



Please ask for Martin Elliott
Direct Line: 01246 345236
Email committee.services@chesterfield.gov.uk

The Chair and Members of Cabinet

18 July 2016

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 26 JULY 2016 at 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 12 July, 2016.

4. Forward Plan (Pages 9 - 18)
5. Delegation Report (Pages 19 - 22)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Housing

6. Caravan and Mobile Home Park Licensing (Pages 23 - 60)
7. Homelessness Strategy (Pages 61 - 150)

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, 12th July, 2016

Present:-

Councillor Burrows (Chair)

Councillors T Murphy
Blank
Huckle

Councillors

Ludlow
Serjeant
A Diouf

Non Voting Members Bagley
J Innes

Hollingworth
Wall

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

51 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brown and T Gilby.

52 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 28 June, 2016 be approved as a correct record and signed by the Chair.

53 **FORWARD PLAN**

The Forward Plan for the four month period 1 August to 30 November, 2016 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

54 **LOCAL LIST OF HERITAGE ASSETS**

The Development Management and Conservation Manager submitted a report on the progress of the compilation of a Local List of Heritage Assets.

In August 2012 the Deputy Leader and Cabinet Member for Planning agreed to the compilation of a draft Local List in consultation with the general public and key historic environment stakeholders within the Borough. The Local List would be a non-statutory designation recognising elements of the Borough's historic environment. Designations to the list would cover buildings of historic or architectural merit, but could also include monuments, sites or structures of particular value or interest. A consultation had been carried out and a list of the 289 nominations received had been compiled. The Development Management and Conservation Manager noted that due to circumstances there had been delays in moving to the next stage of formulating the list, but that process was now back up and running and could now proceed in a timely manner.

The report noted that the next stage of the process for the formulation of the Local List of Heritage Assets would be the formation of an assessment panel to consider all the nominations received, and that those judged by the panel to meet the criteria sufficiently would then form the basis of the draft local list. The report provided details on how the panel would be selected as well as the criteria against which the nominations would be assessed for inclusion on the list. A full list of the nominations was included as appendices to the officer's report.

***RESOLVED –**

1. That the processes set out in the officer's report for the progression of nominations for the Local List of Heritage Assets be approved.
2. That all nominations received as a result of the consultation process be evaluated against the criteria for selection through the establishment of an assessment panel.
3. That an assessment panel be established consisting of representatives from:
 - Chesterfield and District Civic Society
 - North East Industrial Archaeological Society
 - The Chamber of Commerce
 - Staveley Town Council
 - Brimington Parish Councilas well as:
 - a representative from a local history group
 - the Chesterfield Borough Council Conservation Officer
 - a Chesterfield Borough Council Planning Officer
 - a numerically and politically balanced group of councillors, including the Chesterfield Borough Council Heritage Champion.

4. That following the evaluation of the nominations, a revised recommended Local List of Heritage Assets be the subject of further consultation with owners of the properties on the list.
5. That the recommended Local List of Heritage Assets, as well as details of the consultation responses, be reported to the Deputy Leader and Cabinet Member for Planning and subsequently to Cabinet for adoption.

REASON FOR DECISIONS

To progress development of the Local List to provide appropriate recognition of and protection of heritage assets within the Borough.

55 RESPONSE TO THE DERBYSHIRE COUNTY COUNCIL CONSULTATION ON COMMUNITY AND VOLUNTARY SECTOR FUNDING

The Policy and Communications Manager submitted a report to seek approval for the council's proposed response to Derbyshire County Council's and the Derbyshire Clinical Commissioning Group's consultation on the proposed changes to non-statutory services grant funding.

Derbyshire County Council's revised five year financial plan indicated that cuts of at least £109m were required between 2016/17 and 2020/21. This was in addition to the cuts identified in the period 2010 /11 to 2015/16. To manage their budget one proposal was to reduce funding to the voluntary and community sector made via the Adult Care Grant Aid budget, and in March 2016, Derbyshire County Council and the Derbyshire Clinical Commissioning Groups had agreed a notification and consultation process to enable a final decision on funding to be made in September 2016.

The report included details of the consultation process and included the full draft responses to both Derbyshire County Council and to the Derbyshire Clinical Commissioning Groups. The Executive Director noted that the council's Community, Customer and Organisational Scrutiny Committee had been consulted regarding the proposed responses, and a summary of the committee's comments was provided at the meeting.

***RESOLVED –**

That the suggested response to the consultation, as detailed at appendix two of the officer's report, be submitted to Derbyshire County Council and the lead Clinical Commissioning Group.

REASON FOR DECISION

To respond to Derbyshire County Council's (DCC) and the Derbyshire Clinical Commissioning Group's consultation on the proposed changes to non-statutory services grant funding.

56 CHESTERFIELD MUSEUM STORE - UNIT 1, SOMERSET YARD

The Economic Growth Manager submitted a report to seek support to undertake the required works to bring Unit 1 Somerset Yard back into use as the offsite store for the Chesterfield Museums' collections.

The report noted that Chesterfield Museums' collections were currently stored over two sites with the small, high value items being stored onsite on the second floor of Stephenson's Memorial Hall and the larger items being stored offsite at 6 Ashgate Road. As part of the council's asset management plan, 6 Ashgate Road had been identified for disposal, and now that a sale had been agreed, with a scheduled completion date of November, 2016 there was now an urgent need to find suitable alternative storage space for the Museums' collections. The storage facilities at 6 Ashgate Road had also been assessed as not being fit for purpose during the Museums' accreditation application in 2012, and that significant amount of work would be needed to bring the premises up to accreditation standard. In this situation it was noted that there was now an urgent need to find alternative storage space for the Museums' collections.

The report provided details of the various options considered for the Museums' store, as well as the related costs, which included renovating Unit 1 Somerset Yard, adjacent to the Winding Wheel, using industrial units owned by the council, utilising any available storage space at other museums and commercial storage companies. The report recommended that renovating Unit 1, Somerset Yard provided the best solution as it not only offered the best storage facilities for the collection and enabled the collection to be stored securely and in the correct environmental conditions, but also offered the best value for money for the council.

***RESOLVED –**

That it be recommended to Full Council:

1. That Unit 1 Somerset Yard be converted into the offsite store for Chesterfield Museum.
2. That the works be funded from the Property Repair Fund with the balance being met through short term prudential borrowing.

REASONS FOR DECISIONS

1. Chesterfield Borough Council, as the governing body for the museum, is a guardian of Chesterfield Museums' collections. It is accountable to the public for its actions and has a moral obligation to preserve the collections for future generations. In order to conserve the objects in Chesterfield Museum's collections, a suitable store needs to be provided.
2. In order to retain accredited status, Chesterfield Museums need to have approved storage for its collections. Failure to provide this would result in the

removal of its accredited status which would make the museum ineligible to apply for grant funding from the Arts Council England and the Heritage Lottery Fund, as well as funding from other museum organisations such as Museums Development East Midlands.

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 AUGUST 2016 TO 30 NOVEMBER 2016

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 Cabinet 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:

- (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 2016/17

<u>Cabinet</u>	<u>Council</u>
5 April 2016* 3 May 2016* 17 May 2016 31 May 2016	27 April 2016 11 May 2016
14 June 2016* 28 June 2016	
12 July 2016* 26 July 2016	27 July 2016
6 September 2016* 20 September 2016	
4 October 2016* 18 October 2016	12 October 2016
1 November 2016* 15 November 2016 29 November 2016	
13 December 2016*	14 December 2016
10 January 2017* 24 January 2017	
7 February 2017* 21 February 2017	23 February 2017
7 March 2017* 21 March 2017	
4 April 2017* 18 April 2017	26 April 2017
2 May 2017* 16 May 2017 30 May 2017	10 May 2017

*Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

Cabinet members and their portfolios are as follows:

Leader and Cabinet Member for Regeneration	Councillor John Burrows	
Deputy Leader and Cabinet Member for Planning	Councillor Terry Gilby	
Cabinet Member for Business Transformation	Councillor Ken Huckle	Assistant Member Councillor Keith Brown
Cabinet Member for Governance	Councillor Sharon Blank	Assistant Member Councillor Mick Wall
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow	Assistant Member Councillor Helen Bagley
Cabinet Member for Housing	Councillor Tom Murphy	Assistant Member Councillor Sarah Hollingworth
Cabinet Member for Town Centre and Visitor Economy	Councillor Amanda Serjeant	Assistant Member Councillor Jean Innes

In addition to the Cabinet Members above, the following Councillors are voting Members for Joint Cabinet and Employment and General Committee

Councillor Helen Elliott
Councillor Gordon Simmons
Councillor John Dickinson
Councillor Jean Innes
Councillor Maureen Davenport

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

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 29th Aug 2016	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 577	Risk Management Strategy and Annual review	Council	Deputy Leader & Cabinet Member for Planning	27 Jul 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Housing Services Manager - Business Planning and Strategy	Cabinet Member - Housing	Not before 29th Aug 2016		Exempt 3	No
Key Decision 619	Chester Street Garage Site - to obtain permission to clear garage site and make available for Housing Development.	Cabinet	Cabinet Member - Housing	6 Sep 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 622	Northern Gateway Revised Scheme Proposals	Joint Cabinet and Employment & General Committee Council	Leader & Cabinet Member for Regeneration	26 Jul 2016 27 Jul 2016	Lynda Sharp Tel: 01246 345256 lynda.sharp@chesterfield.gov.uk	Exempt 3	No
Key Decision 627	Policy and Communications restructure	Joint Cabinet and Employment & General Committee	Deputy Leader & Cabinet Member for Planning	6 Sep 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Exempt 1	No
Key Decision 640	Environmental Services Restructure	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	12 Jul 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 1, 4	No
Key Decision 646	Chesterfield Museum Store - Unit 1, Somerset Yard	Cabinet Council	Cabinet Member - Town Centre and Visitor Economy	12 Jul 2016 27 Jul 2016	Alyson Barnes alyson.barnes@chesterfield.gov.uk	Public	No
Key Decision 647	Pay and Reward Review	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	12 Jul 2016	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 648	Apprentice Town	Cabinet	Leader & Cabinet Member for Regeneration	6 Sep 2016	Neil Johnson Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 652	Caravan and Mobile Home Park Licensing To approve the arrangements for the licensing and management of mobile home parks in the borough.	Cabinet	Cabinet Member - Housing	26 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 653	Crematorium Delivery Options	Cabinet	Cabinet Member - Health and Wellbeing	6 Sep 2016	Angela Dunn Bereavement Services Manager Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Exempt 3	No
Key Decision 654	Update on General Fund Capital Programme	Cabinet Council	Deputy Leader & Cabinet Member for Planning	26 Jul 2016 27 Jul 2016	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 655	Homelessness Strategy	Cabinet	Cabinet Member - Housing	26 Jul 2016	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 656	Catering Commercialisation	Cabinet	Cabinet Member - Business Transformation	6 Sep 2016	Joe Tomlinson Tel: 01246 345093 joe.tomlinson@chesterfield.gov.uk	Exempt 3	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 657	Pay and Reward Review Progress Update	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	29 Nov 2016	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 658 Page 15	Temporary Capital Works Growth Staff and New Apprenticeship Posts	Joint Cabinet and Employment & General Committee	Cabinet Member - Housing	12 Jul 2016	Mike Brymer mike.brymer@chesterfield.gov.uk	Exempt 3	Yes To allow the recruitment process to begin as soon as possible to reduce the expenditure on sub-contracted works and begin carrying out income generation works. To employ two new apprentices in time to start in September 2016.

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Private Items (Non Key Decisions)							
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member - Housing	Cabinet Member - Housing	Not before 29th Aug 2016	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	Not before 29th Aug 2016	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	29 Aug 2016		Exempt	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non Key Decisions							
Non-Key 57	Scrutiny Annual Report 2015/16 Consideration and endorsement of the Scrutiny Annual Report 2015/16 which details the work of the Council's Overview and Scrutiny Committees and development of the Overview and Scrutiny Function during 2015/16.	Council	Cabinet Member - Governance	27 Jul 2016	Anita Cunningham Tel: 01246 345273 anita.cunningham@chesterfield.gov.uk	Public	No
Non-Key 58	Response to the Derbyshire County Council consultation on Community and Voluntary Sector Funding	Cabinet	Cabinet Member - Health and Wellbeing	12 Jul 2016	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 59	Local List of Heritage Assets	Cabinet	Deputy Leader & Cabinet Member for Planning	12 Jul 2016	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	No
Key Decision 60	Hackney Carriage Licence Limit Survey The commissioning of the latest 'unmet demand' survey will use the council's procurement procedures and a report will be submitted for decision by the Appeals and Regulatory committee. The findings and report are included on the forward plan as a non-key decision.	Appeals and Regulatory Committee	Cabinet Member - Health and Wellbeing	Not before 7th Dec 2016	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public	No

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CABINET MEETING

26 July 2016

DELEGATION REPORT

DECISIONS TAKEN BY LEAD MEMBERS

Deputy Leader and Cabinet Member for Planning

Decision Record No.	Subject	Delegation Reference	Date of Decision
6/16/17	Lease of land (car park) adjacent to Tesco, Derby Road, Chesterfield	J420L	10 June 2016
<p>Decision</p> <p>That the decision be deferred pending consultation with ward members.</p>			
<p>Reason for Decision</p> <p>To allow consultation with ward members to take place.</p>			
7/16/17	Lease of Shop 9, Market Hall, Chesterfield	J420L	10 June 2016
<p>Decision</p> <p>(1) That the five year lease be granted on the terms set out in the officer's 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 lease will secure an income stream as well as bring a vacant shop unit back into use.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
8/16/17	Lease of Shop Unit, 2-4 Corporation Street, Chesterfield	J420L	10 June 2016
<p>Decision</p> <p>(1) That the five year lease be granted on the terms outlined in the officer's 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>(3) That the Deputy Leader and Cabinet Member for Planning recommends to Cabinet that decisions to renew leases of up to 5 years be delegated as Officer decisions in future unless there are contentious circumstances.</p>			
<p>Reason for Decision</p> <p>The new lease will secure an income stream.</p>			
9/16/17	Lease of premises at 39 West Bars, Chesterfield	J420L	10 June 2016
<p>Decision</p> <p>(1) That the five year lease be granted on the terms set out in the officer's 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>Granting of the new lease and allowing the works will secure an income stream and is likely to increase the value of the property as a whole.</p>			

Decision Record No.	Subject	Delegation Reference	Date of Decision
10/16/17	Freehold disposal of land adjacent to 8 Cobnar Drive, Dunston	G260L	21 June 2016
<p>Decision</p> <p>(1) That the freehold sale of land adjacent 8 Cobnar Drive, Dunston be granted on the terms set out in the officer's report.</p> <p>(2) That the Property Procurement and Contracts Law Manager be granted delegated authority to deal with any late amendments to the sale.</p>			
<p>Reason for Decision</p> <p>The sale will secure a one off capital receipt plus fees for the Council.</p>			

Cabinet Member for Housing

Decision Record No.	Subject	Delegation Reference	Date of Decision
11/16/17	Application for Discretionary Disabled Facilities Loan Assistance (Case No. DF1666)	H240L	14 June 2016
<p>Decision</p> <p>That the discretionary Disabled Facilities Loan Assistance of £8,933 be approved based on the costs outlined in the officer's report.</p>			
<p>Reason for Decision</p> <p>To enable a disabled child to maximise his ability to live independently and safely with his family and to provide accommodation which will continue to meet his foreseeable needs as an adult.</p>			

For publication

Licensing Of Caravan and Mobile Home Parks (H000)

Meeting: Cabinet

Date: 26 July 2016

Cabinet portfolio: Cabinet Member for Housing

Report by: Housing Manager

1.0 Purpose of report

1.1 To inform members of the changes to the licensing regime for Caravan and Mobile Home Parks introduced under the Mobile Homes Act 2013 and to agree the Council's fee policy in relation to the functions delegated to the Council under this Act.

2.0 Recommendations

2.1 That Members note the changes to the licensing and management of Caravan and Mobile Home Parks introduced under the Mobile Homes Act 2013.

2.2 That Members approve the matters to be taken into consideration in determining whether a licensee or site manager is a 'fit and proper person', as detailed in sections 6.11 to 6.14 inclusive of this report.

2.3 That Members approve the fee structure detailed in the Fee Policy attached to this report as **Appendix A** and summarised in section 9.3.

- 2.4 That Members adopt the Model Standards for Caravan Sites in England 2008 (**Appendix B**) as the minimum standards to be applied to the licence conditions.
- 2.5 That responsibility for the variation in the Council's adopted standards for residential Caravan and Mobile Homes Parks, in accordance with changes to the Model Standards, be delegated to the Cabinet Member for Housing.
- 2.6 That responsibility for the authorisation and refusal of licence applications, including renewal, revocation and licence variations be delegated to the Health and Wellbeing Manager and the Private Sector Manager.
- 2.7 That responsibility for the enforcement of licence conditions including the inspection of sites, issuing of Compliance Orders, emergency remedial action and the authorisation of work in default be delegated to the Private Sector Housing Manager.

3.0 Background

- 3.1 The legislation regulating caravan and mobile home sites has not been updated for 50 years. In 2012 a Parliamentary Select Committee Review recognised that the law was outdated and did not provide local authorities with the tools needed to ensure that minimum standards would be met.

Existing Legislation

- 3.2 The licensing of residential caravan and mobile home parks is governed by the Caravan Sites and Control of Development Act 1960.
- 3.3 Under this legislation the local authority was obliged to licence sites which complied with Planning conditions and minimum health and safety standards. The local authority could attach conditions relating to the total number of residential units on the site and their position, and their state of repair, fire safety and the provision of sanitary facilities and other services including power supplies and communal amenities.
- 3.4 There was no provision for the charging of licensing fees and no consideration of the suitability of the licensee or any other person to manage the site. The licensing period was not time limited

leaving many sites with licences which were obsolete and site licence conditions which were outdated and inappropriate.

- 3.5 Enforcement was by way of revocation of the licence. Any requirement to carry out remedial work could only be enforced by application of other statutes e.g. health & safety or public health legislation. The Housing Act 2004 does not apply to mobile homes so the Housing Health and Safety Rating System cannot be used to regulate housing standards in this sector.
- 3.6 From time to time Central Government has issued guidance on the model standards recommended for residential caravan sites. The most recent guidance was issued in 2008, but these standards could only be attached to existing site licences by voluntary agreement with the site owner.
- 3.7 Enforcement of fire safety standards by the Fire Service under the Regulatory Reform (Fire Safety) Order 2005 is restricted to access and the communal areas of a site. Regulation of all fire safety issues relating to individual plots, the distance between mobile homes, rests with the local authority.

4.0 Summary of Changes Introduced by the Mobile Homes Act 2013 (the Act).

Scope of the new Legislation

- 4.1 The new legislation came into force on 1 April 2014 and only applies to sites used for human habitation all the year round. Sites used for seasonal activities which are not open all year e.g. holiday caravan sites, and sites occupied only by the site owner are exempt from the legislation. Sites occupied by seasonal workers employed by the land owner are also generally exempt. Mixed sites i.e. some permanent residents and some holiday lets are not exempt.
- 4.2 The Act
- gives local authorities the power to charge fees for licence applications, amendments and variations and transfer of title: and
 - the power to charge an annual licence fee reflecting the cost to the local authority of administering the licence (including site inspection);

- the power to refuse to grant a site licence where it considers the applicant is unsuitable to hold a licence
- the power to vary the licence conditions on existing sites where it is felt these conditions are no longer adequate or are obsolete. The local authority does not have to obtain the consent of the site owner and occupiers to do this, but consultation prior to any changes is recommended. The changes must be justifiable and proportionate

4.3 The local authority must adopt and publish a Fee Policy (see **Appendix A**) and maintain a register of the site rules deposited by site owners.

4.4 The Act also

- Introduces a 'fit and proper person test' for 'the occupier' (who will normally be the site owner) or their appointed site manager. 'Fit and proper' is not currently defined in the legislation but regulations may be issued at a later date.
- Allows the local authority to enforce site conditions through the service of Compliance Notices' requiring the site owner to carry out work or improvements within a specified period of time, and the power to carry out work in default, as well as prosecuting the park owner for non-compliance.
- Gives the local authority the power to charge for the preparation of Compliance Notices and secure any unpaid charges against the site as a land charge.
- Gives the local authority power to take emergency action where the licensee has failed to comply with the licence conditions and there is an imminent risk of serious harm to the health and safety of any person who is or may be on the land.
- Allows the local authority to apply to the Court to have a site licence revoked where the occupier is convicted of at least three offences for failure to comply with a Compliance Notice.
- Introduces a requirement for the site owner to deposit a copy of the Park Rules with the local authority, and to notify the local authority of any variation or revocation of site rules. The local

authority must maintain a public register of the rules deposited and can charge for this.

Other Changes

4.5 The Act also introduces measures intended to address contractual issues between individual mobile home owners and site owners.

4.6 The main changes are;

- new arrangements for the gifting and sale of mobile homes by their owner and the site owners right to object. The new procedures are set out in the Act and are designed to tackle the issue of 'sale blocking' by some park owners, where occupiers were effectively being prevented from selling their homes. The new measures will be administered and regulated by the Residential Property Tribunal.
- amendments to the implied terms relating to review of annual pitch fees.
- new regulations regarding the drawing up of Park Rules.

Regulation of pitch fee reviews and the drawing up of site rules is by way of Appeal to the Residential Property Tribunal.

5.0 Current Arrangements

5.1 There are two licensed Mobile Home Parks within the borough, both located in relatively rural locations. The smaller site is has 32 pitches; the larger by has up to 81 units, as the owner is in the process of remodelling. The majority of households on both sites are owner occupiers who own their mobile unit but pay pitch fees to the site owner. The majority of residents are elderly.

5.2 Generally the sites are well run and it has not been necessary to consider any kind of enforcement activity over the last five years. Officers have visited the sites on numerous occasions in response to both site owner and residents' enquiries.

5.3 Both sites have been subject to joint formal inspection by Officers from the Council's Private Sector Housing team and with members of Derbyshire Fire & Rescue Service and the owners have co-operated with the Council with regard to the provision of relevant

certification and any matters requiring attention. The owner of the larger site is in the process of replacing the oldest units with new units and carrying out pitch remodelling and improvements at the same time.

- 5.4 The smaller site has a licence which is old and out of date and does not reflect current conditions. The changes in legislation offer an opportunity to bring this licence up to date.

6.0 Changes Proposed

Licence Applications

- 6.1 Licence Applications must be accompanied by the following:

- Completed Licence Application form
- Licence application fee (see below)
- Site Plan to scale showing number and location of pitches, details of services and power supplies, road layout, provision for parking and communal amenities including telephone points and provision of fire safety equipment, LPG store (if any).

- 6.2 Before the licence can be issued the following documents will also be required:

- Proof of Planning Permission for the development and compliance with any conditions of Planning Consent
- Fire Safety Risk Assessment and Action Plan
- Electrical Installation certificate for the entire electrical systems to the site, including lighting provided by and/or under the control of the site owner and/or manager
- Gas Safety Certificate
- Confirmation of any proposals for improvements and refurbishment to bring the site up to an acceptable standard, where required. This may include proof that the necessary finance is in place to fund the proposed work.
- Any other documentation reasonably required to demonstrate compliance with statutory regulations applicable to the site and any equipment or facility provided by the site owner or manager.
- Proof that the licence holder has the resources necessary to manage the site effectively. Where the licence holder is not the freeholder, proof that the licence holder will have the freedom,

resources and authority to manage the site effectively and comply with statutory requirements

- Site Rules to be drawn up and registered with the local authority in accordance with statutory requirements.

The local authority may take into account any other matter it feels is relevant to the determination of a licence application, including whether to refuse or revoke a licence

Licence Conditions

- 6.3 The licence will specify the maximum number of units of caravans and mobile homes that may be placed on the site. Double units which offer two units of accommodation e.g. similar to two semi-detached houses will count as two units for licensing purposes.
- 6.4 Under section 5(6) of the Caravan Sites and Control of Development Act 1960 (the Act) the Secretary of State may from time to time specify model standards with respect to the lay-out and the provision of facilities, services and equipment for caravan sites or particular types of caravan site. In deciding what (if any) conditions to attach to a site licence, the Council must have regard to any standards so specified.
- 6.5 It is proposed that the site conditions will include a general requirement to comply with Model Standards for Caravan Sites in England 2008, which were introduced under part 5 of the Caravan Sites and Control of Development Act 1960.
- 6.6 Any conditions specific to the site may be included in the Licence conditions.
- 6.7 The site owner must notify the Council of any changes which constitute a variation to the existing licence.
- 6.8 The following documents must be provided annually
- Updated Fire Safety Risk Assessment and Action Plan
 - Up to date Site Plan to scale (or written confirmation that there have been no changes)
 - Annual Gas Safety Certificate for any gas appliances and supply provided by the site owner or manager.
 - Annual certification for safety equipment provided by the site owner or manager e.g. fire extinguishers and hoses provided

- Any other documentation which must be provided in accordance with the site licence conditions and/or statutory requirements.

6.9 Electrical Installation Test and Inspection certificates for the electric supply and fittings to the communal areas, including supply connection points to individual caravans, will be required in accordance with the recommendations on the last test schedule or every 5 years – whichever is the sooner.

Site Rules

6.10 Licence conditions are not the same as Site Rules. Site Rules are the rules laid down for the site by the owner and will include matters not covered by a licence e.g. contractual matters relating to the sale or transfer of residential units, rules about pets, use of any communal facilities and payment of pitch fees and/or rent. These are determined by the site owner in accordance with statutory regulations. Occupiers have the right to be consulted about site rules and their right of redress is by way of appeal to the Residential Property Tribunal.

Suitability of Licensee and Site Manager

6.11 The local authority now has the power to refuse to grant a site licence where it considers that the applicant is unsuitable to hold a licence. There is currently no guidance on what factors the local authority can apply when making this decision although regulations may be issued in the future.

6.12 In the absence of statutory guidance on this matter Members are asked to approve adoption of the following criteria considered to be indications that a person will not be a fit and proper person to manage a Caravan and Mobile Home Park:-

- whether the proposed licence holder or manager has any previous convictions relating to violence, sexual offences, drugs and fraud
- whether the proposed licence holder or manager has been convicted of any offences relating to failure to comply with licence conditions issues with regard to this or other sites
- whether the person has been found guilty of unlawful discrimination

- whether the person has a history of bad management and/or non compliance with statutory requirements at this or other sites.
- where mobile units are also available for rent, any history of contraventions of Landlord/Tenant law and poor residential property management will also be taken into consideration.
- The proposed licence holder as a history of bankruptcy and/or breaches of health and safety law.

Should any of these criteria apply the facts of the case will be considered in more detail before a licence application determination is made.

6.13 The 'fit and proper' test will be based on self-declaration by the applicant and Council enquiry. Criminal Record Bureau checks would not be required routinely. However if a suspicion of relevant criminal activity arises the Council may make further investigations and require the applicant to supply a current satisfactory Criminal Records Bureau Disclosure.

6.14 Licensee's / Site Owners may appeal to the Residential Property Tribunal if the Council decides to refuse, vary or transfer a licence. They may also appeal against licence conditions.

7.0 Enforcement

7.1 It is an offence if the landlord or person in control of the property:

- fails to apply for a licence for a licensable property or
- allows a property to be occupied by more people than are permitted under the licence.
- Wilfully obstructs an officer carrying out his duties from entering land authorised by a warrant

7.2 All of the above, except the offence of obstruction carry a maximum fine of up to £5,000 (*Level 5*) upon conviction in a magistrate's court. The maximum fine on conviction of obstruction is £2,500 (*Level 4*).

Enforcement of Site Conditions

- 7.3 The local authority can enforce site licence conditions by the service of a Compliance Notice which specifies the time periods within which any remedial action must be taken.
- 7.4 The local authority may charge for the service of a compliance notice and the fee is secured as a local land charge until paid. The charge must reflect the cost of service of the Notice. There must not be a double charge for officer time where site inspection is already subject to an annual licence inspection fee.
- 7.5 Where the site is owned by a company the local authority may also prosecute the directors and any other relevant person who can be shown to have contributed to the offence through connivance or neglect.
- 7.6 Failure to comply with a Compliance Notice is a summary offence subject to a maximum fine of up to £5,000 (*Level 5*) upon conviction in a magistrate's court.
- 7.7 Where the site owner fails to comply, the Council may also take action to remedy the defects specified on the Compliance Notice and recover the cost of work from the owner.
- 7.8 The power to apply to the court to revoke a licence remains and failure to pay the annual licence fee may also ultimately lead to the site licence being revoked.

Emergency Remedial Action

- 7.9 The Council may carry out urgent remedial action to address breaches of site conditions which constitute an immediate threat to the health & safety of any person who may be on the land. The site owner must be notified of the intention to take action before the Council enters the land and a further Notice must be served within 7 days of the start of remedial action; the Notice detailing the hazard, the emergency action taken, when the action will be completed and detailing the site owner's right of Appeal.
- 7.10 The Council may recover the cost of taking emergency remedial action from the site owner, including the cost of serving Notice and legal advice. The demand for payment must be served within two months of completing the work.

8.0 Human resources/people management implications

8.1 All administration and enforcement of legislation in connection with mobile homes licensing will be carried out within the existing resources of the Private Sector Housing Team. A restructure of this team has recently taken place which has taken account of the teams duties in relation to the licensing of residential caravan and mobile home sites.

9.0 Financial implications

9.1 These duties will be delivered within the existing General Fund Account. The core staff time associated with the processing and issuing of a licence and the enforcement of standards is covered by the licence fee. Wider work responding to tenant and landlord enquiries are part of the wider duties of the team.

Licence Fees

9.2 The Local Authority must set out the fees it intends to charge in a published Fees Policy (**see Appendix A**). Fees vary from Authority to Authority and are intended to reflect only the costs of administering the issue of the licences. The Local Authority must not make a profit from the fees charges and is expected review and adjust the fees annually to reflect real costs.

9.3 A summary of the proposed charges is detailed below

Caravan & Mobile Homes Park Licence	Fee per application
Application for a new licence	£304 plus £4.22 per unit of accommodation
Application (by the current licence holder) to Amend or Vary an Existing licence	£126 where no site inspections required £177 where site inspection required
Application to transfer an existing licence to a new site owner or manager	£125 where no site inspections required £179 where site inspection required
Annual Licence fee – full charge (includes site inspection)	£194 plus £4.22 per unit
Annual Licence fee – reduced	A 50% discount applies where

	<p>the licence holder fulfils all of the following conditions:-</p> <p>a. the licence holder supplies all requisite documentation 14 days ahead of the proposed inspection date <u>and</u></p> <p>b. no Compliance notices have been served within the last three consecutive years, <u>and</u></p> <p>c. the fee is paid within 28 days of receipt of Council invoice</p>
Fee to Deposit/Vary or Delete Site Rules	£37
Compliance Notices	Charge will be based on the officer time including overheads, and any other eligible expenses incurred e.g. legal expenses. This will be calculated on a case by case basis.
Emergency Remedial Work	Charges will be in accordance with statutory provision –cost of expenses incurred plus officer time including overheads, Interest may be charged
Work in Default	Recovery of costs incurred including Council’s administration fees

9.4 The fees set out in Chesterfield Council’s Fee Policy have been calculated in accordance with the good practice guidance issued by local government officer working groups and are based on an itemised breakdown of costs for each licence function and Council costs for officer time including on costs.

9.5 The licence application and annual inspection fees allow for a base charge with additional charges per unit to reflect the increase in time required to inspect larger sites. Fees for varying, amending and transferring licences distinguish between those changes which do not require a site visit and those which do. Licence transfer to a new Licence Holder will involve ‘fit and proper person’ enquiries even if a site visit is not required.

9.6 To recognise good practice and encourage prompt payment of annual licence fees a 50% discount is proposed subject to the conditions summarised in the Table in para 9.3 above.

Compliance Notice Fees

9.7 As the amount of work involved in the preparation of Compliance Notices will vary the charge will be based on the officer time (including overheads) and any other eligible expenses incurred. This will be calculated on a case by case basis.

10.0 Legal and data protection implications

10.1 Local authorities are required to maintain a register of mobile home site licences and maintain and publish a register of site rules deposited with it.

11.0 Consultation

11.1 No external consultation is required

12.0 Risk Management

Description of Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Site Owner objects to annual licence fee and decides to close down site	High for the occupiers of the mobile homes if the site was closed	L	Contractually it would be difficult for the site owner to shut down the site as the majority or plot residents are owner occupiers Both sites are well established and owners have already invested in their ongoing maintenance. The fees are reasonable and proportionate and there is a 50% discount for complaint owners. The annual charge must reflect real costs incurred by the Council and where appropriate any over charge must be reimbursed.	L	L

12.1 Because the local authority can charge fees for these core functions the risk to the Council is low.

13.0 Equalities Impact Assessment (EIA)

13.1 The implementation of the new legislation and the adoption of the Fees Policy will not discriminate against any residents within the borough (see full EIA at **Appendix C**).

13.2 Both existing mobile home sites in Chesterfield are predominantly occupied by people over 55 years of age, many of whom are retired, and some of whom have impaired mobility or chronic health conditions. All mobile home owners will benefit from the protections introduced under the Act but because a high percentage of elderly people live on these sites, they will benefit disproportionately

13.3 The only fee which the site owner may pass on to the site occupiers is the application fee for a new licence. It is not anticipated that either of the existing site owners will need to make this type of application for their existing sites

14.0 Alternative options and reasons for rejection

14.1 The implementation of the Mobile Homes Act 2013 is a statutory duty to be implemented in accordance with good practice performance requirements. The local authority would be open to complaint, judicial review and criticism by the Local Authority Ombudsman if it did not carry out its statutory functions.

14.2 The Fees Policy is determined by the matters which the local authority may charge for as set out in the legislation. Although the local authority may exercise discretion in reducing or not charging fees the principle that the baseline fees charged cover the local authority's core costs for each activity is appropriate. The fees will be reviewed every year and adjusted to reflect changes in costs.

15.0 Recommendations

15.1 That Members note the changes to the licensing and management of Caravan and Mobile Home Parks introduced under the Mobile Homes Act 2013.

- 15.2 That Members approve the matters to be taken into consideration in determining whether a licensee or site manager is a 'fit and proper person', as detailed in sections 6.11 to 6.14 inclusive of this report
- 15.3 That Members approve the fee structure detailed in the Fee Policy attached to this report as **Appendix A** and summarised in section 9.3.
- 15.4 That Members adopt the Model Standards for Caravan Sites in England 2008 (**Appendix B**) as the minimum standards to be applied to the licence conditions.
- 15.5 That responsibility for the variation in the Council's adopted standards for residential Caravan and Mobile Homes Parks, in accordance with changes to the Model Standards, be delegated to the Cabinet Member for Housing.
- 15.6 That responsibility for the authorisation and refusal of licences, including renewal, revocation and licence variations and licence conditions and undertakings attached be delegated to the Health and Wellbeing Manager and the Private Sector Manager.
- 15.7 That responsibility for the enforcement of licence conditions, including the inspection of sites, issuing of Compliance Orders, emergency remedial action and the authorisation of work in default be delegated to the Private Sector Housing Manager.

16.0 Reasons for recommendations

- 16.1 The powers and resources now available to the local authority will enable it to take appropriate action to monitor and enforce reasonable minimum standards on Mobile Homes Sites. It will provide vulnerable occupiers, many of whom are elderly, with regulatory protection against the worst practices of unscrupulous site owners.

Decision information

Key decision number	652
Wards affected	ALL
Links to Council Plan priorities	<p>Priority 4: to improve the quality of life for local people</p> <p>Objective: To increase the supply and quality of housing in Chesterfield Borough to meet current and future needs</p> <p>Aims: Improve the quality and management of privately owned properties through investigation, assistance and active regulation where necessary.</p>

Document information

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Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A/A1	Fee Policy/Fee Calculations
Appendix B	Model Standards
Appendix C	Equality Impact Assessment

Chesterfield Borough Council

Residential Caravan Site Fees Policy



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Chesterfield Council Park Homes Fees Policy

1. Introduction

The Caravan Sites and Control of Development Act 1960 (CSCD1960) introduced a licensing system to regulate the establishment and operation of caravan sites. The definition of caravan in this context includes mobile park homes. The licensing system, required Local Authorities to regulate the establishment and operation of caravan sites but the Local Authority could not levy a fee.

The Caravan Sites and Control of Development Act 1960 has now been amended by the Mobile Homes Act 2013, making important changes to park home site licensing and introducing to give greater protection to occupiers of residential caravans (park homes).

Local Authorities can now to charge site owners a fee for applying for a site licence; for transfers of an existing licence; revising site licence conditions; depositing site rules, and an annual licence fee. Site owners may recover licence application fees through an increase in pitch fees up until 1st April 2015.

Section 10A (2) of the Caravan Sites and Control of Development Act 1960 as amended by the Mobile Homes Act 2013 requires a Local Authority to publish a Fees Policy for the licensing of park home sites.

Fees may be charged for:-

- Applications to grant a new licence
- Applications to transfer, vary or amend an existing licence
- Annual licence fees for monitoring existing sites (annual inspection)

This policy has been developed to enable the Council to charge appropriate fees..

The Act also introduced the ability for Local Authorities to serve enforcement notices (Compliance notices), undertake emergency remedial works and to carry out works in default to remedy breaches of site licence conditions. A charge can be made on a case by case basis to recover costs incurred and fees for enforcement are part of this policy.

2. Site Rules

The Act also introduces changes to how site rules are administered. Site rules are not the same as the site licence conditions but are an agreed set of rules between the site owner and residents, relating to contractual matters and other conditions e.g. keeping of pets. Regulations came into force on 4th February 2014 which set timescales (12 months from that date) within which site owners will need to replace any existing site rules with new ones that should be deposited with the Council. A fee for depositing and publishing the site rules is also set out in this policy.

The Council will charge a fee for the depositing and publishing of site rules. The fee is payable by the site owner.

3 Exemptions

Licence fees only apply to sites which fall within the definition of 'relevant protected sites'

The provisions relating to payment of fees do not apply to:-

- Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year
- Sites that are occupied by seasonal workers employed by the landowner (unless the home is occupied under an agreement to which the Mobile Homes Act 1983 applies.)

Sites that are not 'relevant protected sites' and are not subject to fees are still subject to licensing requirements contained within the Caravan Sites and Control of Development Act 1960,

4. Full cost Recovery

Fees are calculated on the basis that they will recover the full costs incurred by the Council in administering licences which includes both the fixed costs and inspection of the site. Relevant considerations when calculating the fees include; administering applications, issuing licences, officer time, annual inspections, stationery costs, postage, time spent consulting with other organisations, legal advice, licensing software and enforcement costs.

5. Review of Fees

Site fees will be reviewed after 12 months of introduction and thereafter on an annual basis which will take into account any surplus/deficit in costs that may have built up over time.

6. When Fees are payable

For existing sites fees are payable within 28 days of receipt of invoice following the annual licence inspection and on each anniversary of that date.

Where a new site licence is issued then payment of the New Site Licence fee will be required as part of the application. The annual fee will be charged the following financial year from then on. Sites which are exclusively owner occupied will be exempt from annual payments.

7. Charges for Enforcement Notices and Works in Default

Section 9A of the Act allows Local Authorities to serve compliance notices on site owners where site licence conditions are breached. These notices will set out what the site owner needs to do to correct the breaches and the timescales, and the notice will attract a charge. Annual site licence fees do not include any costs incurred in relation to enforcement activities, such as serving compliance notices, emergency action, and works in default. These costs will be recovered on a case by case basis calculated on a full cost recovery basis.

8. Depositing of Site Rules

Site rules will be accepted and published by the Council if the correct fee is paid and the site owner can provide evidence that the rules have been correctly consulted and agreed and that there are no outstanding appeals.

9. Proposed fees -

Caravan & Mobile Homes Park Licence	Fee per application
Application for a new licence	£303 plus £4.22 per unit of accommodation
Application (by the current licence holder) to Amend or Vary an Existing licence	£126 where no site inspections required £177 where site inspection required
Application to transfer an existing licence to a new site owner or manager	£125 where no site inspections required £179 where site inspection required
Annual Licence fee – full charge (includes site inspection)	£194 plus £4.22 per unit
Annual Licence fee – reduced	A 50% discount applies where all of the following apply:- a. the licence holder supplies all requisite documentation 14days ahead of the proposed inspection date <u>and</u> b. no Compliance notices have been served within the last three consecutive years <u>and</u> c. the fee is paid within 28days of receipt of Council invoice
Fee to Deposit/Vary or Delete Site Rules	£37
Compliance Notices	Charge will be based on the officer time (including overheads & legal expenses) and any other eligible expenses incurred. This will be calculated on a case by case basis.
Emergency Remedial Work	Charges will be in accordance with statutory provision – cost of expenses incurred plus interest
Work in Default	Recovery of costs incurred including Council's administration fees

Nothing in this policy fetters the discretion of the Executive Member for Housing to vary licence fees for individual cases in appropriate circumstances

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Chesterfield

Application for a new licence			
Detail	Time (minutes)	Officer	
Initial enquiry received and entered on database	15	Admin	
Obtain planning documents and liaise with planning	30	Officer	
Send out site application documents with covering letter	10	Officer	
Receive and scan application, attach to database (M3)	20	Admin	
Liaise with applicant and arrange site visit	10	Officer	
Travel time	60	Officer	
Initial site visit	60	Officer	
Check application is valid (i.e. compulsory questions complete, correct fee included, site plan provided) and carry out land registry search	40	Officer	
Check validity of any supporting documentation provided (e.g. electrical certificate)	20	Officer	
Fit & Proper person enquiries'	30	Officer	
Process site licence fee	20	Officer	
Prepare site licence and conditions	90	Officer	
Discuss proposed site licence conditions with applicant	60	Officer	
Site licence checked and signed by manager	60	Manager	

Site licence issued to applicant	10	Officer	
Scan documents, record licence issue on M3 and update public register	15	AO	
Upon occupation liaise with site owner to arrange inspection	10	Officer	
Carry out full site inspection, making note of any breaches of site licence conditions/works required	60	Officer	
Travel time	60	Officer	
Record details on file and M3 including downloading photos etc	30	Officer	
Total fixed time (mins)	710		
Additional inspection time for all pitches over and above the first	10	Officer	
Variable time (mins)	10		
Time			
Manager	60		
Admin	50		
Officer	600		
Fee calculation for new licence application			
=	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>
Manager 60 minutes @ £35.* per hour	£35.00	60	35
Officer 600 minutes @ £25.31per hour (average)	£253.10	600	25.31
Admin 50 minutes @ £15.30 per hour	£12.75	50	15.3

Land registry search @ £3 each	£3		
Total fee =	£303.85		
Cost per pitch 10min @25.31 per hr	£4.22		

Application to amend a licence							
Detail	Time (minutes)	Officer	Time (minutes)	Officer			
Enquiry received and entered on database	15	Admin	15	Admin			
Send out application form with covering letter	10	Officer	10	Officer			
Receive and scan application, attach to database (M3)	20	Admin	20	Admin			
On receipt of application, liaise with applicant and arrange site inspection	10	Officer					
Process licence fee	20	Admin	20	Admin			
Travel time	60	Officer					
Site inspection	60	Officer					
Check amendments are acceptable and all necessary documents provided (e.g. new planning permission, new site plan)	30	Officer	30	Officer			
Amend site licence	60	Officer	30	Officer			
Site licence checked and signed by manager	45	Manager	30	Manager			
Site licence issued to applicant	10	Officer	10	Officer			
Scan documents, record licence issue on M3 and update public register	15	Admin	15	Admin			
Total fixed time (mins)	355		180				
	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>	<u>Time</u>	<u>Cost</u>		
Manager 45 minutes @ £35.* per hour	£35.00	60	35	60	35		
Officer 300 minutes @ £25.31 per hour (average)	£126.55	300	25.31	80	£75.93		
Admin 60 minutes @ £15.30 per hour	£15.30	60	15.3	60	15.3		
Fee calculation for amendment of licence	£176.85	with site visit			126.23	without site visit	

Application to transfer a licence					
Detail	Time (minutes)	Officer	Time (minutes)	Officer	
Enquiry received and entered on database	15	Admin	15	Admin	
Send out application form with covering letter	10	Officer	10	Officer	
Receive and scan application, attach to database (M3)	20	Admin	20	Admin	
Check application is valid (i.e. compulsory questions complete, correct fee included, site plan provided) and carry out land registry search	60	Officer	60	Officer	
Fit & Proper person enquiries'	30	Officer	30	Officer	
Process licence fee	20	Admin	20	Admin	
Liaise with applicant and arrange site inspection	10	Officer			
Travel time	60	Officer			
Site inspection	60	Officer			
Draw up transferred licence site licence	60	Officer	60	Officer	
Site licence checked and signed by manager	60	Manager	60	Manager	
Site licence collected and signed for by applicant	10	Officer	10	Officer	
Scan documents, record licence issue on M3 and update public register	15	Admin	15	Admin	
Total fixed time (mins)	430		300		
Time					
Manager	60		60		
Admin	70		70		
Officer	300		170		

<u>Fee calculation for transfer of licence (no site visit)</u>	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>		
Manager 60 minutes @ £35.* per hour	£35.00	60	35		
Officer 170 minutes @ £25.31 per hour (average)	£71.71	170	25.31		
Admin 70 minutes @ £15.30 per hour	£17.85	70	15.30		
Total fee =	£124.56				
<u>Fee calculation for transfer of licence (with site visit)</u>	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>		
Manager 60 minutes @ £35.* per hour	£35.00	60	35		
Officer 300 minutes @ £25.31 per hour (average)	£126.55	300	25.31		
Admin 70 minutes @ £15.30 per hour	£17.85	70	15.30		
Total fee =	£179.40				

Annual fees				
Detail	Time (minutes)	Officer		
Initiate annual programmed licence inspection, update database & letter to site owner	10	Officer		
Liaise with site owner and arrange site inspection	10	Officer		
Review site file and check records on database	20	Officer		
Travel time	60	Officer		
Inspection of common parts plus one unit, making note of any breaches of site licence conditions/works required	60	Officer		
Record details of inspection	60	Officer		
Follow up letter and phone call	60	Officer		
Annual fee calculation & review	30	Manager		
Annual fee processing	20	Admin		
Revisit travel time*	60	Officer		
Revisit inspection*	30	Officer		
Update file and M3 database - programme for next annual inspection	10	Officer		
*assumes no enforcement action required so no overlap with enforcement costs linked to service of compliance notices				
Total fixed time (mins)	430			

Additional inspection time for all pitches over and above the first	10			
Time				
Manager	30			
AO	20			
S/HO	380			
	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>	
Manager 30 minutes @ £35.* per hour	£17.50	30	35	
Officer 380 minutes @ £25.31 per hour (average)	£160.30	380	25.31	
Admin 20 minutes @ £15.30 per hour	£12.75	50	15.3	
Land registry search @ £3 each	£3			
Total fee =	£193.55	plus	£4.22	per pitch

Deposit of site rules				
Detail	Time (minutes)	Officer		
Application to deposit rules received and entered on M3	15	Admin		
Check application is valid and site rules have been made in accordance with statute, consultation carried out, no banned rules, no appeals outstanding	60	Officer		
Amend public register and deposit rules on website	30	Admin		
Total fixed time (mins)	105			
Fee calculation for deposit of site rules	<u>Cost</u>	<u>Time</u>	<u>Hourly rate</u>	
Admin 45min @£15.30	£11.48	45	15.3	
Officer 60min@£25.31	£25.31	60	25.31	
Total fee =	£36.79			

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Housing Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: Housing
Section: Private Sector Housing
Lead Officer: Jane Thomas

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for:

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?

To authorise the new powers given to local authorities under the Mobile Homes Act 2013 relating to licensing and enforcement of licensing standards on residential caravan sites. And to introduce a Fees Policy which enables the local authority to recover its costs in respect of these functions

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

The Act is intended to provide greater protection to residents on residential caravan sites – many of whom are elderly or retired.. The new powers

- allow the local authority to set and enforce reasonable standards on residential caravan sites
- introduce an annual inspection regime
- regulate the power of the site owner to set site rules, and
- limit the power of the site owner to obstruct the sale of owner occupied homes.

The local authority is able to recover the cost of carrying out its main duties under the Act through the imposition of fees to be paid by the site owner/licence holder in accordance with the local authority's published Fee Policy.

There are two residential park homes within the borough one of which requires a revision and updating of licensing conditions – this will be possible under the new legislation. Both the site owner and residents will benefit from this revision. The new legislation introduces a regime of proactive annual inspection. Occupiers on both sites will benefit from this proactive regime.

What outcomes do you want to achieve?

Effective regulation of residential caravan sites resourced from the proposed Fees Policy

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

The only barrier to achieving these outcomes will be the failure of the Council to adopt the powers now made available. Licensing of residential caravan sites falls within the remit of the Private Sector Housing team. Officer already have the knowledge and expertise required to carry out these new function.

STEP 2 – COLLECTING YOUR INFORMATION

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

Officer understanding of the new legislation and knowledge of existing licensed mobile home parks within the borough.

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
	None planned	

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.	Residential caravan sites (mobile home parks) are disproportionately occupied by elderly and retired people many of whom have impaired mobility and/ or suffer from chronic other health conditions. The new legislation will improve the regulation of mobile home parks in relation both to site standards and contractual issues.	None After 2015 the site owner cannot pass the cost any of the fees charged by the local authority, onto the site residents	none
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	Comment as above	none	none
Gender – men, women and transgender.	n/a	none	none
Marital status including civil partnership.	n/a	none	none

Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	n/a	none	none
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	n/a	none	none
Ethnic Groups	n/a	none	none
Religions and Beliefs including those with no religion and/or beliefs.	n/a	none	none
Other groups e.g. those experiencing deprivation and/or health inequalities.	Comment as above	none	none

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?

n/a

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?

No this is a statutory duty with no negative impacts on groups/people with protected characteristics in the community

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

The fee policy will be reviewed annually to ensure that it complies with legislative requirements and reflects real costs.

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, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name: Alison Craig

Date:

Reviewed by Policy Service

Name:

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

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For publication

HOMELESSNESS – North Derbyshire Homelessness Strategy 2016-2021 (H000)

Meeting: Cabinet

Date: 26 July 2016

Cabinet portfolio: Cabinet Member for Housing

Report by: Housing Manager
Alison Craig

For publication

1.0 Purpose of report

1.1 To seek approval for the adoption and publication of the North Derbyshire Joint Homelessness Strategy 2016 - 2021 which sets out the Council's approach to dealing with homelessness in Chesterfield and across North Derbyshire.

2.0 Recommendations

2.1 That Cabinet approve the North Derbyshire Joint Homelessness Strategy 2016-2021.

3.0 Report details

3.1 Background

3.1.1 The Homelessness Act 2002, placed on local authorities a duty to review homelessness in their area and to produce and publish a five year strategy and action plan to tackle the issue.

3.1.2 The Council produced an interim Homelessness Statement for 2014/15 that set out the key strategic priorities and the challenges we face relating to homelessness in Chesterfield pending the development of a joint North Derbyshire Homelessness Strategy with the neighbouring districts of Bolsover and North East Derbyshire.

3.1.3 Consultants were appointed in September 2015 and work to develop the Strategy commenced in October 2015. It is intended, that a launch event for the joint Strategy contained in this report is held in September 2016.

3.2 Current Position

3.2.1 The strategy sets out the framework in which we will develop and deliver homelessness prevention, advice and support services both in Chesterfield and across North Derbyshire. A copy of the Joint Strategy is attached at **Appendix A**.

3.2.2 The three Council's and partners have made considerable progress in improving services and reducing homelessness in their areas since each Council published their first homelessness strategy in 2003. Through strong partnership across North Derbyshire and working with local agencies we have:

- Increased the number of households year on year, from becoming homeless through prevention activities
- Reduced the number of households in temporary accommodation
- Participated in the Derbyshire and Derby City 'No Second Night Out' and have secured additional funding to improve the service in North Derbyshire
- Worked in partnership with Action Housing to provide a Private Rented Access Scheme for non-priority homeless households
- Provided funding for the Derbyshire Law Centre Court Desk Service to provide legal help and advice to households at risk of eviction
- Continued to work in partnership with the Chesterfield Credit Union to encourage saving and planned expenditure
- Ensured the continued viability of Newbold Court (supported accommodation for young people)
- Provided funding to the Pathways Day Centre and YMCA Furniture Project to continue to provide services within the borough

3.3 A Joint North Derbyshire Homelessness Strategy 2015-2020

- 3.3.1 In order to build and capitalise on the solid foundation of joint working, Chesterfield Borough Council, Bolsover District Council and North East Derbyshire District Council appointed consultants, North Star, to carry out a review of homelessness across North Derbyshire and produce a joint Homelessness Strategy for 2016 – 2021
- 3.3.2 Many of the issues faced by the three local authorities with regard to homelessness are the same, and the majority of the services and support for homeless people are common throughout the three authorities. It therefore makes sense to look at a shared overarching strategy and to make use of pooled resources to facilitate this.
- 3.3.3 It is clear that by working together and having a joint strategic vision and aims that we can make the best use of our resources and maximise the opportunities to bring additional funding in to this area.
- 3.3.4 This joint approach has already proven successful. We placed a joint bid for funding with NEDDC and Bolsover DC from the DCLG Single Homelessness Fund to provide specialist housing advice for young people in receipt of benefits (working in partnership with the Ambition project funded by Sheffield City Region). We received notification on the 9th December 2014 that our bid was successful and this project is currently supporting young people across North Derbyshire.
- 3.3.5 Two specialist housing advice and support workers were recruited to work alongside DWP colleagues to prevent homelessness amongst young people age 18-24 who are in receipt of benefits. The aim of the project is to ensure that young people are fully aware of the implications of managing a tenancy and are equipped with the skills to do so. The aim of the project is to identify and address any employment and training gaps and housing options suitable for the needs of each individual will be identified and progressed.
- 3.3.6 In addition, the funding is also being used to employ a 'No Second Night Out' worker based in Chesterfield and employed by Riverside, an organisation who are contracted by Derbyshire

Districts and Derby City to provide advice and help to rough sleepers. The service commenced in September 2015.

3.3.7 Funding was also secured in November 2015 from the Platform for Life programme working in partnership with Action Housing to provide 6 units of shared accommodation for young people aged 18-24 with employment and training. This unit opened in May 2016.

3.3.8 The three authorities have agreed the following vision and objectives:

The overall vision for tackling homelessness in North Derbyshire is:

By working with our partners to prevent homelessness, we will ensure that everyone has access to a place they call home.

Our approach is to strengthen, sustain, grow and innovate with our partners. We will achieve our vision by delivering the following five strategic objectives:

- Objective 1:** Develop a robust young person's housing pathway by delivering a range of housing solutions with our partners
- Objective 2:** Create strong partnerships with all stakeholders to tackle homelessness for all those at risk, including those most vulnerable households;
- Objective 3:** Prevent rough sleeping across the area
- Objective 4:** Prevent homelessness by tackling and reducing financial deprivation within our communities
- Objective 5:** Work towards achieving the Homelessness Gold Standard

3.3.9 The Strategy document and the Action Plan sets out our priorities, objectives and outcomes. The outcomes identified in the Action Plan will be monitored by the three authorities and reported to the Homelessness Forum. New or changed priorities may evolve

during the life of the Strategy and the Action Plan will be updated annually.

4.0 **Financial implications**

4.1 All the proposals contained in the strategy can be met from the Homelessness Prevention Budget and supplemented where appropriate and where available from bids for specific targeted funding.

5.0 **Legal and data protection implications**

5.1 The Homelessness Act 2002, placed on local authorities a duty to review homelessness in their area and to produce and publish a five year strategy and action plan to tackle the issue.

5.2 This Strategy will ensure the council meets this duty.

6.0 **Consultation**

6.1 The Strategy has been produced following an extensive period of consultation with neighbouring authorities, housing providers and voluntary organisations.

7.0 **Risk management**

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to address homelessness issues	High	High	To deliver the actions set out in the Councils' joint Homelessness strategy 2016-2021, against the key priorities and objectives.	Medium	Medium
Increase in homelessness presentations	High	High	To deliver the actions set out in the Councils' joint Homelessness	Medium	Medium

			Strategy 2016-2021, against the key priorities and objectives.		
--	--	--	--	--	--

8.0 Equalities Impact Assessment (EIA)

8.1 An Equality Impact Assessment has been carried out and is attached at **Appendix B**.

9.0 Recommendations

9.1 That Cabinet approve the North Derbyshire Joint Homelessness Strategy 2016-2021.

10.0 Reasons for recommendations

10.1 To ensure we comply with our statutory obligations in having a strategy in place to deal with homelessness in the Borough.

Glossary of Terms <i>(delete table if not relevant)</i>	

Decision information

Key decision number	
Wards affected	ALL
Links to Council Plan priorities	To improve the quality of life for local people- with particular reference to reducing inequality and supporting the more vulnerable members of our communities

Document information

Report author	Contact number/email
Alison Craig	01246 345256
Background Papers	
None	

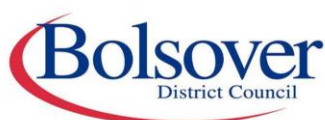
Appendices to the report	
Appendix A/A1	Joint Strategy and Action Plan
Appendix B	EIA

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North Derbyshire Homeless Strategy and Homelessness Review

25th January 2016



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Homelessness Strategy

Foreword

I am proud to introduce this strategy for preventing and addressing homelessness across North Derbyshire. Homelessness is the most extreme form of housing need that can have a devastating impact on people's lives and the wider community. Despite the significant financial challenges which the area faces, we remain firmly committed to doing all we can to prevent homelessness through early intervention and targeted support.

This strategy was developed with the intention of the creating the North Derbyshire Homelessness Forum, a body made up of many statutory and voluntary agencies working to prevent and tackle homelessness across North Derbyshire. It is not only endorsed by Chesterfield Borough Council but our neighbouring Local Authorities Bolsover and North East Derbyshire District Councils, who together provide the strategic leadership on homelessness across North Derbyshire. We can assure you of all three council's ongoing commitment to this agenda.

There are of course many causes of homelessness, and effective prevention requires a range of solutions that are not just about providing accommodation. We are also aware that investment in services that prevent homelessness has benefits for the health and well-being of our residents and the prospects of our children and young people. The Homelessness Review developed to inform the Strategy has demonstrated the breadth of services, activities and partners involved in preventing homelessness in North Derbyshire and the value of this work to our residents and wider community.

The 2016-2021 Homelessness Strategy is published at a challenging time for all three councils. As the Review demonstrates homelessness is rising, particularly from the private rented sector, house prices for sale and for rent are increasing, whilst welfare reforms have reduced the amount that low income households can pay, pushing many out of the private housing market. It is within this tough environment that we set ourselves the challenge of improving the quality of private rented and temporary accommodation, tackling rogue landlords, reducing rough sleeping, and continuing to prevent homelessness through early intervention and support.

Over the coming five years of this strategy we will continue to put our energy and resources into preventing homelessness. This commitment has local people at its heart and we will work closely with our partners to continue improving the standard of accommodation and to achieving a truly Gold Standard homelessness service.

Cabinet Member for Housing

1. Introduction

The next five years will be a critical time for homelessness services. The impacts of announcements from the Comprehensive Spending Review in November 2015 are still to be fully understood and there will be further constraints on public spending alongside a broader debate about the role of the state. We will also continue to experience demographic change that will place different demands on homelessness services and public services as a whole.

It is our vision that there is no place for homelessness in the 21st century. With this as a backdrop we are seeking to be ambitious for people who find themselves homeless. Our goals relate to homelessness prevention and providing both responsive and long term, solutions should homelessness occur. This strategy covers the five year period from 2016- 2021. It brings together our vision and beliefs; our mission, values and behaviours; and it describes the actions that we will take to deliver the vision.

The North Derbyshire Homelessness Strategy 2016 - 2021 is the first Homelessness Strategy to be developed as a joint strategy through a partnership approach and sets out how we propose to tackle homelessness across Bolsover, Chesterfield and North East Derbyshire District Council (NEDDC) areas. It details how the Councils will provide effective access to a range of housing services, support and other opportunities for North Derbyshire residents affected by homelessness to help them rebuild their lives. The Strategy has been shaped by national policy, a thorough review of homelessness and homeless services in North Derbyshire and takes account of stakeholder feedback and partner views.

The three councils recognise that homeless prevention services are delivered more effectively in partnership with a range of partners and agencies both internally and externally. Partnership working is a key theme and strength running throughout the strategy. The strategy outlines a number of initiatives currently being delivered and developed jointly with key stakeholders.

The overall Vision for tackling homelessness in North Derbyshire is:

By working with our partners to prevent homelessness, we will ensure that everyone has access to a place they can call home.

Our approach is to strengthen, sustain, grow and innovate with our partners. We will achieve our vision by delivering the following five strategic objectives:

- **Objective 1:** Develop a robust young person's housing pathway by delivering a range of housing solutions with our partners
- **Objective 2:** Create strong partnerships with all stakeholders to tackle homelessness for all those at risk , including those most vulnerable households
- **Objective 3:** Prevent rough sleeping across the area
- **Objective 4:** Prevent homelessness by tackling and reducing financial deprivation within our communities

- **Objective 5:** Work towards each local authority achieving the Homelessness Gold Standard

All the strategic objectives are underpinned by a combination of influencing work at a national and local policy level and improving local practice to achieve positive change for people who find themselves homeless.

2. Profile of Homelessness in North Derbyshire

To assist in the development of the Homelessness Strategy a comprehensive Homelessness Review was undertaken during 2015. The full review is attached as **Appendix 1** to the Strategy. This section highlights the key findings that informed the development of the Strategy. **Housing Stock Profile**

It is important to understand the housing stock profile across North Derbyshire to inform the Homelessness Strategy and understand availability of stock to house homeless households. Table 1.1 below summarises the social/ affordable housing stock in the three authorities by Local Authority (LA) and Housing Association/ Registered Providers (RP).

Table 1.1 Social Housing Stock

Council	LA stock	RP stock	Total
Bolsover	5,199	1070	6,047
Chesterfield	9,581	1,354	10,935
NEDDC	7,996	973	8,969
Total	22,776	3,175	25,951

Source: LA Data

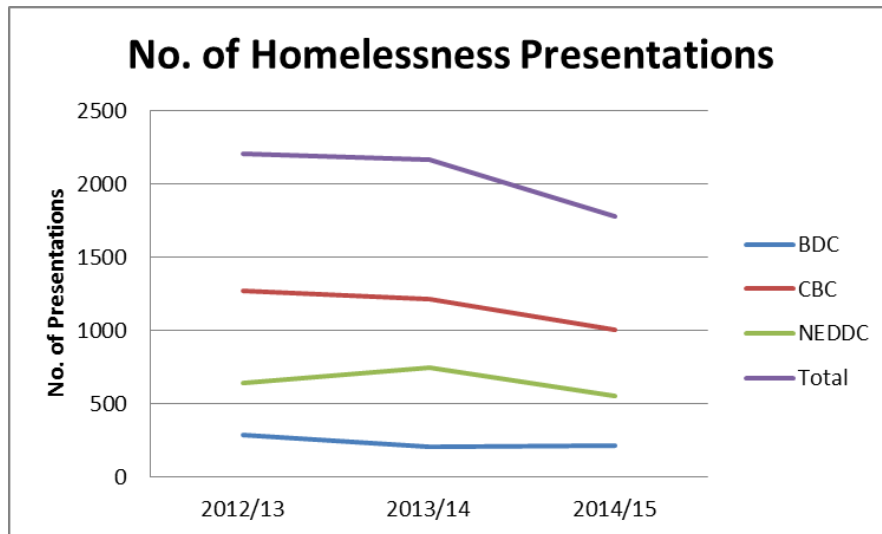
The majority of council housing stock in Bolsover is 2 or 3 bed, with a very small amount of 1 bed accommodation. By contrast, Chesterfield's 1 bed accommodation is the biggest category, making up 34% of total local authority stock. NEDDC has significantly fewer 1 bedroom properties compared to 2 and 3 bedrooms. One bedroom properties make up 18% of the total council stock, which is just over half the total of 2 bedroom properties. The greatest numbers of properties have 3 bedrooms, representing 44% of the stock.

In all three areas there is a **limited supply of homes in the private rented sector** with some issues around property condition and landlord standards identified.

2.1.2 Number of Homeless Presentations

In Bolsover and Chesterfield the number of homelessness presentations dropped significantly between 2012/13 and 2013/14, and then rose slightly in 2014/15. For NEDDC, the number of presentations rose between 2012/13 and 2013/14, then dropped in 2014/15. Like the other authorities however, **the number of presentations were lower in 2014/15 than they had been in 2012/13.**

Figure 1.1 No. of Homelessness Presentations



Source: P1E Returns

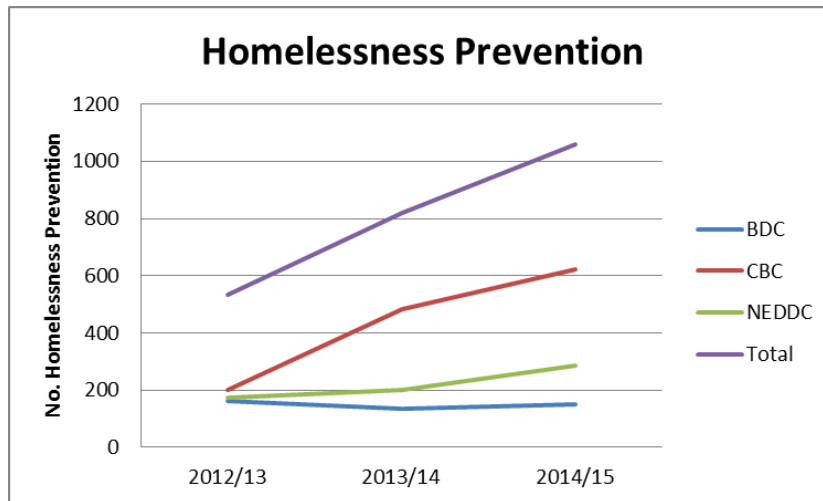
2.1.3 Homelessness Prevention

The proportion of homelessness presentations which resulted in prevention was higher in 2014/15 (69%) than in 2012/13 (55%). This demonstrates an increasing emphasis on prevention. At the same time the proportion of presentations accepted has risen from 16.1% in 2012/13 to 18.6% in 2014/15. In the context of a lower number of presentations than in 2012/13 this suggests continuing, and possibly rising, demand for both accommodation and prevention services. This is in line with findings from the previous homelessness strategies which also identified an increased demand for prevention services.

The number of prevented cases has continued to rise, and prevented cases were 66% higher in 2014/15 than in 2012/13. Again this demonstrates the continuing use of, and need for, prevention activities.

Overall, as is to be expected, **all three authorities show an increased emphasis on preventing homelessness.** NEDDC has seen the biggest proportionate increase in prevention cases, but also has by far the lowest proportion of homeless acceptances.

Figure 1.2 Homelessness Prevention



Source: P1E Returns

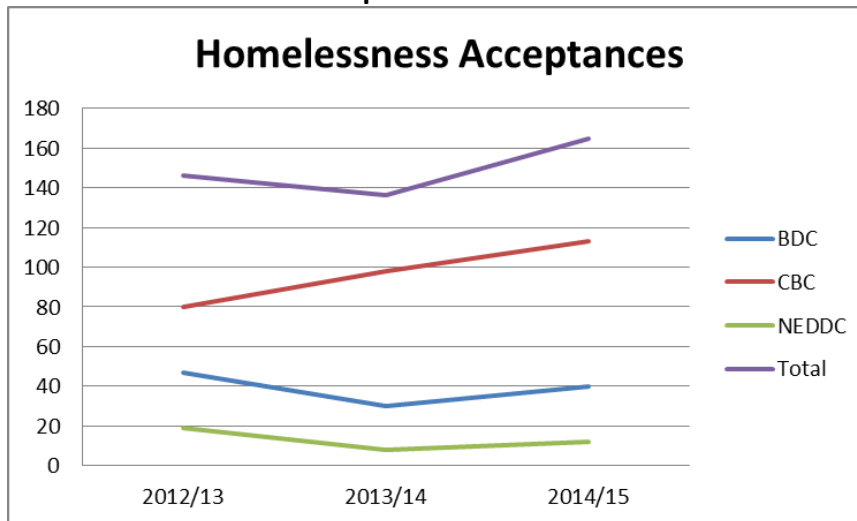
The most common homeless prevention activities in both Bolsover and Chesterfield were assistance to enable households to remain in their social or private rented housing. The other main interventions were around resolving rent or service charge arrears in the social or private rented sector, and resolving housing benefit problems.

Debt advice was the main intervention used by NEDDC, with the number of preventions as a result of this service trebling between 2012/13 and 2014/15. These figures **point to a continuing and growing need for financial and benefits advice, particularly as Universal Credit is introduced**. There is also a need to continue to provide assistance to enable households to remain in their rented homes.

2.1.4 Acceptance of Homelessness

The number of **homelessness presentations which are accepted has risen by 13%** since 2012/13 reaching a total of 165 cases across the three local authority areas in 2014/15. While both Bolsover and North East Derbyshire saw a drop in acceptances during 2013/14 followed by an increase during 2014/15 there has been an overall decrease of 15% in Bolsover and of 37% in North East Derbyshire. However, in Chesterfield there was an increase of 41% over the same period.

Figure 1.3 Number of Homelessness Acceptances



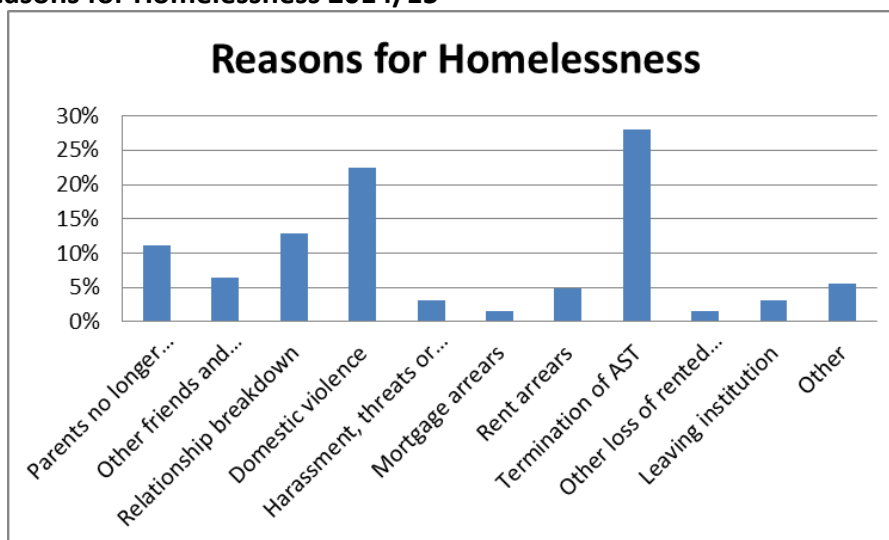
Source: P1E Returns

2.1.5 Reasons for Homelessness

A slightly higher proportion of presentations were accepted as homeless in 2014/15 (18%) than in 2012/13 (16%). The reasons for the homelessness of those accepted during 2014/15 are shown in Figure 1.4 below. The most common reasons were:

- Termination of tenancy (28%)
- Domestic Violence (22%)
- Relationship breakdown (13%)
- Parents no longer willing or able to accommodate (11%)

Figure 1.4 Reasons for Homelessness 2014/15



2.1.6 Outcomes and Accommodation Solutions

For all three authorities, a **Part 6 offer of Local Authority accommodation or a nomination to a Housing Association was the main source of accommodation assistance**. Beyond this, alternative accommodation varied between the authorities; after Part 6 offer/ Housing Association nomination, Bolsover assisted more households in obtaining supported accommodation than any other type, Chesterfield's second most common assistance was private rented accommodation with the landlord incentive scheme. For NEDDC it was accommodation with friends or relatives. It is worth noting that NEDDC's assistance by way of the private rented accommodation with the landlord incentive scheme has reduced over the three years while assistance through private rented accommodation without the scheme has increased.

2.1.7 Repeat Homelessness

Repeat homelessness is defined by Department of Communities and Local Government (DCLG) as:

'More than one case of homelessness for the same person, or family, within two years, where the council has a legal duty to find housing for them.'

Using this definition, **North Derbyshire has very few cases of repeat homelessness** (one case across all three Council areas in the last three years).

Anecdotal evidence suggests that the actual number of people accessing housing options and advice services on repeated occasions is actually higher than this. Repeated patterns of homelessness mean that staff can spend time helping to solve someone's problems, or preventing homelessness, only for them to come back again with the same or another problem at a later date. It also means that housing solutions which have been found may be unsustainable over the longer term (longer than the 2 year definition).

3. Strategic Objectives

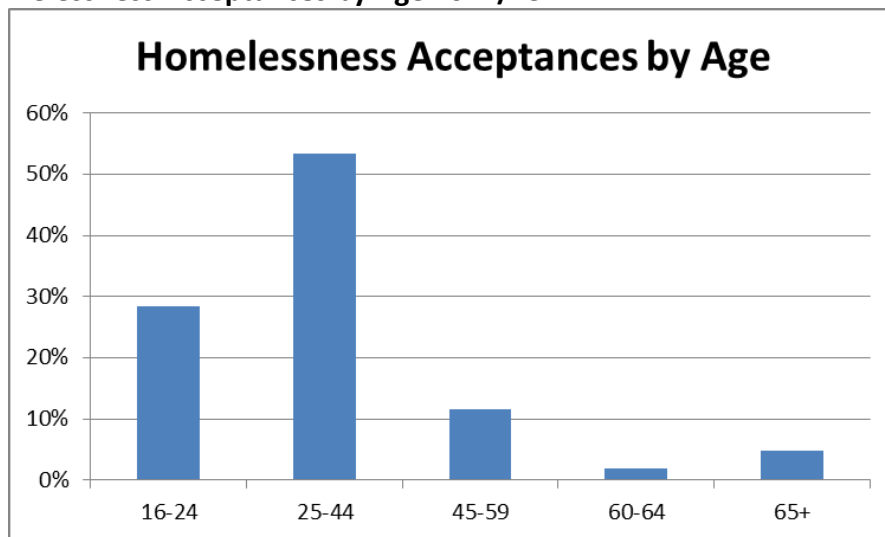
The data and consultation carried out for the Homelessness Review identifies the context for the required objectives, actions and interventions needed for this new strategy. In this section we set out the Strategic Objectives for the strategy, identifying the work we currently do to and the new actions we will take to meet the objectives.

3.1.1 Objective 1: Develop a robust young person’s housing pathway by delivering a range of housing solutions with our partners

Key Issues

Across North Derbyshire there are high levels of young people aged 16 to 24 who present as, and are accepted as homeless. Overall 16 to 24 year olds account for 28% of homelessness acceptances. This is significantly higher than the 8% of the population who are aged between 18 and 24, even once we take into account those aged 16 to 18 this age group is significantly over represented in terms of incidences of homelessness.

Figure 1.5 Homelessness Acceptances by Age 2014/15



Our Commitments

A number of initiatives aimed at preventing youth homelessness are currently underway, including:

- A successful protocol for 16 to 17 year olds with Derbyshire County Council working with multi agency teams providing support and mediation
- A SAFE consortium delivering Young Person’s Supported Accommodation Scheme through Derbyshire County Council Adult Social Care funding
- A Joint package of support for young people around tenancy sustainment, education and life skills being delivered by the Ambition Housing Team

Employability is also a key strand within our approach and our prevention work recognises the link between housing and employment. The Ambition Project which supports 18 to 24 year olds to secure and sustain employment opportunities has been in place since January 2015. The funding covers education, employment and training initiatives and links into the Housing Ambition Project.

Actions to Deliver Our Objectives

In order to deliver this objective we will:

- Look for opportunities and work in partnership to maximise the supply of suitable accommodation for young people
- Complete an external evaluation of Young People’s Pathway and review policies and procedures to ensure continuous improvement and good practice
- Ensure a strong tenancy sustainment programme is in place across all authorities to ensure that young people can maintain tenancies to reduce future incidence of homelessness
- Take advantage of future external funding streams as and when become available
- Develop educational work with young people about housing options, skills required for independent living and the reality of homelessness

3.1.2 Objective 2: Create strong working partnerships with all stakeholders to tackle homelessness for all those at risk

Key Issues

A key objective of this Homelessness Strategy is to create strong partnerships with all stakeholders to tackle homelessness for all those at risk. The three councils recognise that homeless prevention services are delivered more effectively in partnership with a range of partners and agencies both internally and externally. Partnership working is a key theme and strength running throughout the strategy.

The resources available to deliver services in the future will continue to be extremely challenging. Coupled with the further budget reductions projected over the next 3 years at least, there will be significant changes to the Local Government finance regime. This will be compounded by reductions across other public services and the very significant reductions in welfare, and introduction of Universal Credit. Supporting effective partnership working across service boundaries will be critical if we are to manage these changes and deliver better homelessness outcomes for the North Derbyshire area.

This strategy outlines a number of initiatives currently being delivered and developed jointly with its key stakeholders and funders. Our approach will include work to:

- Prevent homelessness amongst the most vulnerable households
- Provide an effective housing options service

- Further develop our partnership working
- Develop the role of the private sector

Our Commitments

Over the last five years the three local authorities have developed a number of responses to the key issues of homelessness, these include:

- **Raising Awareness**
 - This has included joint campaigning locally, using local forums and strategies as a tool to launch campaigns to ensure homelessness features high on key agencies agendas, such as: Local Authorities, Derbyshire County Council , Health and Probation, etc.
 - Raising the profile of homelessness in line with the Homeless Links' Manifesto and the homelessness situation locally
 - Developing greater publicity about services and available support, including the exploration of the development of a directory of services and greater use of social media
- **Reshaping the North Derbyshire Homelessness Forum to incorporate strategic and operational approaches.**
 - There will be two key functions of the Homelessness Forum to incorporate strategic and operational issues. An overarching strategic function will develop the high level approach to homelessness and homelessness prevention across North Derbyshire. Consideration should be given to joint procurement of funding opportunities and commissioning and the coordination of funding strategies to meet identified priorities. This function should be led by senior strategy makers from each of the three local authority areas. This function may include joint commissioning and monitoring of services
 - The second function of the Homelessness Forum should be a forum for local practitioners and service providers to consider service issues, share good practice, be appraised of changes to guidance and legislation, receive and deliver joint training and to consider more operational matters. The operational level forum should incorporate networking and information exchange amongst partners and stakeholders
 - Joint training and awareness raising sessions to be facilitated by Forum
 - Joint procurement of funding opportunities and commissioning through the Forum partners

Actions to Deliver Our Objectives

While these approaches will continue and be progressed further, other actions to deliver our objectives within the lifetime of this Strategy include:

- Establish a North Derbyshire Homelessness Forum to deliver Homelessness Strategy

- Work with Private Sector Housing team to improve the quality and security of tenure in the private rented sector, with stronger expectations of landlords
- Work in partnership with Housing Association partners to ensure appropriate access to accommodation
- Work in partnership with health and social care partners to conduct a Derbyshire wide housing and health audit
- Co-ordinate joint procurement of funding opportunities
- Developing greater publicity about services and available support, including the exploration of the development of a directory of services and greater use of social media
- Identify households most likely to be affected by root causes of homelessness and offer advice before crisis

3.1.3 Objective 3: Commit to prevent Rough Sleeping

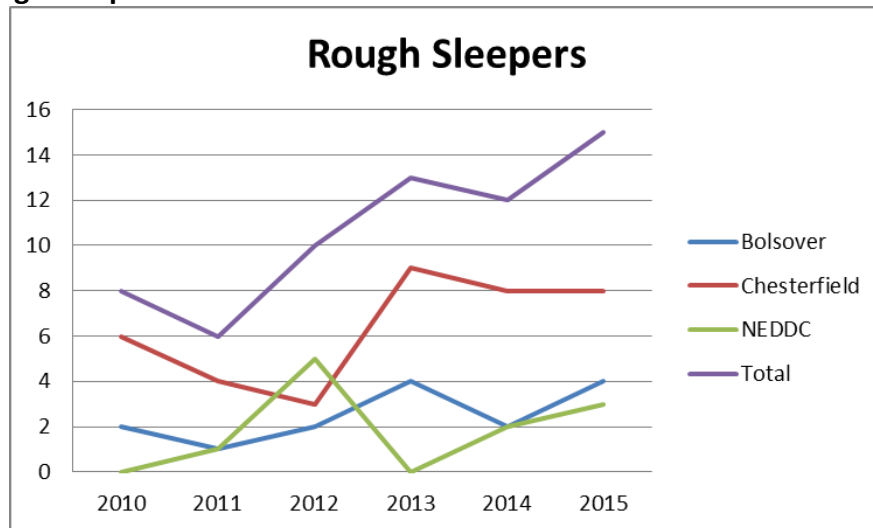
Key Issues

All local authorities carry out an annual rough sleeper count. This involves counting the number of individuals observed sleeping rough on a designated night. In 2015 all Derbyshire authorities carried out the exercise on the same date, to avoid double counting and to provide comparative statistics. The definition of rough sleepers used for the purpose of the estimate is:

- *People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments)*
- *People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations or “bashes”)*
- *It does not include people in hostels or shelters, people in campsites or other sites used for recreational purposes*

There is a fluctuating but low level of rough sleeping for all three authorities. The figures for 2014 were higher for Chesterfield and NEDDC than in 2010. The 2015 figures show an increase in Bolsover and NEDDC since 2014 and are at the highest level since 2010.

Figure 1.6 Rough Sleepers



Source: Rough Sleepers Counts

There were a total of 15 rough sleepers in North Derbyshire on the night of the count in November 2015. This has increased by 53% since 2010. National evidence suggests that 73% of people sleeping rough said better advice could have helped and 84% of people sleeping rough have a physical health need, while 87% reported a mental health problem¹.

Our Commitments

Good Practice indicates that the following approaches need to be in place to tackle rough sleeping²:

- Ensuring the right support is available in every area so that no one has to live on our streets
- Promoting a prevention first approach, incorporating adequate investment and a ‘duty to prevent’ for the NHS, prisons, and other statutory services, with robust monitoring of effectiveness
- Working with the homelessness sector to develop effective housing resettlement so that we can better understand how to help someone sustain a life away from the streets
- Improving the recording of homelessness prevention and interventions, both in terms of people seeking advice and evidence about what works to keep people off the streets

Actions to Deliver Our Objectives

In addition to these commitments, the actions we will take in order to deliver this objective are:

- Continue to work in partnership with Derbyshire Wide Homeless Officers Group through joint ‘No second night out protocol’
- Promote a prevention first approach, developing a duty to prevent for the NHS, prisons, and other statutory services

¹ Homeless Link Manifesto, 2014

² Homeless Link Manifesto, 2014

3.1.4 Objective 4: Prevent homelessness by tackling and reducing financial deprivation within our communities

Key Issues

Financial deprivation and homelessness are closely linked and a key objective of the Homelessness Strategy is to prevent homelessness by tackling and reducing financial deprivation.

Homeless Link research indicates that:

- 80% of people experiencing homelessness want to work, but only 10% are in employment
- Less than 1/5 homelessness agencies report sanctions motivate their clients to find work
- Only 7% of homelessness agencies sanctions improve engagement with Jobcentre Plus
- There has been a 37% increase in the cost of renting a home privately in the last five years
- 1/3 of private rented homes fail to meet the Decent Homes Standard
- Working households claiming Housing Benefit doubled from 11% in November 2008 to 22.5% in May 2014
- Nearly 1/3 of people living in homelessness services are waiting to move on, but cannot as there is no affordable and/or suitable accommodation available

Our Commitments

Our commitments in this area include:

- The development of a joint approach to implementing the under occupancy rules which demonstrates more positive consideration for those most affected by it and better promotion of Discretionary Housing Payments
- The Discretionary Housing Payments Policy has been developed and there will be closer liaison between the Council's Housing Options Team and Revenues and Benefits to ensure homelessness is prevented
- Increased monitoring of the impact of the Allocations Policy on the allocation of social housing through quarterly and annual reports which highlight the impact of welfare reforms on access to housing, under occupation charge rent arrears figures and evictions

In terms of the development of new housing we have worked with developers to reach agreement on the provision of more smaller affordable homes within new developments and negotiations are currently taking place with providers to also identify small supported housing units and Move On accommodation.

Working with the Private Rented Sector is an important area in which to prevent homelessness and financial exclusion. Key aspects of our work to date in this area include:

- Integration of the practice of homeless discharge into the private rented sector as a key component of the Housing Allocation Policy
- Homeless prevention and securing private rented accommodation through the use of the rent deposit scheme and private sector access scheme
- Extension of Landlord Accreditation to increase the number of fully accredited private rented sector landlords
- Facilitation of annual events with private landlords. The focus of past sessions have been affordable warmth, empty properties, housing and council tax benefit, private rented sector leasing

Actions to Deliver Our Objectives

In order to deliver these objectives we will:

- Monitor and maximise the usage of discretionary housing payments
- Improve access to private sector properties
- Signpost to training and employment opportunities for homeless people
- Work with partners to identify and develop new affordable housing options
- Develop better coordination of potential procurement/funding opportunities
- Ensure rent collection processes work efficiently and effectively to reduce likelihood of homelessness
- Liaise and work with local voluntary agencies such as Money Advice and Credit Union
- Target households with financial problems to advice and employment support to prevent homelessness crisis

3.1.5 Objective 5: Working Towards the Homelessness Gold Standard

Key Issues

In August 2012 the Homelessness Working Group produced Making Every Contact Count – A joint approach to preventing homelessness. This focuses on tackling the complex underlying causes of homelessness, preventing homelessness at an early stage for those at risk, and delivering integrated services which support individual recovery. It presents ten challenges to local authorities to achieving its vision and providing a ‘Gold Standard’ service.

Our Commitments

The three local authorities are committed to reaching the Homelessness Gold Standard and are working through the stages to achieve this. The challenge is a local authority, sector led peer review scheme designed to help local authorities deliver more efficient and cost effective homelessness prevention services. The challenge follows a 10 step continuous improvement approach that starts with a pledge for local authorities aspiring to ‘*strive for continuous improvement in front line housing services*’ and culminates in an application for the Gold Standard Challenge. Bolsover, Chesterfield and North East Derbyshire District Councils are all

committed to working towards the Gold Standard and this is set out in their joint Homelessness Strategy.

Actions to Deliver Our Objectives

In order to meet this standard we will strive to:

- Each LA completes self-assessment and is subjected to a Gold Standard Review
- Implementation of any improvement plan recommendations following the review

4. Action Plan

Appendix 1: Homelessness Review

1. Introduction

The Homelessness Act 2002 placed a legal duty on local Councils to carry out a robust review of homelessness. The outcome of the review was to inform the development of a strategy to prevent and respond to homelessness. The findings from this strategic review have been used to inform the priorities in the new Homelessness Strategy 2016 – 2021. The review considers the effectiveness of work delivered under the previous Homelessness Strategies and examines data around current trends and demand in homelessness services and sets out the economic, demographic and environmental context for the strategy. The review has considered evidence from a range of sources, including data from each Council and other agencies, partners and stakeholders in homelessness and associated areas.

As the causes and effects of homelessness are complex and intertwined a holistic approach to homelessness prevention is vital. Solutions need to be more than the simple provision of accommodation. They need to address the things that go wrong in people's lives - such as poor health, loss of income and relationship breakdown. The strategy recognises the important role that other partners and stakeholders have to play in harnessing skills and delivering sensitive and tailored solutions to some of these issues within our communities.

To inform the review extensive consultation took place:

- Meetings were held with partner organisations, homeless service providers, support agencies, senior managers and operational staff
- A consultation events were held – a Homelessness Forum Strategy event in February 2015
- An online survey to consult all partners across North Derbyshire. From this, we developed the principles to be implemented and embedded through the strategy and identified the key priorities.

The resources available to deliver services in the future will continue to be extremely challenging. Coupled with the further budget reductions projected over the next three years at least, there will be significant changes to the local government finance regime. This will be compounded by reductions across other public services and the very significant reductions in welfare and the introduction of Universal Credit. Supporting a radical reform agenda across public service boundaries will be critical if we are to manage these changes and deliver better homelessness outcomes for the North Derbyshire area.

2. National Policy and Legislation

2.1 The Homelessness Act 2002

The 2002 Act places a legal duty on local authorities to carry out a robust review of homelessness in order to develop a homelessness strategy which will prevent and respond to homelessness.

The **Homelessness Act 2002** was intended to:

- ensure a more strategic approach to tackling and preventing homelessness, in particular by requiring a homelessness strategy for every housing authority
- strengthen the assistance available to people who are homeless or threatened with homelessness by extending the priority need categories to homeless 16 and 17 year olds; care leavers aged 18, 19 and 20; people who are vulnerable as a result of time spent in care, the armed forces, prison or custody, and people who are vulnerable because they have fled their home because of violence

The legislation places duties on housing authorities, and gives them powers to meet these aims. It emphasises the need for joint working between housing authorities, social services and other statutory, voluntary and private sector partners in tackling homelessness more effectively.

Under the Act all housing authorities must have in place a homelessness strategy based on a review of all forms of homelessness in their district. The strategy must set out plans for the prevention of homelessness and for ensuring that sufficient accommodation and support are, or will be, available for people who become homeless or who are at risk of becoming so.

2.2 The Localism Act 2011

The Localism Act came into force in November 2012 and supports the improvement of housing options. The main features of the Act in relation to homelessness are:

- Local authorities now have the power to discharge their homelessness duty with an offer of accommodation in the private rented sector³
- Social housing tenure reform allows social landlords to grant fixed term tenancies with limited security of tenure
- Local authorities are now required to produce a Tenancy Strategy setting out their approach
- Local authorities can now set allocation policies appropriate to the local area

2.3 Homeless Link

Homeless Link is the national membership charity for organisations working directly with people who become homeless in England. Homeless Link works to make services better and

³ See also the Homelessness (Suitability of Accommodation) (England) Order 2012

campaign for policy change that will help end homelessness. Homeless Link want a country free from homelessness, where everyone has a place to call home and can expect the support they need to keep it. The Homeless Link Vision and Strategy, are recognised as Good Practice. The Homeless Link strategic priorities for 2015 – 2020 are:

- Advocate an early intervention approach to preventing and ending homelessness
- Ensure that every local area has a personalised, rapid response for people who find themselves sleeping rough
- Champion flexible, good quality services that support people to end their homelessness
- Promote sustainable housing and employment as the most effective route out of homelessness
- Enable services to thrive and be sustainable in the new public service environment
- Create structures and operating processes that ensure we have the right people in the right place to deliver our vision, mission and strategy

2.4 No Second Night Out

The Ministerial Working Group on Homelessness set out its strategy to end rough sleeping: No Second Night Out in 2011. No Second Night Out (NSNO) has five standards:

- New rough sleepers can be identified and helped off the streets immediately
- The public can alert services if they see anyone sleeping rough so they can get help
- Rough sleepers can go to a place of safety where their needs can be assessed and they can get help
- Rough sleepers are able to get emergency accommodation and other services they need
- Rough sleepers from outside their area can be reconnected with their community

2.5 Making Every Contact Count

In August 2012 the Homelessness Working Group produced Making Every Contact Count – A joint approach to preventing homelessness. This focuses on tackling the complex underlying causes of homelessness, preventing homelessness at an early stage for those at risk, and delivering integrated services which support individual recovery. It presents ten challenges to local authorities to achieving its vision and providing a ‘Gold Standard’ service. Bolsover, Chesterfield and North East Derbyshire District Councils are all committed to working towards the Gold Standard and this is set out in their joint Homelessness Strategy.

2.6 Welfare Reform

The Welfare Reform Act 2012 introduced a series of changes to the benefits system as part of the approach to reducing welfare spending overall. Reforms have included:

- the reduction of housing benefit for under-occupancy
- extension of the application of Shared Accommodation Rate from single claimants under 25 to single claimants under 35
- The introduction of a cap on the amount of benefits working age people can receive.

- The introduction of Universal Credit, a single benefit which replaces a range of existing benefits including income-based Jobseekers Allowance, Housing Benefit and Child Tax Credit

These are likely to impact on homelessness services as homeless people and those vulnerable to homelessness may have limited budgeting skill and experience.

There were also further announcements impacting on welfare and benefits in the 2015 Budget and the Comprehensive Spending Review, including capping Housing Benefit in the social housing sector to Local Housing Allowance levels. This could have a significant impact on young people and the housing providers operating in areas where the LHA is lower than social rent. There are particular concerns about the potential impact on supported housing where rents and service charges are higher due to the specialist nature of accommodation.

The Comprehensive Spending Review announced additional funding for Discretionary Housing Payments, but the mitigating impact of this is yet to be seen.

The Single Room Rate restriction was extended to claimants up to the age of 35 as of April 2012. This means that single claimants aged 35 and under will only be entitled to claim for the equivalent of a room in a shared home, rather than a one-bedroom flat. Previously this only applied to under 25s. This means that all single, childless adults under 35 in the private rented sector claiming Local Housing Allowance (LHA) will have their LHA substantially cut from the current one bedroom rate to the shared room rate and could significantly impact those renting in the private sector.

At the time of writing the impact and practical roll out of some of the announcements and measures have yet to be realised and the Authorities involved will need to monitor the impact on their services and the number of presentations through the course of the Strategy.

3. Document Review

3.1 Previous Homelessness Strategies

Until now, Bolsover District, Chesterfield Borough and North East Derbyshire District Councils each had separate homelessness strategies. Bolsover's and North East Derbyshire's strategies covered the period 2012-14. The reason for this shorter period was to allow the Councils to assess the impact of various recent and forthcoming legislative and policy developments. These included the Welfare Reform and Localism Acts and the publication of a new National Homelessness Strategy. Chesterfield's strategy covered the period 2008-13, followed by a strategy covering 2014/15 pending completion of the joint strategy. The following summarises the key issues from each Council's previous strategy.

3.1.1 Bolsover District Council

The number of applicants accepted as being homeless and in priority need increased between 2009 and 2010. The majority of applicants who were accepted as being homeless and in priority need in 2010-11 were homeless due to either family no longer being willing to accommodate them or their assured short hold tenancy being terminated. Most of the applicants deemed to be in priority need were accepted on the basis they had dependent children.

There were 1,898 households on the waiting list in February 2012. Sixty one percent of these had "reasonable preference", which is a high proportion, especially when compared to the Housing Market Area (HMA) average of 18%. This high level may be related to the large numbers of households in poor quality private rented accommodation. The previous strategy identified nine key challenges:

- The quality of the private rented sector
- A mismatch between property sizes available and property sizes required
- A relatively high proportion of low skilled or unemployed households coming into the private rented sector from outside the area and subsequently acquiring local connection status
- A high demand for the rent deposit guarantee scheme and subsequent impact on homelessness grant funds
- An impact of funding cuts on the council's ability to undertake Strategic Housing Market Assessment and private sector stock condition surveys
- Funding cuts to supported housing projects and ongoing retendering of services
- Stretched capacity in the private sector renewal and anti-social behaviour teams
- The council's ability to obtain government funding to demolish or sub-divide private sector or other empty properties
- The effects of the ongoing economic downturn

Three strategic objectives were developed as a result. These were:

- Effective housing options service;
- Better use of the private rented sector

- Prevention of rough sleeping.
- A fourth strategic objective, partnership working, cut across the other three objectives.

3.1.2 Chesterfield Borough Council

The strategy noted that the numbers of homelessness applications and homelessness acceptances tended to fluctuate, and this was expected to continue. The main causes of homelessness were identified as: being asked to leave by family and friends; loss of private rented accommodation; and domestic abuse. The strategy also noted a recent increase in homelessness due to assured short hold tenancies ending.

Based on these findings, and taking into account the identified shortage of affordable housing in the Borough, an action plan was developed covering three themes: housing options, homelessness prevention and engaging with the private sector and other agencies. The role of Housing Associations is highlighted as being particularly important in relation to the first two themes.

While these themes are still relevant Chesterfield has now identified new challenges and issues that need to be addressed. Since the announcement of Derbyshire County Council's proposals to end the funding of Housing Related Support. Chesterfield have been working closely with the neighbouring local authorities, NEDDC and Bolsover to look at how working together can make best use of the limited resources available.

3.1.3 North East Derbyshire District Council (NEDDC)

The strategy identified a fluctuating pattern of homeless presentations between 2008 and 2011, but noted a slight increase overall over the three years. At the same time there were a reducing number of homeless acceptances in the same period, which may be partly explained by ongoing prevention work. It was noted that the number of successful homelessness prevention cases increased during this period, which also suggests an increase in homelessness.

The main reasons for homeless acceptance were: fleeing violence, parental eviction and eviction by friends or relatives. The strategy noted a shortage of smaller, one and two bed accommodation, both in the Council's own stock and in the local private rented sector. There is also a lack of Houses in Multiple Occupation (HMOs) in the area. These issues were felt to be significant particularly in relation to housing benefit restrictions for under occupancy and the shared room rate for under 35s. The strategy identified the following key challenges:

- Respond to the challenges posed by welfare reforms
- Increase the availability of suitable and affordable housing and ensure that those most in need can access this

- Continue to support young people and ensure that youth homelessness is kept to a minimum. This includes ensuring that there is an increase in the amount of accommodation available to single young people
- Continue to respond to the needs of those fleeing domestic violence and ensure that services are in place to help those who are threatened with homelessness as a result of violence in the home
- Respond to the challenges created by the economic downturn by developing financial inclusion initiatives which help keep people in a home, and which give people the stability and means to access housing
- Continue to assist vulnerable people so that the services we offer meet needs so as to limit the time spent in temporary accommodation and minimise repeat homelessness

These challenges underpinned nine strategic objectives which were developed to enable the Council to deliver its priorities for tackling homelessness. The strategic objectives are:

- Maximise the use of the social housing sector
- Bring empty properties back into use
- Reduce the level of homeless young people
- Improve support available to victims of domestic abuse
- Develop the role of the private sector
- Develop financial inclusion initiatives
- Respond to the impact of welfare reforms
- Assist vulnerable people
- Increase housing provision for homeless people

3.1.4 Common themes

Some common themes emerged from the three Councils' most recent strategies. These included a lack of supply of smaller accommodation (except in Chesterfield where there is an oversupply of one bedroom properties), concern about the impact of welfare reform, cuts to budgets for support services and the prevalence of domestic abuse and being asked to leave by family or friends as reasons for homelessness. All three Councils identified working with the private rented sector and improving housing options/homelessness prevention activities among the range of objectives based on the issues identified in their strategies.

3.2 Current Housing Strategies

3.2.1 Bolsover District Draft Economic Development and Housing Strategy 2015

The Bolsover District Draft Economic Development and Housing Strategy is currently in draft form. It does however identify the key housing priorities and challenges in the area. In almost one third of households in the District there is someone with at least one housing related support need and with an ageing population this is likely to increase. In 2014 Derbyshire County Council announced that the Adult Social Care Housing Related Support

budget is to be reduced from £15 million to approximately £6 million. Ensuring that key services continue to be delivered, particularly in the context of welfare reform, will be a particular challenge for the Council.

Key issues highlighted in the draft strategy include:

- 21% of households in Bolsover are in fuel poverty, compared to the Derbyshire average of 13.7%
- Average house prices are below the national average but affordability is an issue; 22% of households across the District are unable to afford market housing
- The highest demand from waiting list applicants is for one-bedroom housing, of which there is very limited availability, and there has been a drop in demand for family-sized housing. This has resulted in increased void rates and associated costs for larger properties
- 46% of the Council's stock is sheltered housing, which makes this accommodation unavailable to many waiting list applicants
- The need for homes suitable for people with physical disabilities is estimated at between 501 and 537 for Bolsover in 2015, rising to 537-656 in 2020
- Although homelessness preventions and acceptances are relatively low, the cases are becoming more complex, which means an increased demand for services
- The Localism Act requires a move towards a self-financing Housing Revenue Account (HRA). This means accommodation must be financially viable, however welfare reform may make this more difficult to achieve

3.2.2 Chesterfield Borough Council Housing Strategy 2013-16

The Chesterfield Borough Council Housing Strategy 2013-16 identified a number of key issues:

- Welfare reform
- Ageing population
- High levels of housing support needs
- Increasing incidence of homelessness
- Low levels of housing delivery
- Affordable housing
- Condition of housing stock: mainly in the private rented sector

As a result of this the Council has developed four strategic priorities:

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

3.2.3 North East Derbyshire District Council Housing Strategy 2012-15

The key issues emerging from the strategy can be summarised as follows:

- Welfare reform – 400 households will be worse off following the reduction in Local Housing Allowance rates, 46% of NEDDC benefit claimants will lose an “excess payment” and nearly 200 households will experience increased non-dependent deductions from housing benefit and council tax benefit
- Under-occupation – 17,418 households currently under-occupy their accommodation, of which 942 council tenants will have their housing benefit reduced. A lack of smaller accommodation prevents downsizing, which in turn reduces the supply of larger accommodation available for families
- Ageing population and a lack of accommodation specifically for older people;
- High levels of housing support needs
- Shortage of affordable housing – 23.5% of households in the District are unable to afford market housing
- Weak private rented sector
- Decency of the social housing stock
- Impact of the recession, including households being threatened with homelessness due to unemployment or other financial pressures and requiring support

From this the Council identified five core priorities:

- More affordable social homes to rent or buy
- Make better use of existing stock
- Support people to prevent them from becoming homeless
- Increased provision of housing for people in need of support
- Ensure homes are decent and safe

3.2.4 Common themes

Again there are a number of themes which are common to all three housing strategies. These include the lack of affordable housing and the lack of smaller accommodation; an ageing population; welfare reform; high levels of support needs along with cuts to housing support budgets. In summary, some of the key pressures are a mismatch between supply of accommodation and demand in terms of size, affordability and accessibility; cuts to support budgets while the number of people with support needs increases; and the impact of welfare reform.

3.3 North Derbyshire and Bassetlaw Strategic Housing Market Assessment (SHMA) 2013

The SHMA covers Bassetlaw, Bolsover, Chesterfield and North East Derbyshire District Councils. The statistics quoted do not include figures relating to Bassetlaw unless otherwise stated.

The SHMA identifies a theoretical need for 1,114 affordable homes per year up to 2031. This breaks down as 419 for Bolsover, 212 for Chesterfield and 482 for North East Derbyshire. In

the context of the current funding situation relating to affordable housing and the viability of residential development in some parts of the Housing market Area (HMA), it is not realistic to expect that this level of affordable housing will be delivered. The report suggests that the shortfall between need for affordable homes and the supply of new homes is likely to be met by the private rented sector.

The SHMA recommends that the Councils consider how they can make best use of existing stock in the social rented sector, including reviewing tenancy strategies and closer working with other social landlords.

Given the role of the private rented sector, approximately 430 affordable homes per year are required across the SHMA.

The SHMA reports that the private sector provides 1,300 lettings to households in housing need, i.e. households supported by Local Housing Allowance. The social rented sector provides 2,000 lettings per year. It recommends that the Councils continue to encourage private landlords and work with landlords through the East Midlands Landlord Accreditation Scheme and through enforcing decent homes standards.

The report assesses the full need for housing over the period to 2031 to be as follows:

- Bolsover 235 – 240
- Chesterfield 240 – 300
- NEDDC 270 – 310
- Total 745 – 850

The SHMA suggests the mix of affordable housing need as shown in Table 3.1 below would be appropriate:

Table 3.1 SHMA Recommended Appropriate Mix of Affordable Housing

	Intermediate equity	Affordable rent	Social/affordable rent
Bolsover	5%	30%	65%
Chesterfield	10%	65%	25%
NEDDC	5%	35%	60%

Source: North Derbyshire and Bassetlaw SHMA 2013

The SHMA suggests the size of affordable housing provision as shown in Table 3.2 below would be appropriate:

Table 3.2 SHMA Recommended Appropriate Size Mix of Affordable Housing

	1 bedroom	2 bedrooms	3 bedrooms	4+ bedrooms
Bolsover	40-45%	30-35%	10-15%	10-15%
Chesterfield	30-35%	35-40%	15-20%	10-15%
NEDDC	40-45%	35-40%	10-15%	5-10%

Source: North Derbyshire and Bassetlaw SHMA 2013

The SHMA notes the particular housing needs of the older population: 25% of the households in the HMA include at least one older person. The majority (66%) of these are owner-occupiers; however 35% of households in the social rented sector also include at least one older person. Demand for bungalows and specialist housing for older people was identified by the SHMA and, given that the number of households which contain at least one older person is expected to rise by 42% by 2031, this demand is likely to increase along with demand for support services. There is also likely to be an increase in under-occupation as older households are unable to downsize.

In light of the above, the SHMA recommends that the Councils plan for specific provision of older persons housing, including requiring such provision as part of new developments. Councils should also jointly plan for the increasing need for floating support, adaptations and other relevant services.

The SHMA also identified large numbers of single parent households in housing need and recommends that Councils review their allocation policies periodically to ensure that particular groups are not disadvantaged in terms of accessing housing.

3.4 Health and Wellbeing

3.4.1 Bolsover Corporate Plan

The overall vision for Bolsover as articulated in the Corporate Plan 2015-19 is:

To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District.

Within the Corporate Plan there are a number of Corporate Aims, one of which is:

Supporting Our Communities to be Healthier, Safer, Cleaner and Greener

In order to deliver this aim Bolsover District Council is committed to:

- Improving health and wellbeing by contributing to the delivery of Healthy Bolsover priorities
- Increasing participation in sport and leisure activities
- Working with partners to reduce crime and anti-social behaviour
- Increasing recycling
- Ensuring a high standard of environmental maintenance and cleanliness
- Developing attractive neighbourhoods

3.4.2 Chesterfield Health and Wellbeing. Corporate Plan (2015-2019) Item 7

Item 7 of the Chesterfield Corporate Plan 2015 – 2019 sets out the plan ‘*To improve the health and well-being of people in Chesterfield Borough*’. The life expectancy of Chesterfield

Borough residents varies significantly between areas, being 10 years lower for men and almost 8 years lower for women in the most deprived areas compared to the least deprived.

Chesterfield is committed to continuing to work with partners to improve all aspects of health, particularly obesity, alcohol abuse and self-harm, where residents are currently less healthy than the national average. A range of factors have an impact on people's health and the objectives have been set to bring additional jobs and better housing that will lead to health improvements. As a council, Chesterfield will also focus on increasing participation in leisure activities through the services it provides and working closely with partners who provide a wider range of services to tackle some of the underlying reasons for poor health.

During the lifetime of the Plan the Council aims to:

- Increase participation in sport and physical activity at facilities provided by the council and promote healthy lifestyles via the Active Derbyshire partnership
- Increase the use of parks and open spaces by delivering a varied programme of events and increasing participation in voluntary activities by 5% each year
- Work with 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
- Build capacity in communities to allow groups to take on the management of facilities currently run by the council
- Work with partners to develop and expand the support given to tenants and residents to enable them to live independently

3.4.3 NEDDC Health and Wellbeing Strategy 2015-19

The strategy recognises that housing is one of many issues which can impact on health and have an effect on health inequalities. The document emphasises a partnership approach but as housing is a Council responsibility it identifies a number of housing-related priorities as part of its core offer.

The Council's Health and Well Being Strategy is now due for renewal and is currently being revised in line with the Corporate Plan. The 2011-2014 Strategy had the following key priorities relating to housing and economic development:

Housing – allocation, standards, adaptations and meeting the needs of vulnerable people

Regeneration – supporting people into work, attracting new jobs and prosperity into the area

The Housing and Economic Development Strategy seeks to reduce health inequalities and to promote of good health and well being through a number of key actions including:

- Prevention of homelessness (Key Strategic Objective: Prevent and reduce homelessness)

- Employment and training initiatives (Key Strategic Objective: Maximise affordable housing to rent and buy through new build and making best use of existing stock)
- Ensuring affordable warmth (Key Strategic Objective: Enable people to live in and sustain healthy homes)
- Developing appropriate housing solutions for people with physical and sensory disabilities (Key Strategic Objective: Enable people to live in and sustain healthy homes)
- Procurement of funding to develop more effective hospital discharge initiatives (Key Strategic Objective: Prevent and reduce homelessness)

These activities are in line with some of the issues previously identified in NEDDC's housing and homelessness strategies and the SHMA. These include under-occupation, demand for housing suitable for older people and people with disabilities and homelessness prevention and housing options.

3.4.4 Derbyshire Health and Wellbeing Strategy

All three Councils are covered by the Derbyshire wide Health and Wellbeing Strategy.

This strategy sets out a commitment to make a significant difference to people's lives in Derbyshire. Everyone in Derbyshire has the right to enjoy good health and wellbeing but some groups and communities experience poorer health than others. The Derbyshire shared vision is:

'to improve the health and wellbeing of everyone in the county, with a particular emphasis on those who are most vulnerable and who have the poorest health'

The strategy aims to encourage and support local people to make healthier choices in their lives, deliver more integrated and accessible health and social care services and improve the conditions that people in Derbyshire live and work in.

The actions in the strategy are ambitious and challenging and success will depend on close working between local public, voluntary and community organisations.

The strategy sets out five high-level priorities for Derbyshire. These are:

- Improve health and wellbeing in early years – because giving our children the best start in life will help them achieve their full potential and benefit them throughout their lives
- Promote healthy lifestyles – because individuals and communities need the right support in order to make the best choices for their health
- Improve emotional and mental health - because good emotional and mental health is everyone's business and a fundamental building block for individual and community wellbeing

- Promote the independence of people living with long term conditions and their carers – because helping people to manage their condition better can significantly improve quality of life and reduce the need for hospital or emergency care
- Improve health and wellbeing of older people – because giving older people the right support in the right environment will help them enjoy good quality, active, healthy and fulfilling lives

3.4.5 Derbyshire Housing and Health Joint Needs Assessment

There is strong evidence that where you live – your home, housing circumstances and your neighbourhood – can affect your physical and mental health and wellbeing. The vision in Derbyshire is to reduce health inequalities and improve health and wellbeing across all stages of life, working in partnership with our communities. To achieve this the County Council and District Councils would like to know more about the scale and nature of the housing needs in the County, and what action can be taken to address them.

The Countywide Housing and Health Joint Needs Assessment will provide Derbyshire with:

- Intelligence about the scale and nature of the ‘homes and health relationship’ to help inform targeted improvements
- An understanding of the national and local policy framework as it relates to homes and health, and how this could be changed to achieve better outcomes
- Knowledge of ‘what works and for whom’ that is relevant to Derbyshire’s communities, drawing on local promising practice and evidence from elsewhere in the country
- Options to inform local action

The review will consider opportunities to improve health across the life course: starting well; living and working well; ageing well.

4. Housing and Homelessness in North Derbyshire

4.1 Council Housing Stock Profile

It is important to understand the housing stock profile across North Derbyshire to inform the Homelessness Strategy and understand availability of stock to house homeless households. Table 4.1 below summarises the social housing stock profile of the three authorities.

Table 4.1 Social Housing Stock

Council	LA stock	RP stock	Total
Bolsover	5,199	1070	6,047
Chesterfield	9,581	1,354	10,935
NEDDC	7,996	973	8,969
Total	22,776	3,175	25,951

Source: LA Data

Table 4.2 below shows Bolsover's Local Authority stock. The majority is 2 or 3 bed, with a very small number of 1 bed homes, of which 19% is sheltered accommodation.

Table 4.2 Bolsover Council Housing Stock

Bolsover	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	Total
Houses		2	436	1,893	36	2,367
Bungalows		321	1,586	19	0	1,926
Flats	4	119	581	0	0	704
Sheltered	90	105	3	4	0	202
Total	94	547	2,606	1,916	36	5,199

Source: BDC

Table 4.3 below shows Chesterfield's local authority stock. In contrast with Bolsover, Chesterfield's 1 bed accommodation is the biggest category by size, making up 34% of total stock.

Table 4.3 Chesterfield Council Housing Stock

Chesterfield	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	Total
Bungalow	23	939	367	61	0	1,390
Flat	66	2,297	837	23	1	3,224
House	0	51	1,694	2,893	269	4,907
Maisonette	0	1	55	4	0	60
Total	89	3,288	2,953	2,981	270	9,581

Source: CBC

Table 4.4 below shows NEDDC's Local Authority stock. One bedroom properties make up 18% of the total council stock, which is just over half the number of 2 bedroom properties. The greatest number of properties are those with 3 bedrooms, representing 44% of the stock.

Table 4.4 North East Derbyshire Council Housing Stock

NEDDC	1 bed	2 bed	3 bed	4 bed	Total
Houses	0	1351	3525	107	4983
Maisonettes	0	28	10	0	38
Flats	552	519	6	0	1,077
Bungalows	864	976	6	0	1846
Sheltered	41	11	0	0	52
Total	1457	2885	3547	107	7996

Source: NEDDC

4.2 Registered Provider Housing Stock Profile

Table 4.5 Registered Provider Housing Stock Bolsover

Bolsover	0 bed	1 bed	2 bed	3 bed	4 bed	5+ bed	Total
Flat	0	207	47	3	0	0	257
Bungalow	0	14	204	9	0	0	227
House	0	20	206	343	2	15	586
Shared	0	0	0	0	0	0	0
Total	0	241	457	355	2	15	1070

As shown in Table 4.6 below, 2 bedroom properties account for just over 50% of Chesterfield's Housing Association/ Registered Provider stock.

Table 4.6 Registered Provider Housing Stock Chesterfield

Chesterfield	0 bed	1 bed	2 bed	3 bed	4 bed	5+ bed	Total
Flat	16	315	52	2	0	0	385
Bungalow	0	21	316	20	0	2	359
House	0	2	319	258	13	0	592
Shared	0	12	2	0	0	4	18
Total	16	350	689	280	13	6	1354

Source: CBC

Table 4.7 below shows that, as with Chesterfield, just over 50% of NEDDC's RP stock has 2 bedrooms.

Table 4.7 Registered Provider Housing Stock North East Derbyshire

NEDDC	1 bed	2 bed	3 bed	4 bed	Bedsits	Single room	Total
Houses	3	203	175	11			392
Maisonettes		1					1
Flats	136	54					190
Bungalows	2	124	2	3			131
Sheltered/extra care	92	108			28		228
Rooms in supported accommodation						31	31
Total	233	490	177	14	28	31	973

Source: NEDDC

4.3 Council Housing Re-lets

There has been a general upward trend in the number of Council housing relets in Bolsover, Chesterfield and North East Derbyshire between 2009/10 and 2014/15. This indicates an increase in tenancy turnover across North Derbyshire.

Table 4.8 Council Housing Re-lets

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Bolsover	460	363	531	522	588	488
Chesterfield	1,002	1,054	999	966	1,073	956
NEDDC	647	525	650	502	570	804

Source: LA data

4.3.1 Council Housing Bids Per Property

During 2014/15 Bolsover advertised a total of 488 social rented properties for relet, which accounts for around 9% of the stock. A total of 5,642 bids were made, which is average of 11.5 bids per property.

During 2014/15 in Chesterfield a total of 12,106 bids were made, which is around 19% of the social housing stock. A total of 12,106 bids were made, which is an average of 6.5 bids per property.

Between 24 June 2014 and 24 June 2015 NEDDC advertised 824 properties for let, representing just over 10% of the total stock. A total of 10,627 bids were made, which is an

average of 11.6 bids per property. The lowest number of average bids per property was two. The highest number of average bids per property was 36.

4.4 Homelessness Service Organisational Structure

Bolsover Homelessness service sits within the Housing Needs section. Four Housing Needs Officers deal with homelessness preventions, homeless applications and housing advice. They also deal with applications for Council accommodation and are supported by one administrative assistant. Bolsover do not operate a bond scheme formally but there is the option to provide a bond through funding from Homeless Prevention Grants.

Chesterfield's Homelessness Prevention Team is managed by the Housing Solutions and Homelessness Manager and comprises a team of an Assistant Homelessness Manager, three Homelessness Caseworkers and two Homelessness Prevention Officers. The service provides advice and support on all housing issues with a focus on homelessness prevention and delivering the Council's statutory homelessness duty, alongside access to the Council's Bond Guarantee scheme as well as referrals for other accommodation and support. The service offers 28 appointments each week.

NEDDC's Homelessness Service is part of Housing Strategy. The team consists of the Private Rented Sector and Housing Options Manager, two Housing Options Officers (Prevention) and a Housing Options Officer (Homelessness). The team provide advice and support on all housing issues with a focus on homelessness prevention and delivering the Council's statutory homelessness duty. It also handles access to the Council's Bond Guarantee scheme as well as referrals for other accommodation and support.

An out of hours service is delivered Derbyshire wide, with initial contact made via Call Derbyshire, Derbyshire County Council from where the call is transferred to South Derbyshire District Council careline who assess if the applicant requires placement into Bed & Breakfast accommodation. Thereafter the applicant is then referred to the local Council.

Table 4.9 Out of Hours Service Usage

Area	2012		2013		2014	
	Phone Advice	Placed in Interim Accom.	Phone Advice	Placed in Interim Accom.	Phone Advice	Placed in Interim Accom.
Bolsover					2	2
Chesterfield	5	10	11	6	21	6
NED	6	6	3	3	1	1

Source: LA data

Table 4.8 above shows the number of people who received advice by telephone and those who were placed in temporary accommodation by the out of hours service between 2012 and 2014.

4.5 Provision of Support

There are a wide variety of support services for homeless individuals and households available across North Derbyshire. These services include provision of accommodation, floating support, advocacy, advice and legal advice, and provision of food. Tables 4.9 to 4.12 below provide a comprehensive list of available support services across North Derbyshire:

Table 4.10 Provision of Accommodation

Scheme	Provider	Area	No. Units	Type	Level Of Support	Agreement Type	Max. Stay	Access
Newbold Court, Newbold, Chesterfield	SYHA	CBC/BDC/ NEDDC (referral via LA homeless team only)	18	Self contained bedsit	Monthly meeting with key worker, staff available during office hours	Licence	n/a	Age 16 +. LA duty to accommodate only (s.184 / s.193 duty)
Chatsworth Road, Chesterfield	SAFE (Stonham)	CBC/BDC/ NEDDC	16	Self contained	4 ½ hours / week with key worker. Office on site and overnight security	AST	2 yrs	18 – 24. Referral via Framework CAP
Troughbrook House, Staveley	SAFE (Stonham)	CBC/BDC/ NEDDC	7	Self contained	4 ½ hours / week with key worker. Office on site and overnight security	AST	2 yrs	18 – 24. Referral via Framework CAP
Lime Grove Walk, Matlock	NCHA / SAFE	DDDC	4	Self contained	4 ½ hours / week with key worker. Office on site (Mon, Wed, Fri – SAFE) & Sat & Sun (NCHA).	Licence	2 yrs	18 – 24. Referral via Framework CAP
Sustainable Tenancies Project	Action	CBC ONLY	26 + more	Self contained / shared	Weekly appointments with support worker	AST		18+ Via CBC homeless
Brockhill Court	Bristol	Any	40	Self	Usually referral			18+ (single or family)

	Foundati on Housing		approx	contained	via Pathways (see below)		on ESA.
Highfield Road, Chesterfield	Adullam	Any (care leavers only)	5			1 year	In care or Leaving Care
North Wingfield	Adullam	Any (care leavers only)	4			1 year	In care or Leaving Care

Table 4.11 Provision of Floating Support

Provider	Area	Units	Time	Criteria	Referral
SAFE (Framework)	CBC / BDC / NEDDC	58	3 ½ hour / week	18 - 24 either in accommodation or on SAFE waiting list to assist with finding accommodation	Referral via Framework CAP
SAFE (Adullam)	DDDC & HPBC	32	3 ½ hour / week	18 - 24 either in accommodation or on SAFE waiting list to assist with finding accommodation	Referral via Framework CAP
Rethink				Diagnosed mental health problem	Rethink referral form

Table 4.12 Provision of Other Support/ Advocacy/ Advice/ Legal

Provider	Location	Area	Type	Who	Service	Referral
Pathways	120 Saltergate, Chesterfield,	CBC / BDC / NEDDC	Day centre	18+ single / couples / families	Housing Support by appointment only. Key worker x 2, mental health	Referral form to Pathways

	S40 1NG				nurses x 2 (job share), meals, assistance finding accommodation, podiatrist, massage therapy, optician. Will only engage those who are willing to work towards housing and only these people can access the services.	
SAFE	Various (TBC)	CBC / NEDDC / BDC / DDDC	Drop in	18+ single homeless	Housing, benefits & budgeting advice	Drop in
Derbyshire Law Centre	1 Rose Hill East, Chesterfield, S40 1NU	CBC / BDC / NEDDC / DDDDC	Legal advice / advocacy	Anyone – level of assistance is means tested	Legal advice on a wide range of subjects; housing & homelessness, employment, debt, immigration & asylum, hate & harassment	Phone or drop in to make an appointment
NED CAB	Unit 1 Bridge Street, Clay Cross, S45 9NG + other locations	NEDDC & BDC	Advice / advocacy	Anyone	Advice on a wide range of subjects; benefits, consumer issues, debt, employment, housing & homelessness	Phone / email / drop in
Chesterfield CAB	6-8 Broad Pavement, Chesterfield, S40 1RP	CBC	Advice / advocacy	Anyone	Advice on a wide range of subjects; benefits, consumer issues, debt, employment, housing & homelessness	Phone / email / drop in
Derbyshire Districts CAB	26 Spring Gardens,	DDDC	Advice / advocacy	Anyone	Advice on a wide range of subjects; benefits, consumer	Phone / email / drop in

	Buxton, SK17 6DE				issues, debt, employment, housing & homelessness	
Derbyshire Unemployed Worker's Centre	1 Rose Hill East, Chesterfield, S40 1NU	CBC / BDC / NEDDC / DDDDC	Advice / advocacy	Anyone	Welfare benefits advice, assistance with claim forms, appeals and tribunals. Liaison with DWP, HMRC, LA. Redundancy advice.	Drop in or phone
Unit 10	Council House, Saltergate, Chesterfield	CBC / BDC / NEDDC	Advice & support	Age 13 – 25s	Unit 10 offers a 'one stop shop' providing information, support and advice on a range of issues for young people. We are a drop- in service, so no appointment needed.	Phone / email / drop in
DDVSAS	Children & YP outreach service, 6 Fairfield Road, Chesterfield, S40 4TP	CBC / BDC / NEDDC	Advice & support	Children (up to 18) who are living with or who have experienced DV	Helpline – 01246 540444 / 08000 198668 Chesterfield (07845 933 719) NED (07787 151 246) Bolsover (07787 151 248)	Drop in or phone
DDVSAS	Drop in centre - 6 Fairfield Road, Chesterfield, S40 4TP	CBC / BDC / NEDDC	Advice & support	Anyone experiencing domestic abuse	Helpline – 01246 540444 / 08000 198668. Advice and support including access to refuge spaces, solicitors	Drop in or phone
Integrated Offender	Bay Heath House, Rose	CBC / BDC / NEDDC	Drop in	18+ for people with offending	Drop in advice on employment and accommodation	Drop in

Management (IOM) (Action)	Hill West, Chesterfield, S40 1JF	history
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Table 4.13 Provision of Food

Name	Location	Type	Opening Times	Other
Chesterfield Foodbank	St Michael & All Angels Parish Hall, Church Street, Brimington	Trussell Trust	Monday 11am – 1pm	Referral only; (awaiting list of organisations who can issue vouchers)
	The Gates, South Street, Chesterfield	Foodbank	Tuesday 1pm – 3pm (Also Framework Housing Surgery for 16 – 24yr olds)	
	Loundsley Green Community Centre, Cutholme Road, Loundsley Green		Friday 1pm – 3pm	
Clay Cross Foodbank	St Bartholemew’s Church, High Street, Clay Cross	Trussell Trust	Tuesday 7pm – 8pm	Referral only; including Local Authority Housing Options, Rykneld Homes, Job Centres, Social Care, MAT teams, police, DDVSAS, Schools, Pathways, Children’s Centres, CAB, Community MH teams, Action Housing, Framework
	Bridge Street Methodist, Bridge Street, Pilsley	Foodbank	Wednesday 6pm – 7pm	
	Community of Christ, Thane Street, Clay Cross		Friday 1pm – 2pm	
New Hope Foodbank	Unit 3 Norwood Industrial Estate, Rotherham Close, Killamarsh, S21 2JU (07939 950713)	Foodbank	Food parcels are dropped off to the recipient asap	Referral only; including LA’s, Sure Start, MAT teams, CAB, Children’s Centres, Rykneld Homes
Living Hope Food Bank	Tibshelf Road, Holmewood, S42 5TP (01246 856587)	Foodbank	Wednesday 1:00 – 2:30pm	Referral preferred from local agency but can be flexible
South Normanton	St Michaels and All Angel’s	Trussell	Tuesday 2pm – 3pm	Referral only; LA, Social Care, MAT teams,

Foodbank	Church, Church Street, South Normanton, DE55 2BT The Junction 28 Church, The Common, South Normanton, DE55 2EP	Trust Foodbank	Friday 2pm – 3pm	Police, Probation, GP etc
Jigsaw Foodbank	Riverside, Unit 4, Olde English Road, Matlock, DE4 3RR	Foodbank	Wednesday 2pm – 4pm or by appointment	Referral only
Bolsover Foodbank	Bolsover Methodist Church, Hill Top, Bolsover, S44 6NN	Foodbank	Mon, Tues, Thur & Fri 9am – 5pm, Sun 10am – 12pm	Referral only via local agencies
Church on the bus	Chesterfield Town Hall, Rose Hill Chesterfield Matlock station car park (near Sainsburys, Cawdor Way Matlock)		6:30 – 8:00pm (Monday & Thursday) 7:00 – 8:00pm Tuesday	Free cold food provision / support
Grace Chapel	Markham Road, Chesterfield (opposite next on retail park)		6:00 – 7:00 pm Tuesday & 7:30 – 9:30pm Friday	Free soup kitchen
M.A.D Meal (Lifehouse Church)	New Square, Chesterfield (outside Dents Chemist)		6:00 – 7:00pm Wednesday	Free food provision
Church in the Peak	New Street Centre, New Street, Chesterfield, S40 2JZ		6:00 – 7:00pm Saturday	Free food provision

4.6 Demographic Profile

4.6.1 Population by age

The population of North Derbyshire is around 279,000. Under 25's make up 28% of the population across the area. Those aged 60 account for 27% of the population overall. There is a higher proportion of younger people in Bolsover and a higher proportion of older persons in North East Derbyshire

Table 4.14 Population by Age

	Bolsover	%	Chesterfield	%	NED	%	North Derbyshire	%
Total	75,866		103,788		99,023		278,677	
< 18	15,630	20.6%	20,940	20.2%	18,795	19%	55,365	20%
18-24	6,032	7.9%	8,211	7.9%	7,259	7.3%	21,502	8%
25-44	19,728	26%	26,617	25.6%	22,826	23.1%	69,171	25%
45-59	15,660	20.6%	21,773	21%	21,570	21.8%	59,003	21%
60-65	5,032	6.6%	6,956	6.7%	7,655	7.7%	19,643	7%
65-74	7,537	9.9%	10,105	9.7%	11,679	11.8%	29,321	11%
75 +	6,247	8.2%	9,186	8.8%	9,239	9.3%	24,672	9%

Source: Census 2011

4.6.2 Ethnicity

Table 4.15 below shows that the vast majority of the population of North Derbyshire, and of all three Council areas is white.

Table 4.16 below shows that Bolsover has seen the largest increase in NINo registrations (year to June 2015) and most of these have been from the EEA countries.

More recent analysis of Electoral Registration data for Bolsover (December 2015) shows that more than 1% of the Bolsover population is Polish, rising to 1.4% for all Eastern Europeans. The figure itself is likely to under represent migrant workers which is a growing number. The vast majority of this increase is as a result of the relocation of Sports Direct UK Distribution Centre to Shirebrook following the introduction of the Immigration (European Economic Area) Regulations 2006 and subsequent amendments of 2012, 2013 and 2014.

Table 4.15 Population by Ethnicity

	Bolsov er	%	Chesterfie ld	%	NED	%	North Derbyshi re	%
All ethnic groups	75,866		103,788		99,023		278,677	100%
White	74,386	98%	100,167	96.5%	97,014	98%	271,567	97.4%

Gypsy/Traveller/ Irish Traveller	66	0.10%	5	<0.1%	70	<0.1%	141	0.1%
Mixed/Multiple Ethnic Groups	518	0.70%	1,094	1.10%	786	0.80%	2,398	0.9%
All Asian/ British	612	0.80%	1,592	1.50%	795	0.80%	2,999	1.1%
Black/ African/ Caribbean/ Black British	267	0.30%	782	0.70%	236	0.20%	1,285	0.5%
Other Ethnic Group	17	<0.1%	148	0.10%	122	0.10%	287	0.1%

Source: Census 2011

Table 4.16 NINo registrations to adult overseas nationals entering the UK by Region / Local Authority and world region - registrations year to June 2015

	TOTAL	European Union EU15	European Union EU8	European Union EU2	European Union Other	(Non EU) Other Europe
Bolsover	714	20	594	76	..	6
Chesterfield	329	98	73	89	..	12
North East Derbyshire	133	25	33	36	..	5

Source: Stat-Xplore, DWP, National Insurance Number Registrations to June 2015

4.6.3 Deprivation

When we look at the Indices of Multiple Deprivation which rank the most deprived area as 1 and the least deprived local authority in England as 326, we see that across the three authorities, North East Derbyshire has the least deprivation (ranked 190). Bolsover is, relatively, the most deprived of the three although its position has improved between 2010 and 2015.

Table 4.16 Rank in Indices of Multiple Deprivation

	2010	2015
Bolsover	43	61
Chesterfield	91	85
NEDDC	176	190

Source: Department for Communities and Local Government

4.6.4 Employment and Earnings

There are relatively high levels of overall employment in the three Council areas in North Derbyshire ranging from 75.9% in NEDDC to 61.7% in Bolsover. Table 4.16 below shows that while employment levels increased for Chesterfield and NEDDC between 2011 and 2015, employment fell by 5.3% in Bolsover.

Table 4.17 Levels of Employment

	2011	2015
Bolsover	67%	62%
Chesterfield	68%	72%
NEDDC	68%	76%

Source: NOMIS, 2011 and 2015

While remaining higher than the figure for Derbyshire as a whole, unemployment rates fell for all three authorities, despite Bolsover recording a fall in employment rates.

Table 4.18 Levels of Unemployment

	2011	2015
Bolsover	6.9%	5.0%
Chesterfield	7.8%	5.3%
NEDDC	6.1%	4.2%
Derbyshire	6.5%	4.0%

Source: NOMIS, 2011 and 2015

Average gross weekly earnings range from £468.50 in Chesterfield to £421.90 in Bolsover. For all three authorities, average gross weekly full-time earnings fell between 2011 and 2015. Bolsover saw the smallest reduction.

Table 4.19 Gross Weekly Earnings

	2011	2014
Bolsover	£422.50	£421.90
Chesterfield	£490.60	£468.50
NEDDC	£454.30	£439.20

Source: Annual survey of hours and earnings 2011 and 2014, Office for National Statistics.

4.7 P1E Homelessness Returns

4.7.1 Homelessness Acceptances by Age

The table below shows that nearly 56% of those accepted were in the 25-44 age group. The proportion of acceptances of 45-59 year olds had declined from 8% in 2012/13 to less than

8% in 2014/15. Meanwhile, there has been a rise in the proportion of 65-74 year olds from 2% in 2012/13 to 10% in 2014/15.

Table 4.21 Bolsover Homelessness Acceptances by Age

	2012/13	2013/14	2014/15	Total
16-24	7	5	10	22
25-44	29	18	20	67
45-59	9	6	3	18
60-64	4		2	6
65-74	1	1	4	6
75+			1	1
Total	50	30	40	120

Source: BDC

In Chesterfield, the majority of applicants accepted (almost 57%) were aged between 25 and 44, 28% were between 16 and 24, and this number has increased significantly over the period. Just over 2% of homeless acceptances are from applicants aged 60 and over.

Table 4.22 Chesterfield Homelessness Acceptances by Age

	2012/13	2013/14	2014/15	Total
16-24	23	28	30	81
25-44	44	57	65	166
45-59	10	15	14	39
60-64			1	1
65-74	2		1	3
75+	1		2	3
Total	80	100	113	293

Source: CBC

In NEDDC during 2014/15, the majority of applicants accepted, around 58%, were aged between 16 and 24, 25% were between 24 and 44, and the remainder (17%) were aged 45-59. The number of acceptances from people aged 24 to 44 has reduced over the three years 201/13 to 2014/15.

Table 4.23 NEDDC Homelessness Acceptances by Age

	2012/13	2013/14	2014/15
16-24	8	4	7
25-44	7	3	3
45-59	3	1	2
60-64	1		
65-74			
75+			
Total	19	8	12

Source: NEDDC

4.7.2 Reasons for acceptance

Table 4.24 below shows that in 2012/13 the most common reasons for acceptance were termination of Assured Shorthold Tenancies (AST) and parents not willing to accommodate, together accounting for 36% of the total. By 2014/15 termination of AST and loss of rented accommodation combined made up over 37% of the reasons for acceptance, with relationship breakdown accounting for a further 20%.

Table 4.24 Bolsover Acceptance of Homelessness – Reasons for Homelessness

Bolsover	2012/13	2013/14	2014/15	Total
Parents no longer willing or able to accommodate	8	4	5	17
Other friends and relatives no longer willing or able to accommodate	3	1	2	6
Relationship breakdown	5	2	8	15
Domestic violence	6	9	5	20
Harassment, threats or intimidation	1	1	3	5
Mortgage arrears	3	2	1	6
Rent arrears	5	3	1	9
Termination of AST	9	5	7	21
Other loss of rented accommodation	4	2	8	14
Leaving institution	2			2
Other	1	1		2
Total	47	30	40	117

Source: BDC

Table 4.26 below shows that, in Chesterfield, termination of AST (nearly 26%) and other loss of rented accommodation (6%) were the reasons for acceptance in nearly 32% of cases. Domestic violence is next most significant, accounting for almost 35% of acceptances. Termination of ASTs as a reason for acceptance has risen from 20% in 2012/13 to almost 31% in 2014/15. Although accounting for just under 11% of cases, relationship breakdown has also increased as a proportion of the total, from nearly 9% in 2012/13 to 20% in 2014/15.

Table 4.25 Chesterfield Acceptance of Homelessness – Reasons for Homelessness

Chesterfield	2012/13	2013/14	2014/15	Total
Parents no longer willing or able to accommodate	4	11	9	24
Other friends and relatives no longer willing or able to accommodate	10	5	8	23
Relationship breakdown	7	10	15	32
Domestic violence	15	30	26	71
Harassment, threats or intimidation	5	1	4	10
Mortgage arrears	5	4	1	10
Rent arrears	6	3	6	15

Termination of AST	16	24	35	75
Other loss of rented accommodation	9	7	2	18
Leaving institution	1	3	2	6
Other	2	2	5	9
Total	80	100	113	293

Source: CBC

While more than half of all acceptances were on the basis of fleeing domestic abuse in 2012/13, by 2014/15 the main reason for acceptance was parental eviction, which accounted for almost 42% of all acceptance reasons. However this is in the context of a small and reducing number of acceptances; by 2014/15 the number of acceptances had reduced by 37%, to 12.

Table 4.26 NEDDC Acceptance of Homelessness – Reasons for Homelessness

NEDDC	2012/13	2013/14	2014/15
Parents no longer willing or able to accommodate	4 (21%)	2 (25%)	5 (41.7%)
Left care	1 (5.2%)		2 (16.6%)
Relationship breakdown	4 (21%)	2 (25%)	1 (8.3%)
Evicted from Coach House			1 (8.3%)
Domestic violence	10 (52.6%)	2 (25%)	2 (16.7%)
Left hospital			1 (8.3%)
Other relatives and friends no longer willing or able to accommodate		2 (25%)	
Total	19	8	12

Source: NEDDC

4.7.3 Priority need

In Bolsover the most common reason for priority need was 'dependent children' with 76 cases (64%), this has fluctuated over the years from a low of 18 in 2013/14 (although this still accounted for 60% of priority need cases during that year).

Table 4.27 Bolsover Reasons for Priority Need

Bolsover	2012/13	2013/14	2014/15	Total
Emergency – fire, etc.	2	0	0	2
Dependent children	33	18	25	76
Pregnancy		2	1	3
Care leaver 18-20	2	0	1	3

Old age	0	1	6	7
Physical disability	6	2	4	12
Mental illness	4	2	2	8
Domestic violence	2	2	1	5
Other violence	0	2	0	2
Vulnerable (drugs)	0	1	0	1
Total	49	30	40	119

Source: BDC

In Chesterfield a similar picture emerges with 55% of priority need cases in priority need because of dependent children in the household. This reason has also increased slightly as a proportion of all priority need categories per year, from 50% in 2012/13 to over 58% in 2014/15.

Table 4.28 Chesterfield Reasons for Priority Need

Chesterfield	2012/13	2013/14	2014/15	Total
Emergency – fire, etc.	0	0	2	2
Dependent children	40	56	66	162
Pregnancy	1	0	7	8
Care leaver 18-20	6	6	2	14
Old age	4	0	1	5
Physical disability	8	8	8	24
Mental illness	16	22	16	54
Domestic violence	4	7	11	22
Other violence	0	0	0	0
Vulnerable (drugs)	1	0	0	1
Vulnerable (custody/remand)	0	1	0	1
Total	80	100	113	293

In NEDDC, again in the context of a small and reducing number of acceptances, physical (over 15%) and mental health (almost 13%) issues are the reason for a significant number of households awarded priority need. It is notable that while children were the reason for accepting priority need in almost 36% of cases, this category appears to be reducing from over 47% of the acceptances in 2012/13 to less than 17% in 2014/15.

Table 4.29 NEDDC Reasons for Priority Need

NEDDC	2012/13	2013/14	2014/15	Total
Emergency – fire, etc.				
Dependent children	9	3	2	14
Pregnancy	2		1	3
16 or 17 years old		1	2	3
Care leaver 18-20	2		2	4
Old age				

Physical disability		2	4	6
Mental illness	3	2		5
Domestic violence	3		1	4
Other violence				
Vulnerable (drugs)				
Vulnerable (custody/remand)				
Total	19	8	12	39

Source: NEDDC

4.7.4 Number of Homeless Presentations

In Bolsover the number of homelessness presentations dropped significantly between 2012/13 and 2013/14, and then rose slightly in 2014/15. Prevented cases and homelessness acceptances followed a similar pattern, with a decrease in 2013/14 followed by an increase in 2014/15. Presentations, preventions and accepted cases are still however below 2012/13 levels.

A slightly higher proportion of presentations were accepted as homeless in 2014/15 (18%) than in 2012/13 (16%). The proportion of homelessness presentations which resulted in prevention was higher in 2014/15 (69%) than in 2012/13 (55%). This demonstrates an increasing emphasis on prevention. At the same time the proportion of presentations accepted rose from 16.1% in 2012/13 to 18.6% in 2014/15. In the context of fewer presentations, this suggests continuing and possibly rising demand in the future for both accommodation and prevention services. This is in line with the findings from the previous homelessness strategy, which also pointed to an increased demand for prevention services.

For NEDDC, unlike Bolsover and Chesterfield, the number of presentations rose between 2012/13 and 2013/14, then dropped in 2014/15. Like the other authorities however, presentations were lower in 2014/15 than in 2012/13. Over this period the number of prevented cases continued to rise, and prevented cases were 66% higher in 2014/15 than in 2012/13. Again this demonstrates the continuing use of, and need for, prevention activities.

The number of homelessness presentations overall is higher than in the period reviewed by the previous homelessness strategy (2008-11), as is the number of prevention cases. The overall pattern is similar to that found in NEDDC's previous homelessness strategy covering 2008-11, in which there was also a fluctuating pattern of presentations, an increase in preventions and an overall reduction in acceptances. This suggests that while there has been an increase in demand for, and provision of, prevention services, there has been no significant change in patterns of homelessness.

Overall, all three authorities show an increased emphasis on preventing homelessness. NEDDC has seen the biggest proportionate increase in prevention cases, but also has by far the lowest proportion of homeless acceptances.

Table 4.30 Number of Presentations

	2012/13	2013/14	2014/15
Bolsover			
Homeless presentations	292	206	215
Prevented cases	161	136	149
Accepted as homeless	47	30	40
Chesterfield			
Homeless presentations	1270	1217	1010
Prevented cases	201	483	624
Accepted as homeless	80	98	113
NEDDC			
Homeless presentations	645	745	555
Prevented cases	172	202	285
Accepted as homeless	19	8	12

Sources: DCLG and local authorities`

4.7.5 Prevention

Tables 4.32 to 4.33 below provide more detail on the nature of the prevention activities carried out by the three authorities. Bolsover's main activity in both 2012/13 and 2014/15 was conciliation (30%) and provision of assistance to enable households to remain in their social or private rented housing (29%).

Like Bolsover but on a greater scale, Chesterfield's most significant activity in 2014/15 was providing assistance to enable households to remain in social or private rented housing, with 352 households assisted in this manner. The other main interventions over the three years were in resolving rent or service charge arrears in the social or private rented sector, and resolving housing benefit problems.

Debt advice was the main intervention used by NEDDC, with the number of preventions as a result of this service trebling between 2012/13 and 2014/15. As with Chesterfield, the next highest number of interventions were resolving rent or service charge arrears and resolving housing benefit problems.

The figures for Chesterfield and NEDDC point to a continuing and growing need for money and benefits advice. There is also a need, based on Bolsover and Chesterfield's activities, to continue to provide assistance to enable households to remain in their rented homes. It may be worth exploring further the nature of assistance provided.

Table 4.31 Homelessness prevented – households able to remain in existing home as a result of intervention

Bolsover	2012/13	2013/14*	2014/15	Total
Mediation		1		1
Conciliation including home visits for family or friend threatened	11	6	8	25

exclusions				
Assistance enabling household to remain in private or social rented sector	15		9	24
Debt advice		4	4	8
Resolving rent or service charge arrears in the social or private rented sector		2	5	7
Negotiations or legal advocacy enabling household to remain in the private rented sector		3	6	9
Mortgage arrears intervention or mortgage rescue		2		2
Resolving HB		1		1
Providing other assistance		6		6
Total	26	25	32	83
Chesterfield	2012/13	2013/14*	2014/15	Total
Resolving rent or service charge arrears in the social or private rented sector	46	65	88	199
Crisis intervention providing emergency support	23			23
Negotiation or legal advocacy enabling household to remain in the private rented sector	15	14	15=	44
Assistance enabling households to remain in private or social rented sector	48	29	352	429
Mortgage arrears interventions or mortgage rescue	8	11	15=	34
Resolving housing benefit problems		245	31	276
Debt advice			16	16
Total	140	364	517	1021
NEDDC	2012/13	2013/14	2014/15	Total
Debt advice	20	40	64	124
Resolving rent or service charge arrears in the social or private rented sector		18	48	66
Resolving housing benefit problems		29	24	53
Mortgage arrears interventions or mortgage rescue	13	16	13	42
Assistance enabling households to remain in private or social rented sector	20	20	6	46

Crisis intervention providing emergency support	13			13
Negotiations or legal advocacy enabling household to remain in the private rented sector	15			15
Total	81	123	155	359

Source: DCLG

The tables below show that, for all three authorities, a Part 6 offer of local authority accommodation or nomination to Housing Association was the favoured source of alternative accommodation assistance. Beyond this the nature of alternative accommodation varied between the authorities; after Part 6 offer/ Housing Association nomination Bolsover assisted more households in obtaining supported accommodation than any other type. Chesterfield's second most common assistance was for private rented accommodation with the landlord incentive scheme. For NEDDC it was accommodation with friends or relatives. NEDDC's assistance by way of the private rented accommodation with the landlord incentive scheme has reduced over the three years while assistance through private rented accommodation without the scheme has increased.

Table 4.32 Homelessness prevented or relieved – household assisted to obtain alternative accommodation, in the form of (top 5)

Bolsover	2012/13	2013/14*	2014/15	Total
Hostel or HMO		7		7
Private rented with landlord incentive scheme	17	4	8=	29
Private rented without landlord incentive scheme	13	6	13=	32
Accommodation arranged with friends or relatives		11	25	36
Supported accommodation	23	8	13=	44
Social housing – part 6 offer of LA accommodation or nomination to RSL	46	27	44	117
Social housing – management move of existing LA tenant	15		8=	23
Total	114	63	111	288
Chesterfield	2012/13	2013/14*	2014/15	Total
Private rented with landlord incentive scheme	22	10	13	45
Private rented without landlord incentive scheme		4	2	6
Accommodation arranged with friends or relatives		4		4
Supported accommodation	5	7	13	25
Social housing – part 6 offer of LA accommodation or nomination to RSL	15	50	49	114

Social housing – management move of existing LA tenant		13	13	26
Total	42	88	90	220
NEDDC	2012/13	2013/14	2014/15	Total
Private rented with landlord incentive scheme	20	18	10	48
Private rented without landlord incentive scheme	9	15	19	43
Accommodation arranged with friends or relatives	15	12	38	65
Supported accommodation	0	9	6	15
Social housing – part 6 offer of LA accommodation or nomination to RSL	31	15	42	88
Total	75	69	115	259

Source: DCLG and P1E

4.7.6 Outcomes/accommodation solutions

The table below shows the immediate outcome for applicants accepted as owed a duty by Bolsover. Over the three year period the most common outcome was the acceptance of a Part 6 offer, with over 52% of accepted households taking this route. It is notable that nearly 17% refused a private rented sector offer and just one household accepted a private sector tenancy. With less than 13% of accepted households being placed in temporary accommodation, remaining in their current accommodation or making their own temporary accommodation arrangements, it would seem that Bolsover tends to move quickly to make an offer of public, and to a lesser extent, private rented accommodation.

Table 4.33 Outcomes/ Accommodation Solutions

Bolsover	2012/13	2013/14	2014/15	Total
Applicant placed in temporary accommodation	5	1	1	7
Remaining at home or making other temporary arrangements	8	0	0	8
Accepted AST or private rented	1	0	0	1
Applicant refused private rented	10	9	10	29
Accepted Part 6 offer	26	17	28	71
LA regards duty as ended		3	1	4
Total	50	30	40	120

Source: DCLG and Bolsover P1E returns

For Chesterfield, 164 (57%) households remained in their current accommodation or made other temporary arrangements, while 121 (42%) were placed in temporary accommodation. Only one household accepted a Part 6 offer, and a further one household accepted a private rented tenancy.

Chesterfield has advised that most of the households accepted as homeless were rehoused in local authority tenancies.

Table 4.34 Outcomes/ Accommodation Solutions

Chesterfield	2012/13	2013/14	2014/15	Total
Applicant placed in temporary accommodation	40	15	40	95
Remaining at home or making other temporary arrangements	39	27	72	138
Accepted AST or private rented	1			1
Applicant refused private rented				
Accepted Part 6 offer				
LA regards duty as ended				
Total	80	96*	112	288

Source: DCLG

Table 4.36 below shows that, for NEDDC all accepted households were either placed in temporary accommodation, remained in their current accommodation or made their own temporary arrangements during the quarter in which their application was made.

Table 4.35 Outcomes/ Accommodation Solutions

NEDDC	2012/13	2013/14	2014/15	Total
Applicant placed in temporary accommodation	17	8	11	36
Remaining at home or making other temporary arrangements	2		1	3
Accepted AST or private rented	0	0	0	0
Applicant refused private rented	0	0	0	0
Accepted Part 6 offer	0	0	0	0
LA regards duty as ended	0	0	0	0
Total	19	8	12	39

Source: DCLG

For all three authorities the figures show a higher number of total applicants than immediate outcomes, possibly suggesting that other outcomes have not been recorded, or an under-recording of outcomes.

4.7.7 Interim Accommodation

Interim accommodation is accommodation provided by the local authority pending their decision as to what duty, if any, is owed to the applicant under Part 7 of the Housing Act 1996 if they have reason to believe that the applicant is homeless, eligible for assistance and in priority need⁴.

⁴ Homelessness Code of Guidance for Local Authorities, DCLG, 2006

Applicants who are not able to remain in their own accommodation while investigations are carried out are provided with interim accommodation. If a duty is accepted, the interim accommodation becomes temporary accommodation, which includes bed and breakfast, domestic violence hostel, an interim Council tenancy, or Housing Association-managed temporary accommodation. Offers of permanent tend to be made within weeks.

In North East Derbyshire there are four homeless units: two 3-bed houses and two 1-bed flats. These are provided from NEDDC’s own stock and are managed by the Housing Options Team. If these properties are all occupied and additional temporary accommodation is required, NEDDC will make use of bed and breakfast accommodation provided by one of three businesses in the Chesterfield Borough Council area.

The table below shows that while the number of households provided with interim accommodation in 2014/15 has increased slightly compared with 2012/13, the average stay has reduced over the same period by 17%.

Table 4.36 No. of households housed in interim accommodation/ Average length of stay

NEDCC	2012/13	2013/14	2014/15
Numbers housed in interim accommodation	61	60	65
Average length of stay	54.98 days	48.77 days	45.66 days

Source: NEDDC

4.7.8 Temporary Accommodation

Temporary accommodation is accommodation provided by the local authority after a decision has been made where a full homeless duty is owed under Part 7 of the Act but pending settled and secure accommodation being obtained. Temporary accommodation is also used in cases where the decision is of intentional homelessness and is provided for usually 28 days to enable the applicant to find their own accommodation⁵. Neither Bolsover nor Chesterfield Councils have any designated temporary accommodation.

4.7.9 Repeat Homelessness

Repeat homelessness is defined by CLG as:

‘More than one case of homelessness for the same person, or family, within two years, where the council has a legal duty to find housing for them.’

Using this definition, North Derbyshire has very low levels of repeat homelessness (1 case across all three Council areas in the last three years).

Anecdotal evidence suggests that the actual number of people accessing housing options and advice services on repeated occasions is actually higher than this. Repeated patterns of

⁵ Homelessness Code of Guidance for Local Authorities, DCLG, 2006

homelessness mean that staff can spend time helping to solve someone’s problems, or preventing homelessness, only for them to come back with the same or another problem at a later date. It also means that housing solutions which have been found may be unsustainable over the longer term (longer than the 2 year definition).

4.8 Rough Sleepers

All local authorities carry out an annual rough sleepers count. This involves counting the number of individuals observed sleeping rough on a designated night. In 2015 all Derbyshire authorities carried out the exercise on the same date, to avoid double counting and to provide comparative statistics. The definition of rough sleepers used for the purpose of the estimate is:

- *People sleeping, about to bed down (sitting on/in or standing next to their bedding) or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments).*
- *People in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats, stations or “bashes”).*
- *It does not include people in hostels or shelters, people in campsites or other sites used for recreational purposes.*

Table 4.38 shows a fluctuating but low level of rough sleeping for all three authorities. The figures for 2014 were higher for Chesterfield and NEDDC than in 2010. The 2015 figures show an increase in Bolsover and NEDDC since 2014 and are at the highest level since 2010.

Table 4.37 Rough Sleepers

	2010	2011	2012	2013	2014	2015
Bolsover	2	1	2	4	2	4
Chesterfield	6	4	3	9	8	8
NEDDC	0	1	5	0	2	3
Total	8	6	10	13	12	15

Source: DCLG

4.9 Bond Scheme

The NEDDC Council’s bond guarantee scheme allows households and individuals to access private rented accommodation. It is a paper bond which underwrites damage/repairs up to a limit of £500 for couples and £350 for single people, although there is some flexibility on these limits. During the first six months of the tenancy tenants are expected to use the local credit union to save the value of the bond in order to replace it. The paper bond can be extended after the initial six months. Any claims against the bond are reclaimed from the tenant by the Council. The scheme has been managed by the Housing Options Team since 2013-14.

Chesterfield Council operates a similar scheme and provided 14 Bonds during 2012/13, 7 Bonds during 2013/14 and 8 Bonds during 2014/15.

Bolsover do not operate a bond scheme formally but there is the option to provide a bond through funding from Homeless Prevention Grants.

4.10 Move on Protocols

Move on Protocols (MOP) are in place in each local authority area to enable transition from supported accommodation into mainstream tenancies. In each area applicants will be subject to the individual Council's allocation policy.

When a resident moves into supported accommodation they should register with the appropriate housing provider as soon as possible by filling in an application and attaching a MOP form and returning it with appropriate identification. The application will then be processed and a bidding number issued to the applicant. At the time of application, someone living in supported accommodation will have their application suspended. This means the applicant can't bid on any properties. When the applicant is ready to move-on, the support worker will notify the housing provider and the application will be made live. This means they will be able to bid for properties. In Chesterfield applicants are required to have a local connection to the area. This means that they will have to have been living in Chesterfield for six months prior to their move into supported accommodation. In Chesterfield and NEDDC the applicant is required to provide a 5 year address history, in Bolsover a 10 year address history is required.

The review above has set out the main findings around access to and use of homeless services across the three local authority areas as well as a review of relevant strategy and policy. This review has been used in the development of the Homelessness Strategy for North Derbyshire and its aims and objectives.

5. Stakeholder Consultation

Stakeholder consultation is a key element of any Homelessness Review. In this section we present the key themes from extensive stakeholder consultation which encompassed meetings with partner organisations, including homeless service providers and support agencies, senior managers and operational staff to gain an understanding of the issues they face on a daily basis. A consultation event was held – a Homelessness Forum Strategy event in February 2015 and an online survey to consult all partners across the North Derbyshire area. The Homelessness Strategy draws key themes from the consultation to develop the principles embedded through the strategy and a number of key priorities to be delivered.

The key themes expressed through this consultation were around:

- The impact of welfare reform
- Funding and Budgetary pressures
- Future Challenges
- Gaps in Service Provision

Stakeholders were also asked about their future priorities, and how they thought agencies could work together moving forward. Summaries of the responses under all of these themes are summarised below.

5.1 The Impact of Welfare Reform

Stakeholders described the increased number of sanctions on welfare benefits which have had an effect on household budgets which in turn has an impact on tenancy sustainability, increased homelessness and poverty. Consultees described a sharp reduction in household incomes which leads to a build up of debt and households having to make difficult choices, such as whether to buy food or pay household bills. Particular welfare reforms such as limiting benefits to those under the age of 25; the shared room rate; changes to disability benefits, changes to local housing allowance; under occupancy charges; reduction in Council Tax support for people of working age, reduction in Tax credits and changes to Social Fund grants were all thought to have had significant impact.

Stakeholders also said that the rising cost of living has resulted in; increased debt, people struggling with low and fixed incomes, an increase in payday loans to meet normal household costs, people finding themselves in crisis situations without money and reliant on the Derbyshire Discretionary Fund.

Advice provided by the Citizens Advice Bureau (CAB) is vital, but stakeholders described the scale of the problem as ‘frightening’ and indicated that in addition to the normal provision of services they are also trying to adopt a more preventative approach by producing/distributing payday lending survival kits, newsletters encouraging people to get advice at an early stage and by working with Pathways homeless project, Probation and Women’s Aid to help support people to avoid debt and homeless problems.

Stakeholders indicated that they have contributed to multi-agency approaches to mitigate the effect of issues caused by Welfare Reform including involvement in welfare reform strategy groups/health strategy groups; working with other agencies, including Public Health, to reach out to deprived and isolated parts of the area by taking multi-agency advice/support directly into those communities.

5.2 Funding and Budgetary Pressures

Many stakeholders felt that they were, as yet, unable to assess the full impact of funding and budgetary pressures. It was considered likely that downward pressure on budgets and subsequent reductions in service provision will have a clear impact on the amount of service users that require support. Stakeholders felt that this would lead to more issues regarding homelessness or insecure housing situations and that this would be particularly evident amongst young single people. Overall it was considered that there would be increased demands on services and potentially an increase in homelessness and rough sleeping with the added risk of an increase in re offending. It was acknowledged that the services which may be subject to funding cuts are important services which help to sustain and develop people's ability to live independently.

5.3 Future Challenges

A number of key challenges were identified through the stakeholder consultation. These were:

- Awareness Raising
 - To raise the issues and impacts of homelessness locally – particularly amongst politicians, Senior Management particularly in large statutory agencies and potential funders
 - Better engagement with Health and other larger statutory services
- Reduced resources and funding
 - Impact of Housing Related Support cuts – reduction in length and intensity of support
 - District Councils' lack of control over housing related support budget – need to have more influence on impact locally
 - Better coordination of potential procurement/funding opportunities
 - Increase in complex needs cases coming through the door, including mental health
- Availability of affordable housing
 - Lack of affordable and appropriate housing options and solutions for under 25s
 - Affordability in Private Rented Sector and delays in Housing Benefit payments from some Authorities

- Lack of one bed units
- Improving the Private rented sector as an effective source of affordable housing
- Greater publicity re landlords willing to accept people on benefits
- Surplus of larger properties – how can we best utilise them? Sharing opportunities
- Lack of move on accommodation
- Welfare Reforms and financial inclusion
 - Better coordination between Housing Benefit departments and Housing Options in relation to Discretionary Housing Payments spend
 - Increase in debt/financial inclusion issues for young people
 - Increase in mortgage repossessions and end of mortgage rescue scheme
 - Increase in sanction cases
 - Introduction of Universal Credit
- Rough Sleeping and temporary accommodation
 - Increase in rough sleeping in Chesterfield, including hidden rough sleepers
 - Lack of direct access hostel provision locally
 - 16/17s
- Clarity on homeless 16/17 year olds
 - Where does the duty to house lie? - Social care or housing?
- Domestic Abuse
 - Consistent approach needed across the Authorities to accommodating households affected by Domestic Abuse, including move on from refuge.

5.4 Gaps in Service Provision

Stakeholder consultation revealed a number of gaps in current service provision. These included:

- Specialist offender services
- Instant access accommodation, hostel accommodation, temporary accommodation, and interim accommodation
- Joint treatment/accommodation provision for substance misuse, including dual diagnosis and homelessness
- Provision of suitable (foyer type) accommodation for under 25s and shared accommodation for under 35s
- More practical one to one help offered to families in prioritising and managing their household budgets
- Affordable accommodation for young people who are not able to live with family but are not particularly vulnerable and do not need / want to be looked after by the LA
- A more coherent strategy about tackling the effects of welfare reform for the most vulnerable clients

5.5 Future Priorities

When asked to consider what the future priorities for homelessness service provision in North Derbyshire should be stakeholders highlighted:

- The need for a Joint Homelessness Strategy which is standardised and consistent across all three local authorities
- Homelessness prevention and to reduce the level of homelessness
- To develop a joint approach and strategy to respond to the challenges of welfare reform
- The needs of young people and the provision of affordable accommodation for under 25s and tenancy sustainment initiatives to minimise tenancy failure and repeat homelessness
- Greater emphasis on joint working on substance misuse in homeless clients

5.6 Developing a Proactive Partnership Approach

Stakeholders were very supportive of increased partnership working and developing a proactive partnership approach. Stakeholders felt that by working and communicating together, more could be achieved than by competing individually. Good joint working was identified generally.

Helping local authorities improve their housing stock by supporting service users to gain skills, such as building and decorating, which will improve the local area and help homeless people become part of the community was an approach widely supported by stakeholders.

Some stakeholders highlighted difficulties around how support is identified for young people who are unable to live with their family.

Within this, stakeholders recognised the need for a better understanding of the key responsibilities of different agencies and what they can and cannot do. The need for regular forums for all agencies concerned in tackling homelessness, to meet both at a strategic and operational level, was identified.

Some stakeholders identified the need to develop a single referral form, improve information sharing via a protocol, improve internal communication with tenancy management, rent and benefit teams, improve communication with Derbyshire County Council.

Similarly, it was thought that there should be regular communication between all agencies who are involved. Smaller groups could be formed to develop strategies using different case studies, and used as baseline information to inform wider issues and ensure best practice through collaborative working.

5.7 Communication

Communication was highlighted as a key area for future delivery of homelessness services across North Derbyshire. Stakeholders recognised the need to ensure that agencies are aware of the priorities of their partners and to develop a more joined up approach.

Many stakeholders acknowledged that current communication is good, while also making suggestions for improvement including:

- Having a single point of contact for agencies and applicants to talk to
- To improve the links between strategies
- To share the agreed outcomes of the various groups that meet
- To timetable meetings to check agreed priorities are being addressed
- To develop a consistency of approach in relation to claimant vulnerability issues
- To introduce more discussion over individual case studies in smaller groups in order to develop partnership strategies
- Greater publicity about services and support available – possible directory of services , greater use of social media
- Joint campaigning locally – use Forum/strategies as tool to launch any campaign to ensure high on key agencies agendas such as Local Authorities – including the County Council , Health and Probation
- Raise the profile/campaign to implement Homeless Link’s Manifesto and homelessness situation locally

5.8 Homelessness Forum

It was considered by many that there should be two key functions of the Homelessness Forum to incorporate strategic and operational. The first an overarching strategic function should develop the high level approach to homelessness and homelessness prevention across North Derbyshire. At this level consideration should be given to joint procurement of funding opportunities and commissioning and the coordination of funding strategies to meet identified priorities. This function should be led by senior strategy makers from each of the three local authority areas. This function may include joint commissioning and monitoring of services.

The second function of the Homelessness Forum should be to allow local practitioners and service providers to consider service issues, share good practice, be appraised of changes to guidance and legislation, receive and deliver joint training and consider more operational matters. The operational level forum should incorporate networking and information exchange amongst partners and stakeholders.

There is keen interest among a wide range of agencies to be involved in the Homelessness Forum and this avenue should be open to wide number of interested partners, stakeholders and their staff. The Homelessness Forum could also act as a mechanism for service user feedback with service users also invited to forum events.

It was clear that a multi-agency approach to the Homelessness Forum is supported and efforts should be made to ensure representatives from Health and Social Care are integral members of the Forum. Similarly Homelessness practitioners should be represented on corresponding Health and Social Care fora.

Three quarters of stakeholders thought that the Homelessness Forum should be held every three months.

6. Conclusion

The next five years will be a critical time for homelessness services. In national policy terms, the context for addressing the needs of homeless households is very challenging. General cuts to local authority finances, welfare reforms and savings, changes through the Comprehensive Spending Review and the developing Housing and Planning Bill will all impact on households who are vulnerable and in need of support.

Across the three authorities, as in many areas, presentations are decreasing and preventions are increasing but cases are becoming ever more complex and involve a variety of services and funding sources. There is a growing reliance on the private rented sector to accommodate homeless households and this relies on the sector to continue to grow and work closely with housing authorities to support new tenancies. The Authorities will also continue to experience population growth and demographic change that will place different demands on homelessness services and public services as a whole in the future.

The number of homelessness presentations overall is higher than in the period reviewed by the previous homelessness strategy, as is the number of prevention cases. A slightly higher proportion of presentations were accepted as homeless in 2014/15 (18%) than in 2012/13 (16%). The proportion of homelessness presentations which resulted in prevention was higher in 2014/15 (69%) than in 2012/13 (55%). This demonstrates an increasing emphasis on and effectiveness of prevention work by the Local Authorities.

At the same time the proportion of presentations accepted rose from 16.1% in 2012/13 to 18.6% in 2014/15. In the context of fewer presentations, this suggests continuing and possibly rising future demand for both accommodation and prevention services, in line with the findings from the previous homelessness strategy.

The review evidence highlights some areas where the Homelessness Strategy should focus its objectives and develop action to tackle arising from these.

Younger and single person households make up the bulk of homelessness groups and this has been exacerbated by the introduction of the single room rate for those under 35 and Universal Credit. This group face the biggest challenges associated with welfare reform; high levels of support needs in tandem with cuts to housing support budgets. As the impact of these will fall predominantly on the young it is important that the Homelessness Strategy directly focuses an objective on this age group:

- **Objective 1:** Develop a robust young persons housing pathway by delivering a range of housing solutions with our partners

The stakeholder consultation identified a desire among local agencies to work together including establishing a Homelessness Forum. A forum should cover both the strategic - being led by senior strategy makers from each of the three local authority areas and exploring options such as joint commissioning and monitoring of services and also be

operational to allow local practitioners and service providers to consider service issues, share good practice, be appraised of changes to guidance and legislation, receive and deliver joint training and consider more operational matters.

It was also clear that a multi-agency approach to the Homelessness Forum is supported and efforts should be made to ensure representatives from Health and Social Care are integral members of the Forum. Similarly Homelessness practitioners should be represented on corresponding Health and Social Care fora. The authorities should consider a second objective to capture this desire to work collaboratively across the area:

- **Objective 2:** Create strong partnerships with all stakeholders to tackle homelessness for all those at risk, including those most vulnerable households

Overall, there is a fluctuating but low level of rough sleeping in all three authorities. The figures for 2014 were higher for Chesterfield and NEDDC than in 2010. The 2015 figures show an increase in Bolsover and NEDDC since 2014 and are at the highest level since 2010. With the changes to welfare and support housing that could trigger a rise in number rough sleeping the Homeless Strategy should have a third objective:

- **Objective 3:** Prevent rough sleeping across the area

Common themes also emerged from the three Councils' most recent homelessness strategies that this new strategy will replace. These included a lack of supply of smaller accommodation (except in Chesterfield where there is an oversupply of one bedroom properties), concern about the impact of welfare reform, cuts to budgets for support services and the prevalence of domestic abuse and being asked to leave by family or friends as reasons for homelessness. All three Councils identified working with the private rented sector and improving housing options/homelessness prevention activities among the range of objectives based on the issues identified in their strategies. These issues all present challenges to the provision of affordable housing and housing support. In addition there are wider accommodation pressures and the SHMA undertaken for all three Local Authorities has identified a need for approximately 430 new affordable homes per year across the area.

Those identified as in priority need are generally those with dependent children and this may impact on the ability to support young, single homeless people. The aging population across the area is also an emerging issue, which may present in an increase in older households requiring support to prevent homelessness.

Both the causes, and solutions to, homelessness are varied and take many forms and it is important that the Councils take the opportunity to consider what impact other services they provide to their communities can have in preventing homelessness and seeking to ensure that the roles of the services is utilised. The role that these play in reducing homelessness should be an objective within the Homelessness Strategy.

- **Objective 4:** Prevent homelessness by tackling and reducing financial deprivation within our communities

In August 2012 the Homelessness Working Group produced 'Making Every Contact Count' – A joint approach to preventing homelessness. This focuses on tackling the complex underlying causes of homelessness, preventing homelessness at an early stage for those at risk, and delivering integrated services which support individual recovery. It presents ten challenges to local authorities to achieving its vision and providing a 'Gold Standard' service. The local authorities should set an objective of working to achieve this standard.

- **Objective 5:** Work towards each local authority achieving the Homelessness Gold Standard

The stakeholder feedback coupled with the detailed review of homelessness set out above, have both informed the development of the joint Homelessness Strategy and the identification of the vision, aims and objectives and the actions in the Action Plan. The review can be used as a tool to measure the effectiveness of the delivery of the Action Plan and to enable comparisons to be made with previous strategy periods and performance in homelessness prevention

No	Task	Monitoring/ Outcomes	Resource/ Lead	Target Date
Objective 1. Develop a robust young person's housing pathway by delivering a range of housing solutions with our partners				
1.1	Look for opportunities and work in partnership to maximise the supply of suitable accommodation for young people	Range of suitable accommodation		
1.2	Complete an external evaluation of Young People's Pathway and review policies and procedures to ensure continuous improvement and good practice	Policies and Procedures Reviewed Protocols for young persons are current and up to date Changes to policies made to ensure improved services to young people		
1.3	Ensure a strong tenancy sustainment programme is in place across all authorities to ensure that young people can maintain tenancies to reduce future incidence of homelessness	Young people are allocated suitable accommodation in tenancies that can be sustained Average length of tenancy for under 25's increases.		
1.4	Take advantage of future external funding streams as and when become available	Joint procurement of funding opportunities and commissioning		
1.5	Develop educational work with young people about housing options, skills required for independent living and the reality of homelessness			

No	Task	Monitoring/ Outcomes	Resource/ Lead	Target Date
<u>Objective 2: Create strong working partnerships with all stakeholders to tackle homelessness for all those at risk</u>				
2.1	Establish a North Derbyshire Homelessness Forum to deliver Homelessness Strategy	Greater publicity about services and support available – possible directory of services, greater use of social media Joint training and awareness raising sessions to be facilitated by Forum		
2.2	Work with Private Sector Housing team to improve the quality and security of tenure in the private rented sector, with stronger expectations of landlords	Through close working with Landlords forum/accreditation scheme. Number of PRS sector engaged in the forum		
2.3	Work in partnership with Housing Association partners to ensure appropriate access to accommodation	Maximise availability of accommodation		
2.4	Work in partnership with health and social care partners to conduct a Derbyshire wide housing and health audit	Audit undertaken in partnership with County Council. robust response to the complex issues of health and homelessness		
2.5	Co-ordinate joint procurement of funding opportunities			
2.6	Developing greater publicity about services and available support, including the exploration of the development of a directory of services and greater use of social media			

2.7	Identify households most likely to be affected by root causes of homelessness and offer advice before crisis	Increased prevention Evictions reduced		
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No	Task	Monitoring/ Outcomes	Resource/ Lead	Target Date
<u>Objective 3: Commit to prevent Rough Sleeping across the region</u>				
3.1	Continue to work in partnership with Derbyshire Wide Homeless Officers Group through joint 'No second night out protocol'	Development and adoption of NOSNO protocol New rough sleepers can be identified and helped off the streets immediately Record and monitor and report to homelessness Forum to consider trends and emerging needs.		
3.2	Promote a prevention first approach, developing a duty to prevent for the NHS, prisons, and other statutory services	Monitoring of effectiveness , footfall and preventions		

No	Task	Monitoring/ Outcomes	Resource/ Lead	Target Date
<u>Objective 4: Prevent Homelessness by tackling and reducing financial deprivation within our communities</u>				
4.1	Monitor and maximise the usage of discretionary housing payments	Better coordination between Housing Benefit departments and Housing Options in relation to DHP spend Joint meetings with Housing Benefit in each LA and through Forum.		
4.2	Improve access to private sector properties	Link with 7 above also promotion and awareness raising of Bond scheme Working with the Private Rented Sector is an important area in which to prevent homelessness and financial exclusion. Key aspects of our work to date in this area include: <ul style="list-style-type: none"> • Integration of the practice of homeless discharge into the private rented sector as a key component of the Housing Allocation Policy • Homeless prevention and securing private rented accommodation through the use of the rent deposit scheme and private sector access scheme • Extension of Landlord Accreditation to increase the number of fully accredited private rented sector landlords • Facilitation of annual events with private landlords. The focus of past sessions have been affordable warmth, empty properties, housing and council tax benefit, private rented sector leasing 		

4.3	signpost to training and employment opportunities for homeless people	Liaison with other service providers i.e. RPs and LA economic Development		
4.4	Work with partners to identify and develop new affordable housing options	In terms of the development of new housing, we have worked with developers to reach agreement on the provision of smaller, more affordable homes within new developments and negotiations are currently taking place with providers to also identify small supported housing units and Move On accommodation.		
4.5	Develop better coordination of potential procurement/funding opportunities			
4.6	Ensure rent collection processes work efficiently and effectively to reduce likelihood of homelessness			
4.7	Liaise and work with local voluntary agencies such as Money Advice and Credit Union			
4.8	Target households with financial problems to advice and employment support to prevent homelessness crisis			

No	Task	Monitoring/ Outcomes	Resource/ Lead	Target Date
<u>Objective 5: The Homelessness Gold Standard</u>				
5.1	Each LA is completes self-assessment and is subjected to a Gold Standard Review	Gold Standard Review Report and Recommendation	Local Authorities	December 2016
5.2	Implementation of any improvement plan recommendations following the review	Service Plan to deliver recommendations implemented	Local Authorities	Ongoing

Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: Housing Services
Section: Customer Services
Lead Officer: Alison Craig

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Joint North Derbyshire Homelessness Strategy 2016 - 2021

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 aim of the Joint North Derbyshire Homelessness Strategy is to work in partnership with North East Derbyshire and Bolsover District Council's to ensure that we are delivering the best service possible for people who are homeless or at risk of homelessness; make best use of limited resources and maximise funding opportunities, and to prevent homelessness wherever possible

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

The aims and outcomes outlined in the Strategy will benefit all households who are homeless or at risk of homelessness in the borough.

The Council aims to ensure that the three Council's, working together with their partners, makes best use of resources and maximises opportunities available to prevent homelessness in the borough and provide services to those who become homeless.

What outcomes do you want to achieve?

The desired outcomes of the policy are to:

1. Prevent homelessness wherever possible
2. Provide services for those who become homeless or are at risk of homelessness
3. Make best use of resources available
4. Maximise investment and opportunities
5. Responds to changing demands and priorities
6. Work together with our partners

Characteristics to enable these outcomes to be achieved?

The Strategy identifies several key priorities and objectives that will positively impact on groups of people with protected characteristics

STEP 2 – COLLECTING YOUR INFORMATION

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

Routine quarterly monitoring of homelessness applicants is carried out.

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

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.	Ensure that any person who is vulnerable as a result of their age receives appropriate advice and options in order to address their homelessness		Work in partnership with DCC and other support agencies to prevent homelessness
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			
Gender – men, women and transgender.			
Marital status including civil partnership.			
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	Ensure that pregnant women receive appropriate advice and assistance and where		

	appropriate, are accommodated quickly in to suitable accommodation		
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			
Ethnic Groups			
Religions and Beliefs including those with no religion and/or beliefs.			
Other groups e.g. those experiencing deprivation and/or health inequalities.	Homeless people- aim to prevent homelessness and maximise suitable accommodation and support for those at risk of homelessness		

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?

N/A

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?

A comprehensive analysis of homelessness data has taken place and careful consideration of changes in legislation and the potential impact has taken place. By considering the impact via the EIA, this has informed both the development of the strategy and EIA simultaneously.

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

The Homelessness Strategy will be reviewed annually. It will be the responsibility of Housing Manager and Housing Options Manager.

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, Lead Member, Cabinet, Council reports are produced.

Reviewed by Service Manager

Name:

Date:

Reviewed by Policy Service

Name:

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

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