



Doncaster Council

Agenda

To all Members of the

CABINET

Notice is given that a Meeting of the Cabinet is to be held as follows:

Venue: Council Chamber - Civic Office, Waterdale, Doncaster, DN1 3BU

Date: Wednesday, 22nd September, 2021

Time: 10.00 am

Please Note: Due to current restrictions arising from the Covid-19 pandemic, there will be very limited capacity in the public gallery for observers of the meeting. If you would like to attend to observe in person, please contact Governance Services on 01302 737462 / 736723 / 736716 / 736709 to request a place, no later than **12.00 noon on Tuesday, 21st September, 2021**. Please note that the pre-booked places will be allocated on a 'first come, first served' basis and once pre-booked capacity has been reached there will be no further public admittance to the meeting. For those who are attending the meeting, please bring a face covering, unless you are exempt.

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Damian Allen
Chief Executive

Issued on: Tuesday, 14 September 2021

Governance Services Officer for this meeting:

Andrea Hedges
Tel. 01302 736716

Doncaster Metropolitan Borough Council

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Items

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Public Questions and Statements.

(A period not exceeding 20 minutes for questions and statements from members of the public and Elected Members to the Mayor of Doncaster, Ros Jones. Questions/Statements should relate specifically to an item of business on the agenda and be limited to a maximum of 100 words. As stated within Executive Procedure Rule 3.3 each person will be allowed to submit one question/statement per meeting. A question may only be asked if notice has been given by delivering it by e-mail to the Governance Team no later than 5.00 p.m. on Friday, 17th September 2021. Each question or statement must give the name and address of the person submitting it. Questions/Statements should be sent to the Governance Team, Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU, or by email to Democratic.Services@doncaster.gov.uk).

4. Declarations of Interest, if any.
5. Decision Record Forms from the meeting held on 8th September, 2021 for noting (previously circulated).

A. Reports where the public and press may not be excluded

Key Decisions

- | | |
|---|----------|
| 6. Hexthorpe Selective Licensing Scheme. | 1 - 66 |
| 7. Gypsy and Traveller Sites - Investment Strategy. | 67 - 76 |
| 8. Public Health Research Programme - Born and Bred in (BaBI) e-cohorts (data acceleration project). | 77 - 84 |
| 9. Acceptance of Sheffield City Region (SCR) Brownfield Housing Fund - Grant for Council House Build Programme (CHBP) Phases 1 & 2.
<i>(Appendix B to the report is Not for Publication because it contains exempt information by virtue of Paragraph 3 (information relating to financial or business affairs of any particular person (including the authority holding that information) of Part 1 of Schedule 12A of the Local Government Act 1972, as amended).</i> | 85 - 108 |

Cabinet Members

Cabinet Responsibility For:

Chair – Ros Jones, Mayor of Doncaster

Budget and Policy Framework

Vice-Chair – Deputy Mayor Councillor Glyn Jones

Housing and Business

Councillor Lani-Mae Ball
Councillor Nigel Ball

Portfolio Holder for Education, Skills and Young People
Portfolio Holder for Public Health, Leisure, Culture and Planning

Councillor Joe Blackham

Portfolio Holder for Highways, Infrastructure and Enforcement

Councillor Rachael Blake

Portfolio Holder for Children’s Social Care, Communities and Equalities

Councillor Phil Cole
Councillor Mark Houlbrook
Councillor Jane Nightingale
Councillor Andrea Robinson

Portfolio Holder for Finance
Portfolio Holder for Sustainability and Waste
Portfolio Holder for Corporate Resources
Portfolio Holder for Adult Social Care

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Doncaster Council

Report

Date: 22/09/21

To the Chair and Members of the Cabinet

Hexthorpe Selective Licensing Scheme

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Cllr Glyn Jones Cllr Joe Blackham	Hexthorpe and Balby North	Yes

EXECUTIVE SUMMARY

1. Doncaster Council conducted a 10-week consultation between 1st October 2020 and 10th December 2020 on the proposal to re-introduce a selective licensing scheme in Hexthorpe.
2. The selective licensing tool was introduced 15 years ago to help councils tackle anti-social behaviour (ASB) and poor quality housing in areas with high numbers of privately rented homes. Hexthorpe was designated a Selective Licensing area in 2015 with the aim of reducing ASB and improving tenancy management in the private rented sector (PRS). Designations cease to have effect after 5 years, with the previous designation ending on 30th June 2020.
3. The purpose of this report is to examine the impact of the previous scheme, the findings of the recent consultation and inform the Council's Cabinet so they can decide whether to:
 - a) Make a designation and implement the scheme as proposed;
 - b) Make a designation and implement the scheme in a revised form; or
 - c) Decide not to designate the area for selective licensing but instead support the existing powers available to tackle the identified issues in Hexthorpe.
4. To make the designation there must be a clear and demonstrable case for doing so and there should be consideration of whether there are any other courses of action available to the Council that might achieve the same objectives.

5. Whilst the PRS accounts for just over one third (37%) of the properties in Hexthorpe, almost two thirds (64%) of the reported ASB, associated with domestic properties, is attributable to the PRS.
6. There is clear evidence that certain types of ASB in Hexthorpe are significant and persistent, with the majority of the issues being directly associated with the PRS. It is proposed to designate the area of Hexthorpe, as defined on the map in Appendix A, as an area for selective licensing, for a maximum period of 5 years. If designated, all private rented properties within the defined area, subject to statutory exemptions, will require a licence. It is considered that making the designation and adopting a revised strategy for its implementation will lead to a reduction in ASB when combined with other initiatives taken in the area by the Council and its partners.
7. The intention of this proposal is to directly address the problem of ASB in the PRS where landlords are failing to take appropriate action to address tenant behaviour through management of the tenancy. In basic terms, the intention is to continue to improve and set a minimum standard for tenancy management within the PRS.
8. There are approximately 300 private landlords affected by these proposals. A letter and an e-mail was sent to all previous licence holders advising them of the proposals for a new scheme. Through the consultation, we actively encouraged comments and representations on the proposal. Summary analysis of the representations is included within the body of this report as well as being presented graphically in Appendix B.
9. The key points arising from the consultation are that respondents were generally supportive of the need to address ASB but negative about the additional financial burden that licensing places on landlords.
10. Selective licensing is a discretionary tool available to the Council to encourage landlords to act in a manner that meets their responsibilities towards their tenants and the local community. Through the model conditions that are proposed, landlords who act responsibly will have to do no more than is already expected of them. However, it does create an enforceable requirement for them to do so. From the landlords' perspective we recognise that there are the additional burdens of having to obtain and pay for the licence and this does not differentiate between those landlords who are already acting responsibly and those who are not. Whilst targeted enforcement using existing tools can be directed where it is required, the cost and administrative burdens associated with a discretionary licensing scheme apply equally to all those required to obtain a licence.
11. The [Consultative Document and Justification Report](#), where the data available allows, compares and contrasts data relating to relevant matters in the Hexthorpe area from the year before the scheme started and annually throughout its duration. Most notably we are able to demonstrate a significant reduction in the reports of ASB that are associated with residential properties. When comparing year 4 (2018/19) of the designation (the last full year of the scheme at the time that the data was analysed) with the year before the scheme started (2014/15), we can evidence the following reductions:
 - 43% reduction in noise complaints
 - 62% reduction in nuisance type complaints

- 23% reduction in fly-tipping complaints

Although this evidence indicates reports of ASB are reducing, there are still significant concerns regarding ASB in Hexthorpe, particularly surrounding the issue of waste management.

12. The [Consultative Document and Justification Report](#) also examined the findings of an independent review of Selective Licensing commissioned by the Ministry of Housing, Communities & Local Government (MHCLG). The review concludes that Selective Licensing appears effective as part of a wider suite of community-based measures aimed at affecting change. Also, that it can lead to a more proactive approach to housing inspections, facilitate better understanding of local housing markets and encourage collaborative working with other agencies. However, the review also concludes that schemes are considerably less effective if used in isolation.
13. If re-designated, conditions need to reflect the Court of Appeal ruling (*Brown v Hyndburn Council 2018*) that indicates conditions must only regulate “management, use or occupation” of the house concerned. It is considered that conditions should focus on tenancy management as a means to control anti-social behaviour from the private rented sector.

RECOMMENDATIONS

14. To resolve to make a selective licensing designation for the area shown on the map in Appendix A. The designation will be made on 15th November 2021 and will come into force on 1st March 2022; and
 - 14.1. To adopt the model conditions set out in Appendix D to be applied, as appropriate to each individual property, on a case by case basis;
 - 14.2. The scheme to be administered, monitored for compliance and enforced exclusively by the Council;
 - 14.3. The licence fee to be as set out in Appendix E with the part 2 fee (£400) being payable prior to the licence being granted. A discount of £50 will be applied to the part 2 fee for membership of a recognised body, as detailed in Appendix E;

Licences will be issued on a pro-rata basis if a landlord requires a licence after the start date of the scheme. The cost will be reduced annually on a sliding scale to reflect the length of time for which the licence has been granted.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

15. Re-designation of the area for selective licensing for a further 5 years (maximum permitted by law) would be expected to contribute to:
 - An improvement in the social and economic conditions in the area;

- A reduction in anti-social behaviour;
- An improvement in general housing conditions;
- A reduction in the level of deprivation; and
- A reduction in crime

BACKGROUND

16. The most recent English Housing Survey shows that the private rented sector has doubled in size in just 17 years, with 20% of homes now privately rented. Analysis of recent data shows that the number of private rented properties in Hexthorpe is almost double the national average with closer to 40% of homes being privately rented.
17. Property and housing management standards are highly variable. Licensing is one tool available to local authorities to drive up standards. In Hexthorpe there has been a considerable improvement in housing standards due to the inspection regime adopted throughout the previous scheme. However, this universal approach to inspect every property on an annual basis is unsustainable and now unnecessary due to the improvements already made to housing standards. The proposal is for a risk-based property inspection programme for the new scheme with the most problematic properties being proactively targeted for housing health and safety hazards whilst continuing to proactively monitor all the other properties for compliance with the licence conditions.
18. The Chartered Institute of Environmental Health and Chartered Institute of Housing (CIEH) published a joint report on the effectiveness of Selective Licensing Schemes in January 2019. The report publicity stated:

“Local authorities need to jump many costly hurdles before setting up schemes. Moreover, the powers and mechanisms to tackle housing conditions are somewhat more limited than appears on the surface. Yet despite this, these schemes are much more effective than we imagined and are clearly making a difference in areas that need a focused approach to tackle widespread substandard housing.”
19. Over 40 local authorities are now operating at least one of these schemes.

Why designate Hexthorpe as an area for selective Licensing

20. Hexthorpe was previously designated a selective licensing area for a 5 year period running from 1st July 2015 to 30th June 2020. Prior to the 2015 - 2020 scheme, Hexthorpe was seen to be the worst affected area in the borough of Doncaster in terms of housing standards, property management and ASB. The ward had the highest instance of enforcement action reported in Doncaster with the top four streets being in Hexthorpe and the majority of cases were linked to private rented properties. In some streets all the reported ASB was directly linked to private rented properties.
21. The [Hexthorpe Selective Licensing Review 2015-2020 – January 2020](#) , which considered the effectiveness of the previous scheme, concluded that selective licensing is effective as part of a wider suite of community based measures aimed at affecting change. The proposed selective licensing scheme

combined with other measures such as the Public Space Protection Order (PSPO), the Support Engagement and Education Project, Empty Homes Initiatives, the targeted fly-tipping campaign and the CCTV project will contribute towards the goal of making Hexthorpe a more desirable place where people want to live and thrive. The current PSPO was recently extended to 9th August 2024.

22. Whilst selective licensing inevitably leads to a more proactive approach to housing inspections, facilitates better understanding of local housing and encourages collaborative working with other agencies, a future scheme would endeavour to ensure compliance monitoring is more targeted at those where intelligence suggests landlords are likely to be non-compliant. In common with the independent review of Selective Licensing (MHCLG) 2019, the review of the previous Hexthorpe scheme concluded that licensing schemes are considerably less effective if under resourced or used in isolation.
23. [The 2020 review](#) identified a case for re-designation of the area for selective licensing. There was an overall improvement in the standard of private rented housing as the scheme progressed but re-designation is important to ensure that the positive impact of these changes are sustained long-term and to ensure further improvements are made to the management of tenancies in the PRS.
24. It is generally perceived and visually apparent that the 2015 - 2020 scheme did not have a sufficiently positive impact on tackling waste offences and, in particular, fly-tipping in back alleys. It is clear that environmental issues, such as fly-tipping, littering and poor waste management are huge contributing factors to the ASB in Hexthorpe. If a further designation is made, tackling these issues will be at the forefront of the Council's priorities. Nevertheless, the Council cannot sustain change without the commitment of partnership agencies, landlords and the community.
25. The evidential basis for the proposal to re-designate Hexthorpe as an area for selective licensing is detailed in the [Consultative Document and Justification Report - 2020](#) The cornerstone of this proposal is:

Whilst the Private Rented Sector accounts for just over one third (37%) of the properties in Hexthorpe, almost two thirds (64%) of the reported ASB, associated with domestic properties, is attributable to the PRS.

The Consultation process, outcomes and responses

26. [The Consultative Document and Justification Report](#) formed the basis of a public consultation for the proposal to designate for a further 5 years. It contained the evidence required to justify the rationale that selective licensing is an appropriate response to the continuing problem of ASB within the PRS in Hexthorpe. It highlighted the benefits and disadvantages of adopting a delivery partner approach to Selective Licensing. In addition, the report detailed the licence conditions proposed to address the problems confirmed by evidence, a timeline for implementation of the proposed scheme and a transparent fee structure.
27. At the start of the consultation all parties likely to be affected by the proposal were contacted to advise of the proposal and provided with details of how they could access further information and make representations. [The 2020 review](#) of the previous scheme and [The Consultative Document and](#)

[Justification Report](#) for this proposal were published online and made readily available.

28. The consultation sought views on a number of issues including
 - 1) support/opposition for the designation
 - 2) perception of the problems in the area
 - 3) the likely impact of the designation
 - 4) the impact of the proposal on other areas
 - 5) the impact on of the proposal on local businesses
 - 6) the ability to pay the licence fee in instalments and the frequency of such payments
 - 7) the option for a discounted licence fee for membership of a recognised body
 - 8) support/opposition for the model conditions to achieve identified improvements
 - 9) the proposed area for the designation
 - 10) the delivery partner approach
29. In total 195 representations were received. Graphical analysis of the 181 responses that were received via the online survey can be found in Appendix B and the key findings are summarised below.
30. Of those who responded, 43% were residents living in the area of the proposed designation and 46% were either a landlord or letting agents.
31. 55% of the respondents were either strongly or generally supportive compared with 36% who were either strongly or generally opposed to the proposal. Taking into consideration the views of those who made written representation, the combined figures are 55% supportive with 37% opposed.
32. With regard to the issues affecting the area the notable responses show:
 - 80% consider there to be a problem with ASB (including fly-tipping)
 - 66% consider there to be a problem with deprivation
 - 56% consider there to be a problem with poor quality housing
 - 69% consider there to be a problem with crime
 - 24% consider there to be a problem with landlords being able to let their properties.
33. 56% consider that the proposal will have some form of positive impact on Hexthorpe.
34. 46% consider that it will have some form of positive impact on nearby localities with 33% considering it likely to have no impact.
35. 32% consider it will have a positive impact on local businesses compared with 25% who consider it will have a negative impact.
36. 66%, of those who had an opinion either way, were in favour of the ability to pay Part 2 of the licence fee in instalments as opposed to a one off fee, with over 72% of all respondents preferring a monthly direct debit.
37. 62% of those who expressed a direct opinion were in favour of a discounted licence fee being offered to landlords who are members of a relevant recognised body e.g. landlord association.

38. With regard to the area identified for the designation, 52% either strongly or generally agreed with the area defined in the proposal with 36% either strongly or generally disagreeing. Whilst representations were made to extend the area, ranging from extending into neighbouring localities through to the entire Borough, the justification report, consultation and this report only relates to the Hexthorpe locality. Relevant representations proposed changes to remove certain locations from the proposed area where it is suggested the issues, which justify this proposal, are not prevalent.

39. The consultation asked the following direct question with regard to the delivery partner approach:

Considering that the fundamental justification for the proposed scheme is to address high levels of anti-social behaviour (ASB) in Hexthorpe that are directly associated with the private rented sector, we would like to seek your views on whether we should consider the delivery partner option with this scheme. Would you like the scheme to include an option for the licence holder to be able to choose to be monitored by an external non-regulatory body and to only be referred back to the Council when the licence holder fails to engage with the advisory approach taken by the delivery partner?

28% were supportive of using a delivery partner compared with 39% who were opposed. 55% of those who went on to give reasons for their opinion referred to the scheme needing to be delivered by the Council, referencing the need for it to be enforced and the potential for the delivery partner approach to prolong the resolution of any identified non-compliance.

40. Consultees were given the opportunity to make any further comments on the proposal. The following is a summary of the main and recurring comments:

- Increase the use of CCTV
- Tackle ASB, fly-tipping and poor housing standards using the Council's existing statutory powers and tools with a separate focus on each
- Educate residents on waste management and acceptable standards of behaviour
- Target rogue landlords not the compliant ones
- Did not see improvements with the previous scheme so why renew it
- Increase the Council and Police officer presence on the ground
- More enforcement action is required
- The Council do not have the resources to run the scheme

41. Analysis of the written representations received are summarised as follows:

- Selective licensing can only be seen as a positive for the issues prevalent in Hexthorpe e.g. ASB
- The introduction of CCTV and the PSPO are welcome additions for tackling ASB
- The effectiveness of discretionary licensing schemes for driving up standards in the PRS is disputed
- Licensing schemes fail where they are inadequately resourced to undertake the necessary enforcement activity
- The Council should avoid implementing a discretionary licensing scheme during the coronavirus (Covid-19) pandemic

- Landlords have little influence over their tenants behaviour (e.g. ASB) and ultimately can only end the tenancy, not resolve the issue
 - The Council should embark on an education campaign regarding waste management and recycling and not put sole responsibility on the landlord
 - Rogue landlords will continue to operate under the radar and ignore the requirements
 - A better approach for the Council would be to use intelligence led enforcement to target offenders rather than introduce a scheme that applies to all landlords
 - Hexthorpe is stigmatised by selective licensing.
42. South Yorkshire Police strongly support the proposal and consider it will have a positive impact on Hexthorpe, the nearby areas and businesses. They consider that the implementation of the proposal will offer a number of positive benefits including an improvement in the social and economic conditions in the area, reduced ASB, an improvement in general housing conditions, a reduction in deprivation and a reduction in crime.
43. Home Safe Scheme Limited, who were the delivery partner for the duration of the previous scheme were invited to take part in the consultation. Whilst making no direct comments on the justification for the designation, Home Safe expressed their desire to continue to work with the Council in the delivery of a future scheme. They felt that a policy was needed to give clarity when landlords would be put into breach (and incur charges against their membership). They further added that a clear policy was needed regarding termination of membership and the point when the Council took sole responsibility for compliance monitoring. Reference was made to a new online application service for their members, which could facilitate the Council in issuing a licence, thus improving productivity. Home Safe proposed a policy on ASB and Waste Management with specific requirements for licence holders. Attention was drawn to work being carried out to allow online training that could be used to help landlords understand their responsibilities under selective licensing.
44. The representation from the National Residential Landlords Association (NRLA) neither supports nor opposes the proposal as they need to further understand how the Council will deliver against the proposals. The NRLA do give a very clear message that they are willing to work with the Council to share best practice and, using ASB and waste as examples, develop a dispute resolution service and a strategy for the disposal of household waste. At their request, the NRLA have been directed to the final review of the previous scheme which was included as a downloadable resource as part of the consultation on this proposal. The NRLA also sought further information on the proposed fee structure and how the fees would be spent, the funding that would be available to support the introduction and the net cost to the Council. The NRLA expressed disappointment in a number of matters, in particular:
- The perception that the Council failed to engage with the NRLA
 - The running of the consultation and consideration of this proposal during a global pandemic
 - The Council's failure to consider monthly payments for licence fees

- Overlooking the impact of the proposal on insurance premiums for landlords in Hexthorpe

The NRLA also raised a number of questions and concerns:

- What support would be put in place for a landlord to support a tenancy where a tenant has mental health or drug/alcohol dependency issues
 - Why are property inspections being removed as they were seen to be successful
 - Overcrowding is difficult for the landlord to manage if it is the tenant that has overfilled the property
 - With regard to tenant behaviour e.g. ASB, landlords can realistically only control the tenancy not the tenant
 - What guidance and support will be provided to landlords to comply with the terms of the licence. E.g. overcrowding, ASB caused by the tenant
 - A request for consideration to be given to the Council's policy of not allowing landlords to access household waste recycling centres
 - Will the Council develop a strategy that includes action against tenants who are persistent offenders rather than blanket licensing that affects all professional landlords
45. All the responses, representations and comments received during the consultation have been considered. The actions/proposals arising from the consideration of the representations and comments, where required, are detailed in Appendix C. The most significant change being to the proposed area for the designation. Following consideration of the representations made and further analysis of the justification evidence we have reduced the proposed area for the designation. St Leger Homes predominantly manage the properties in the area removed from the scheme with their own tenancy agreements in place. These properties are not subject to the terms of Selective Licensing and would not require a licence as part of the scheme. In addition, there are other owner occupied properties in this area and those properties that are part of the private rented sector within this area (approx.. 30 in total) haven't had any significant signs of ASB related to the premises during the previous 5 years, since the commencement of the 2015 scheme. We have removed locations where -
- the houses are not licensable i.e. social housing;
 - there is no evidence of ASB associated with the PRS; and
 - they are unlikely to be affected by displacement from the proposed area.

The Effectiveness of the Co-Regulatory/Delivery Partner Approach Adopted in the 2015 - 2020 scheme

46. Under the previous Hexthorpe scheme, all licences were granted by the Council but with the option to apply via an external partner organisation, initially termed 'co-regulator', and to be monitored for compliance by the partner for the duration of the licence. As the partner was a non-regulatory body, the term 'co-regulator' evolved into 'delivery partner'. Landlords choosing this route paid a one-off administration fee to the Council to contribute to the costs associated with determining and granting or refusing the licence. Once the licence had been granted, licence holders paid membership, inspection and breach fees direct to

the delivery partner for the duration of the licence. The delivery partner, whilst able to routinely monitor their members' compliance, were unable to enforce the conditions of the licence. In cases where they were unable to secure compliance through their support/advisory role, membership was ultimately terminated and the licence holder defaulted back to the Council.

47. The delivery partner approach has been very successful in achieving a significant number of property inspections and as a result, Home Safe brought a large number of hazards to the attention of their members. However, there is now less need for routine annual housing health and safety inspections in the proposed scheme as there has been a significant improvement in the overall health and safety standard of the PRS.
48. As the focus moves away from one dominated by physical property inspections, there is the potential for additional administration through the dual approach to compliance monitoring. This is particularly difficult in relation to the legally complex process of varying licences (for which the Council has no opportunity to charge and for which there is a right of appeal).
49. Whilst some aspects of the delivery partner approach had clear advantages to both the regulated and the Council, it presented a number of challenges including the loss of potential income from licence fees. The Council also covered the fixed costs of the scheme such as the consultation and designation requirements. This reduced the ability to meet the costs of running the scheme. With the delivery partner approach, income levels for the Council are difficult to predict whereas a scheme run without a delivery partner can be resourced appropriately, based on the total number of properties that will require licences within the scheme.
50. In the event that a licence holder leaves the delivery partner scheme either by choice or by expulsion, the mechanism for changing the terms of the licence are extremely bureaucratic and open to challenge both in terms of the change and with regard to the recovery of fees. The law allows for an application fee but does not allow for a variation fee and a complex, challengeable process of altering the terms of the licence ensues, including the calculation and recovery of monies considered due for ongoing compliance monitoring.
51. Where the delivery partner approach was successful was in undertaking a significant number of health and safety inspections of their members' properties and, as a result, bringing a significant number of serious hazards to the attention of the licence holders. The ability to task officers to concentrate on such inspections without the distractions that routinely divert Council officers from performing such tasks was a recognised advantage of the delivery partner approach. Should the scheme be re-designated, the Council will continue to dedicate officers who are solely focussed on managing the scheme effectively.

Proposed changes to how proactive housing health and safety inspections are delivered

52. On balance, it is felt that a scheme run solely by the Council would benefit all involved in the scheme. The Council would ensure sufficient resources are provided to effectively run the scheme, enforce conditions and ensure a consistent approach is taken against any breach of licence conditions.
53. It is evident that on introduction of the previous scheme in 2015, the Council

had underestimated the ongoing administration associated with changes of ownership and, in particular, licence holders who switch from being monitored by the delivery partner to the Council. With the Council as the sole operator of the scheme, this issue would be reduced significantly.

54. The intelligence gathered from the operation of the previous scheme will form part of the Council's risk-based approach to target property inspections during the proposed scheme. After 5 years of intense property inspection activity by both the delivery partner and the Council, the need for annual health and safety inspections is unwarranted for the majority of properties and is contrary to the legal principle that all regulatory activities should be targeted only at cases in which action is needed. Any new scheme will ensure that resources are concentrated on confirming the licence holders' property and tenant management arrangements are up to standard with an additional focus on non-compliant landlords.
55. The option of monthly payments was considered in the consultation on the proposed scheme but legal advice has meant this is not recommended. It is not deemed feasible to implement a condition requiring that licence holders maintain their direct debit payments throughout the duration of the licence. Section 90(1) of the Housing Act 2004 limits conditions to those regulating the management, use or occupation of the house concerned. Such a condition would not be in the spirit of the legislation.
56. Following from this, having a system of direct debit payments which cannot be enforced by the conditions of the licence creates a risk of non-payment for which the only resolution would be to take civil action. The resources required to do so are significant. This could create a situation whereby licence holders stop payments and no action is taken against them, which could critically undermine the scheme.
57. Since the start of the previous designation, case law (*Brown v Hyndburn Borough Council*) has confirmed the limited ability for selective licensing to address property conditions through licence conditions. Local authorities can introduce selective licensing to tackle poor property conditions without being able to include a directly enforceable requirement relating to property conditions as a condition of the licence itself. Whilst undertaking targeted health and safety inspections to address poor housing conditions will be integral to the new scheme, the primary aim of the scheme is to address the ASB associated with the PRS. Where the Council have discretion to apply licence conditions these will be used to ensure consistent standards of property and tenancy management with the intention of improving standards and reducing the impact on others in the locality.

OPTIONS CONSIDERED

Option 1 – Do nothing (educate, empower and enforce using existing powers)

58. The Council have considered other options to address the problems associated with the PRS in Hexthorpe before bringing the proposal for a further selective licensing scheme forward.
59. The Council continues to look for effective means of assisting and encouraging improvements in the quality of the PRS through their day-to-day service delivery. Management Orders and enforcement powers are arguably

limited in addressing management standards in the PRS.

60. Significant and persistent ASB associated with the PRS where the landlord fails to take action are the only prescribed circumstances when a Special Management Order can be used and this would limit the options to make an application for such a management order.
61. Where necessary, enforcement of property standards and management orders will continue be considered, not as an alternative to licensing, but as essential supporting tools as part of the Council's programme of measures to improve the area.
62. In addition to the alternative options referred to above, we have also considered the use and effectiveness of a landlord accreditation scheme. Due to such schemes being voluntary with no statutory basis, this alternative would not have the required impact compared with a regulated scheme.

Option 2 – Designate Hexthorpe as a selective licensing area

63. There is a clear and demonstrable case for making a designation for selective licensing in Hexthorpe as evidenced by the [Consultative Document and Justification Report - 2020](#).
64. Enforcement action using the existing tools available and the alternative options referred to above can have a positive impact on housing standards in the PRS with a knock-on effect on other landlords via publicity of the enforcement action taken. However, unlike a selective licensing scheme, it does not ensure there are effective and enforceable management standards in place for all private rented properties from the outset of every tenancy. There would only be intervention when a problem arises through enforcement and the selective licensing scheme should reduce the emergence of problems.
65. This aim for consistency in the area is paramount to ensure that housing standards and tenancy management continue to improve throughout Hexthorpe.

Recommended Option

66. Option 2 is the recommended option with the caveat that it should only take effect at a time when it is safe to do so and therefore a request for commencement 6 months after designation is considered reasonable.

Implementation of the scheme

67. Throughout the coronavirus (COVID-19) pandemic the Government's guidance for local authorities concerning discretionary licensing schemes has consistently been as follows:

Where local authorities are in the process of introducing selective or additional Houses in Multiple Occupation licensing schemes, but these are not yet in force they should:

- Continue to take a pragmatic approach and continue/commence work on licensing having regard to local circumstances.

- Local authorities may need to be prepared to pause the process completely where it is not safe and reasonable to continue or if it will conflict with latest government advice regarding the COVID-19 outbreak

(Guidance for local authorities - Covid-19 (Coronavirus) and the enforcement of standards in rented properties – Ministry of Housing, Communities & Local Government.)

68. Since the previous licensing scheme ended in June 2020, officers from the Enforcement Team have continued to work alongside landlords to improve housing conditions and address ASB from tenants with particular emphasis on tackling the continuing blight of fly-tipping in the area.
69. Use of existing initiatives and the availability of those pre-existing powers (e.g, Special Management Orders for properties where the landlord fails to address persistent ASB) has proven effective and could continue if the proposed selective licensing scheme is not introduced. However, Special Management Orders need an application made to the First tier Tribunal, which may result in an unsuccessful application. Without the scheme, there is no enforceable duty on the landlords to manage their tenancies and if a new scheme is approved, this would ensure additional resources could be provided to effectively enforce the licence conditions.
70. If there is approval for the scheme, it is recommended that the period before the designation comes into force should be longer than the minimum 3 months from the decision as is required by law. This period should be long enough to allow landlords and officers some time to recover from the effects of the Covid-19 pandemic restrictions, to ensure all the resources required to effectively operate the scheme are in place and provide landlords sufficient access to advice and guidance detailing the new requirements. The target is for all landlords to be in a position of knowing exactly how to comply prior to the scheme coming into force and this is likely to require more than 3 months.
71. The recommendation is for the scheme to be administered, monitored for compliance and enforced exclusively by the Council.

REASONS FOR RECOMMENDED OPTION

72. There is clear evidence that certain types of ASB in Hexthorpe are significant and persistent with the majority of it being directly associated with the private rented sector.
73. By designating the area of Hexthorpe, as defined on the map in Appendix A, as an area for selective licensing for a period of 5 years, all private rented properties within the defined area (subject to statutory exemptions) will require a licence.
74. It is considered that making a designation will, when combined with other measures taken in the area by the Council and its partners, lead to a reduction in the identified problem.
75. Through the consultation, we actively encouraged comments and representations on the proposal to designate a defined area of Hexthorpe for

selective licensing. Having considered the representations made, the Council's responses and proposed changes arising from them, are detailed in Appendix C. Taking into account the learning outcomes from the previous scheme the details of the main changes to the way the proposed scheme will be delivered are set out in part B of Appendix C.

76. The making of this designation is consistent with the Council's overall housing strategy. Our refreshed vision is for **homes that enhance the wellbeing of our residents and our place**. We aim to
- Enhance the safety and condition of homes, the main setting for our wellbeing throughout our lives
 - Meet housing need and aspirations, support our local economy and help revitalise town centres and communities
 - Make homes greener and more energy efficient to reduce carbon emissions and keep energy costs affordable
 - Enable and support people to plan, act and invest in their homes, to protect their independence and wellbeing for the future
77. The Doncaster Housing Strategy update 2020-2025 makes particular reference to the achievements of the previous Hexthorpe scheme, in particular the identification of health and safety hazards leading to improved housing conditions as well contributing to the reduction in the number of complaints relating to ASB. It is recognised that selective licensing plays a contributory role to the overall housing strategy and 2020-2025 update makes it clear there is a desire for the Hexthorpe scheme to be renewed.
78. The Council understands that selective licensing alone is not the answer to all the issues prevalent in Hexthorpe. The Council will continue with its co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour —
- a) by combining licensing with other courses of action available, and
 - b) by combining licensing with measures taken by our other partners.
79. The proposed selective licensing scheme combined with other initiatives such as the Public Space Protection Order, the Support Engagement and Education Project, Empty Homes Initiatives and the CCTV project will contribute towards the goal of making Hexthorpe a more desirable place where people want to live and thrive.
80. Enforcement action, using the existing tools available, can have a positive impact on the standard of the property involved with a knock-on effect on other landlords via publicity of the action taken etc. However, unlike these discretionary schemes, it does not ensure there are effective and enforceable management standards in place for all private rented properties from the outset of every tenancy. The selective licensing scheme has a preventative approach.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

81.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>Proactive steps taken to promote the reduction of anti-social behaviour and improved tenancy management leading to safer and healthier conditions in the private rented sector as well as safeguarding community cohesion.</p> <p>This should contribute to making the area attractive to prospective employers looking to locate into new areas.</p>
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	<p>Proactive steps taken to promote the reduction of anti-social behaviour and improved tenancy management leading to safer and healthier conditions in the private rented sector as well as safeguarding community cohesion.</p>
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	<p>Proactive steps taken to promote the reduction of anti-social behaviour and improved tenancy management leading to safer and healthier conditions in the private rented sector as well as safeguarding community cohesion. The above should contribute to the desire and ability to learn.</p>

	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>Proactive steps taken to promote the reduction of anti-social behaviour and improved tenancy management leading to safer and healthier conditions in the private rented sector as well as safeguarding community cohesion.</p>
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	

RISKS AND ASSUMPTIONS

82. It is assumed that re-designation of the area for Selective Licensing for a further 5 years would be expected to contribute to:
- An improvement in the social and economic conditions in the area;
 - A reduction in anti-social behaviour;
 - An improvement in general housing conditions;
 - A reduction in the level of deprivation; and
 - A reduction in crime
83. The obvious risk, therefore, is that if the area is not re-designated the council will lose an effective, additional enforcement tool. The above benefits will not be fully

realised and the improvements that we have seen to date could regress before they can become embedded and self-sustaining.

84. The risks of not designating the area can be mitigated by committing existing resources to tackling the issues using existing tools and initiatives targeted proactively at the identified issues and using intelligence gathered throughout the operation of the previous scheme to target those landlords most likely to be non-compliant. However, on balance, these risks are outweighed by the positive contributions that a selective licensing scheme would be expected to bring to Hexthorpe.

LEGAL IMPLICATIONS [Officer Initials NC Date 24/2/21]

85. The Housing Act 2004 (the Act) provides that a local authority may designate an area for Selective Licensing if it is satisfied that at least one of the conditions set out in the Act are met. The condition the Council would rely upon to designate an area as subject to selective licensing in this instance is that the area is experiencing a significant and persistent problem caused by anti-social behaviour; and some or all of the private sector landlords who have let premises in the area are failing to take action to combat the problem that it would be appropriate for them to take; and that making a designation will, when combined with other measures, lead to a reduction in, or the elimination of, the problem. Anti-social behaviour is defined in section 57(5) of the Act as conduct on the part of occupiers of, or visitors to, residential premises –
 - (a) which causes, or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of the premises, or
 - (b) which involves or is likely to involve the use of such premises for illegal purposes.
86. The Act also requires a local authority to ensure that any exercise of this power is consistent with the authority's overall housing strategy as well as considering other courses of action available to them that might provide effective methods of achieving the scheme's objectives and the authority must also seek to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour, both—
 - (a) as regards combining licensing under this Part with other courses of action available to them, and
 - (b) as regards combining such licensing with measures taken by other persons, before designating an area as subject to selective licensing.
87. The effect of making an area subject to such a designation is to require private sector let properties falling within the designated area to be licensed. The Act sets out matters to be considered in the licensing process and section 87 provides the Council with the power to charge a licence fee. However, this power is limited to requiring the fee to be paid at the time the application is made and therefore there is no ability under the Act to operate a scheme involving payment of the fee by instalments. When fixing licence fees the authority may take into account all costs incurred by it in carrying out its functions under the selective licensing provisions

of the Housing Act 2004. The implication of this is that only gives the Council the power to The licence conditions imposed under the designation must, following case law, be limited to those that are considered appropriate for regulating the management, use or occupation of the house concerned only.

88. The Act provides that before making a selective licensing designation a local authority must take reasonable steps to consult persons who are likely to be affected by the designation and consider any representations made in accordance with the consultation. The Act requires that a selective licensing scheme cannot come into force unless it is confirmed by government or a general approval has been issued. In 2010, the government issued a general approval giving all local housing authorities in England approval to designate an area as being subject to selective licensing, subject to a condition that the local authority undertakes a consultation process of no less than 10 weeks. The consultation must take place when the proposal is still at a formative stage, sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response by the consultees, and the product of the consultation must be consciously taken into account by elected members before a final decision is made on the proposals.
89. Should a designation be confirmed or made, the authority must publish a notice containing prescribed information stating that the designation has been made. The authority must also make copies of the designation and information available to the public for as long as the designation is in force. The designation cannot not take effect for at least 3 months from the date of the notice.
90. In considering the proposals contained within this report, elected members are reminded of their obligations under section 149 Equality Act 2010. This section contains the Public Sector Equality Duty (PSED) which obliges public authorities, when exercising their functions, to have 'due regard' to the need to:
 - a) Eliminate discrimination, harassment and victimisation and other conduct which the Act prohibits;
 - b) advance equality of opportunity between people who share relevant protected characteristics and those who do not; and
 - c) foster good relations between people who share relevant protected characteristics and those who do not.
91. Protected characteristics are age, gender, disability, race, sex, sexual orientation, gender reassignment, religion or belief and pregnancy and maternity. Only the first aim of the PSED set out in paragraph (a) above applies to a further protected characteristic of marriage and civil partnership.
92. Having due regard to advancing equality involves: -
 - Removing or minimising disadvantages suffered by people due to their protected characteristic;
 - taking steps to meet the needs of people from protected groups where they are different to the needs of other people; and
 - encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

93. Elected members must consciously consider and have due regard to the three aims of the general equality duty when dealing with the recommendations contained within this report. It is important that the process set out above is properly followed as a designation may be challenged by way of judicial review within 3 months of the date of the designation, when the general legal principles of reasonableness, procedural propriety and proportionality will be applied. A successful challenge may result in substantial legal costs and also a delay in implementing the scheme.

FINANCIAL IMPLICATIONS [Officer Initials RT Date 02/03/21]

94. Based on the License Fee of £600 and estimated uptake of 600 licences then the scheme would generate £360,000. This would be split over the 5 years of the scheme meaning a drawdown of £72,000 a year.
95. The income drawn down each year is used to cover staffing costs associated with administering and enforcing the scheme.

HUMAN RESOURCES IMPLICATIONS [Officer Initials DK Date 17/02/2021]

96. There are no immediate HR implications to the report. However, if the designation is approved and additional resources are required then further consultation will need to take place with HR.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 16/02/21]

97. The author has confirmed that the service currently uses the .Gov online licensing facility. However, this is being withdrawn from March 2022, meaning that an alternative solution needs to be in place by then. It is understood that an online licensing facility is available as part of the Northgate M3/Assure system, but this has not yet been introduced. Further consultation will need to take place with Digital & ICT to clarify the requirements for the implementation of the replacement solution and where applicable, a separate report will be needed for consideration and prioritisation by the Technology Governance Board (TGB).

HEALTH IMPLICATIONS [Officer Initials: RS Date 18/02/2021]

98. Homes should protect and promote good mental and physical health. A healthy house should feel like a home- regardless of type or tenure. A healthy home is safe, warm, suitable, well-maintained, part of a connected, thriving community and provides a health promoting environment. It should provide security of tenure, a sense of safety, privacy and comfort and be a source of pride. Selective licensing programmes can contribute to this and should link with wider partners and initiatives to improve homes and communities, for example, work to improve energy efficiency or to empower residents and communities.
99. Poor housing can lead to poor health and exacerbate existing health conditions. The English Housing Survey has identified a higher prevalence of poor housing in the private rented sector compared to other tenures. Hexthorpe is one of Doncaster's most deprived communities and male and female life expectancy is lower than the Doncaster average. People living in areas of high deprivation are more likely to experience poorer health outcomes than those in more affluent areas of the borough.

100. The management and quality of rented housing can play an important part in the health and wellbeing of tenants and their families and can affect community cohesion and mental wellbeing. Public Health recommends a proactive and preventative approach to working with and influencing housing partners, including private sector landlords, to improve conditions of homes in Doncaster, including selective licensing housing areas.

EQUALITY IMPLICATIONS [Officer Initials PJW Date 18/12/202]

101. The Due Regard Statement for this proposal is attached - Appendix F.

102. These proposals would be applied equally to all private sector landlords irrespective of their personal, including any protected, characteristics. Similarly, the improved standards of property and tenancy management (with the intention of reducing ASB through compliance with licence conditions), apply to all properties and tenants in the designated area of Hexthorpe irrespective of their personal, including any protected, characteristics.

103. One potential gap identified in the delivery of these proposals is linked to language barriers during consultation and implementation for those residents and landlords who do not speak English as a first language. This has been considered and guidance in different languages of how to access the information in the consultative document in another language is available in the front of the document. The translations provided were based on information gained on the most common languages existing in the area.

CONSULTATION

104. The law is prescriptive in terms of what form of consultation should take place before making a selective licensing designation. Before make a designation the local housing authority must undertake a minimum of a 10 week consultation and –

- a) take reasonable steps to consult persons who are likely to be affected by the designation; and
- b) consider any representations made in accordance with the consultation and not withdrawn.

105. Full details of the consultation and those consulted can be found in section 25 of the [Consultative Document and Justification Report - 2020](#).

106. In particular:

- All residential and commercial addresses within the proposed area were hand delivered a letter briefly introducing the proposals and directing recipients to the bespoke web-pages and online survey. Consistent with previous consultations, the survey sought to gather views on the issues generally and selective licensing particularly with the opportunity for respondents to make comments throughout.
- All local letting/managing agents and persons/bodies that had held a licence during the previous scheme were also contacted and encouraged to take part.
- In order to ensure we consulted as widely as possible a social media

advertising campaign was undertaken. In addition to targeting people located within the proposed area, people living near to Hexthorpe were also targeted.

107. The consultation was open for 10 week period from 1st October 2020 to 10th December 2020

BACKGROUND PAPERS

108.

- [Consultation on the Proposal to Re-designate Hexthorpe as an area for Selective Licensing - Housing Act 2004 – Part 3 Consultative Document and Justification Report - October 2020](#)
- [Hexthorpe Selective Licensing Review 2015- 2020 – January 2020](#)

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

ASB – Anti-Social Behaviour

CIEH - Chartered Institute of Environmental Health

FPN – Fixed Penalty Notice

MHCLG - Ministry of Housing, Communities & Local Government

PRS – Private Rented Sector

PSPO – Public Space Protection Order

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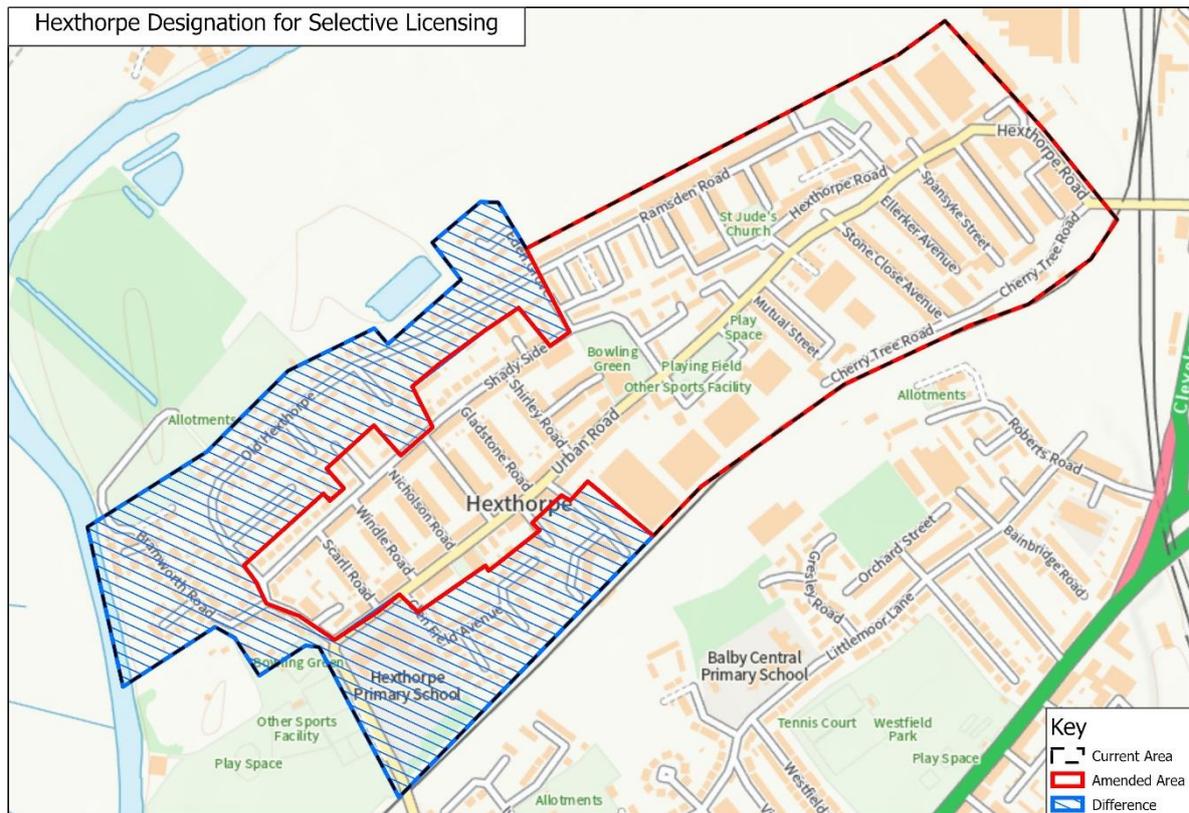
01302 737837 pj.williams@doncaster.gov.uk

Dan Swaine

Director of Economy and Environment

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Appendix A - Proposed Area of Designation for Selective Licensing



An interactive version of the proposed area of designation that was originally consulted upon can be accessed via the following link: [Proposed Selective Licensing area - Hexthorpe](#)

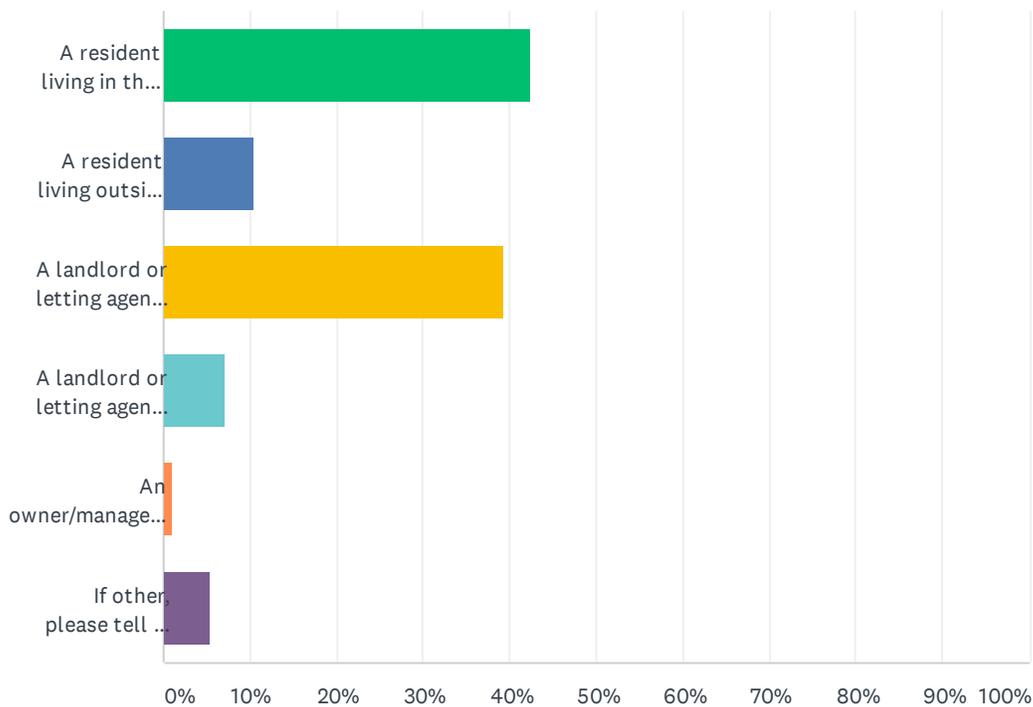
Following consideration of the representations received during the consultation, it is proposed to reduce the area of the designation by removing the shaded area above.

The area that will be included in the designation is that contained within the red line above.

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1. Are you responding to this consultation as?

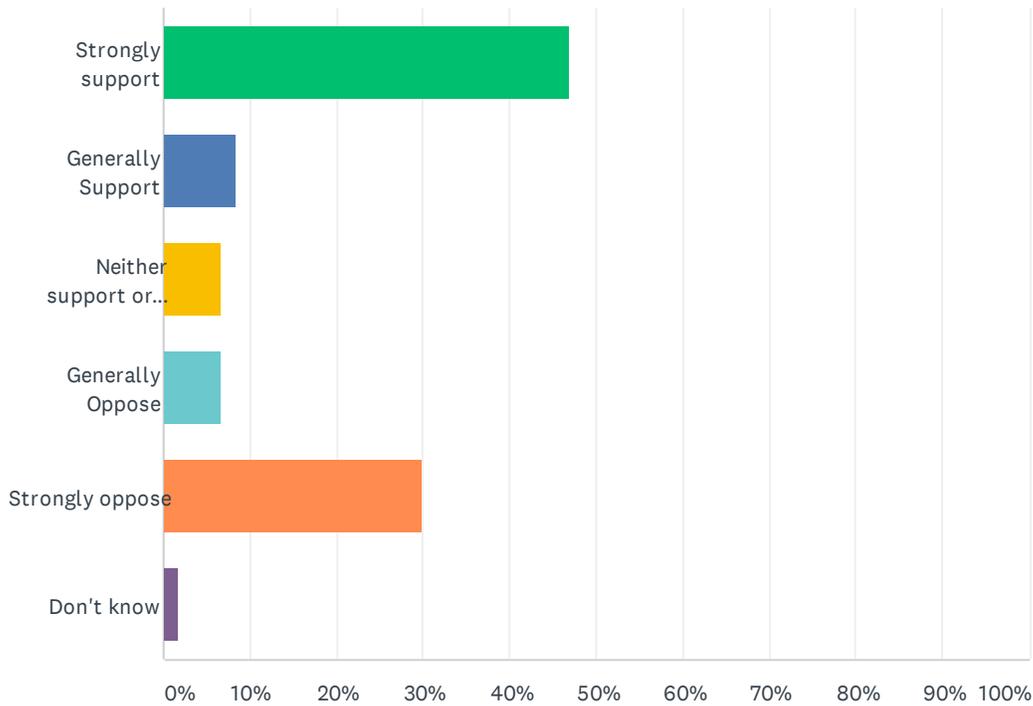
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ANSWER CHOICES	RESPONSES	
A resident living in the proposed selective licensing area	42.54%	77
A resident living outside the proposed selective licensing area	10.50%	19
A landlord or letting agent with properties in the proposed selective licensing area	39.23%	71
A landlord or letting agent with properties outside the proposed selective licensing area	7.18%	13
An owner/manager/representative of a business or other organisation located in the proposed selective licensing area (please specify below)	1.10%	2
If other, please tell us what other capacity you are responding to this consultation	5.52%	10
Total Respondents: 181		

2. Having read the information in the Consultative Document and Justification Report, to what extent do you support or oppose the proposal to designate Hexthorpe as an area for selective licensing?

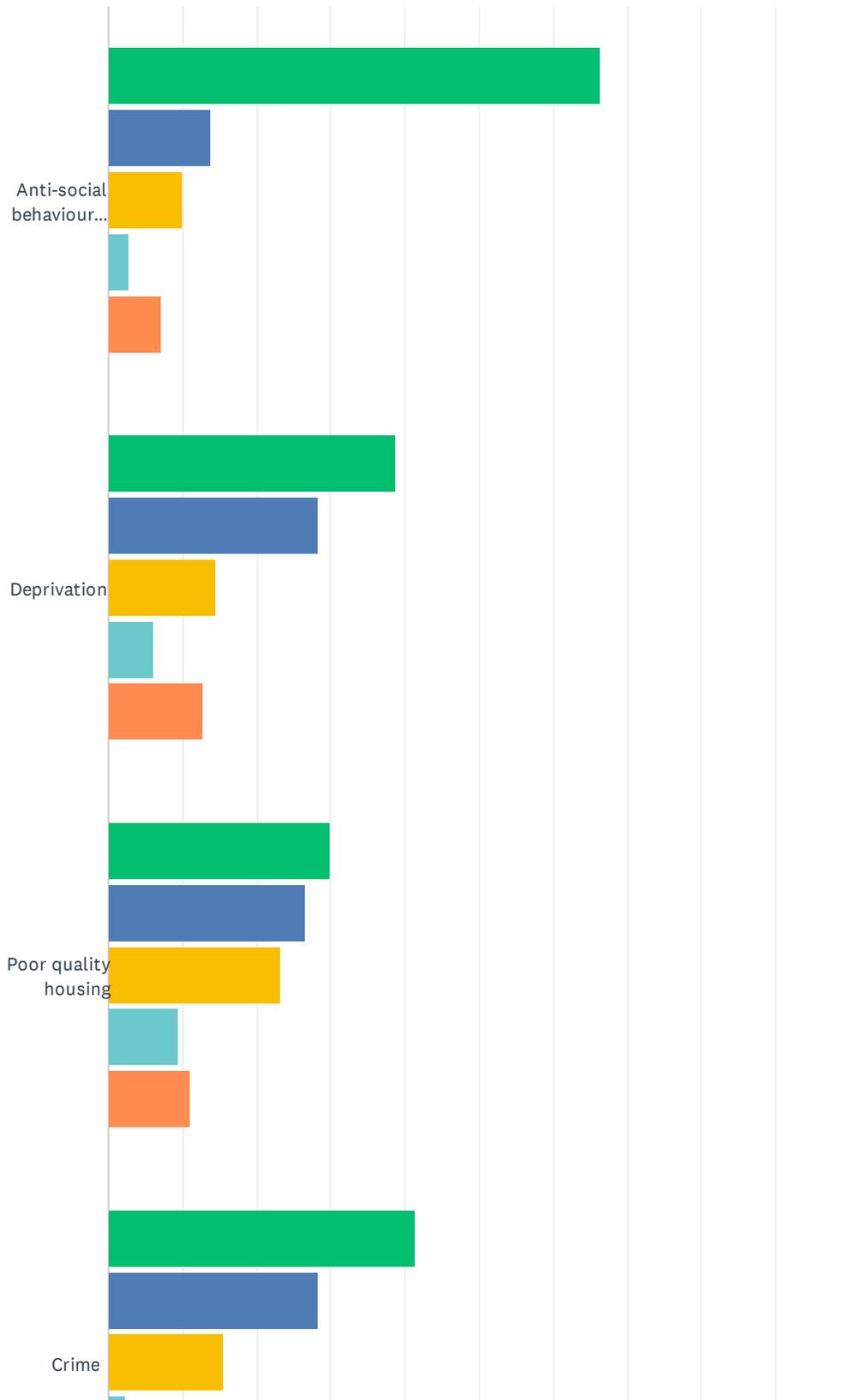
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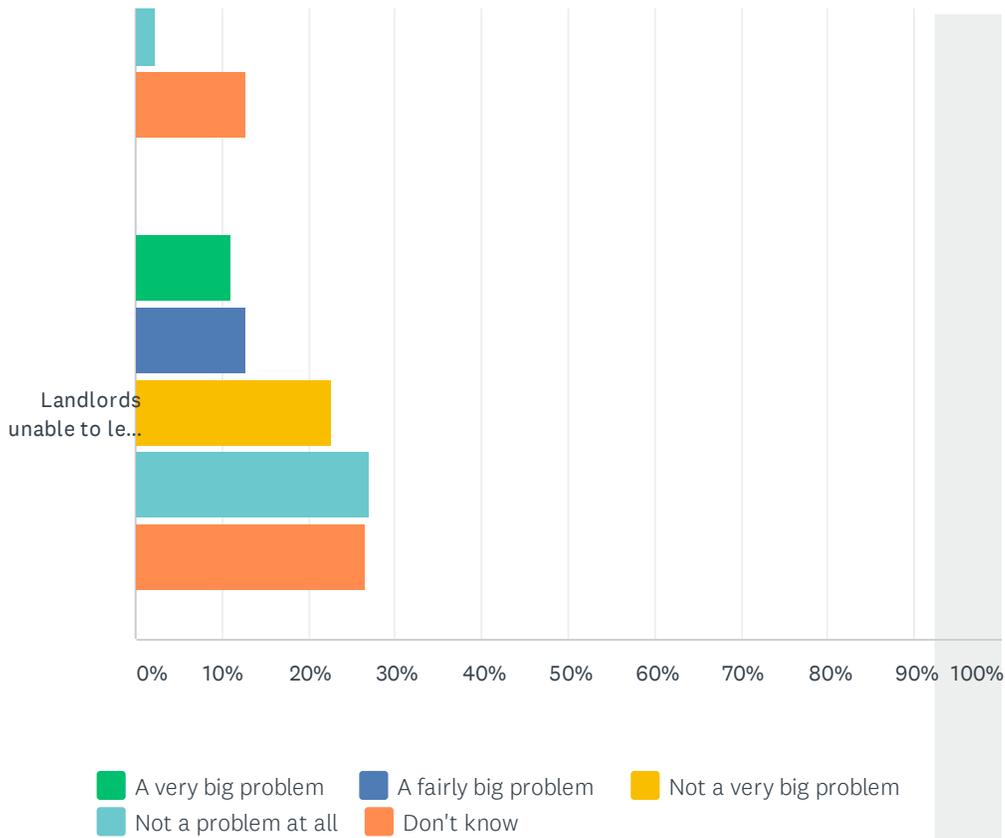
ANSWER CHOICES	RESPONSES	
Strongly support	46.96%	85
Generally Support	8.29%	15
Neither support or oppose	6.63%	12
Generally Oppose	6.63%	12
Strongly oppose	29.83%	54
Don't know	1.66%	3
TOTAL		181

3. Thinking of Hexthorpe (the proposed area for the licensing scheme), how much of a problem do you think each of the following are

Answered: 181 Skipped: 0



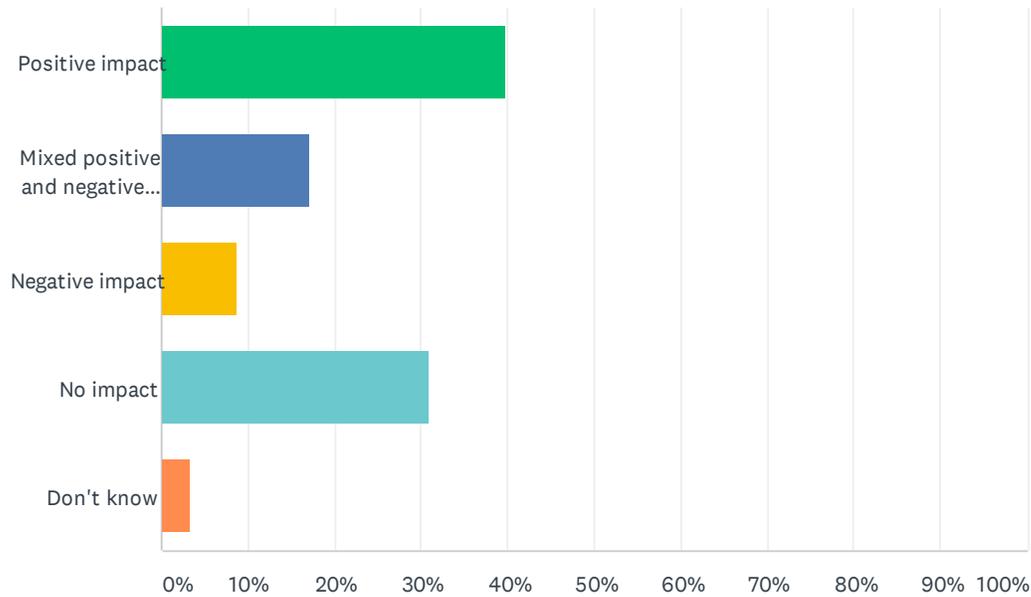
Consultation on the proposal to designate Hexthorpe as an area for Selective Licensing



	A VERY BIG PROBLEM	A FAIRLY BIG PROBLEM	NOT A VERY BIG PROBLEM	NOT A PROBLEM AT ALL	DON'T KNOW	TOTAL
Anti-social behaviour (including fly-tipping)	66.30% 120	13.81% 25	9.94% 18	7.18% 13	7.18% 13	181
Deprivation	38.67% 70	28.18% 51	14.36% 26	12.71% 23	12.71% 23	181
Poor quality housing	29.83% 54	26.52% 48	23.20% 42	11.05% 20	11.05% 20	181
Crime	41.44% 75	28.18% 51	15.47% 28	12.71% 23	12.71% 23	181
Landlords unable to let property	11.05% 20	12.71% 23	22.65% 41	26.52% 48	26.52% 48	181

4. What impact, if any, do you think the proposed scheme will have on Hexthorpe?

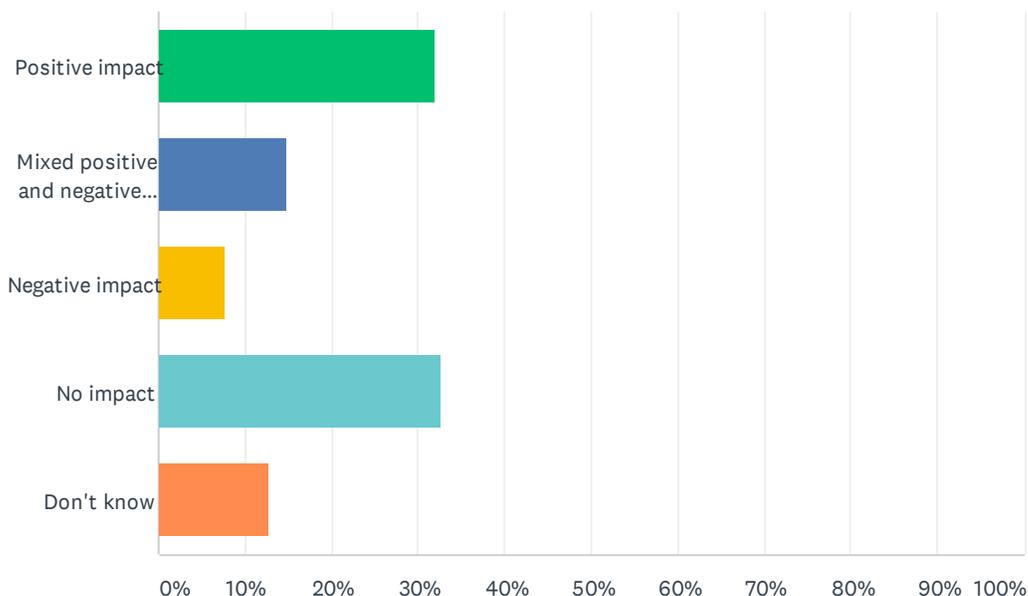
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ANSWER CHOICES	RESPONSES	
Positive impact	39.78%	72
Mixed positive and negative impact	17.13%	31
Negative impact	8.84%	16
No impact	30.94%	56
Don't know	3.31%	6
TOTAL		181

5. What impact, if any, do you think the proposed scheme would have on other nearby areas?

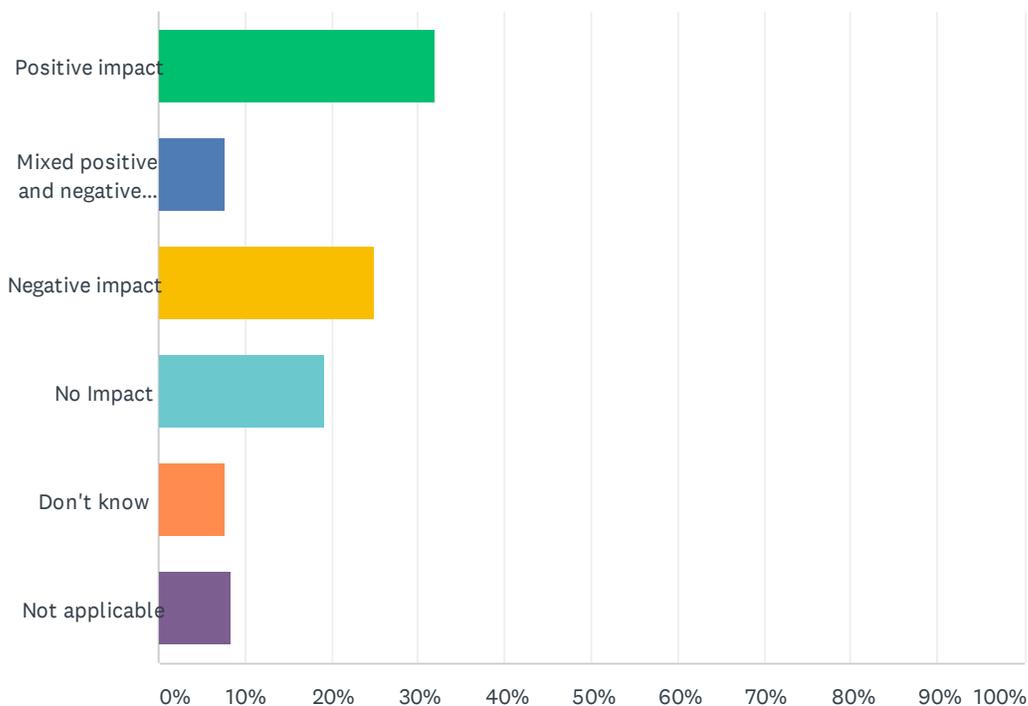
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ANSWER CHOICES	RESPONSES	
Positive impact	32.04%	58
Mixed positive and negative impact	14.92%	27
Negative impact	7.73%	14
No impact	32.60%	59
Don't know	12.71%	23
TOTAL		181

6. What impact, if any, do you think the proposed scheme would have on you and or your business/organisation?

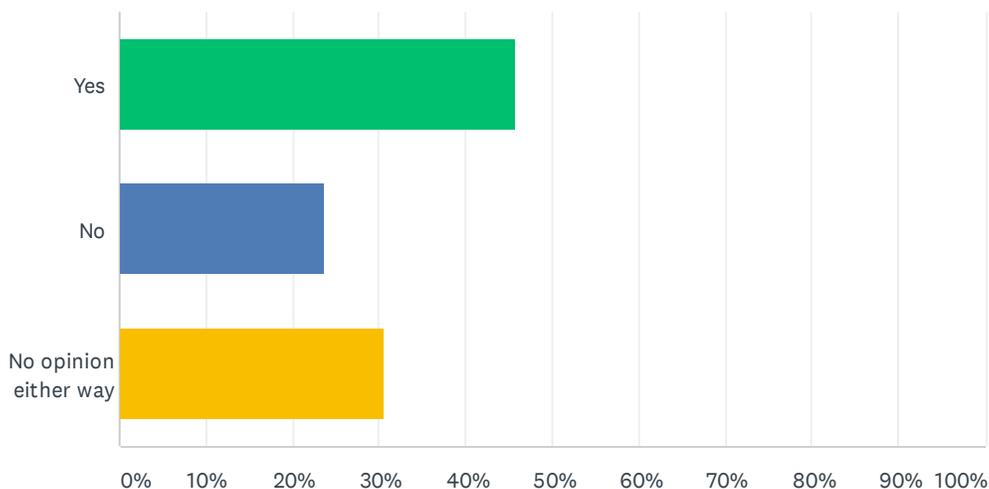
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ANSWER CHOICES	RESPONSES	
Positive impact	32.04%	58
Mixed positive and negative impact	7.73%	14
Negative impact	24.86%	45
No Impact	19.34%	35
Don't know	7.73%	14
Not applicable	8.29%	15
TOTAL		181

7. Do you think the Council should allow the Part 2 compliance monitoring fee to be paid in instalments on a 'pay as you go' basis e.g. a pro-rata monthly/annual fee for the duration of the licence rather than a one off non-refundable fee when the licence is granted

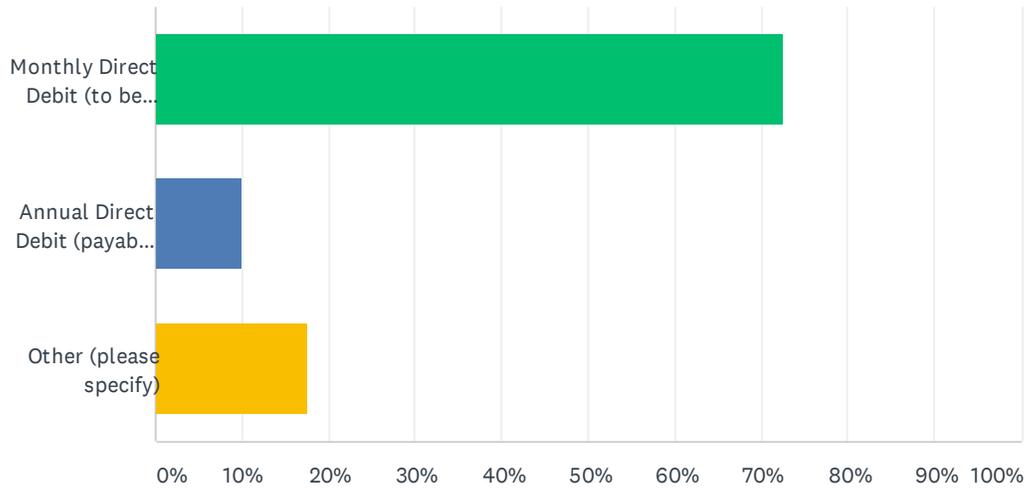
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ANSWER CHOICES	RESPONSES	
Yes	45.76%	81
No	23.73%	42
No opinion either way	30.51%	54
TOTAL		177

8. What would be your preferred payment frequency?

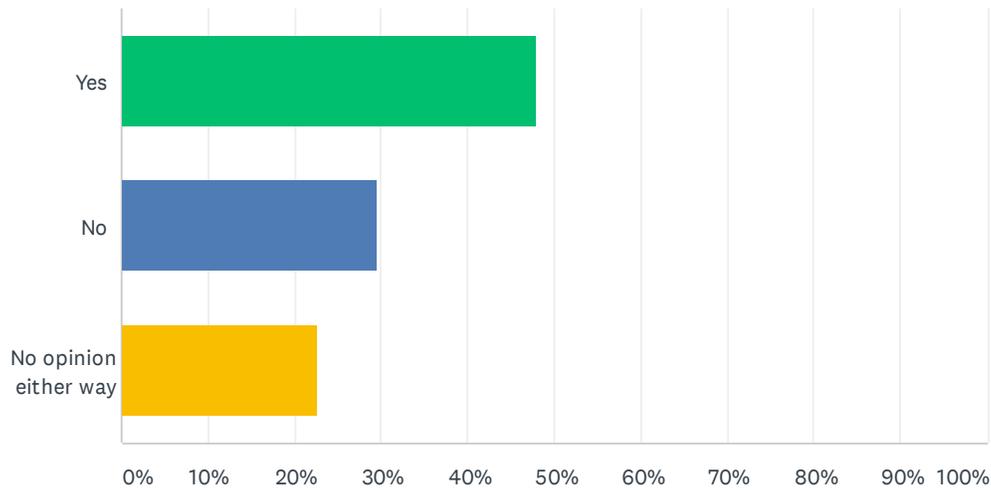
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ANSWER CHOICES	RESPONSES	
Monthly Direct Debit (to be paid monthly from the date the licence is granted for the duration of the licence)	72.50%	58
Annual Direct Debit (payable in advance, when the licence is granted and annually thereafter on the anniversary of the licence)	10.00%	8
Other (please specify)	17.50%	14
TOTAL		80

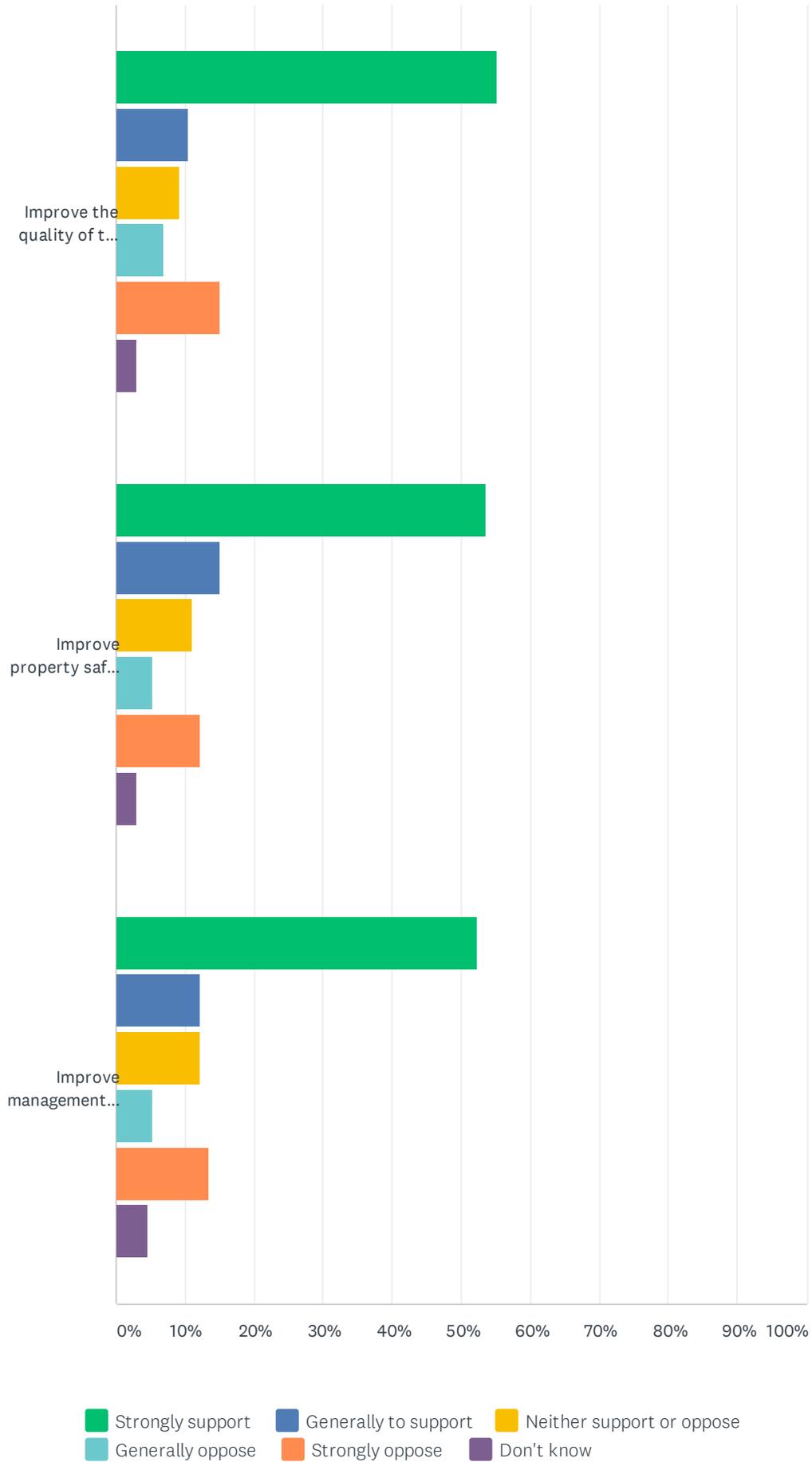
9. On the basis that landlords who have access to an authoritative source of advice and guidance are arguably likely to be more responsible and compliant, should the Council consider offering a discount on the licence fee if the proposed licence holder is a member of a recognised body e.g. landlord association?

Answered: 173 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	47.98%	83
No	29.48%	51
No opinion either way	22.54%	39
TOTAL		173

Consultation on the proposal to designate Hexthorpe as an area for Selective Licensing

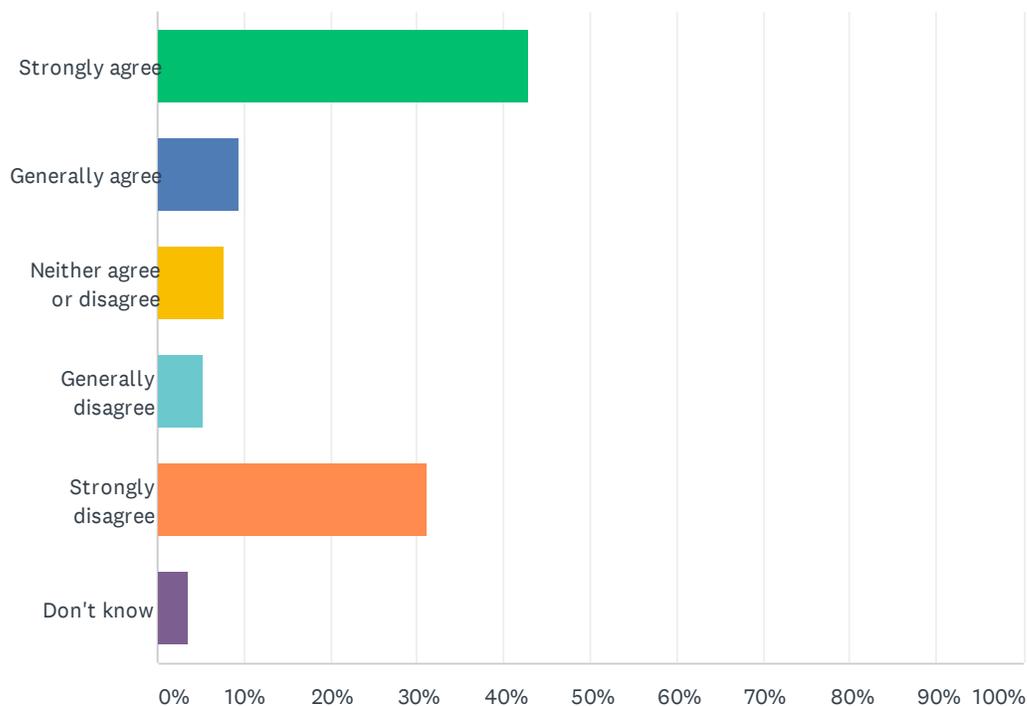


Consultation on the proposal to designate Hexthorpe as an area for Selective Licensing

	STRONGLY SUPPORT	GENERALLY TO SUPPORT	NEITHER SUPPORT OR OPPOSE	GENERALLY OPPOSE	STRONGLY OPPOSE	DON'T KNOW	TOTAL
Improve the quality of the neighbourhood to support a safe, inclusive and cohesive community	55.23% 95	10.47% 18	9.30% 16	6.98% 12	15.12% 26	2.91% 5	172
Improve property safety and standards	53.49% 92	15.12% 26	11.05% 19	5.23% 9	12.21% 21	2.91% 5	172
Improve management standards in the private rented sector	52.33% 90	12.21% 21	12.21% 21	5.23% 9	13.37% 23	4.65% 8	172

10. To what extent do you agree with or disagree with the proposed area for selective licensing?

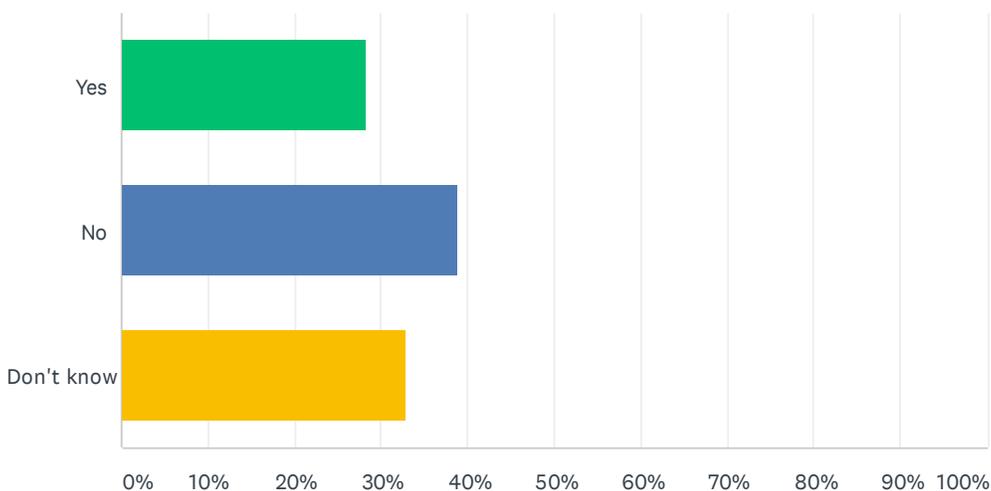
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ANSWER CHOICES	RESPONSES	
Strongly agree	42.94%	73
Generally agree	9.41%	16
Neither agree or disagree	7.65%	13
Generally disagree	5.29%	9
Strongly disagree	31.18%	53
Don't know	3.53%	6
TOTAL		170

11. Considering that the fundamental justification for the proposed scheme is to address high levels of anti-social behaviour (ASB) in Hexthorpe that are directly associated with the private rented sector, we would like to seek your views on whether we should consider the delivery partner option with this scheme. Would you like the scheme to include an option for the licence holder to be able to choose to be monitored by an external non-regulatory body and to only be referred back to the Council when the licence holder fails to engage with the advisory approach taken by the delivery partner?

Answered: 167 Skipped: 14



ANSWER CHOICES	RESPONSES	
Yes	28.14%	47
No	38.92%	65
Don't know	32.93%	55
TOTAL		167

Appendix C – Actions and revisions to the proposal arising out of the consultation etc.

A. Actions/Proposals arising from consideration of the representations received during the consultation period.

1. The area for the proposed designation will be amended from that which was consulted on. The area will be reduced to that shown in Appendix A, effectively removing the following streets from the designated area:
 - Barnstone Street
 - Bramworth Road
 - Dell Crescent
 - Garden Lane
 - Glen Field Avenue
 - Greenfield Lane
 - Harfield Close
 - Langer Street
 - Patrick Stirling Court
 - Riverside Close
 - Travis Gardens

and parts of:

- Eden Grove (except even numbers 2 to 16 which are to remain within the proposed area)
 - Old Hexthorpe (properties from the junction with Shady Side to Greenfield Lane are to remain within the proposed area)
2. Where a tenant fails to correct any inappropriate behaviour such as ASB or where the tenant has overfilled the property, the Council recognises that the landlords are not responsible for the behaviour of their tenants nor are they able to manage their behaviour. The landlord is however able to manage the tenancy and the only effective tool to address this is to ultimately end the tenancy. In appropriate circumstances, the Council will expect a landlord to take this course of action and, if necessary, the Council will support the landlord through the process.
 3. Comprehensive guidance on compliance with the terms of the licence including help on how to remove problematic tenants who fail to refrain from conduct such as ASB will be developed and made available to all landlords and licence holders.
 4. The Council will signpost landlords to relevant support services and agencies to assist them to support a tenancy where a tenant has mental health or drug/alcohol dependency issues.
 5. In recognition of the likelihood that landlords who have access to an

authoritative source of advice, guidance and support will be more responsible and compliant, the Council will offer a discount on the licence fee to licence holders who are members of a recognised body e.g. landlord association.

6. The Council recognises that the proposal is a blanket approach to all landlords in the proposed area and that there is a financial burden in the form of the licence fee. However, without the scheme there is no enforcement duty on landlords to effectively manage their properties and tenancies. Furthermore, the fee is required for the Council to effectively resource the monitoring of compliance and enforce where required. The Council is committed to its legal duty to ensure all income received from the licence fee is used to resource the operation of the scheme. The Council also recognises that compliance monitoring inspections can also place a burden on those landlords who are compliant and the Council will endeavour to show recognition to landlords through the targeting of resources and ensure that such visits are kept to a minimum thereby allowing resources to concentrate on those more likely to be non-compliant.
7. A concerted effort will be made to target issues associated with identified ASB and, in particular, fly-tipping and the arrangements for the disposal of household waste. Where such issues are identified and are attributable to the householder(s) in addition to bringing this to the attention of the landlord for them to manage through the tenancy, action will also be taken against the individuals concerned using existing enforcement tools.
8. There was a recurring message in the consultation responses for there to be more enforcement. In recognition of this and the shift from the emphasis being on annual housing health and safety standards inspections of all properties to intelligence led inspections and robust compliance monitoring of the property/tenancy management arrangements, the proposed scheme will operate without the delivery partner option.

B. If a further selective licensing designation is made, it is proposed that the new scheme will involve:

- Greater emphasis placed on securing continued improvements and consistency with regard to the management of properties and tenancies in the PRS. This will be achieved through the revised licence conditions and by directing resources at achieving compliance with these conditions through education, empowerment and enforcement.
- With specific regard to housing standards, there will be a change of direction away from annual health and safety inspections of all licensed properties. We will adopt a targeted, risk-based, approach where the frequency of visit is informed by individual property/landlord compliance intelligence. Properties where standards (compliance) are likely to be high will be visited less frequently. This approach frees resources to tackle the most problematic properties and ensures that consistent and effective monitoring

of the licensing regime and conditions can be undertaken for all licensable properties.

- Following due consideration, it is not considered appropriate, going forward, to continue with the delivery partner approach adopted in the 2015-2020 scheme. The good work undertaken with the delivery partner carrying out a significant number of property inspections and identifying major health and safety hazards is fully recognised. The success of this approach has in fact facilitated the change of direction outlined in the two points above. Delivering the scheme entirely in-house will secure sustained compliance and ensure adequate resources are available to the Council for operating the scheme, driving up property and tenancy management standards and tackling the ASB associated with the PRS.
- Clear and unambiguous licence conditions, which ensure property and tenancy management is consistent and effective.
- Further work to reduce incidents of ASB. We will tackle the issue of fly-tipped waste, in particular in the back alleys. We will make full use of the CCTV project which is producing some excellent results in tackling the ongoing fly-tipping issues. We will do everything that is reasonably practicable to identify and hold individual offenders to account as well as ensuring landlords are meeting their own obligations with regard to their individual waste management arrangements and tenancy management.
- Proactively engaging with licence holders. We will review and publicise the outcomes of the scheme at appropriate intervals to help encourage engagement with stakeholders and to recognise the achievements of the scheme.
- In recognition of those landlords who have access to authoritative advice and guidance, a discount will be available for membership of a relevant approved body e.g. landlord association (see Appendix E).
- Securing compliance with the licensing scheme will be the priority. There will always be a role for the educative approach of advice and guidance to secure compliance. However, full use will be made of financial penalties (civil penalties) for dealing with non-compliance. This will go some way to incentivise compliance, whilst affording the opportunity to rebalance the resources required for enforcement and reduce the financial burden on the compliant landlords who are effectively subsidising the non-compliant ones through their licence fees. There will always be a role for informal approaches to secure compliance.

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Appendix D – Proposed Selective Licence Conditions - Hexthorpe

In these conditions 'house' refers to the building or part of a building, which is licensed in accordance with Part 3 of the Housing Act 2004. The "Licensing Authority" is to the local housing licensing authority, namely Doncaster Council.

Where another person, e.g. property manager, has agreed to be bound by the conditions of this licence, all references to 'licence holder' in this licence and conditions should, where applicable, be read to also include that other person.

Where there is a requirement in this licence to provide something in writing, unless specifically stated otherwise, this requirement can be met by providing the information electronically.

Where any of the following conditions place a duty or requirement on the licence holder to provide information or comply with a request for information, this information, unless stated otherwise, must be provided to the Licensing Authority within 28 days.

1	Gas Safety If gas is supplied to the house, the licence holder must produce annually, to the Licensing Authority, a gas safety certificate obtained in respect of the house within the last 12 months. Mandatory condition required in the Housing Act 2004, Schedule 4
2	Electrical Appliances and Furniture The licence holder must keep the electrical appliances and furniture made available by him in the house in a safe condition; and supply to the Licensing Authority, on demand, with a declaration by him as to the safety of such appliances and furniture. Mandatory condition required in the Housing Act 2004, Schedule 4
3	Electrical Installation The licence holder must keep the electrical installation in the house in proper working order and safe for continued use; and supply to the Licensing Authority, on demand, a declaration by him as to the safety of such installations. Mandatory condition required in the Housing Act 2004, Schedule 4
4	Smoke Alarms The licence holder must ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation, to keep each such alarm in proper working order and to supply the Licensing Authority, on demand, with a declaration by him as to the condition and positioning of such alarms. Mandatory condition required in the Housing Act 2004, Schedule 4
5	Carbon Monoxide Alarms

	<p>The licence holder is required to ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance, to keep any such alarm in proper working order and to supply the Licensing Authority, on demand, with a declaration by him as to the condition and positioning of any such alarm.</p> <p>Mandatory condition required in the Housing Act 2004, Schedule 4</p>
6	<p>Tenant References</p> <p>The licence holder must:</p> <ul style="list-style-type: none"> i. Demand references from persons who wish to occupy the house. (Mandatory condition required in the Housing Act 2004, Schedule 4) ii. Without prejudice to the generality of the condition of part I, all references are to include details of previous housing history and tenancy conduct, including behaviour of the proposed occupier. Credit references in isolation are not adequate. iii. Retain all references obtained for all occupiers for the duration of this licence and provide copies to the Licensing Authority on demand.
7	<p>Terms of Occupation</p> <p>The licence holder must:</p> <ul style="list-style-type: none"> i. Supply the occupiers of the house with a written statement of the terms on which they occupy the house. (Mandatory condition required in the Housing Act 2004, Schedule 4) ii. Ensure that the written statement of the terms and conditions on which the property is occupied contains: <ul style="list-style-type: none"> a) a clause holding the tenant(s) responsible for any anti-social behaviour by themselves and/or their visitors. b) details of the arrangements in place to deal with repair issues and emergency issues. iii. Copies of the written statement of terms must be provided to the Licensing Authority on demand.
8	<p>Information for Tenants</p> <p>At the beginning and, where necessary, throughout each tenancy, the licence holder must provide the lead tenant(s) with the information prescribed below. This information must be provided in writing and in a language that the lead tenant(s) understands.</p> <p>The licence holder and tenant must obtain a signed declaration from the lead tenant(s) confirming that they have received and understood the information provided. The licence holder must retain a signed copy of this declaration for the</p>

duration of the tenancy and a copy must be produced to the Licensing Authority on demand.

- i. Details of proper waste management arrangements. This must include information covering:
 - The usual days of refuse and recycling collections by the Licensing Authority
 - How to present their waste for collection
 - Their duty to return refuse containers within the curtilage of the property when emptied
 - Details of how to arrange refuse/bulky item collections undertaken by the Licensing Authority
 - The location and opening times of the local Household Waste and Recycling Centres
 - The licence holder must repeat this procedure when notified of a waste related incident involving their tenant(s).
- ii. With regards to the prevention of anti-social behaviour (ASB):
 - The clause in their tenancy agreement relating to anti-social behaviour imposed by condition 7(ii), and
 - A copy of the Licensing Authority's 'Terms and responsibilities of tenants and licence holders' document. The terms and responsibilities must be explained to the lead tenant(s) and the licence holder must understand their responsibilities outlined within the document
 - The licence holder must repeat this procedure when notified of an ASB related incident involving their tenant(s)
 - Details of the services available to them and how they can report nuisance and anti-social behaviour to the relevant authorities.
- iii. The name and contact details of the licence holder and manager where applicable.
- iv. The emergency contact and management arrangements in the event of the property landlord/manager's absence.
- v. Details of the complaints and repairs procedure.
- vi. A detailed property inventory agreed with the lead tenant(s) before the start of their tenancy. This inventory must be initialled on all pages by both parties and signed and dated by them on the last page. A copy must be provided to the lead tenant(s) and the licence holder must retain a copy for their own records. The above procedure must be repeated at the end of the tenancy.

	<p>vii. If accommodation is provided on a furnished basis, the lead tenant(s) must be provided with copies of user manuals for any installations or equipment provided as part of the agreement for the occupation of the house.</p> <p>viii. The lead tenant(s) must be provided with written information advising how they can reduce the likelihood of being a victim of burglary by ensuring that all reasonable steps are taken to secure the house e.g. by locking external doors, closing and locking windows, security marking personal valuables etc.</p> <p>ix. Where an intruder alarm is fitted to the house, the lead tenant/s are informed in writing as to how it is operated, what the code is to activate and deactivate the system, how the code may be changed and in what circumstances they are allowed to do so.</p> <p>x. Where alley gates are installed to the rear of the property, advise the lead tenant(s) to keep the alley gates locked and provide instructions on how to obtain additional or replacement alley gate keys.</p>
<p>9</p>	<p>Management of Anti-social behaviour* (see end note)</p> <p>For the purpose of this licence, anti-social behaviour (ASB) is defined as conduct on the part of occupiers of, or visitors to, residential premises -</p> <ul style="list-style-type: none"> • Which causes or is likely to cause nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises, or • Which involves or is likely to involve the use of such premises for illegal purposes. <p>The licence holder must take all reasonable and all practicable steps for preventing and dealing effectively with anti-social behaviour by persons occupying or visiting the house and the use of premises for illegal purposes.</p> <p>The licence holder must:-</p> <ol style="list-style-type: none"> I. Ensure suitable arrangements are in place to deal with complaints about an occupier's behaviour promptly and effectively and report back to the person making the complaint what action has been taken, or is intended to be taken. If after investigating the complaint the licence holder decides that the complaint is unfounded he should also inform the complainant accordingly. II. Undertake an incremental process of investigation and resolution of any complaints which have been made either directly to them, or via the Licensing Authority, regarding their tenants and/or visitors to the property. This is to include:- <ol style="list-style-type: none"> a) Notify the tenant, in writing within 7 days of a complaint being received, of the allegations of ASB made against them and the consequences of its continuation.

	<ul style="list-style-type: none"> b) Monitor the allegations following receipt of a complaint of ASB and take all reasonable steps to establish if the ASB is occurring. c) Keep written notes of all meetings, telephone conversations and investigation activities regarding ASB and provide the Licensing Authority with a copy on demand within 7 days. d) Where ASB has been established a reasonable step in less serious cases would be to ask the occupier to refrain from the conduct and warning them of the potential consequences of not doing so. If, following that approach, the problems persists the licence holder must give the occupier a written warning and, if necessary, call on other agencies for advice and assistance in arresting the problems. e) Following that course of action, if there are no improvements, or the problem is so serious that there would be little point in invoking the previous stages, the licence holder must take direct action against the occupier, including possession proceedings. f) Where an obligation under d) or e) arises, the licence holder will provide to the Licensing Authority, on demand within 7 days, a written plan setting out the proposed steps and estimated timescales for taking those steps in order to resolve the anti-social behaviour. g) Notwithstanding the above, if, in any case, after 14 days of the tenant receiving the letter required by step a) the ASB is continuing, the licence holder must take appropriate formal steps to arrest the behaviour. <p>III. Co-operate with the Licensing Authority, the police or any other agency involved with investigation of anti-social behaviour relating to the property or tenants of the property.</p> <p>IV. Provide all known information relating to the full names and dates of birth of the lead tenant(s) and any other adults living at the property, on demand by the Licensing Authority within 7 days.</p>
10	<p>Property Monitoring Visits</p> <ul style="list-style-type: none"> i. The licence holder must ensure that their property is inspected at least once every six months and the findings of such visits are recorded. ii. In the event a missed payment of rent, a visit must be made to the property no later than one month from the date the payment was due, to ensure that the property is secure and has not been abandoned. iii. Records of visits should be retained and provided to the Licensing Authority on demand within 7 days.
11	<p>Permitted Number of Occupants</p> <p>The licence holder must ensure that:-</p>

	<ul style="list-style-type: none"> i. The house is not overcrowded as defined in Part X of the Housing Act 1985. ii. If the licence holder becomes aware of overcrowding at the property, they must take all reasonable steps to deal with the issue and, on demand, advise the Licensing Authority of the actions taken.
<p>12</p>	<p>Maintaining the Property</p> <p>The licence holder must ensure that:-</p> <ul style="list-style-type: none"> i. The internal structure of the house and every window and other means of ventilation is maintained in good repair and that any fixtures and fittings and appliances made available are maintained in good repair and working order. ii. The water supply and drainage system serving the house is maintained in good working order and is not unreasonably interrupted. iii. Any gas and electricity supply that is used by occupiers of the house is not unreasonably interrupted. iv. As far as is reasonably practicable, the exterior of the property (including any boundary walls, gates and gardens/yards) is maintained in reasonable decorative order and in a good state of repair. v. Gardens/yards are kept free of refuse, litter, excess vegetation and infestations during any period the property is unoccupied. vi. They take all reasonable steps to ensure that the lead tenant(s) maintain the garden/yard of the property, keeping it free of refuse, litter, excess vegetation and infestations, throughout the duration of their tenancy. Arrangements must be made immediately for the proper collection and disposal of any rubbish additional to that contained within the bins and such rubbish shall be stored within the curtilage of the property at the rear if feasible. vii. As appropriate to the particular circumstances, the property boundary must be designed, constructed and maintained in a manner to ensure security of the property as well as providing a strong deterrent for fly-tipping within the whole curtilage of the property. Where required, tenants must be provided with all necessary keys.
<p>13</p>	<p>Management of the Arrangements for the Storage of Refuse and Waste</p> <p>The license holder must ensure that they and their tenant(s) proactively comply with the waste collection scheme provided by Doncaster Council, which relates to the storage and disposal of household waste at the property pending collection.</p> <p>Without prejudice to the generality of the preceding paragraph, the matters to which this duty extends include in particular-</p> <p>Prior to the start of each tenancy:</p> <ul style="list-style-type: none"> i. Plan for waste storage at the property;

	<ul style="list-style-type: none"> ii. Ensure that bins and boxes for waste and recycling, are compatible with the requirements of the licensing authorities waste collection service, and are provided in sufficient numbers and type for the needs of the house; iii. Make suitable arrangements for the proper storage of bins and boxes within the boundary of the property; iv. Ensure that all bins and boxes are stored in a neat and tidy manner; and v. All refuse containers shall be located away from habitable rooms, so that they do not obscure the passage of natural light to any windows located at or below bin height, on hard-standings with suitable access for cleansing the area and removing of containers, and, where reasonably practicable, at the rear of the house. <p>Replacement Bins</p> <ul style="list-style-type: none"> vi. In the event that replacement bins are required during the period of a tenancy e.g. they go missing or are seriously damaged to the point they cannot be repaired, the licence holder is responsible for ensuring that replacement bins are ordered from the Licensing Authority’s waste collection service. Where the licence holder chooses to pass on any cost incurred this must be detailed in the terms of occupation.
<p>14</p>	<p>Alley Gates</p> <p>Where there are alley-gates installed to any access areas (e.g. back alley) serving the licensed property, the licence holder must:</p> <ul style="list-style-type: none"> i. Take responsibility for holding a key for any alley-gates which are already in place or which are installed in the future. ii. At the start of each tenancy, issue the lead tenant(s) with at least one alley gate key for the household.
<p>15</p>	<p>Suitability and Competency of Licence Holder and Manager</p> <ul style="list-style-type: none"> i. The licence holder must ensure that any persons involved with the management of the house are to the best of their knowledge “fit and proper persons” as defined in the purposes of the Housing Act 2004. ii. Anyone bound by the terms of this licence must, where there is an identified need, attend a relevant training course, within a specified period frame agreed by the Licensing Authority and produce on demand written evidence of such attendance. iii. The licence holder shall not cause or permit any person who has previously applied for a licence in respect of the property and - <ul style="list-style-type: none"> a) has been found not to be a fit and proper person, or b) is subject to a Banning Order under the Housing and Planning Act 2016

	to have control or management of the property and tenancies, or to carry out or arrange any repair, improvement or other works at the property.
16	<p>Property Management and Safety</p> <p>The licence holder must ensure that -</p> <ol style="list-style-type: none"> i. They have arrangements in place for dealing with complaints and disrepair. Where the licence holder is informed in writing (letter, text, email etc.) of disrepair or a pest infestation in the property by either the occupier(s) or the Licensing Authority, they must take action to investigate and, where necessary, remedy the disrepair and/or infestation. The licence holder must respond in writing to any such complaint, within 14 days, stating what action they have or are taking. ii. They have in place suitable emergency and other management arrangements in the event of their absence. The name and contact details of the licence holder and/or manager must be supplied to each lead tenant(s). iii. Any repairs, improvement works or treatments undertaken at the property are carried out by competent person(s).
17	<p>Disclosure and Notification of changes</p> <p>The licence holder must:-</p> <ol style="list-style-type: none"> i. Notify the Licensing Authority within 1 month of any material changes of circumstances relating to the property that may affect the validity and/or terms of the licence (for example, these include: <ul style="list-style-type: none"> • Change of the ownership • Change to management of the property • Any events that may affect the fit and proper status of the licence holder or manager. • Change of address of the licence holder or manager. ii. Notify the Licensing Authority before making any material changes to the layout of the property. iii. Ensure the type of occupancy of each unit of accommodation is not changed without the prior written approval of the Licensing Authority, e.g. from single family dwelling to House in Multiple Occupation.
18	<p>Annual Declaration of Compliance</p> <ol style="list-style-type: none"> i. The licence holder must ensure that they complete the Licensing Authority's Annual Declaration of Compliance with the terms of this licence.

	<p>ii. This declaration must be completed within 1 month of the date that the licence is granted and annually thereafter, within 1 month of the anniversary of the licence, for the duration of the licence.</p>
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Notes:

<p>*Anti-social behaviour (ASB)</p>	<p>The ASB conditions attached to this licence are intended to require the licence holder to combat it by ensuring that the conduct of persons they have permitted to reside at or are visitors to the property does not -</p> <ul style="list-style-type: none"> • cause nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of the premises, or • involve or is likely to involve the use of such premises for illegal purposes. <p>If ASB is being carried out within the immediate vicinity of the property and is being caused by the occupier(s) of the property then any reasonable person will associate this behaviour with the property. It is, therefore, entirely reasonable to expect the licence holder to take responsibility to ensure those persons living in the property are not conducting themselves in a way that is adversely impacting on the local community.</p> <p>As to the conduct of visitors to the property, the above equally applies to them as the licence holder should not allow his property through the conduct of persons' visiting his occupiers to be a source of harassment, alarm, distress or nuisance to the local community.</p> <p>Whilst a landlord/licence holder will not normally have responsibility for the conduct of occupiers of the property if the misconduct is not carried out within its vicinity, the landlord /licence holder is responsible where:</p> <ul style="list-style-type: none"> • There is reasonable suspicion that the landlord is promoting or encouraging the conduct (for whatever reason) and • The misconduct is frequent and not trivial and the landlord is aware of it and the impact on the community.
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Appendix E – Licence Fee Structure

We consulted widely on the proposed fee structure and noted the representations made to offer a discount for membership of a relevant recognised body.

We consider the proposed fees to be reasonable and not excessive. The proposed fees are based on an estimate of the actual cost of the scheme, divided by the number of properties estimated to be licensed. We have used our experience from operating previous schemes to inform our fee setting process. The fees will be subject to review in accordance with the Council's usual fee setting process.

The proposed fee structure is to split the fee into two parts:

Part 1 for the application fee, i.e. the cost of processing the licence application and Part 2 to cover the compliance monitoring/enforcement costs of the licence. Part 2 of the licence fee only becomes due if we determine that it is appropriate to grant the licence. If the licence application is refused, the Part 1 fee is not refunded.

Part 1: Application Fee	£200
Part 2: Compliance Monitoring Fee (Grant Fee)	£400 for 5 years

As part of the licensing scheme, we recognise that we cannot charge fees for matters such as:

- A licence variation after the licence has been granted
- A licence revocation
- Issuing a Temporary Exemption Notice

We feel this is set fairly to reflect the resources required to run a meaningful scheme and compares favourably with other schemes across the country.

It is proposed that all licences will be issued on a pro-rata basis (full years only), dependent on the application date. If a landlord required a licence after the start date of the scheme, the cost for the Part 2 Fee will be reduced annually on a sliding scale. Part 1 of the fee will remain the same whenever the application is made as this is a fixed fee to reflect the cost of processing the application.

Application in year 1 fee - £200 + £400 = £600 total.

Application in year 2 fee - £200 + £320 = £520 total.

Application in year 3 fee - £200 + £240 = £440 total.

Application in year 4 fee - £200 + £160 = £360 total.

Application in year 5 fee - £200 + £80 = £280 total.

Further we consider that it is equitable to re-fund landlords who request their licences be revoked on the basis that there will no on-going requirement to carry out compliance monitoring on their property. Re-funds shall be provided on a pro-rata basis (full years only) as follows:

Exit year 1 = £320

Exit year 2= £240

Exit year 3 = £160

Exit year 4 = £80

Exit year 5 = Nil

Part 2 Fee – Discount for membership of a recognised body

Where licence holders can demonstrate that they are a member of a relevant and recognised approved body (e.g. Landlord Association), a £50 discount will be applied to the Part 2 fee. The licence holder will be eligible for this discount as long as they remain a member of the eligible body.

Applications for this discount will be considered on a case by case basis and we will endeavour to publish details of the recognized bodies alongside the licence application information.

EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPLITAN BOROUGH COUNCIL

Due Regard Statement

Proposal to Designate Hexthorpe as an area for selective licensing.

How to show due regard to the equality duty in how we develop our work and in our decision making.

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points
- Any reports produced needs to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix
- The DRS cannot be fully completed until the programme, project or change is delivered.

1	<p>Name of the 'policy' and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the 'policy' is to equality.</p>	<p>Consultation of the proposal to designate Hexthorpe as an area for selective licensing (Housing Act 2004 part 3)</p> <p>Re-designation of the area for selective licensing for a further 5 years (maximum permitted by law) would be expected to contribute to:</p> <ul style="list-style-type: none"> • An improvement in the social and economic conditions in the area; • A reduction in anti-social behaviour; • An improvement in general housing conditions; • A reduction in the level of deprivation; and • A reduction in crime
2	<p>Service area responsible for completing this statement.</p>	<p>Regulation and Enforcement – Enforcement Team</p>
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>The Council recognise that the Equality Act 2010 places a legal obligation on public authorities to have regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>At Doncaster Council we use a range of data and information when we develop policies, set strategies, design and deliver our services. By using equality information we can make sure we have thought about opportunities to promote equality, eliminate discrimination and foster good relations across all the protected groups when making</p>

		<p>decision. Equality information is used when we develop our corporate plans and it gives us an understanding of what our equality objectives should be.</p> <p>We continuously review and provide equalities information in line with our commitment to the Equality Act and Transparency Code of Practice.</p> <p>Equality data and information is published on the Council website www.doncaster.gov.uk. The Doncaster Data Observatory aims to provide information and intelligence that:</p> <ul style="list-style-type: none"> • informs the development of policies and plans across Doncaster; • increases understanding to support the main population based needs assessment reports; • improves the sharing of research, best practice, data and intelligence among partners and minimizes duplication; • improves the commissioning of Public Services.
4	<p>Summary of the consultation/engagement activities</p>	<p>See relevant sections of the consultative documents and webpages</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Beneficial effects:</p> <ul style="list-style-type: none"> • Through the licence conditions which set out to ensure that private rented properties are safe and well managed (building fabric and tenancy), the proposal would be expected to improve the rented homes that people live in and make the locality a better place for everyone and one where people want to live and thrive. • Through a programme of proactive compliance checks and targeted property inspections, property management, housing standards and tenancy management standards will be driven upward.

	<ul style="list-style-type: none">• Advice and guidance on how to comply will be provided to all landlords and the annual declaration of compliance to be submitted by all licence holders should ensure that those who want to comply are given the tools to do so making them more likely to be compliant or capable of being brought to compliance without the need for legal action or fines.• Recognise that most landlords want to comply and that they are not directly responsible for the actions of their tenants. Work with landlords to support them where they have to apply for possession due to the tenant failing to correct some inappropriate behaviour e.g. ASB, overcrowding.• Use intelligence to target those landlords who are most likely to be non-compliant and make full use of all the tools available.• Continue to work with partners (e.g. Communities, Police, Fire) to address the wider issues affecting the area (ASB, fly-tipping) – a shift to targeting of resources to those most likely to need some form of intervention. Whilst tenants will be supported to ensure their properties and tenancies are well managed, a concerted effort will be made to target issues associated with identified ASB and, in particular, fly-tipping and the arrangements for the disposal of household waste. Where such issues are identified and are attributable to the householder(s), (in addition to bringing this to the attention of the landlord for them to manage through the tenancy) action will be taken against the individuals concerned using existing enforcement tools. <p>Future Actions:</p> <ul style="list-style-type: none">• Strive to develop a coordinated approach with partners to improve the area for everyone.• To publish detailed advice and guidance on our webpages explaining how to comply with each licence condition and make template forms available for download.
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		<p>Non-beneficial effects:</p> <ul style="list-style-type: none"> • Area could be stigmatised by the designation. • Potential investors may be deterred from investing. • Landlords will pass the licence fee onto their tenants. • Landlords may look to avoid licensing by evicting tenants and leaving the property. However, there is no evidence that this occurred under the previous scheme and actually some landlords avoided licensing by opting to have their property managed by the Council's social housing provider. <p>Future Actions:</p> <ul style="list-style-type: none"> • To target non-compliant landlords at the start of the scheme to make a swift difference to the area. • To monitor the reduced area for licensing for any displacement and manage any issues that arise from it.
6	<p>Impact of the proposal on protected groups of service users and/or staff</p>	<p>Legally the scheme can only target privately rented homes that do not already meet the criteria of mandatory licensing. Within the approved designation all groups who own, manage or live in privately rented accommodation are likely to be affected by the introduction of the scheme. People of ethnic minority origin, single parents and young children are key tenant groups in the private rented sector (PRS) and are therefore likely to be affected.</p> <p>This proposal would be applied equally to all private sector landlords irrespective of their personal, and including any protected, characteristics. Similarly, the improved standards of property and tenancy management (with the intention of reducing ASB through compliance with licence conditions), apply to all properties and tenants in the designated area of Hexthorpe irrespective of their personal, and including any protected, characteristics.</p>

	<p>Sex- The gender ratio in Doncaster is very similar from birth up until 65+. Taken from the 2011 Census, the ratio between the ages 0-17 are Male 50.51% and Female 49.49%. Between the ages of 18-64 the ratio is Male 50.31% and Female 49.69%. However at 65+ the ratio becomes Male 44.37% and Female 55.63%.</p> <p>We do not have local data regarding the representation of this protected group in the PRS. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Gender Reassignment- The council does not have local data regarding this protected characteristic in the PRS. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Age- According to the 2011 Census Hexthorpe has a relatively young population with 25% of the population under the age of 20, and 86% of the population aged under 65 (83% England). The PRS is increasingly being used as an alternative to home ownership for young people and families with young children who cannot afford to move on to the property ladder. National research shows that selective licensing schemes are successful at improving housing conditions. It should also lead to greater community stability for groups who are unable or do not wish to access social housing or homeownership.</p> <p>We do not have data on the age profile of landlords in Hexthorpe. In the operation of this scheme we will take steps to monitor the extent to which affected landlords share the protected characteristics and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Disability- In Doncaster 21.7% (65,535) of people have some form of disability compared to the national average of 17.9%. Doncaster is predicted to have a similar</p>
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	<p>proportion of people with learning disabilities as the national average at 1.85% of the population. (JSNA – current demographic profiles and data already available through Public Health intelligence including protected groups- Doncaster Council website).</p> <p>According to the English Housing Survey 2019-20 one quarter of households in the PRS had one or more household members with a long-term illness or disability. The majority of households with long term illness or disability live in the social rented sector.</p> <p>We do not have data on the residents and landlords in Hexthorpe relating to this protected group in the PRS. In the operation of this scheme we will take steps to monitor the extent to which this protected group is affected and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Race and Ethnicity- Whilst Doncaster is still predominately White British; it has, over the last twenty years become more ethnically diverse with rising numbers of people identifying themselves with minority ethnic groups in the 2011 Census. At the time, Hexthorpe was identified as an area for housing minority ethnic groups, in particular the Polish community. Hexthorpe has since seen a high influx of EC migration and a more recent community survey completed as part of the Support Engagement & Education Project identified a large number of Romanian, Slovak, Czech and Urdu residents, as well as Polish and UK nationals. It is notable that migrants are more likely than UK nationals to live in the PRS than social rented or owner occupied accommodation. Property licensing schemes are successful at improving housing conditions and a better managed PRS may also assist with community cohesion and tackle exclusion.</p> <p>One potential gap identified in the delivery of this proposal is linked to language barriers during consultation and implementation for those residents and landlords who do not speak English as a first language. This has been considered and guidance in different languages of how to access the information in the consultative document in</p>
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	<p>another language is available at the front of the document. The translations provided were based on information gained on the most common languages existing in the area.</p> <p>We do not have data on the racial profile of landlords in Hexthorpe. In the operation of this scheme we will take steps to monitor the extent to which affected landlords share the protected characteristics, including the extent to which minority ethnic groups are represented among landlords. We will try to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Sexual Orientation- We do not have local data regarding the representation of this protected group in the PRS. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Religion or Belief (or no Belief)- Although the question was not compulsory the 2011 Census reported the majority of residents in Doncaster (66%) were Christian and 24% stated they had no religious affiliations.</p> <p>We do not have local data regarding the representation of this protected group in the PRS. However, Hexthorpe has a high percentage of migrant communities who are more likely to live in the PRS. It is likely that a significant proportion of these individuals will be members of faith groups and are therefore represented among PRS tenants. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>We do not have data on the religious/faith profile of landlords in Hexthorpe. In the operation of this scheme we will take steps to monitor the extent to which affected landlords share the protected characteristics, including the extent to which faith groups are represented among landlords and we will aim to ensure that discrimination,</p>
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		<p>harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Pregnancy and Maternity- According to the 2019-20 English Housing Survey the household composition has changed over the last 20 years and the proportion of families with dependent children living in the PRS has increased to 36% (approximately 547,000 households).</p> <p>We do not have local data regarding the representation of this protected group in Hexthorpe. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p> <p>Marriage and Civil Partnership- According to the 2011 Census 46.91% of people over the age of 16 in Doncaster were married, which is similar to the national average of 46.6%. 32.21% of people were single, 0.2% were in a civil partnership, 13.1% were separated/divorced and 7.7% were widows/surviving member of civil partnership.</p> <p>We do not have local data regarding the representation of this protected group in the PRS. There is no reason to believe that there will be specific impacts for this protected group and we will aim to ensure that discrimination, harassment and victimisation is tackled based upon this and any other protected group.</p>
7	Decision Making	<p>Decision makers must consider the Council’s duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have ‘due regard’ to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the act, and to advance equality of opportunity and foster good relations between those who share a ‘protected characteristic’ and those who do not share that protected characteristic. There are no specific equality implications arising from this proposal. However, any activities arising from this report will need to be the subject of separate ‘due regard’ assessments.</p>

8	Monitoring and Review	The consultation process is prescribed and there is a duty to consider all representations. If a decision is made to designate, there is a requirement to keep this under review.
9	Sign off and approval for publication	JCD 03/03/21

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Doncaster Council

REPORT

Date: 22 September 2021

To the Chair and Members of the Cabinet

Gypsy & Traveller sites – Investment Strategy

Relevant Member(s)	Cabinet	Wards Affected	Key Decision
Cllr Glyn Jones			

EXECUTIVE SUMMARY

1. The council currently owns three Gypsy & Traveller (G&T) sites:
 - White Towers, Armthorpe, 23 plots;
 - i. 12 tenanted
 - ii. 7 voids
 - iii. 4 not available for re-letting
 - Lands End, Thorne, 22 plots;
 - i. 22 tenanted
 - ii. 0 voids
 - Little Lane, Kirk Sandall, 10 plots;
 - i. 7 tenanted
 - ii. 3 voids
2. St Leger Homes have managed all three sites since 2014.
3. For each G&T sites residents each rent a pitch and an individual utility block, with the average rent across the sites is £81.
4. Historically investment in improving facilities has been limited, although £2.64m was invested during 2011/12 - 2018/19, of which £1.98m related to new provision, creating 16 new pitches (12 No. at Lands End site and 4 No. at White Towers site) and during 2012/13 – 2014/15 and a further £0.66m was invested into new meter blocks and general site improvements across the three G&T sites. The investment was funded through a combination of housing capital receipts and Homes England grant funding. There has been very limited investment in the

individual pitches, which has resulted in a number becoming unlettable due to their condition.

5. It is proposed to reconfigure the White Towers site, reducing the level of provision from 23 to 16 and improve the remaining pitches on the Lands End and Little Lane sites to bring them up to modern standards in line with the new provision that was created in 2013/14.

EXEMPT REPORT

6. Not exempt.

RECOMMENDATIONS

7. It is recommended that:
 - A two year investment strategy is put in place from 2022/23 to carry out improvements across all three G&T sites, starting with White Towers in 2022/23 and following on with Little Lane & Lands End sites in subsequent years.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

8. Improving the facilities to modern standards will ensure that all residents have safe, secure & modern accommodation provision, ensuring that the council complies with its duties.

BACKGROUND

9. The council currently owns three G&T sites.
10. Across the sites there are a total of 55 plots:
 - White Towers, Armthorpe, 23 plots;
 - i. 12 tenanted
 - ii. 7 voids
 - iii. 4 not available for re-letting
 - Lands End, Thorne, 22 plots;
 - i. 22 tenanted
 - ii. 0 voids
 - Little Lane, Kirk Sandall, 10 plots;
 - i. 7 tenanted
 - ii. 3 voids
11. In 2013/14 16 new G&T pitches were provided, four on White Towers site and 12 on Lands End site.
12. Historically management of the sites proved to be difficult, with resistance from residents to staff enforcing site conditions, although this has been done where supporting evidence is available. Significant levels of fly tipping happens on and around the sites, particularly on the void pitches. Limited CCTV is available at White Towers site from the adjacent Waste Recycling Centre; however, images from this have proven inconclusive and have therefore not been able to be used to take action associated with the fly tipping. All residents when asked deny fly

tipping on the site and any knowledge of who is responsible.

13. Of the G&T sites, White Towers provides the biggest management challenge and has the worst site conditions and highest number of voids. Pitch layout adds to some of the management challenges including the ability to comply with the 6m separation distance requirements between caravans.
14. The council provide the pitch and amenity block which includes living, kitchen, toilet and bathing facilities. The current utility blocks have been in place for many years with very little investment and are in poor condition.
15. In June 2018 Faithful & Gould were commissioned to undertake an assessment of the sites, to provide budget cost estimates for improvement works required at each individual site, review the fire safety separation distances required by the DCLG guidance/standards, and provide potential site layout alterations.
16. When considering the condition of the amenity blocks, the inspection report noted that the amenity blocks accessed during the survey are dated and in poor condition. The cladding material to the blocks is torn and the inner structure of the blocks is exposed in places. On White Towers four utility blocks have had to be demolished for safety because of their condition and vandalism. The sanitary fittings internally are aged and in poor condition. Given the lack of investment in the existing provision 4 pitches are unlettable and the individual amenity blocks have had to be demolished for safety reasons.
17. When considering the level of need for G&T pitches within the borough, consideration needs to be given to the Gypsy & Traveller Accommodation Needs Assessment (GTANA) that forms part of the supporting documentation for the local plan. The formal assessment (standard methodology) identified an overall surplus of 55 pitches.
18. With regards to the local plan, assuming there has been no significant changes since 2018, a loss of 7 would still leave a surplus of 48, which should also increase over time in the same way the identified surplus in 2018 of 55 increases to a surplus of 274 by 2032. However, we would not know an up to date position until a new GTANA is done.
19. For planning purposes we have to show a 5 year supply of sites, which as per the GTANA was +184 given the surplus of 55 and expected additional sites, it is not anticipated that this would impact to a point that we would fail to demonstrate this, based on the 2018 figures.
20. The Local Plan notes the authorised site capacities and surplus by 2032 based on the GTANA but also acknowledges that the GTANA will be periodically updated and we will react to the findings of it if necessary, so as long as we still have a surplus of sites and can demonstrate a 5 year supply of sites then there should be no significant impact on the Local Plan.

STATUTORY GUIDANCE

21. Two main government guides from the then Department of Communities and Local Government (DCLG) have been used to assess the current layout and proposed improvements:

Designing Gypsy and Traveller Sites – Good Practice Guide

22. This good practice guide is applicable to the three gypsy and traveller sites. The guide is intended to help local authorities who wish to develop a new site or refurbish the whole or part of an existing site. It is recognised within the guidance that it is not possible to meet all aspects of this guidance in every respect on every site and that local authorities will need to make decisions on a case by case basis based on the size, geographical nature and needs of residents.
23. Key areas of this guidance document used in the feasibility options include:
- Every trailer, caravan or park home must be not less than 6 metres from any other trailer, caravan or park home that is occupied separately to ensure fire safety. Other structures are allowed in this zone if they are made of non-combustible materials, such as an amenity block.
 - Soft landscaping can be used to ensure spatial separation which prevents movement of trailers to positions which would breach fire safety distances from the adjoining pitch.
 - Resident parking should largely be provided for on individual pitches, to avoid on-street parking impeding access of fire and other emergency services. Parking spaces should be a minimum of 2.4 x 4.8 metres.
 - Amenity buildings must be provided on each plot, although this can be provided across two pitches as two separate and entirely self-contained semi-detached units. Amenity blocks must include, hot and cold-water supply, electricity supply, separate toilet and hand wash basin, a bath/shower room, a kitchen and dining area.

Model Standards 2008 for Caravan Site in England.

24. The model standards within this document only apply to those sites which contain caravans that are used as permanent residential units.
25. Key areas of this standards document used in the feasibility options include:
- No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
 - Every caravan must, where practicable, be spaced at no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
 - Private cars may be parked within the separation distance provided they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.
 - New two-way roads shall not be less than 3.7 metres wide, or 3 metres for one-way traffic. Where existing two-way roads are not 3.7 metres wide, passing places shall be provided where practical.
 - Every unit must stand on a concrete base or hard-standing.
 - There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
 - Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.

- Fire points shall be located so that no caravan or site building is more than 30 metres away. A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

G&T PROVISION / NEED MOVING FORWARD.

26. Given the surplus provision highlighted through the formal assessment, combined with the management challenges at White Towers site, it is proposed that the number of pitches is reduced by 7 from 23 to 16. This will remove void pitches and therefore the opportunity to fly tip on them, whilst at the same time providing the opportunity to increase pitch size enabling more space to be provided to facilitate the provision of the required separation distances.
27. It is proposed to keep the same number of pitches on Little Lane and Lands End sites.
28. When considering the cost associated with improving standards to modern day provision, Faithfull & Gould were asked to provide budget estimates [2018] for each site.
29. Proposed works for White Towers site is:
 - reconfiguration the site to reduce the provision by 7 pitches,
 - alteration works to the electrical, water and waste services to each plot,
 - provision of new amenity blocks, construction of new plot boundaries,
 - landscaping and hardstanding works to individual plots
 - construction of new pedestrian pavement and resurfacing of the access road in-keeping with normal highways standards.
30. The budget estimate including professional fees (Aug 2018) was £1.80m. Given the time gap between the budget estimate and potential delivery on site it is anticipated that this estimate will increase and the final figures will be known following a full procurement process.
31. Proposed works for Lands End site is:
 - replace old amenity blocks,
 - renew existing boundary fencing to the site,
 - new surfacing treatment to each existing plot and
 - access road re-surfacing in-keeping with normal highways standards.
32. The budget estimate including professional fees for works to the long term pitches (not the 12 new pitches provided in 2013/14) (Aug 2018) was £1.21m. Given the time gap between the budget estimate and potential delivery on site it is anticipated that this estimate will increase and the final figures will be known following a full procurement exercise.
33. Proposed works for Little Lane site is:
 - replace amenity blocks,
 - renew existing boundary fencing to the site,
 - new surfacing treatment to each existing plot, and
 - access road re-surfacing in-keeping with normal highways standards.

34. The budget estimate including professional fees (Aug 2018) was £1.16m. Given the time gap between the budget estimate and potential delivery on site it is anticipated that this estimate will increase and the final figures will be known following a full procurement exercise.
35. The combined estimated cost (subject to inflationary increases) to improve the G&T sites to modern standards is £4.17m.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	Ensuring appropriate steps are taken to bring the sites and amenity block up to decent standards will ensure individuals can live safely in their homes.
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	

	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	

RISKS AND ASSUMPTIONS

36. The current estimates are based on 2018 prices, it is likely that these cost will have increased since that point in time.

LEGAL IMPLICATIONS [Officer Initials...HMP... .. Date 02/07/21]

37. Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.
38. The appointment of a provider to carry out the improvement works must be procured in accordance with the Councils contract procedure rules.
39. Legal Services should be consulted at the earliest opportunity to provide the contractual documentation.
40. Legal advice should be sought on the existing security of tenure contained in occupation agreements and the provisions to terminate the agreement or relocate the occupiers. Consideration of the right to a private and family life contained within article 8 within the Human Rights Act 1998 must be considered.

41. Consideration should be given to the consultation necessary on those impacted by the decision. Where consultation takes place the consultation responses must be taken into account in finalising the decision and the process should comply with the established consultation principles: consultation should occur when proposals are at a formative stage; consultations should give sufficient reasons for any proposal to permit intelligent consideration; and consultations should allow adequate time for consideration and response; The decision maker must demonstrate that it has considered the consultation responses or a summary of them, before taking its decision.
42. The decision maker must also comply with the Public Sector Equality duty to consider the need to promote equality for persons with “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and have due regard to:
 - i) eliminate discrimination, harassment, and victimisation;
 - ii) advance equality of opportunity
 - iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it.
43. In order to do this the decision maker will need to have sufficient information about the effects of the proposed changes on the aims of the Equality Duty. The Equalities implication section below is designed to assist with compliance with this duty and so the decision maker must take that into consideration and the public sector equality duty before taking the decision.

FINANCIAL IMPLICATIONS [Officer Initials DH Date 09/09/21]

44. The costs associated with the upgrading of the three Gypsy & Travellers caravan sites to modern standards were estimated in 2018 to be £4.17m. The estimate is expected to increase once any inflationary rises have been reflected and the revised cost will be clearer when the full tender exercise is undertaken. The tender exercise will be undertaken in line with contract procedure rules.

The investment is proposed to span a two year period commencing in 2022/23.

Location	Investment £m
White Towers	1.80
Lands End	1.21
Little Lane	1.16
Total	4.17

45. The Council approved a four year Housing Capital Programme on 1st March 2021. Included in this was funding earmarked for costs associated with both park homes and gypsy and traveller sites. The total funding across the four year period (2021/22-2024/25) is £2.84m.

Approved Funding	Investment £m
2021/22	0.64
2022/23	0.40
2023/24	1.40
2024/25	0.40
Total	2.84

46. £0.34m of this funding has been earmarked for improvements to the park homes sites, leaving unallocated funding of £2.5m. It is proposed that the unallocated Housing Investment budget of £2.06m is vired to this budget to fund this investment. This would give a total budget of £4.56m against estimated costs based on 2018 prices of £4.17m.
47. Any additional funding and virements will need to be approved in accordance with the financial procedure rules. The profiled spend of the available resources are uncertain at this stage. Any changes will be reported as part of the Finance and Performance report.
48. Also included in the revenue budget is £50k, earmarked for any repairs and maintenance costs across all the G&T / Residential sites. Any future capital investment into the sites should result in a reduction of revenue repairs at the G&T sites being required, especially in the subsequent few years. These savings are not quantifiable at this time.

HUMAN RESOURCES IMPLICATIONS [Officer Initials AC.... Date ...01/07/21]

49. There are no HR implications in relation to this report.

TECHNOLOGY IMPLICATIONS [Officer Initials...PW... Date...29/06/21..]

50. There are no technology implications in relation to this report.

HEALTH IMPLICATIONS [Officer Initials... CT.....Date29/06/21.....]

51. Public Health supports the proposals to improve the standards of the 3 sites. Poor conditions and sanitation on Traveller sites contribute to the poor health of Gypsy and Traveller families, including many children.
- The health status of Gypsies and Travellers is much poorer than that of the general population, even when controlling for other factors such as variable socio-economic status and/or ethnicity
 - Life expectancy is 10 to 12 years less than that of the non-Traveller population
 - 42 per cent of English Gypsies are affected by a long term condition, as opposed to 18 per cent of the general population
52. Therefore site conditions need to be of a standard to create an environment that promotes good health and wellbeing.

A safe place that the residents feel they can call home.

EQUALITY IMPLICATIONS [Officer Initials.....SW... Date.....02/06/21..]

53. The Gypsy and Traveller community are one of the most excluded groups within our communities. It is critical that the accommodation that the council provides is modern and to decent standards.

BACKGROUND PAPERS

None

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Doncaster Council

Report

Date: 22/09/2021

To the Chair and Members of the CABINET

Public Health research programme – Born and Bred in (BaBI) e cohorts (data acceleration project).

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Cllr Nigel Ball Lead Member for Public Health, Leisure, Culture and Planning	ALL	Yes
Cllr Lani-Mae Ball Lead Member for Education, Skills and Young People		

EXECUTIVE SUMMARY

1. The Public Health team within Doncaster Council led a consortium of partners to apply to the Ministry of Housing, Communities and Local Government (MCHLG) Local Data Accelerator Fund for Children and Families. This application entitled 'Born and Bred e-cohorts: creating a network of local intelligence tools from linked local data' was successful.
2. The purpose of this report is to set out details of the reward and recommend that Cabinet agree to draw down the Grant.
3. For Doncaster, this builds on recent work to develop Born and Bred in Doncaster (BaBi D) which has been supported by the National Institute for Health Research Academic Research Collaboration's work programme to establish Born and Bred e-cohorts.
4. Application to the MCHLG fund aimed to accelerate this work and Doncaster Council acted as strategic lead and accountable body for the successful application. The award is for £810,363 over 21 months beginning September

2021. The BaBi e-cohort partnership consists of Doncaster Council, Wakefield Council, Leeds Academic Health Partnership, University of York, Born in Bradford, NIHR Applied Research Collaboration (ARC) Yorkshire and Humber, Leeds Teaching Hospitals, Mid Yorks Hospital Trust, Doncaster and Bassetlaw Teaching Hospital.

5. The funding from MHCLG is for a period of 21 months with the aim of accelerating progress on establishing the e cohorts and sharing learning between sites. Locally, the Born and Bred in Doncaster programme will continue beyond this enhanced funding period. Consent is recorded in the electronic patient record, providing an efficient, cost-effective method to invite all pregnant women to join the cohort. This report is not exempt.

RECOMMENDATIONS

6. Cabinet agree to accept the grant and that Doncaster Council act as accountable body to administer the full award of £810,363.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. This grant will enable progress on the local born and bred in Doncaster research programme (Babi-D) which aims to help to improve the health and wellbeing of children and families across Doncaster. The programme will have a strong focus on health inequalities and inclusion. Recruiting to a Doncaster birth cohort will help us track the health and wellbeing of children born in Doncaster. All pregnant women will be offered the opportunity to take part in this study.
8. Families who join the cohort give informed consent for their data to be used. The health of these children can be tracked from pregnancy through childhood and into adult life. Midwives gain consent from women during routine appointments to link broad ranging routine data about themselves and their baby over time and for future contact for research. Studying children from before birth is a powerful way of understanding the many influences that shape our lives.
9. The data provided from this work will help the partnership in gaining a better understanding of what local families want and need from services across the borough, ensuring locally commissioned services are inclusive, and for consideration of additional research for further understanding and improvement for our local population.

BACKGROUND

10. Babi-D (outlined above) is part of a larger cohort study (Babi e-cohort) which includes Bradford, Leeds, and Wakefield supported by the National Institute for Health Research Applied Research Collaboration and builds on the world leading Born in Bradford cohort study (<https://borninbradford.nhs.uk/>).
11. The Babi e-cohort ambition is to make use of linked data as a local intelligence tool to shape services, policy and practice for children and families and support local case management.

12. The successful data accelerator project has 4 objectives:
- Establishing data linkage processes in each new Babi site to make use of the data at a local level;
 - Establishing a network of e-cohorts to develop skills and methods for linking and using data;
 - Conducting priority setting activities to ensure data is being used to best effect;
 - Creation of a toolkit to allow the model to be replicated in other sites.

OPTIONS CONSIDERED

13. The only option considered was to accept the grant.

REASONS FOR RECOMMENDED OPTION

14. Recommendation that the Grant is accepted to enable accelerated progress on the local Babi D research programme within the broader Babi cohorts.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 15.

Outcomes	Implications
<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	

<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	<p>Studying children from before birth is a powerful way of understanding the many influences that shape our lives.</p>
<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>Families who join the cohort give informed consent for their data to be used. The health of these children can be tracked from pregnancy through childhood and into adult life. Studying children from before birth is a powerful way of understanding the many influences that shape our lives.</p> <p>The data provided from this work will help the partnership in gaining a better understanding of what local families want and need from services across the borough, ensuring locally commissioned services are inclusive, and for consideration of additional research for further understanding and improvement for our local population.</p>
<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents 	<p>Learning from the following objectives will contribute to the Connected Council vision:</p> <ul style="list-style-type: none"> • establishing data linkage processes in each new Babi site to make use of the data at a local level • establishing a network of e-cohorts to develop skills and methods for linking and using data;

<ul style="list-style-type: none"> • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	
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RISKS AND ASSUMPTIONS

16.

Risk	Mitigation
Fail to recruit skills required	Ensure level of roles are appropriate Advertise early and target accordingly
Data controllers do not agree to share data	Engage with all parties early Build on existing DSAs where possible Be clear on legal basis for sharing data
Data delivery is delayed	Start discussions with data providers early
Partners are not engaged in the project	Ensure leadership in each partner organisation at application stage Regular meetings to monitor progress Escalate issues quickly through agreed governance
Prioritisation workshops do not reflect breadth of service/not well attended	Circulate dates well in advance Identify service leads to advocate Monitor sign up and target under represented areas Carry out additional work with under-represented areas
e-cohort recruitment is delayed	Continue with data sharing and linking work using dummy data to prepare the system

LEGAL IMPLICATIONS [Officer Initials NJD Date: 25th August 2021]

- Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals may generally do.
- Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.
- Section 2B of the National Health Service Act 2006 (as amended by Section 12 of the Health and Social Care Act 2012) introduced a duty on Councils to take appropriate steps to improve the health of the people who live in their area.

20. As Lead Authority for the Consortium, Doncaster Council has entered into a funding agreement with Ministry of Housing, Communities and Local Government (MCHLG) regarding receipt of the funding for and on behalf of the consortium members.
21. A Data Protection Impact Assessment will need to be completed and all parties to the consortium must agree on Data Compliance issues.
22. A legally binding Consortium Agreement will be signed by each of the consortium members to document the relationship.

FINANCIAL IMPLICATIONS [Officer Initials HR Date: 25th August 2021]

23. Doncaster Council has been successful in its bid for funding from MCHLG for the Local Data Accelerator Fund for Children and Families £810,363. Doncaster Council will act as lead for the consortium, legal agreements will need to be put in place before pass porting funding across the partnership. The grant is specifically for revenue spend outlined in the table below with staffing costs being spread across the partnership and over a 21 month period.

	2021-22	2022-23
Staffing	£324,278	£463,190
Training	£10,000	£5,000
Equipment, Data Storage	£6,695	£0
Community engagement	1,200	£0
Total funding	£342,173	£468,190

24. The Council have not yet received the memorandum of understanding (MoU) or the terms and conditions of the grant, therefore these will need to be checked to ensure all conditions can be met prior to entering into the final agreement. The funding and grant determination is expected in September 2022, therefore the treatment of carrying forward any grant into 2022/23 will need to be considered once the relevant documents have been issued by MCHLG.
25. As per Financial Procedure rule E.9 grant acceptance is subject to key decision rules, it is therefore one of the recommendations that subject to the grant being awarded the approval is covered in this report.

HUMAN RESOURCES IMPLICATIONS [Officer Initials: EL Date: 25th August 2021]

26. There are no specific Human Resource implications stated within this Report. However, I am aware that some of the funding may be allocated to staffing, therefore any staffing resources must be coordinated through Human Resources and established and recruited to in line with the relevant policies and procedures.

TECHNOLOGY IMPLICATIONS [Officer Initials...PW/NR...Date...02/09/21]

27. Any technology requirements relating to this successful bid for Local Data Accelerator funding are not known at this stage and as such, the technology implications cannot be quantified at this time. Any technology requirements to support this work should be discussed with Digital & ICT at the earliest opportunity and where applicable, a report will be needed for consideration by the Technology Governance Board (TGB). Full technology implications will then be provided as part of that process. It is assumed that the Council's existing Business Intelligence platform (PowerBI) and existing Children's systems (e.g. DIPS) will be in scope and require integration. A Data Protection Impact Assessment (DPIA) and relevant data sharing agreements will be needed – colleagues in the Information Governance Team in Legal Services will be able to advise in relation to this.
28. We suspect that there will be a requirement to model how the data will be captured and reported. This will potentially encompass strategies around ensuring data quality is correct, record matching is done accurately, and unique identifiers are used (e.g. NHS number). This could be a substantial piece of work requiring extensive resource and skills and it is unclear where these roles and responsibilities could possibly sit.

HEALTH IMPLICATIONS [Officer Initials SH Date: 23rd August 2021]

29. Research active organisations are known to deliver both more effective knowledge based services and higher levels of satisfaction on the part of citizens using these services. This Born and Bred e-cohort research programme is based on the world leading Born in Bradford study. BiB aimed to develop understanding of the influences on health and provide insight for policy and practice (https://borninbradford.nhs.uk/wp-content/uploads/Key-Findings_FINAL_Designed.pdf). Acceptance of the data accelerator grant will enable greater progress to be made within BaBi D and the associated e-cohorts.

EQUALITY IMPLICATIONS [Officer Initials SH Date: 23rd August 2021]

30. The programme will have a strong focus on health inequalities and inclusion. Additionally, Doncaster Council is working with the National Institute for Health Research to pilot their new equality framework and the intention is to use the BaBi D research programme as the case study.

CONSULTATION

31. A key objective of the application is **Conducting priority setting activities to ensure data is being used to best effect**. These will include multiagency activities and local citizens to discuss and identify priorities that could be addressed using linked data. In doing this, a pipeline of projects can be

identified to ensure that data are being used to full potential on matters of the greatest importance and urgency to each local area.

BACKGROUND PAPERS

32. Not applicable

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

REPORT AUTHOR AND CONTRIBUTORS

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Doncaster Council

Report

Date: 22nd September 2021

To the Mayor and Members of the Cabinet

Acceptance of Sheffield City Region (SCR) Brownfield Housing Fund - Grant for Council House Build Programme (CHBP) Phases 1 & 2

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Cllr Glyn Jones Cabinet Member for Housing and Business	All	Yes

EXECUTIVE SUMMARY

1. In June 2020 the Government launched 'A New Deal for Britain' which is set as the first steps in the strategy to rebuild Britain following Covid 19 and fuel economic recovery across the UK. As part of this strategy, funding has been allocated by the Ministry of Housing, Communities and Local Government (MHCLG) to a number of Combined Authorities - including £40m to the Sheffield City Region Combined Authority (SCR) to support housing developments through a Brownfield Housing Fund (BHF) which demonstrate a financial viability gap.
2. The Council submitted a series of Gateway applications in September 2020 for 3 schemes made up of 7 grouped sites in Phase 2 of the Council House Build Programme (CHBP). The Council was subsequently awarded a Revenue grant facility of £130,000 to support the appointment of consultants to undertake site technical surveys and reports ahead of submission of 'Outline Business Case' (OBC) bids. Those OBC bids were submitted to SCR 2nd August 2021. A further Full Business Case (FBC) bid is due for submission in November 2021 after which final grant awards will be notified in February 2022. These three schemes across the 7 grouped sites must then meet the funding criteria for start on site by March 2022.
3. In addition the BHF incorporates a simplified and continuous bidding 'Business Justification Case (BJC) process for grant funding requirements under £500,000. This has been utilised to bid for £495,000 for the Council House Build Programme Phase 1 sites. The award notification is anticipated

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in September 2021. The schemes for which this funding is sought have been fully approved in the Doncaster's Affordable Homes Programme Report by the Cabinet on 3rd December 2019, are in contract with Willmott Dixon with a programmed start on site date for enabling works of 20th September 2021.

4. This report seeks approval that:

Delegated authority is granted to Directors to accept the BHF grant offers from the SCR, enter into the associated funding agreement with SCR and subsequently draw down the grant funding for the delivery of the schemes. This will enable the Council to enter into contract with the SCR within the funding allocation time allowed and ensure the conditions of the programme for BHF Grant funding are fully met.

EXEMPT REPORT

5. Whilst this report is not exempt, Appendix B of the report contains tender results which is commercially sensitive information and therefore, is NOT for publication because it contains exempt information by virtue of Paragraph 3 (*information relating to financial or business affairs of any particular person (including the authority holding that information)*) of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

RECOMMENDATIONS

6. It is recommended that Cabinet:
- i. Endorse the approach taken with the BHF Grant bids to support the CHBP and the 5 Year Housing Delivery Plan;
 - ii. Delegate authority to the Director of Economy and Environment, in consultation with the Section 151 Officer and Portfolio Holder for Housing and Business; to accept the funding and agree terms and conditions for any BHF Grant funding awards for CHBP schemes in Phases 1 and 2;
 - iii. Utilise the funding to maximise the delivery of new homes across Phases 1 and 2 of the CHBP; and
 - iv. Support the identification of further opportunities across the Borough that are eligible for SCR BHF Grant and submit initial Gateway (Expressions of Interest) applications.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. The planned growth of the economy both locally within the borough and at wider regional and national levels will stimulate significant housing demand alongside the ambitions to grow employment, tourism and other forms of inward investment. The changing profile of our local residents means we need more homes suitable and attractive to us all in later life and homes that enable more residents to live independently whatever their personal needs.

8. The Council has high ambitions for its own Council House Build programme (CHBP). In order to try and best meet the need for new, well designed, energy efficient affordable homes we aim to:
 - i. Accelerate the delivery of the next phases of the programme to complete them in 5 years, rather than 10;
 - ii. Be an early adopter of the proposed 2025 Future Homes Standard (when fully confirmed);
 - iii. Meet housing needs where they have been identified in the 2019 Housing Need Study across the borough;
 - iv. Maximise the investment from Homes England to deliver as many affordable homes with the resources available as possible.
9. All residents of Doncaster will benefit from the provision of more affordable homes through the CHBP. This will include family homes along with specific housing needs such as older people and those with learning disabilities and autism; severe mental health; physical disabilities; who are homeless; and who are leaving care.
10. Our homes have a powerful influence on our health and wellbeing. Having a healthy and stable home allows families to thrive, contribute better to society and help people to stay independent at home for as long as possible.
11. The new homes built by the CHBP will meet Nationally Described Space Standards (NDSS) and be more energy efficient, provide people with more inside and outside space, as well as helping them spend less of their household income on fuel bills.
12. The projects also deliver affordable housing to a higher quality and environmental standard (built to exceed building regulations to meet a 31% thermal performance uplift, including electric vehicle (EV) charging points, and solar PV roof panels), than would normally be expected. This aims to deliver improved social outcomes such as a reduction in demand on health and social care services and also health and well-being improvements as a result of reduced fuel costs and a higher quality living environment. These homes are also more future-proofed for the challenges of climate change.
13. The BHF applications have focused the benefits of grant funding on the delivery of the high specification affordable homes which include significant additional energy efficiency measures over and above the minimum standards. In addition the bids feature:
 - Brownfield land brought back into use;
 - A contribution to the Councils Housing Development Programme;
 - Delivery of construction jobs, apprenticeships and training; and
 - Social value benefits to society including: reduced waiting lists for housing; spend in local supply chain; reduction in carbon contribution; reduction in fuel poverty and fuel savings; health benefits from additional new affordable homes; and amenity benefits from extensive new open space.

BACKGROUND

14. The Council has ambitious plans to build on the success of delivering new homes in Doncaster to date, including much needed new affordable homes. In January 2021 the Cabinet approved a 5 year Housing Delivery Plan (HDP) which set out how the Council could deliver new homes using £100m of Council finance. That report also supported the need to apply for any grant funding available following approval of the HDP, officers within Strategic Housing subsequently submitted 4 bids for BHF Grant to support Phases 1 and 2 of the CHBP.
15. As the number of households in the Borough grows, we need more homes for these households. Every year we need 920 more new homes, of which the 2019 Housing Needs Study (HNS) identifies the Council needs 209 to be affordable.
16. The development of the HDP and the CHBP P1 and P2 are principally informed by the findings of the 2019 HNS. Further data has also come from:
 - Housing Register bidding data – 8,500 households are currently on the Housing Register looking for an affordable rented home. In the last full year (prior to Covid) 1,662 properties were advertised and 82,891 bids made - an average of 50 bids per property;
 - New information from the Learning Disabilities, Autism and Severe Mental Health Study 2020 – this suggests 225 people will need accommodation with support over the next 10 years.
17. The site locations in these bids also ensure a geographic balance of new homes across the Borough to meet the local identified housing needs.
18. Following the allocation of funds by MHCLG in July 2020, the Metropolitan Combined Authorities (MAC) initially invited Local Authority led bids to establish a pipeline of schemes and establish demand. Doncaster Council submitted an initial Gateway bid (or Expression of Interest) to the SCR Brownfield Housing Fund (BHF) in September 2020 for an indicative list of 7 sites to deliver circa 160 dwellings. The MHCLG have set targets for funding early delivery schemes and under which the Doncaster schemes fall.
19. The sites for which funding is applied for are:

Doncaster CHBP Phase*	Sites	Dwellings
CHBP Ph1 BJC	Athelstane Cres Adwick Lane Appleby Rd	33
CHBP Ph2 OBC	Former Nightingale School	c.51
	Former Adwick Depot/SEC	c.35
	Small Sites: Plantation View Barnburgh House Moor View Springfield Avenue	c.42

**Refers to the Council House Build Programme Phasing in the HDP.*

20. The SCR programmed the Brownfield funding into 3 phases. Phase 1 covered 'oven ready' schemes which were ready to start during 2020-21, Phase 2 is for schemes which can be progressed through to Grant decision and allocation for 2021-22 financial year (early delivery). Phase 3 are 'pipeline' schemes for future acquisitions, starts and delivery during 2022-25. The Doncaster schemes covered by this report all fall within Phase 2 of the BHF timetable and allocations.
21. The grant submission timetable for Phase 2 schemes is in three key stages:
- Gateway (EOI) September 2020
 - Outline Business Case (OBC) 26 July 2021
 - Full Business Case (FBC) 26 November 2021

It is anticipated the final funding decision will be made in February 2022. The appraisal process is however iterative and it is anticipated applicants/the council will receive early feedback from the SCR during September 2021.

The SCR agreed in January 2021 to an initial grant facility of £130,000 for further Grant Development Works (technical de-risking) for our sites. This grant - further supported with Council HRA funds - enabled the Council to commission a range of technical reports and surveys to help inform the development of scheme designs, costings and preparation of the Outline Business Case submissions (OBC).

22. The scheme build costs and grant funding bids are set out in **Appendix B**
23. Key themes in the BHF process require the bid to illustrate how the schemes will address Social Value elements and benefits of: Housing Costs; Unemployment; Health and Deprivation; Climate and Environment; Fuel Poverty:

Housing costs – The CHBP will deliver 100% affordable housing supporting the MCA's ambition to maintain SCR's current house price to residence-based earnings ratio.

Unemployment – The delivery of high-quality, affordable, energy-efficient housing has the potential to improve the financial stability and health and well-being of residents. These individual benefits have the potential to contribute to unemployed / economically inactive residents, re-engaging with the labour market and seeking employment as a result of improved mental wellbeing and increased financial resources which would enable those residents to expand their search for jobs to a wider area.

Health – The developments will provide high-quality affordable housing with reduced running costs as a result of improved energy efficiency is likely to drive health and well-being improvements / reduce the risk of poor health outcomes (associated with housing quality, housing stability and housing unaffordability) for residents, especially children occupying the new homes. This will have a significant effect on the quality of life of residents and as a result, is

likely to support SCR's ambitions to improve life expectancy in the region.

Deprivation – The delivery of affordable housing and public green space will improve the performance of the local area across a variety of the IMD deprivation indicators including barriers to housing and services; health deprivation and disability; unemployment; and living environment.

Climate and the environment – The delivery of housing on a brownfield site will reduce the amount of greenfield / greenbelt land required to deliver Doncaster Council's Local Plan housing delivery target, preserving the natural environment. The energy-efficient housing will also reduce the carbon emissions that would be emitted if this element were to be excluded from the scheme or if the private sector were to deliver the site.

Fuel poverty - The new, environmentally friendly housing, equipped with PV roof panels, high levels of thermal insulation, EV charging points will reduce tenant's energy costs, supporting the MCA's ambitions to address fuel poverty deficits. These will also bring additional societal fuel and carbon savings compared with building to the minimum current standards.

- 25** The BHF submission to the MCA also addresses the Strategic Economic Plan (SEP) objectives of: Stronger, Fairer, Greener. The specific responses showing how CHBP P1 meet those objectives and anticipated deliverable outcomes are set out in the following table:

DELIVERABLES	TOTAL FOR SCHEME (ALL YEARS)	
	CHBP P1	CHBP P2
To bring back into productive use 3 brownfield sites totalling 1.28 ha.	1.1.28 hectares	4.07 hectare
To deliver energy efficient affordable homes, contributing c.16% to Doncaster Council's ambitions to deliver 500 affordable homes by 2025	33 homes	128 homes
To deliver new public green space.	0.2 hectares	0.83 hectares
Deliver CO2 reductions through low carbon home designs, compared to standard homes.	235 tonnes per annum	1206 tonnes per annum
Homes connected to high-speed fibre broadband.	33 homes	128 homes
Reduce waiting times for new homes and reduce homelessness.	33 households	128 households
To deliver construction jobs throughout the construction phase of the project.	50 jobs	165 jobs
To deliver apprenticeship opportunities through the construction phase of the project.	3 Apprenticeships	14 Apprenticeships
Total amount (£) spent in local supply chain through the contract.	£1.54m within 10 miles £3.09m within 20	£16.51m

	miles £5.79m within 40 miles	
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26 CHBP Ph1: All 3 sites were subject to Cabinet approval in December 2019. (<https://doncasterintranet.moderngov.co.uk/documents/s24504/i6%20cab%20031219%20-%20Affordable%20Homes%20003.pdf>)

The sites all benefit from detailed planning consents and the costs are known following a recent updated tender process (1st July 2021). The contract has been awarded to Willmott Dixon through the 'Scape' public sector procurement authority framework with a formal start on site date of 20 September 2021. The application for this funding will be further supported by an application to Homes England for grant through the Shared Ownership and Affordable Housing Programme (SOAHP) for c£35,000/dwelling.

26 CHBP Ph2: All sites are identified in the 5 year Housing Delivery Plan. Initial feasibility schemes have been produced by the Council's Architect that reflect site development constraints from the information so far gathered from the reports and surveys and enable first stage cost estimates to be prepared. This early work was essential to inform and give confidence to the OBC bids. Full consultation with all stakeholders will now commence and it is currently anticipated the construction of the CHBP Ph2 sites will commence in Summer 2022. This will follow submission of planning applications from Autumn 2021 and tenders for construction works in Spring 2022. All the schemes in Phase 2 will be brought to Cabinet for formal approval in early Spring 2022.

OPTIONS CONSIDERED

- 27 Option 1:** Do not bid - Excluding the Council from this funding opportunity limits the potential for the Council to take its fair share of available funding for Doncaster residents. This could have reputational implications for the Council.
- 28 Option 2:** Reduce the scheme costs by the grant value – To do this could also result in fewer homes built and those which are delivered would potentially be built to a lower environmental and energy efficiency standards.
- 29 Option 3 (preferred option):** To delegate authority to the Director of Economy and Environment, in consultation with the Section 151 Officer, the Portfolio Holder for Housing and Business to agree terms and conditions for any BHF Grant funding awards for CHBP Phases 1 and 2. Any other option risks the Council losing funding if unable to respond in line with the demanding MHCLG and SCR deadlines for acceptance, agreeing contract terms and grant drawdown.

REASONS FOR RECOMMENDED OPTION

- 30** The addition of capital grant to the existing allocated Council funding for the HDP will enable that programme to deliver more new homes over the

coming years. With the BHF grant monies, the HDP could deliver a further 20 high quality new homes and help distribute the benefits of the HDP across more areas of Doncaster in need of affordable housing.

- 31 The funding will also ensure technically challenging brownfield sites with high abnormal development costs e.g. for flood mitigation are developed in a timely manner. This in turn will help alleviate problems with ASB and eliminate costs from repairs, maintenance and securing little used land and assets.
- 32 Failure to enter into timely agreement for any grant funding awarded will adversely impact upon the aspirations of the HDP and result in delays to the development of these sites.
- 33 The Council will seek to take and maximise investment in new homes and pursue its share of the £40million regional Brownfield Housing Fund.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

34

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	Increasing housing development across Doncaster supports economic growth
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	Increasing the number of affordable homes across the borough will provide more good quality, affordable homes, which are energy efficient and larger in size.
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that</p>	Providing good quality affordable homes on housing developments that build

	<p>is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	<p>resilient communities providing a safe and secure environment for children to learn and grow</p>
	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>Providing better quality affordable housing development schemes allowing children, vulnerable families/individuals and older people to live independently.</p>
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>Developing value for money high quality homes in consultation with residents and ward members to build resilient communities. To do this the council will be working alongside our internal and external partners.</p>

RISKS AND ASSUMPTIONS

- 35** Loss of SCR funding and reputation should the Council not give approval to accept the funding and enter into funding agreement.
- 36** Potential claw-back on outputs should the funding not be spent in line with the purpose for it was awarded. To date, claw back has been expected to be based on "Project Outputs" meaning the product of the works and likely to be described as the delivery of new homes on Brownfield sites as described in the BJC and FBC documents. This would be considered reasonably within the Council's control to comply with.

- 37** The MHCLG/SCR may require claw back to be based on “Project Outcomes”, meaning the benefits of the works, such as job outputs and Carbon savings. The outcome based claw backs for BHF have yet to be defined by the MCA, and these are not in the Council’s direct control, however we believe the outcomes are likely to be manageable as they will be based on the FBC projections and currently projected longer term to allow the benefits of the project outcomes to be realised.
- 38** Changes to the proposed scheme resulting in delays to the proposed start and completion dates – which may subsequently impact upon meeting funding timescales.

LEGAL IMPLICATIONS [PC, 16/08/21]

- 39** Section 1 of the Localism Act 2011 provides the Council with the general power of competency, allowing the Council to do anything which a person is permitted to do. Section 111 of the Local Government Act 1972 provides the Council the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of their functions.
- 40** If the full business cases is successful, the Council will be asked to enter into a funding agreement. It is likely that the funding agreement will contain details of project outputs, project outcomes and milestones that must be achieved and the terms and conditions of the funding agreement must be adhered to avoid the risk of clawback. Legal advice should be sought once the funding agreement has been received.
- 41** There will be significant legal implications arising out of these projects as they progress. It is advised that early engagement takes place with legal services and corporate procurement as there are significant procurement, governance, property and commercial law matters to address.

FINANCIAL IMPLICATIONS [CA, 12/08/21]

- 42** The Council’s Financial Procedure Rules say at section E.9 “Grant acceptance and/or commitment is subject to key decision rules.” The grant is over key decision level, therefore the recommendation is to delegate the acceptance of the grant funding until such a time when the detailed terms and conditions have been set out and in order to make a timely decision in accordance with SCR funding timescales.
- 43** If the bids listed in this report are successful, up to £4.155m could be received in BHF grant funding to be used towards the CHNB Phase 1 and 2 schemes. Receipt of the grant means utilising less HRA funds, which can then be used in future on another scheme.
- 44** The financial implications and risks, including potential clawback if specific project outputs and outcomes are not delivered, will be set out in more detail once the terms and conditions of the funding are made available.
- 45** The funding for CHNB phase 1 is already approved in the Council’s budget and Phase 2 is subject to formal approval. The budgets and financing will need to be amended accordingly in the capital programme to take account of any external funding the schemes are able to attract.

PROCUREMENT IMPLICATIONS [Officer Initials GS Date 24/08/21]

- 46** The Council is required to comply with UK procurement regulations and its own contract procedure rules.

Upon approval of acceptance of Sheffield City Region Brownfield Housing Fund grant for council house build programme, the Procurement team will provide ongoing advice and assistance for the commissioning and procurement activity to support all areas of the identified project. This will include exploring compliant and suitable options to commission the projects, including;

- Utilizing existing contracts suitable to deliver the required works
- Undertake a compliant procurement exercise(s) in line with UK procurement legislation.
- Or by commissioning the project via a compliant third party framework agreement.

- 47** The procurement activity undertaken to support the delivery of will be evaluated on the most economically advantageous offer and will take in to consideration cost, quality and social value as the key criteria:

HUMAN RESOURCES IMPLICATIONS [Officer Initials KJ Date 14/09/21]

- 48** There are no direct HR impls in relation to this report, but if in future staff are affected or additional specialist resources are required then further consultation will need to take place with HR.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 14/09/21]

- 49** There are no technology implications specific to the recommendations in the report. However, any emerging technology requirements will require ICT engagement at the appropriate time.

HEALTH IMPLICATIONS [CH, 17/08/21]

- 50** Good quality, safe and well-designed housing and communities are key to the success of the Borough and essential for building a healthy, engaged and inclusive society. Our homes should feel safe, comfortable, warm and dry, and should provide security and stability. They should meet the diverse needs of individuals and families, and should be of decent quality, regardless of age, type or tenure. Homes should be also be affordable and sustainable, and well connected to vibrant, active and healthy communities. Doncaster's council houses should exemplify these high standards.

- 51** There are a number of communities and groups who experience inequalities in relation to health and housing, these include people on a low income, people in areas of high deprivation, BAME communities (including our Gypsy and Traveller communities and refugee and asylum seeker population), older people, people with health conditions or disabilities and people experiencing homelessness or complex lives. Although the focus in this plan on quality, affordability, accessibility and design will go some way to addressing inequalities, it is essential that any work undertaken promotes fairness and inclusion and aims to reduce the inequalities that face these

groups at every opportunity. This can start at the design stages and continue through to when the houses are handed over to families, and beyond.

- By providing good quality housing that people on lower incomes can afford (including running costs) we can improve the health and social circumstances of people in poverty.
- Increasing supply may also have an impact on quality in other areas, such as the private rented sector.
- Climate change will affect those on lower incomes and in poorer health the worst, by building and improving our housing, using modern methods and materials, to create a more energy efficient housing stock we can not only start to tackle climate change but also improve the financial wellbeing of our population. This programme aims to bring Brownfield land back into use, which can provide the opportunity to improve existing communities visually and economically. It is very important that each and every development does not impact negatively on our green and blue infrastructure and local biodiversity.
- Development can provide jobs and economic benefits locally, providing we ensure that the social value of any development is maximised and that high quality jobs and local opportunities, including training and apprenticeships are prioritised.
- Legacy: the decisions we make today can have an impact on the lives of future generations and can create the conditions for greater equality and a healthier, happier population. The legacy created by investing in good quality, efficient and affordable homes could impact positively for many generations into the future.

52 Public Health recommends the use of Health Impact Assessments (HIA) on all applicable developments and that we are involved in this process from the design and planning stages. As a council, we can demonstrate through this process that our own new builds are designed in a way that provides every opportunity for residents to live in an area that promotes good health and well-being.

53 It is encouraging to see that proposed developments will focus on providing more good quality, affordable homes, which are energy efficient and larger in size and meeting the general and specialist needs of the population into the future. We recommend that the focus on health and wellbeing continues throughout and that Public Health are involved as an active partner at every opportunity.

EQUALITY IMPLICATIONS [AR, 13/08/21]

54 Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have "due regard" to the need to eliminate discrimination, harassment and victimisation and other conduct

prohibited under the act, and to advance equality of opportunity and foster good relations between those who share a “protected characteristic” and those who do not share that protected characteristic.

- 55 An equality, diversity and inclusion due regard statement has been prepared and appended to support this report **Appendix A. (to follow)**

CONSULTATION

- 56 Consultation has been held with the Mayor, Portfolio Holder for Housing and Business.

BACKGROUND PAPERS

- 57 Appendix A – Due Regard Statement

Appendix B – Schedule of bids and scheme cost estimates NOT FOR PUBLICATION

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

58

BAME – Black and Minority Ethnic
BHF – Brownfield Housing Fund
BJC – Business justification case
CHNB – Council House New Build
EOI – Expression of Interest
EV – Electric Vehicle
FBC – Full Business Case
HDP – Housing Delivery Plan
HRA – Housing Revenue Account
IMD – Indices of Multiple Deprivation
MCA – Metropolitan Combined Authorities
MHCLG – Ministry of Homes, Communities and Local Government
OBC – Outline Business case
Scape – Public Sector Procurement Authority Framework
SCR – Sheffield City Region
SEP – Strategic Economic Plan
SOAHP – Shared Ownership and Affordable Homes Programme

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Economy & Environment

EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPOLITAN BOROUGH COUNCIL

Due Regard Statement for the

**Acceptance of Sheffield City Region (SCR) Brownfield Housing Fund - Grant for
Council House Build Programme (CHBP) Phases 1 & 2**

How to show due regard to the equality duty in how we develop our work
and in our decision making.

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points
- Any reports produced needs to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix
- The DRS cannot be fully completed until the programme, project or change is delivered.

<p>1</p> <p>Name of the ‘project’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘project’ is to equality.</p>	<p>Report for Acceptance of Sheffield City Region (SCR) Brownfield Housing Fund - Grant for Council House Build Programme (CHBP) Phases 1 & 2</p> <p>The purpose of this report is to accept funding from the Sheffield City Region Brownfield Hosuing Fund to suport Phases 1 and 2 of the Councils House Build Programme. These developments are part of the Councils 5 year 2020-25 Housing Delivery Plan approved in January 2021. This funding will enable that programme to deliver more new homes over the coming years. With the BHF grant monies, the HDP could deliver a further 20 high quality new homes and help distribute the benefits of the HDP across more areas of Doncaster in need of affordable housing.</p> <p>The report covers:</p> <ol style="list-style-type: none"> 1) Background to delivery of new homes through the CHBP in the borough over the next 5 years, 2) Specific benefits to the residents of the Borough of the schemes to be supported by this fund.
<p>2</p> <p>Service area responsible for completing this statement.</p>	<p>Strategic Housing</p>
<p>3</p> <p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>The new CHBP has been produced building on the progress made in the five years (2015-2020) of delivery of Affordable Homes across the Borough through the previous Council House New Build programme (CHNB). Evidence collected from that period, along with analysis of the 2019 Housng Needs Study and with reference to the draft Local Plan, have all helped identify and inform where development will be required and the updated the CHBP for the next five years. The sites for thses specific phases were selected to both maximise the spread of delivery benefits geographically across the Borough and maximise benefits to differing household needs.</p> <p>The 2019 Housing Needs Survey included analysis at borough-wide level to ward areas, different household sizes, types, incomes, ages and specific analysis on the needs of BME groups, disabled, elderly residents etc. Household surveys, web surveys, focus</p>

		<p>groups and public consultation events were used to gather input from as diverse range of residents as possible.</p> <p>Following the Housing Needs Survey further in depth analysis of specific groups took place, e.g.</p> <ul style="list-style-type: none"> • Older Peoples Needs Assessment • Physical Disability Needs Assessment • Accomodation Assessment for people with learning disabilities, autism or mental health issues: South Yorkshire and Bassetlaw Integrated Care System • Gypsy, Traveller and Travelling Show People Needs Assessment
4	<p>Summary of the consultation/engagement activities</p>	<p>The CHBP complements and supports the 2020-25 HDP and the 2020-25 Housing Strategy and formed part of the consultation for that work which has engaged with:</p> <ul style="list-style-type: none"> • Doncaster Talks 2019 – community engagement; 3610 responses from across all Doncaster borough’s asking residents what residents like about where they live, what they would like to see improve and what Doncaster should focus on in the future. Response analysis included age and ethnicity break down. The most common responses were related to environmental factors including cleansing and green/open spaces; highlighting the importance of the wider community of where people live. • Stakeholder workshops (including partners, representatives from Voluntary Sector, developers/house builders, planning department, enforcement, public health, St Leger Homes, Doncaster Children’s Services Trust); two workshops were held, the first one to understand the progress so far in the first five years and to determine whether the proposed vision describes what is wanting to be achieved taking on board the drivers driving the update. The second workshop discussed the activities that should be included within the updated strategy which emphasized on empowering people in their own homes, particularly those with protected characteristics.

		<ul style="list-style-type: none"> • Consultation with Minorities Partnership Board; proposed vision and objectives were presented with original vision and objectives for comparison. The group felt the changes were sensible. They also highlighted the need to specifically mention BAME communities, which has been included in the strategy. • Consultation with Gypsy, Roma and Traveller Workers Group; the group highlighted that there are specific issues that GRT communities experience that other communities do not i.e. some may be excluded from normal communication routes, different ways of engagement will need to be undertaken. These have been factored in to the strategy. • Support Education and Engagement Project (SEE Project); aimed to identify members of the community who need additional support and those that live in poor housing conditions. The findings have been included in the strategy as many identified fall under having protected characteristics. • Elected member engagement via presentation at Regeneration and Housing Overview & Scrutiny Panel; the proposed updated vision, objectives and plans/activities were presented to elected members. Members highlighted a number of factors in related to those with protected characteristics that have been addressed in the strategy e.g. veterans • Engagement with SLHD Executive Board to ensure that the strategy reflects housing management priorities and the issues identified by tenants • Engagement with DMBC Directors Leadership team and Cabinet to confirm the review’s approach and agree the focus for the next five years
<p>5</p>	<p>Real Consideration:</p>	<p>The analysis from the needs assessments, external influences and progress with housing completions to date have been combined in order to ensure that wherever possible housing delivery will be targetted where need is highest.</p>

<p>Summary of what the evidence shows and how has it been used</p>	<p>Summarised below:</p> <ul style="list-style-type: none"> • HNS shows a Borough wide need of 209 new Affordable Homes per annum between 2020-25 and a further 285 homes for older people over the full 5 year period. • The draft Local Plan shows an overall annual need of 920 new homes. • Economic growth forecasts indicate the population growth will be over and above the baseline expected growth and subsequent analysis shows the amount of additional housing required. • Population projections show increasing proportions of older people highlighting the need for homes to remain suitable for us as we grow older and our needs change • Analysis of disability/Life Limiting illness data shows a need for adapted or adaptable properties. • Affordability analysis shows a need for affordable housing, with a range of house prices and tenures. <p>The evidence has been brought together to set out the CHBP as one of the key elements for the Hosuing Delivery Plan:</p> <ul style="list-style-type: none"> • Council House Build Programme (CHBP) - setting out an ambitious development programme with potential to deliver circa 534 affordable and mixed tenure homes over the next 5 years, to be built to very high energy efficiency standards in response to the climate change carbon reduction targets set by the Council;
<p>6 Decision Making</p>	<p>A summary of the assessments completed in relation to the protected groups is included in the Housing Strategy to which this report relates; and is included within that Documents ‘progress so far’ section. An overview of the analysis from wider consultations have also been included within the strategy.</p> <p>Representatives of some protected groups have been involved leading to amendments in the strategy to ensure the needs and opinions of protected groups are considered.</p>

7	Monitoring and Review	Progress against the development outputs, aims and actions, will be monitored on a regular basis. Progress at an operational level is assessed as part of the council's standard performance management framework, and will be delivered and progress managed by individual teams within services.
8	Sign off and approval for publication	K Lythe Karen Lythe Assitant Director Strategic Housing

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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