's) will be included within the service level agreement in relation to services to tenants, e.g. timescale for completing repairs, void relet time, gas servicing, quality of repairs and surplus returned to the Housing Revenue Account. These will be monitored by the Business Planning and Strategy, Housing Services 'client' function on an annual basis and will involve a degree of external validation by utilising APSE and Housemark. If the required levels of performance are not met then the work programme could ultimately be put out to tender at a later date.
- 13.4 The OSD has a strong local and regional reputation, with knowledge of the area and an understanding of the make-up and requirements of the stock profile and a good relationship with the tenants who reside therein.
- 13.5 As the opportunity is available to negotiate a service level agreement with OSD it would be expensive, divisive and unsettling in many respects to tender at this stage. This is especially the case in the current economic climate when there is a fear that this work will be 'bought' as a loss-leader with subsequent problems of poorer quality and higher costs for the Council.
- 13.6 If this happens, once the OSD is replaced it cannot be recalled and is gone for good. The retention of OSD at this stage in the evolution of Housing Services is intrinsically linked with the Stock Retention Strategy and the preservation of options for the future service.
- 13.7 The repairs and maintenance work package only applies to responsive repairs at OSD, but to lose it will, in reality, affect the remaining OSD services and effectively signal the demise of the entire OSD operation as overheads will rise and prove unsustainable to what remains at OSD.

14.0 **RECOMMENDATIONS**

- 14.1 That the Council negotiates and enters into a service Level Agreement with the Housing Services' Operational Services Division (OSD) for the future provision of the housing responsive and

planned repair works programmes with effect from the 5th October 2015.

14.2 That the Operational Services Division performance against the terms and conditions of the Service Level Agreement be subject to internal review on an annual basis.

15.0 **REASONS FOR RECOMMENDATIONS**

15.1 To contribute to the delivery of the Council's Corporate priorities 'To improve the quality of life for local people' and 'to provide value for money services'

**ALISON CRAIG
HOUSING SERVICE MANAGER – BUSINESS PLANNING AND
STRATEGY**

Further information on this report can be obtained from Alison Craig on extension 5156.

Officer recommendation supported.



Signed

Executive Member

Date 14.4.2015

Consultee Executive Member/Support Member comments (if applicable)

Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: **Housing Services**
Section: **Business Planning and Strategy**
Lead Officer: **Alison Craig**

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **Renewal of Repairs & Maintenance Contract 012**

Is the policy, project, service, function or strategy:

Existing
Changed
New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

The Housing Repairs Programme finances the day to day repairs and planned maintenance of the Council housing stock. Works include; repairs to void and tenants' properties across all trades (joinery, plumbing, gas, electrical, brickwork etc.) including out of hours emergencies.

Who is the policy, project, service, function or strategy going to benefit and how?

The Repairs Programme is for the benefit of all Council tenants and in certain instances leaseholders of ex council flats.

What outcomes do you want to achieve?

For all tenants to receive a quality and timely responsive repairs service in line with agreed service standards.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some tenants have specific cultural requirements e.g. No male workers where only a female Muslim is present, avoiding carrying out improvements during specific religious festivals (Ramadan). Work (other than emergencies) can be planned to meet the individual requirements of the tenant.

There are also potential barriers for tenants with disabilities such as visual impairments when equipment and materials could prove a hazard whilst work is being carried out. Or for wheelchair users when work is being carried out tenants could have restricted access to their homes caused by equipment and materials. Advice or assistance is given to support individuals in specific circumstances.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

The ongoing Tenant Participation programme and in particular the recent Repairs Focus Group help us to develop programmes of work tailored to the individual needs of tenants with protected characteristics. We also have data available from previous revenue and capital improvement works which can give us an indication of future needs.

An annual equality monitoring report is carried out to demonstrate who accesses the service and to inform service planning and future delivery using the records kept on Northgate (the housing management system).

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
Ongoing	Tenant Participation Programme	Range of individual requirements identified with tenants.
Ongoing	Repairs Focus Group	Range of individual requirements identified with tenants. Development of revised service standards for repairs

STEP 4 – WHAT'S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (Think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within

each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Age – including older people and younger people.	Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent	Child related hazards / access around home while workman in.	Actions are already in place to mitigate these negative impacts, our Officers work with the tenants and the work is scheduled in to meet the requirements of the tenant.
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent	Hazards / access around home while workman in.	Actions are already in place to mitigate these negative impacts, our Officers work with the tenants and the work is scheduled in to meet the requirements of the tenant.
Gender – men, women and transgender.	Flexible 24 hours service that can be accessed by	N/A	

	<p>telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent</p>		
<p>Marital status including civil partnership.</p>	<p>Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent</p>	N/A	
<p>Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.</p>	<p>Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent</p>	N/A	

<p>Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.</p>	<p>Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent</p>	<p>N/A</p>	
<p>Ethnic Groups</p>	<p>Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments can be arranged. Text reminders sent</p>	<p>A negative impact could arise where tenants have specific cultural requirements e.g. Male workers where only a female Muslim is present, carrying out improvements during specific religious festivals (Ramadan).</p>	<p>Actions are already in place to mitigate these negative impacts, our Officers work with the tenants and the work is scheduled in to meet the requirements of the tenant.</p>
<p>Religions and Beliefs including those with no religion and/or beliefs.</p>	<p>Flexible 24 hours service that can be accessed by telephone and internet. Appointments planned and programme to meet specific needs and evening and weekend appointments</p>	<p>As above in Ethnic Groups.</p>	<p>As above in Ethnic Groups.</p>

	can be arranged. Text reminders sent		
Other groups e.g. those experiencing deprivation and/or health inequalities.	N/A	N/A	N/A

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes
No

If yes what action can be taken to stop the discrimination?

STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The Housing Repairs Programme is monitored monthly by OSD and Housing management team.

STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Executive Member, Cabinet, Council reports are produced.

Reviewed by Operational Service Manager

Name: M Bollands

Date: 8th January 2015

Reviewed by Policy Service

Name:

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

This page is intentionally left blank

FOR PUBLICATION

LOCAL GOVERNMENT DECLARATION ON TOBACCO CONTROL (T000)

MEETING: 1. CABINET
2. EXECUTIVE MEMBER FOR LEISURE
CULTURE & TOURISM

DATE: 1. 21 APRIL 2015
2. 8 APRIL 2015

REPORT BY: ENVIRONMENTAL HEALTH MANAGER

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION REFERENCE: NON-KEY 33

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

Chesterfield Health Profile 2014 (www.apho.org.uk)
Derbyshire Tobacco Control Alliance Action Plan

1.0 PURPOSE OF REPORT

1.1 To ask Members to support the signing of the Local Government Declaration on Tobacco Control (Appendix A)

2.0 RECOMMENDATIONS

2.1 That the Council signs the Declaration and commits to supporting its aims.

3.0 BACKGROUND

3.1 Smoking is still the single greatest cause of premature death and disease. On average about 20% of adults in Derbyshire are estimated to smoke regularly and Chesterfield is close to the average

equating to over 15,000 people. The greatest prevalence is in routine and manual groups (28.5% in 2013) and given the cost of smoking it disproportionately affects those on low income financially. The estimated cost of domestic fires in Derbyshire is £6.9 million.

- 3.2 In the Chesterfield Health Profile 2014 it states that in 2012 there were 200 smoking related deaths with a rate of smoking related deaths worse than the England average. As well as the financial and health costs to the individual, smoking has societal costs associated with early death, smoking breaks (non-productive time), health care, sickness, passive smoking, domestic fires and smoking litter.
- 3.3 The national tobacco control action plan dates back to 2011 but has since delivered controls on tobacco displays in shops, enhanced smoking cessation services and delivered marketing campaigns. Work continues such as plain packaging and the banning of smoking in cars carrying children, coming into force in October 2015.
- 3.4 The Public Health Outcomes Framework has set national targets relating to smoking. Derbyshire had met the target for smoking prevalence in adults (less than 18.5%) by 2012 but it has worsened again (see Table 1). The target for smoking throughout pregnancy is 11% or less (by the end of 2015) and we are much higher at 15.8%.

Table 1 Smoking Prevalence in Chesterfield

%	Chesterfield	E. Midlands	England
2010	24.1	21.3	20.8
2011	23.9	20.3	20.2
2012	17.9	19.9	19.5
2013	20.3	19.1	18.4

- 3.5 The lead for public health and for the delivery of smoking cessation services is Derbyshire County Council. The borough council is responsible for the enforcement of the Health Act 2006 which protects workers from passive smoke (the “smoking ban”). To reduce health inequalities in the borough, we have developed a partnership action plan for “Smokefree Derbyshire”. One of the aspirations on the action plan is for all partners of the tobacco control alliance to sign the declaration. Table 2 outlines the key objectives of the action plan relevant to us.

Table 2 Tobacco Control Alliance Action Plan 2014-2017

Objective	Actions	Local Position
Continuously improve measured by CLearR	Sign up to Local Government Declaration	
Increase no. of workplaces engaged in smoking cessation	Workplace charter Health champions	Promote the charter to businesses Trained cessation officers
High compliance with smoke free laws	Monitoring visits Response to complaints	Licensing enforcement monitor taxis and premises
Litter enforcement activity related to cigarettes	Targeted work to reduce prevalence of smoking materials esp. in deprived wards	Patrols. Working with businesses to manage public realm
Adoption of voluntary code for smokefree play areas	Group to develop proposals for defined number of play areas	We represent the districts and have play areas in target wards (under 18 smoking prevalence)

- 3.6 The Local Government Declaration is a statement of commitment to ensure tobacco control is part of the Council's functions. Environmental Health and Licensing are already proactive in regulating smoking in public places and reducing smoking related litter. We are also working with the Green Spaces team to develop voluntary controls on smoking in play areas as part of county-wide efforts to "de-normalise" smoking and reduce the likelihood of children taking up smoking as well as reduce the direct health risks.
- 3.7 Leisure Services now has three officers trained in delivering smoking cessation sessions. This means we can provide direct support to our clients seeking a healthier lifestyle.
- 3.8 Officers are currently working with Derbyshire County Council in implementing the new Healthy Workplaces scheme within the borough, and the Council itself. Support for smoking cessation would be provided for employees where that is an identified need.

3.9 The Tobacco Control Alliance will monitor and publish progress with the commitments and our tobacco control actions will be included in our Health Inequalities plans. Objective 7 of the Corporate Plan commits us to improve the health and well-being of people in Chesterfield Borough. Over the next four years we will work with our partners to reduce the gap in health outcomes between the most and least deprived parts of the borough, as measured through the annual health profile. The Declaration, therefore, compliments our ambitions and targets the most significant cause of reduced life expectancy.

4.0 **EQUALITIES**

4.1 The Declaration is a model and as such has been considered nationally for its impact on equalities. The aim is to reduce health inequalities as well as the secondary impacts of smoking (litter, health costs, reduced productivity etc) and as such would have a positive impact on all sections of the community. A preliminary equality impact assessment has been undertaken and no negative impacts have been identified for groups with protected characteristics.

5.0 **FINANCIAL CONSIDERATIONS**

5.1 There are no direct costs associated with adopting the Declaration and delivery can be met from existing budgets with support from the Tobacco Alliance.

6.0 **ALTERNATIVE OPTIONS TO BE CONSIDERED**

6.1 The Council could choose not to adopt the Declaration although this is not recommended as it is anticipated all councils within Derbyshire will sign-up and is part of the strategy to create a “Smokefree Derbyshire”.

7.0 **RISK MANAGEMENT**

7.1 Whilst each Council and NHS partner must individually sign the Declaration, the delivery will be through our public health partnerships. As such some of the risks relate to this shared delivery and the risks are outlined in Table 3.

Table 3 Risk Factors Affecting Adoption of the Declaration

Risk	Likelihood	Impact	Mitigating Action	Revised Likelihood	Residual Impact
We do not meet our commitments	Medium	Low	Active member of the Tobacco Control Alliance that will monitor it as part of their action plan	Low	Low
Adverse publicity	Medium	Medium	County PR sub group to co-ordinate common messages	Low	Low
Partnership does not deliver	Medium	High	Established governance and active membership	Low	Medium

8.0 RECOMMENDATIONS

8.1 That the Council signs the Declaration and commits to supporting its aims.

9.0 REASONS FOR RECOMMENDATIONS

9.1 To reduce smoking related deaths and illness and smoking prevalence within Chesterfield.

RUSSELL SINCLAIR
ENVIRONMENTAL HEALTH MANAGER

Further information can be obtained from Russell Sinclair on Exn 5397

Officer recommendation supported.

A handwritten signature in cursive script that reads "A Surjeant".

Signed

Executive Member

Date 13.4.2015

Consultee Executive Member/Assistant comments (if applicable)

Local Government Declaration on Tobacco Control

We acknowledge that:

- Smoking is the single greatest cause of premature death and disease in our communities;
- Reducing smoking in our communities significantly increases household incomes and benefits the local economy;
- Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health inequalities;
- Smoking is an addiction largely taken up by children and young people, two thirds of smokers start before the age of 18;
- Smoking is an epidemic created and sustained by the tobacco industry, which promotes uptake of smoking to replace the 80,000 people its products kill in England every year; and
- The illicit trade in tobacco funds the activities of organised criminal gangs and gives children access to cheap tobacco.

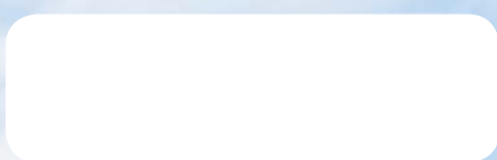
As local leaders in public health we welcome the:

- Opportunity for local government to lead local action to tackle smoking and secure the health, welfare, social, economic and environmental benefits that come from reducing smoking prevalence;
- Commitment by the government to live up to its obligations as a party to the World Health Organization's Framework Convention on Tobacco Control (FCTC) and in particular to protect the development of public health policy from the vested interests of the tobacco industry; and
- Endorsement of this declaration by the Department of Health, Public Health England and professional bodies.

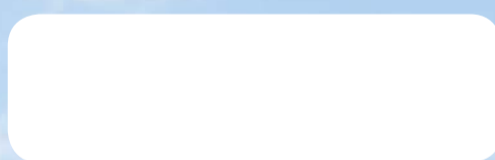
We commit our Council from this dateto:

- Act at a local level to reduce smoking prevalence and health inequalities and to raise the profile of the harm caused by smoking to our communities;
- Develop plans with our partners and local communities to address the causes and impacts of tobacco use;
- Participate in local and regional networks for support;
- Support the government in taking action at national level to help local authorities reduce smoking prevalence and health inequalities in our communities;
- Protect our tobacco control work from the commercial and vested interests of the tobacco industry by not accepting any partnerships, payments, gifts and services, monetary or in kind or research funding offered by the tobacco industry to officials or employees;
- Monitor the progress of our plans against our commitments and publish the results; and
- Publicly declare our commitment to reducing smoking in our communities by joining the Smokefree Action Coalition, the alliance of organisations working to reduce the harm caused by tobacco.

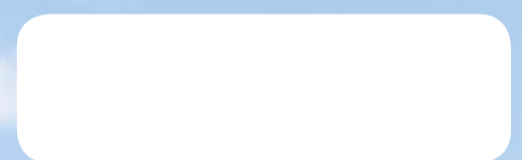
Signatories



Leader of Council



Chief Executive



Director of Public Health

Endorsed by

Jane Ellison, Public Health Minister,
Department of Health



Duncan Selbie, Chief Executive,
Public Health England



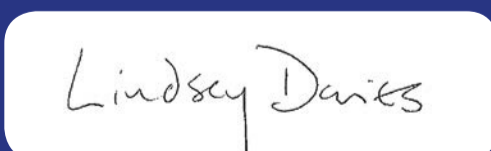
Professor Dame Sally Davies, Chief
Medical Officer, Department of Health



Dr Janet Atherton, President, Association
of Directors of Public Health



Dr Lindsey Davies, President, UK Faculty of
Public Health



Graham Jukes, Chief Executive, Chartered
Institute of Environmental Health



Leon Livermore, Chief Executive, Trading
Standards Institute



This page is intentionally left blank