



Agenda

To all Members of the

REGENERATION AND HOUSING OVERVIEW AND SCRUTINY PANEL

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

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

Date: Monday, 17th July, 2023

Time: 1.30 pm

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Damian Allen
Chief Executive

Issued on: Friday, 7th July 2023

Governance Services Officer for this meeting

City of Doncaster Council
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Christine Rothwell
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Items for Discussion

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. Declarations of Interest, if any.
 4. Minutes from the meeting of the Regeneration & Housing Overview & Scrutiny Panel held on 9th March, 2023 1 - 6
 5. Public Statements - [A period not exceeding 20 minutes for statements from up to 5 members of the public on matters within the Committees remit, proposing action(s) which may be considered or contribute towards the future development of the Panels Work Programme].
- A. Items where the Public and Press may not be excluded.**
6. City of Doncaster Council Local Lettings Policies Review 7 - 40
 7. City of Doncaster Council Gypsy and Traveller Pitch Allocation Policy Review 41 - 80
 8. Overview and Scrutiny Work Plan and Council's Forward Plan of Key Decisions 81 - 96

Members of the Regeneration & Housing Overview & Scrutiny Panel

Chair – Councillor Majid Khan
Vice-Chair – Councillor Sue Farmer

Councillors Iris Beech, Steve Cox, Sophie Liu, John Mounsey, Thomas Noon, Ian Pearson and Andrea Robinson

Invitee: Mark Whitehouse, Unite

Agenda Item 4

CITY OF DONCASTER COUNCIL

REGENERATION & HOUSING OVERVIEW & SCRUTINY PANEL

THURSDAY, 9TH MARCH, 2023

A MEETING of the REGENERATION & HOUSING OVERVIEW & SCRUTINY PANEL was held at the COUNCIL CHAMBER, CIVIC OFFICE, WATERDALE, DONCASTER DN1 3BU, DONCASTER on THURSDAY, 9TH MARCH, 2023 at 1.00 PM

PRESENT:

Chair – Councillor Farmer Vice Chair in the Chair

Councillors Iris Beech, Steve Cox, John Mounsey and Gary Stapleton

ALSO IN ATTENDANCE:

Scott Cardwell, Assistant Director for Development
Jonathan Clarke, Planning Policy and Environment Manager
Nicola Ward, Principal Planner
Richard Dobson, Senior Planning Officer

APOLOGIES:

Apologies for absence were received from Councillors Majid Khan and Duncan Anderson

		<u>ACTION</u>
1	<u>TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM THE MEETING.</u>	
	There were no items on the agenda.	
2	<u>DECLARATIONS OF INTEREST, IF ANY.</u>	
	There were no declarations of interest made at the meeting.	
3	<u>MINUTES OF THE MEETING HELD ON THE 23RD NOVEMBER 2022</u>	
	RESOLVED: That the minutes of the meeting held on 23 rd November 2022, be agreed as a correct record and signed by the Vice-Chair.	
4	<u>PUBLIC STATEMENTS - [A PERIOD NOT EXCEEDING 20 MINUTES FOR STATEMENTS FROM UP TO 5 MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMITTEES REMIT, PROPOSING ACTION(S) WHICH MAY BE CONSIDERED OR CONTRIBUTE</u>	

	<u>TOWARDS THE FUTURE DEVELOPMENT OF THE COMMITTEES WORK PROGRAMME].</u>	
	There were no public statements.	
5	<u>LOCAL PLAN UPDATE</u>	
	<p>The Panel received a presentation to accompany the report circulated with the agenda. The main issues addressed included:</p> <p><u>Nationally described space standards NDSS</u> – It was explained that required standards were set out in technical planning guidance and officers had undertaken research taking into account the benefits and viability, to evidence and build minimum space standards for the Borough. The Panel noted that they were optional, but the Local Authority could chose to add such policies within it's Local Plan.</p> <p>It was noted that generally, properties built in the UK were smaller than other European countries. The Panel acknowledged that when such policies were set by the Local Authority volume house builders then tended to provide plans within the NDSS policy standards.</p> <p>The Panel was made aware that there had been some unintended consequences across the country from changes to permitted development such as office block conversions into flats, but not all the flats had windows and many such schemes were being built far below NDSS. Therefore the Government had been alerted to the issue to ensure that such developments adhered to the correct standards.</p> <p><u>Homes and Communities</u> – a member questioned current obstacles presented in relating to the annual number of new homes required to be built, for example, due to the lack of trades and materials. It was explained that during the pandemic a pragmatic approach was required, for example if there wasn't a certain colour of bricks due to a shortage then a different colour would be chosen. It was noted that once planning applications had been approved then the Local Planning Authority would not have much involvement with the actual build. It was reported that some large house builders were starting to manufacture their own materials, including bricks.</p> <p><u>Planning appeal performance</u> – it was noted that the number of planning appeals dismissed were in a positive position. However, they were being monitored and if, for example, policies were found not to be working as intended and appeals upheld were increasing, then they could be addressed as part of the Local Plan review process, depending on its scope.</p> <p><u>National Planning reforms</u> – It was outlined the following could change within the national planning policy from spring 2023, but some of the reforms would not impact on the Local Authority as much as others in</p>	

the foreseeable future due to the Local Plan already being recently put in place:

- the controversial summer 2020 white Paper Zoning Approach, which had attracted many comments and attention but no longer being taken through the proposals outlined;
- the proposed changes to 5 year land supply - if the local plan was kept up to date then the local authority would not have to demonstrate a rolling 5 year land supply year on year. Some of the detail around the standard methodology being a starting point for local plans to then determine what the housing requirement should actually be, was being moved from the National Planning Guidance into the National Planning Policy Framework;
- Building beautiful was very much on the Government's radar with a shifting emphasis from not just being about housing numbers and delivery but also to ensure quality in terms of design and place making. It was accepted that architecturally something could look outstanding but could be seen differently through different eyes, however better quality and standards of design were required at all times and shift in emphasis, was welcomed;
- There were proposed changes to the test of soundness, for example, how plans were examined relating to being 'justified';

In the longer term some of the areas include:

- the Levelling Up and Regeneration Bill and subsequent legislation was required to be in place before further changes;
- Speeding up the planning process, for example, improvements in the Local Plan timescales to no longer than 2 and half years start to finish and to also include more community consultation;
- Alignment Policy to replace the Duty to Co-operate – further information was required;
- Proposals for National Development Management Policies taking responsibility away from Local Government, for example, these could cover topics such as Heritage, Green Belt and Flood Risk;
- Supplementary Planning Documents to be replaced with Supplementary Plans which will be given the same weight as the Local Plan;
- Climate agenda – to address carbon assessment and quantify carbon impacts from local plan growth strategies or individual planning applications and how it would be offset. It was noted that this was a technical assessment and not ordinarily within a Planner's skill set and currently a much more specialist role so would be a challenge for the profession;
- Material considerations when determining planning applications for developers who had a history of not completing projects;
- Infrastructure levy – reforms to the Community Infrastructure

- Levy were still being taken forward but with a slower roll out and suggestion of piloting on a number of council's initially; and
- Digital agenda – local authorities need to ensure that planning documentation and information was easily accessible.

Employment land – it was acknowledged that warehousing style employment created a number of jobs but with very few highly paid jobs and questioned if plans were in place to encourage a move towards attracting businesses that provided highly skilled, high salary roles. In response, it was explained that the Planning system would not have the controls it required to dictate over employment land.

It was outlined that the bigger employment sites were generally backed by investors or pension companies who wished to see a return for their investment. It was noted that the Government wished to give more control to the market. However, the Local Authority worked with all logistical companies that show an interest in the area to maximise employment in Doncaster.

With regard to the Inland Port the employment forecast was good with approximately up to 6,000 jobs for the area. It was noted that the Government had pushed sites for logistics and that it was part of the local economy. It was also stressed that manufacturing would suffer from the increased use of automation, which was ever increasing. However, it was acknowledged that technical innovations still required human jobs and that these were highly skilled roles. It was stressed that a more balanced job profile for the area was required.

Economic Strategy – it was noted that the local authority had a newly adopted strategy taking a wider scope to include environmental, place and people factors to ensure the economy was working for Doncaster.

Quality of Place and community pride – it was noted that there were pockets of deprivation in all wards but there were some areas where deprivation was higher than others and there was a need to increase aspirations. To do this, a Member stressed that land was available in the northern area of the Borough. It was explained that through the Local Plan there was allocation of a large development site at junction 6 of the M18 and Carcroft Common creating jobs for local people. However, it was stressed that there was land available to create the opportunities but the market needed to respond. If funding was available to pump prime the sites then this would create a massive incentive for developers. The Employment agencies, including Advance, target such areas working with employment opportunities to assist local people in finding employment.

South Yorkshire Pensions Fund – in response to a Member questioning why the organisation had invested in the South and not invested in South Yorkshire until recently, the Assistant Director explained he would discuss this with the Policy Insight Team to

proactively address the position.

Doncaster Sheffield Airport – a Member acknowledged the current position and their wish for it to remain as an operational airport, but questioned any future impact it would have on the Local Plan, for example, future development on the site, and additionally could this have a knock on effect with other potential sites. It was explained that the Local Plan would be reviewed and undertaken within a 5 year period and at the current time there was nothing to trigger a review and that wider work streams were being progressed, such as the CPO.

With regard to the airport development site there was currently 200 acres that had not yet been developed but noted that the 280 acre Unity Site was active. The Authority was seeing good take up of employment land with policies in place (for example relating to the environment) to support appropriate development but there must be a balance to protect the borough from logistic over development. The agreed policies provided the Local Authority with a defensible case when addressing inappropriate development whilst ensuring required economic growth.

A Member referred to the policy requiring housing being sited near employment sites to avoid unnecessary commutes across the borough. He stressed the wish for Gateway East to remain but questioned what could halt this redevelopment. It was outlined that the Local Plan strategic policy was clear that support for the Gateway East sites were entirely dependent upon employment provision and growth from their being an operational airport. Due to the current position, a 200 acre development park remained. It was noted that in relation to the Local Plan the proposed housing on this site was outside the Spatial Strategy and additional to the allocations made to meet the housing requirement, and if not may have caused the need to address housing supply through a plan review, but this was not the case at present.

Connectivity infrastructure – Members raised concerns with public transport, identifying that it was difficult to get one bus to certain areas across the Borough to reach employment sites. It was noted that this was not a Planning issue, but the concerns were very real and understandable.

A question was raised on behalf of Councillor White with respect to planning policy for the Green Best 'west' and Countryside Policy Area 'east' of the area and in relation to residential extensions. It was confirmed a response would be provided following the meeting.

RESOLVED that the discussion be noted and the Panel continue to receive annual updates on the Local Plan.

6

OVERVIEW AND SCRUTINY WORK PLAN AND COUNCIL'S FORWARD PLAN OF KEY DECISIONS

The Senior Governance Officer presented the information and reminded the Panel that if they had any issues for the 2023/24 work plan, to email them to the Chair and Senior Governance Officers.

RESOLVED: That the discussion, be noted.

SIGNED:

DATED:



City of Doncaster Council

Report

Date: 17 July 2023

To: Regeneration and Housing Overview and Scrutiny Panel

Report Title: City of Doncaster Council Local Lettings Policies Review

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

EXECUTIVE SUMMARY

1. This report sets out recommendations following the review of 10 Local Lettings Policies which sit outside of the main Housing Allocations Policy in place across the borough in the allocation of council homes. This follows Cabinet approval of a revised Housing Allocations Policy in November 2022 which makes provision for Local Lettings Policies to be applied to specific schemes.
 - 1.1. Recommendations are confirmed in **section 7**.
 - 1.2. A key part of the review process has been to undertake consultation with members, Strategic Housing, SLHD housing management and partners in Locality Meetings to share knowledge of the particular schemes and also the wider area. The review has been led by the SLHD Access and Allocations Service Manager.
 - 1.3. The overall objectives of Local Lettings Policies are to:
 - Support housing management and/or strategic objectives by restricting or prioritising allocations for a certain area or scheme by excluding certain groups of people who have an active housing application
 - Support community cohesion
 - Reduce anti-social behaviour or mitigate against it
 - Recognise local priorities
 - Support tenancy sustainability

- 1.4. Of the existing policies:
 - Seventy percent support reduction or mitigation of anti-social behaviour
 - Twenty percent restrict dog ownership in communal entrance flats
 - Ten percent prioritise applicants with an enhanced local connection to a designated location of council house new builds for the first let and subsequent 12 months of relets. After the 12-month period, all allocations are made in accordance with the City of Doncaster Council's main Housing Allocations Policy.
- 1.5. With the demand profile for social housing increasing, the review of these policies have been completed to establish if they are fit for purpose and have ongoing relevance in accordance with Part VI of the 1996 Housing Act.

EXEMPT REPORT

2. No

RECOMMENDATIONS

3. That the Panel consider the outcomes of the review and consultation
 - 3.1 That the Panel consider the recommendations on policy changes set out in **Section 7**.
 - 3.2 That the Panel formally support the amended Local Lettings Policies set out in **Appendix A**.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. This review sets out the revised and updated Local Lettings Policies operating outside of the Housing Allocations Policy in the allocation of council homes.
 - 4.1 This review aims to ensure that these policies are fit for purpose, evidence based and subject to planned review to minimise the restriction of allocations outside of the Housing Allocations Policy. This is especially important given the current pressures on access to and supply of affordable housing.

BACKGROUND

5. There are currently 10 policies in place, the majority of which were introduced following the additional flexibilities given in The Localism Act 2011.

- 5.1 Local Lettings Policies support housing management and strategic objectives by restricting or prioritising allocations for a certain area or scheme by excluding certain groups of people who have an active housing application. These additional criteria are outside of the Housing Applications Policy.
- 5.2 The aim and expected outcomes of the policy are:
- To support sustainable communities
 - To support housing management through reduction/mitigation of ASB
 - To enable local people to access quality affordable housing
 - To increase the number of council houses released to relet to those most in need through the prioritisation of older people under occupying a council house for new build bungalow or flat
 - Support tenancy sustainability and the wellbeing and independence of older tenants of council houses by giving them priority to access a new build bungalow or flat.
- 5.3 The operation of these policies continues to be labour intensive as they require manual intervention to confirm if the criteria is met at the point of offer. This is especially relevant to New Build Homes where bidding cannot be restricted based on the enhanced local connection rules which vary from scheme to scheme and result in a higher number of applicants being bypassed before we can identify those with the enhanced connection.

OPTIONS CONSIDERED

- 6 Options considered were based on analysis of evidence and consideration of the vulnerability of tenants, as well as local knowledge.
- 6.1 The recommended options are outlined below.

REASONS FOR RECOMMENDED OPTIONS

- 7 Each scheme is listed below with reasons for the recommendation made.
- 7.1 **The Crescent, Dunscroft – 53 houses – Review in 12 months and remove if lack of supporting evidence**
This scheme has had a 493% increase in demand over a 4-year period with average bids increasing from 29 in 2017/18 to 172 in 2021/22. ASB cases are below the borough average and turnover of properties is stable over the same period ranging from 2 – 15%. A short-term review of 12 months was requested to enable focus on continuing trends given rises in ASB in the wider area with the agreement that the LLP be removed following the review if there is a lack of ongoing evidence.

7.2 **Highwoods Crescent, Mexborough – 30 flats and 9 bungalows – Removal**

This scheme has had a 271% increase in demand over a 4-year period with average bids increasing from 8 in 2017/18 to 29.7 in 2021/22, although this continues to be a small number of bids in comparison to flats in other areas. ASB cases are stable, although higher than the borough average. Turnover of properties fluctuates between 5 – 33%. All recognised the scheme is less desirable due to location, has less impact on the surrounding area due to location next to a main road and within a defined boundary. All supported removal of the Local Lettings Policy.

7.3 **Coniston Road, Mexborough – 22 flats – Retain**

Although this scheme has had a 206% increase in demand over a 4-year period with average bids increasing from 10 in 2017/18 to 20.6 in 2021/22, this continues to be a small number of bids in comparison to flats in other areas. ASB issues have remained at a high level and consistent. Turnover is high and fluctuates between 23 – 55% over this period and so continues to be problematic. This may be attributable to the block of flats being located amongst age-designated bungalows, close to a primary school and near a private housing development and the impact on vulnerable individuals living there. For these reasons, all supported to retain the Local Lettings Policy to continue to support housing management interventions.

7.4 **Auckland Road, Mexborough – 23 flats and 1 house – Retain**

Although this scheme had a 260% increase in demand over a 4-year period with average bids increasing from 10 in 2017/18 to 26 in 2021/22, this continues to be a small number of bids in comparison to flats in other areas. ASB issues have continued to be an issue with an escalation in cases in 2020/21. Turnover fluctuated between 12.5 – 21% over the same period. Letting continues to be problematic with properties requiring re-advert to be let. Any issues impact on residents due to the road layout and mixed tenure of the street. For these reasons, all supported to retain the Local Lettings Policy to continue to support housing management interventions.

7.5 **The Oval, Conisbrough – 83 flats and 22 bungalows – Retain**

This is an age designated scheme with priority given to those aged 60 and over. Although demand has increased by over 1000% with average bids increasing from 2.26 in 2017/18 to 14.18 in 2021/22, flats have continued to be re-advertised to relet them. ASB issues have escalated in 2021/22 and numbers of tenants joining the transfer list have also increased. Given the vulnerability of current residents and continuing issues, all supported to retain the Local Lettings Policy to continue to support housing management interventions.

7.6 **Silverwood House, Town Centre – 128 flats – Retain**

This is an age designated high rise scheme with priority given to those aged 60 and over located on the Balby Bridge estate which has a higher rate of

ASB in comparison with other areas. Although demand has increased by 413% with average bids increasing from 2.57 in 2017/18 to 13.18 in 2021/22, flats have only recently not required re-advert to relet them. Although ASB has remained stable, all supported to retain the Local Lettings Policy as were aware that its removal would negatively impact on vulnerable tenants within the scheme.

7.7 **No dogs Balby Bridge Estate – Remove**

All agreed that this should be effectively managed through the tenancy management process as the current Local Lettings Policy is not enforceable as tenants may acquire a dog(s) after sign up. Although most cases are resolved through proactive housing management, this has been fed into the Tenancy Agreement review to ensure that this is updated to reflect the responsibility of tenants to ensure that communal areas both inside and outside of flats remain clear of dog fouling.

7.8 **No dogs Wheatley Unity Flats and Intake – Remove**

As above, all agreed that this should be effectively managed through the tenancy management process as the current Local Lettings Policy is not enforceable may acquire a dog(s) after sign up. Although most cases are resolved through proactive housing management, this has been fed into the Tenancy Agreement review to ensure that this is updated to reflect the responsibility of tenants to ensure that communal areas both inside and outside of flats remain clear of dog fouling.

7.9 **Jubilee Court, Wheatley – 42 flats – Retain**






This is an age designated former sheltered scheme with small rooms and shared communal areas located within the Ennerdale bungalow estate. Demand has shown a slight increase of 21% with average bids increasing from 5.55 in 2017/18 to 6.71 in 2021/22, although properties continue to require re-advert to be let. ASB cases have also increased in 2021/22. For these reasons, all supported to retain the LLP especially given the vulnerabilities of current residents and those in the surrounding area.




7.10 **Park View, Adwick le Street – 48 flats – Retain**

This is an age designated low-level block of flats which was located adjacent to a sheltered scheme. The policy was introduced to mitigate ASB due to the vulnerability of residents and the nearby bungalow development. Demand has remained consistent, with average bids at 9.64. Re-adverts are still required to relet properties, mainly due to demand and the number of bungalows in surrounding areas. For these reasons and given the vulnerabilities of current residents, all supported to retain the Local Lettings Policy.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

8

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				✓
 Developing the skills to thrive in life and in work				✓
 Making Doncaster the best place to do business and create good jobs				✓
 Building opportunities for healthier, happier and longer lives for all	✓			
<ul style="list-style-type: none"> • Supporting sustainable communities in specific areas by restricting new housing allocations to support housing management interventions to reduce and/or mitigate anti-social behaviour • Supporting people in accessing suitable housing within their communities by giving enhanced priority for new build council homes at the first point of allocation and for the following 12 months 				
 Creating safer, stronger, greener and cleaner	✓			

communities where everyone belongs				
<ul style="list-style-type: none"> • Allocating homes fairly and consistently in accordance with legal frameworks • Working with partners to ensure that allocations are appropriate and sustainable and support housing management • Being clear on restrictions on housing allocations outside of the main housing allocations policy 				
 Nurturing a child and family-friendly borough	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> • Supporting people in accessing suitable housing within their communities to maintain family support networks and/or employment links by giving enhanced priority for new build council homes at the first point of allocation and within the following 12 months 				
 Building Transport and digital connections fit for the future				<input checked="" type="checkbox"/>
 Promoting the borough and its cultural, sporting, and heritage opportunities				<input checked="" type="checkbox"/>
Fair & Inclusive (there is no logo for this)	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> • Operating legally compliant policies • Transparency in the allocation process • Subject to the right to review 				

Legal Implications [Officer Initials: NC, Date: 13/03/2023]

- 9 Section 166A of the Housing Act 1996 requires that every Local Housing Authority must have an allocations policy for determining priorities between people who qualify for an allocation of housing and the procedure to be followed. Local Authority Housing Allocations Policies must be legally compliant with Part VI of the Housing Act 1996, and statutory guidance issued by the Secretary of State. The current Allocation of accommodation: guidance for local housing authorities in England (“the statutory guidance”) was published in June 2012 and updated in January 2023.
- 9.1 In determining priorities, an allocation policy must secure reasonable preference for the following categories of people:
- Homeless persons, or person threatened with homelessness;
 - Persons occupying insanitary or overcrowding housing or otherwise living in unsatisfactory housing conditions;
 - Persons who need to move on medical or welfare grounds; and
 - Persons who need to move to a particular locality within the local authority’s area and a failure to meet that need would cause hardship to themselves or others
- 9.2 The Statutory Guidance confirms that section 166A(6)(b) of the Housing Act 1996, gives the Council the flexibility to allocate accommodation to people of a particular description, whether they fall within the reasonable preference categories, provided that overall priority is given to people in the reasonable preference categories. This is the statutory basis for local lettings policies which may be used to achieve a wide variety of housing management and policy objectives such as those set out earlier in this report.
- 9.3 In considering the proposals contained within this report, elected members are also 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
- 9.4 Protected characteristics are age, disability, race, sex, sexual orientation, gender reassignment, religion or belief, pregnancy, and maternity. Only the first aim of the PSED set out in paragraph 12 above applies to a further protected characteristic of marriage and civil partnership. In addition to the statutory protected characteristics referred to above, the Council has

chosen to adopt further non-statutory local protected characteristics of socio-economic status (poverty), Veterans and homeless and rough sleepers.

- 9.5 Having due regard to advancing equality involves:
- Removing or minimising disadvantages suffered by people due to their protected characteristics;
 - 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 in disproportionality low
- 9.6 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. A completed due regard statement has been produced and appended to this report to assist elected members in this regard.

Financial Implications [Officer Initials: NF | Date: 22/03/2023]

- 10 An effective Allocations Policy will contribute positively to robust budgetary control and to meeting Key Performance Indicator (KPI) targets.
- 10.1 In terms of budgets, SLHD manage the Choice Based Lettings (CBL) service at a budgeted cost of £0.9m per year, out of the wider total Housing Management and Customer Services budget of £10m. Almost all of this £0.9m is employee related costs. SLHD receives a Housing Revenue Account (HRA) management fee to deliver these CBL and other housing services. SLHD also receives a Management Fee from the General Fund of £2.1m, together with other forms of income totally £1.1m, to deliver the Housing Options service at a budgeted cost of £3.2m per year.
- 10.2 In addition, minimising the period a property is empty will reduce the Void Rent Loss cost to the HRA, which is budgeted at £0.98m per year.
- 10.3 In turn, this will have a positive impact on a number of SLHD managed KPIs, notably Void Rent Loss, Average Void Re-let times, Tenancy Sustainability, Anti-Social Behaviour (ASB) and tenant satisfaction.

Human Resources Implications [Officer Initials: KJ | Date: 22/03/2023]

- 11 There are no HR implications associated with this report.

Technology Implications [Officer Initials: PW | Date: 16/03/2023]

- 12 There are no technology implications in relation to this report. The author has confirmed that the criteria of the policies cannot be applied to the housing application form as they are too time sensitive and complex so therefore require additional manual processing to determine.

RISKS AND ASSUMPTIONS

- 13 There is potential for legal challenge against any aspect of the policies by an individual or organisation. All applicants bypassed as not meeting the criteria have the right to request a review within 28 days of the decision being made. In terms of the recommendations made the review is mitigation but no guarantee that a challenge will not be made. As accommodation becomes scarcer, the potential for challenge increases.
- 13.1 Legal services have provided advice and guidance through the review as further mitigation against a successful challenge.

CONSULTATION PROCESS

- 14 A consultation exercise was undertaken with elected members from relevant wards, City of Doncaster Council Locality Teams, including partner organisations, Strategic Housing and SLHD, and an additional cross ward focus group on New Build Council Homes including those representing wards with arising developments. These meetings were led by the SLHD Access and Allocations Service Manager.
- 14.1 Twenty elected members participated in the consultation through attending meetings or giving feedback.
- 14.2 The structure of the consultation consisted of:
- A newsletter giving details of the policies, schemes consultation and decision-making process
 - Presentations on each scheme including number of properties, current restrictions, turnover of properties, average number of bids, housing management cases by type and level and local intelligence
 - Additional meetings to accommodate member's commitments
 - Several updates to the Housing Portfolio Holder
 - Reports to SLHD EMT for input and feedback on the process
 - A further update newsletter circulated to all members in February 2023 giving updates on the consultation outcomes

CONSULTATION OUTCOMES

- 15 Key outcomes of the consultation were:
- 30% of the Local Lettings Policies were supported as no longer relevant
 - 10% are subject to a 12-month interim review and removal should there continue to be low tenancy management issues and turnover
 - The request for one additional policy was not pursued following lack of supporting evidence
 - An amendment was supported for New Build Council Homes to give current council house tenants with the enhanced local connection priority for new build bungalows and age designated flats. This will free up council houses to relet to those most in need and align to the objectives of the overarching Housing Allocations Policy review
 - All updated and amended policies can be found in **Appendix A**

DUE REGARD STATEMENT

- 16 A Due Regard Statement have been completed is in **Appendix B**. The statement also considers alternative stock that is not subject to these restrictions.
- 16.1 After consideration there are three potential positive impacts, seven neutral impacts and four negative impacts. The negative impacts are reduced due to the limited amount of stock subject to the additional criteria of the policies and also additional schemes we have in place to facilitate access to housing.
- 16.2 Any unforeseen adverse impacts will be identified through monitoring processes and statistical/data analyses.

APPENDICES

- A** Updated Local Lettings Policies
- B** Due Regard Statement
- C** Monitoring Matrix

BACKGROUND PAPERS

- None

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

- SLHD St Leger Homes of Doncaster
- EMT Executive Management Team

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Appendix A: Updated Local Lettings Policies

This appendix includes the updated policies for the retained Local Lettings Policies. These are:

1. The Crescent, Dunscroft
2. Coniston Road, Mexborough
3. Auckland Road, Mexborough
4. The Oval, Conisbrough
5. Silverwood House, Balby Bridge Estate, Town Centre
6. Jubilee Court, Wheatley
7. Park View, Adwick Le Street
8. New Build Council Homes

The Crescent, Dunscroft

Background

The Crescent, Dunscroft is a street of 53 houses with historic anti-social behaviour.

Local Lettings Policy Criteria

Where an applicant meets one or more of the following criteria, they will be excluded and not offered a tenancy in the scheme for a period of at least 2 years where the applicant:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
- Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has a drug or alcohol use associated with anti-social behaviour and is not on a treatment programme. (Consideration will be given to individuals who have an alcohol / drug problem and are actively engaging in a rehabilitation treatment programme).

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A(3).

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets in The Crescent, Dunscroft.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

Coniston Road, Mexborough

Background

Coniston Road flats, Mexborough is a development of 22 flats located on a main bus route adjacent to a large number of council bungalows, a primary school and private housing. A local lettings policy has been in place since 2012 to reduce the likelihood of anti-social behaviour from new tenants by applying the criteria below.

Local Lettings Policy Criteria

An exclusion criteria is implemented as follows:

Where the applicant meets one of the following criteria they will be bypassed and not offered a tenancy in the scheme for a period of at least 2 years if the applicant or member of their household:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
- Has been convicted of, or has been held responsible for, criminal damage or arson within the last 12 months.
- Has a history of chaotic behaviour
- Has a drug or alcohol use or is on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A(3).

The proposed Local Lettings Policy covers 100% of the flats within the scheme. Although there is an existing Local Lettings Policy on flats at Auckland Road Mexborough with the same criteria, there is sufficient alternative flat accommodation within the Mexborough area, to ensure that no applicant would be disadvantaged by being refused accommodation.

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings policy will cover 100% of relets on Coniston Road, Mexborough.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

Auckland Road, Mexborough

Background

Auckland Road, Mexborough is a street including 25 general needs flats, 1 of which is a leasehold property, 1 council house and a remaining development of privately owned family housing. The focus of the Local Lettings Policy is to reduce the likelihood of anti-social behaviour from new tenants by applying the criteria below.

Local Lettings Policy Criteria

An exclusion criteria is implemented as follows:

Where the applicant meets one of the following criteria they will be bypassed and not offered a tenancy in the scheme for a period of at least 2 years if the applicant or member of their household:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
Has been convicted of, or has been held responsible for, criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has a drug or alcohol use or is on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A(3).

The proposed Local Lettings Policy covers 100% of the 24 flats within the scheme. Although there is an existing Local Lettings Policy on flats at Coniston Road, Mexborough with the same criteria, there is sufficient alternative flat accommodation within the Mexborough area, to ensure that no applicant would be disadvantaged by being refused accommodation on Auckland Road.

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets on Auckland Road, Mexborough.

Will the Local Lettings Policy be reviewed?

Yes, there is a review matrix attached in Appendix C with planned review from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

The Oval, Conisbrough

Background

The Local Lettings policy covers the 83 flats and 22 bungalows within the scheme.

Local Lettings Policy Criteria

Properties in the scheme will be subject to the following criteria:

- Minimum age designation of 40+
- Priority given to those aged 60 and over in accordance with Doncaster Council's Housing Allocations Policy

An additional exclusion criteria is implemented as follows:

Where the applicant meets one of the following criteria they will be bypassed and not offered a tenancy in the scheme for a period of at least two years if the applicant:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
- Has been convicted of, or has been held responsible for, criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has a drug or alcohol use or is on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A(3).

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets in The Oval, Conisbrough.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

Silverwood House, Balby Bridge Estate, Town Centre

Background

Silverwood House is a high rise block of 128 flats over 16 floors, located on the Balby Bridge Estate in the Town Centre. It is age designated to applicants aged 50 and over. 30 of the flats are 1 bedroomed, with the remaining 99 flats 2 bedrooms.

Silverwood House is one of the only two age designated blocks on the Balby Bridge Estate in an area of high density flats and intensive housing management provided by an estate based team.

The focus of the Local Lettings Policy is to reduce the likelihood of anti-social behaviour from new tenants by applying the criteria below.

Local Lettings Policy Criteria

- Applicants and any household members to be aged 50 years and over
- Priority given to those age 60 and over in accordance with Doncaster Council's Housing Allocations Policy
- No involvement or history of anti-social behaviour
- No drug or alcohol abuse and not on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A (3).

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets in Silverwood House.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

Jubilee Court, Wheatley

Background

Jubilee Court Wheatley is a previously enclosed sheltered senior citizen scheme comprising of 42 units of accommodation. The scheme comprises of 17 bedsits and 24 one bedroom flats and 1 three bed maisonette.

As part of the sheltered housing review the age designation was changed to 45 years and over, although applicants aged 60 and over are prioritised in accordance with the terms of Doncaster Council's Housing Allocations Policy.

Local Lettings Policy Criteria

- Single households only
- No pets
- Priority will be given to applicants aged 60 and over first and then remaining applicants in accordance with the overarching Housing Allocations Policy.

Where the applicant meets one of the following criteria they will be bypassed and not offered a tenancy in the scheme for a period of at least 2 years if the applicant or member of their household:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
- Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has a drug or alcohol use or is on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories provided that overall the authority is able to demonstrate compliance with the requirements of section 166A(3).

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets in Jubilee Court, Wheatley.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

Park View, Adwick Le Street

Background

Park View, Adwick Le Street is a block of 48 self-contained flats designated as senior citizens accommodation. In 2013, as part of the sheltered housing review in which Park View was included, the age designation was changed to 45+.

Local Lettings Policy Criteria

- Single households only
- No pets
- Priority will be given to applicants aged 60 and over first and then to remaining applicants in accordance with the overarching Housing Allocations Policy

Where the applicant meets one of the following criteria they will be bypassed and not offered a tenancy in the scheme for a period of at least 2 years if the applicant or member of their household:

- Is known to have been involved in anti-social behaviour within the last 2 years
- Is unable to demonstrate an ability to sustain a tenancy for a minimum period of the last 12 months
- Has an unspent criminal conviction
- Has been convicted of, or has been held responsible for criminal damage or arson within the last 12 months
- Has a history of chaotic behaviour
- Has a drug or alcohol use or is on a rehabilitation programme

Bypassed applicants will have the right to review the decision under the existing review terms of the overarching Housing Allocations Policy. Section 166A of the Housing Act 1996, as amended, enables local housing authorities to allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories. Provided that overall the authority is able to demonstrate compliance with the requirements of section 166A (3).

How many allocations will be affected by the Local Lettings Policy?

The Local Lettings Policy will cover 100% of relets in Park View, Adwick Le Street.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

New Build Council Homes

An enhanced local connection criteria to the specific areas defined in each development will be applied to up to 100% of the new build council homes for the first let or if the home becomes available within 12 months of the completion date.

This does not apply to adapted properties to ensure best use of this type of accommodation where priority will be given to applicants nominated from Doncaster Council's Accessible Housing Register.

The initial boundaries of the Schemes are set at the actual village dependent on the size of the area or the defined ward.

The enhanced local connection criteria will include:

- Living within the defined geographical boundary where the new build homes are located (time period 3 years)
- In paid work in the defined boundary (time period 3 years)
- Has a close family member living in the defined boundary (time period 3 years) – civil partners, parents, grandparents, sons, daughters, brothers or sisters
- Can demonstrate a strong local connection having lived in the area for five years e.g. lived in the area as a child and then moved away

This is with the exception of applicants in the General Band, who will continue to be considered after residents in all other bands in accordance with DMBC's Housing Allocations Policy.

In the case of allocating new build bungalows or flats:

- Council tenants releasing a house to relet, with the enhanced local connection will be considered before other applicants meeting the enhanced criteria.

Should applicants with the enhanced local connection be exhausted, any remaining offers will be made in accordance with the shortlisting priority of the overarching Housing Allocations Policy.

An example of the priority criteria applied is shown below.

Agreed Local Connection Criteria

Priority 1 Applicants who have a Local Connection to Edenthorpe and Kirk Sandall.

Priority 2 If there are no applicants/ or the shortlist is exhausted on **Priority 1** the scheme will be extended to applicants with a Local Connection to Clay Lane and Barnby Dun.

Priority 3 If there are no applicants/or the shortlist is exhausted on **Priority 2** the scheme will be extended to applicants with a Local Connection to Armthorpe, Dunscroft and Dunsville.

Priority 4 If there are no applicants in **Priority 3** the scheme will be allocated to applicants in order of their shortlisted position.

Areas will be discussed and agreed with the Housing Portfolio Holder and SLHD Director of Housing and Customer Services and ward boundaries will be applied.

Will the Local Lettings Policies be reviewed?

Yes, there is a review matrix attached in Appendix C with planned reviews from 12 months to 3 years.

How will the policy be advertised?

Any arising vacancies will be clearly advertised as subject to a Local Lettings Policy. The terms and conditions of the policy will be published on the Doncaster HomeChoice website at www.stlegerhomes.co.uk/looking-for-a-home/

EQUALITY, DIVERSITY AND INCLUSION

CITY OF DONCASTER COUNCIL

Due Regard Statement Template

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 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>Local Lettings Policies support housing management and strategic objectives by restricting or prioritising allocations for a certain area or scheme by excluding certain groups of people who have an active housing application. These additional criteria are outside of the Housing Allocations Policy. Following this review the policies being proposed for retention are listed below.</p> <ol style="list-style-type: none"> 1. The Crescent Dunscroft - 53 houses 2. Coniston Road Mexborough - 22 flats 3. Auckland Road Mexborough - 23 flats and 1 house 4. The Oval Conisbrough - 83 flats and 22 bungalows 5. Silverwood House Town Centre - 128 flats 6. Jubilee Court Wheatley - 42 flats 7. Park View Adwick le Street - 48 flats 8. New build Council Homes (listed in section 5) <p>The first 7 schemes listed have Local Lettings Policies to mitigate and reduce potential ASB (Anti-Social Behaviour) on allocation of relets. This is to support housing management interventions and vulnerable residents within the schemes and surrounding areas. The 7 schemes represent 422 units of accommodation from a total stock of c. 20,000 units of accommodation.</p> <p>The 8th scheme applies to New Build Council Homes on the initial let and following 12 months, after which they will be let in accordance with the rules set out in the City of Doncaster Council's Housing Allocations Policy. The Local Lettings Policy gives additional priority to applicants with an enhanced local connection to designated areas of each new build scheme. Local connection criteria includes residence, employment or direct family members living in the designated areas for 3 years or more. Following the review, it is proposed that additional priority will also be given to council tenants under occupying houses wishing to downsize to an age-designated bungalow or flat who have the enhanced local connection. This excludes adapted accommodation, which is let through</p>
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		<p>nomination from the City of Doncaster Council's Housing Register to ensure best use of this limited stock and is to incentivise the release of council houses to relet. The policies have been in place since 2013/14 as confirmed in Appendix A and have been reviewed in 2022/23 with members, Strategic Housing, SLHD and locality meetings including partners with an overview of the schemes and wider area. This followed the review of the City of Doncaster Council's Housing Allocations Policy where there is provision in the policy for Local Lettings Policies.</p> <p>The aim and expected outcomes of the policies are:</p> <ul style="list-style-type: none"> • To support sustainable communities • To support housing management through reduction/mitigation of ASB • To enable local people to access quality affordable housing • To increase the number of council houses released to relet to those most in need through the prioritisation of older people under occupying a council house for new build bungalow or flat • Support tenancy sustainability and the wellbeing and independence of older tenants of council houses by giving them priority to access a new build bungalow or flat
2	Service area responsible for completing this statement.	<p>St Leger Homes of Doncaster Housing Services Access to Homes</p> <p>St Leger Homes of Doncaster Equality & Diversity Manager</p>
3	Summary of the information considered across the protected groups. Service users/residents	<p>Age 46.2% of customers are aged 55 and over.</p> <p>Age restrictions are applied by property type for older person's accommodation. None of the LLP properties with a minimum age restriction were previously general needs accommodation and the minimum required age has been reduced potentially increasing access to younger people dependent on demand. However, it is important to note that underage applicants with an assessed medical need are eligible to be considered and are included in the City of Doncaster Council's Accessible Housing Register and are eligible to bid on certain properties to meet their medical rehousing needs. These policies</p>

<p>Doncaster Workforce</p>	<p>consistently apply the same eligibility rules to property type and size as the overarching Housing Allocations Policy. There are both negative and positive impacts according to access to accommodation based on these criteria, but the negative impacts are mitigated by the fact that underage applicants with assessed medical needs remain eligible.</p> <p>Disability 21.2% of customers have a disability. The Local Lettings Policies do not apply to new build adapted units where disabled applicants on the City of Doncaster Council's Accessible Housing Register and those assessed as needing an adapted property through the medical assessment process are prioritised for these units based on need. This is to ensure best use of stock and enables properties to be planned for specific households where there is a lack of existing stock available. The additional schemes listed do not have any purpose built or extensively adapted properties. The impact on disabled applicants is positive.</p> <p>Race 3.98% of customers are from ethnic minority backgrounds. There are no criteria in this policy that have regard to race. Although recently settled applicants may not meet the local lettings criteria of 3 years for new build homes. This also applies to Homeless families with a local connection of less than 3 years and other groups within the local connection exemptions. The impact is mitigated due to the low number of new builds in comparison to other relets available. Therefore, the impact is neutral.</p> <p>Sex 37.9% told us they were male. 61.9% female, and 0.2% other. There are no criteria in this policy that have regard to sex. Therefore, the impact is neutral.</p>
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	<p>Sexual Orientation 66% of customers are heterosexual, 0.85% are LGBTQ+ and the remainder have not answered. There are no criteria in this policy that have regard to sexual orientation. Therefore, the impact is neutral.</p> <p>Religion and Belief 15,003 customers told us they follow a religion or belief. There are no criteria in this policy that have regard to religion or belief. Therefore, the impact is neutral.</p> <p>Maternity and Pregnancy We do not collect this data. There are no criteria in this policy that have regard to maternity or pregnancy. The property eligibility rules mirror that of the City of Doncaster Council's Housing Allocations Policy. Therefore, the impact is neutral.</p> <p>Gender Reassignment 0.01% of customers told us they were transgender. There are no criteria in this policy that have regard to gender reassignment. Therefore, the impact is neutral.</p> <p>Marriage and Civil Partnership We do not collect this data. There are no criteria in this policy that have regard to marriage and civil partnership. Therefore, the impact is neutral.</p>
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	<p><i>Additional criteria outside of the protected characteristics:</i></p> <p>Socio-Economic Status There are no criteria in this policy related to income. The new build policy includes place of employment within the enhanced local connection to support people in accessing their place of work. Therefore, the impact is positive.</p> <p>Armed Forces Veterans There are no criteria in this policy related to veterans. Applicants are bypassed if they do not meet the additional criteria of each policy. Where a new build enhanced local connection criteria applies, we are flexible and will consider where someone has grown up in the area as well as family/residence and employment. Therefore, the impact is only negative for those not meeting the criteria although this is mitigated by the extremely low numbers of properties subject to Local Lettings Policies in comparison to other relets reduces the impact to this group.</p> <p>Homelessness and Rough Sleepers Applicants are bypassed if they do not meet the additional criteria of each policy. Therefore, the impact of the Local Lettings Policies is dependent on the applicant's circumstances. Should they not meet the criteria they have the right to request and submit any further information to be considered. The impact is negative although this is mitigated by the extremely low numbers of properties subject to Local Lettings Policies in comparison to other relets reduces the impact on this group. 2% of properties are subject to the ASB Local Lettings Policies and New Build Homes are 1 : 25.24 relets. It is important to note that these properties are not supported housing which for some would be more appropriate accommodation where additional support is required before moving into independent living.</p> <p>Care Leavers Applicants are bypassed if they do not meet the additional criteria of each policy. Therefore, the impact of the Local Lettings Policies is dependent on the applicant's circumstances. We have an additional direct match scheme for care leavers of up to 20</p>
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		<p>units a year as well as a shared accommodation model. After reviewing the applicants on Direct Match and from experience of allocating to this group there is no demand from this group for the schemes covered by Local Lettings Policies, due to the ASB issues. Where a new build enhanced local connection criteria applies, we are flexible and will consider a connection as being a foster placement as well as family/residence and employment. We do also consider people who grew up in the area who may not have an existing connection, as long as we can establish this through Revenue records that we have access to. Therefore, the impact is only negative for those not meeting the criteria although this is mitigated by the extremely low numbers of properties subject to Local Lettings Policies in comparison to other relets reduces the impact to this group and by the additional schemes we in place to facilitate access to housing.</p>
<p>4</p>	<p>Summary of the consultation/engagement activities</p>	<p>Consultation has been with the following groups:</p> <ul style="list-style-type: none"> • SLHD Housing Management • Doncaster Council Strategic Housing /Local Investment Planning • SLHD Executive Management Team • Elected members from cross area wards including those who have new build schemes currently being delivered
<p>5</p>	<p>Real Consideration: Summary of what the evidence shows and how has it been used</p>	<p>SLHD produce a yearly Equality, Diversity and Inclusion (EDI) report, which includes a profile of the Housing Register and Housing Allocations relating to Equality and Diversity. Some data from that report on the Waiting List of prospective customers includes:</p> <ul style="list-style-type: none"> • 1,433 applications from ethnic minorities • 2,814 applicants told us they have a disability • 224 applicants told us that they were LGBTQ+, while 7,217 said they were heterosexual • 5,577 applicants are female, 3,329 are male and 11 are transgender <p>This policy has been in place since the Council New Build Programme began in 2013/14.</p>

Since then, 480 New Build units have been delivered up to and including 2021/22. From 2015/16 to 2021/22, when we have comparable data, we have relet 9,845 properties and had 390 New Build Council Homes. Therefore, over the period the ratio of relets to new builds in 25.24 : 1.

Delivery	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	Total
Council New Build Start on Site	33	57	104	129	124	0	0	0	33	480 Ex 13/14 and 14/15 390
Number of Voids Relet	N/A	N/A	1673	1483	1505	1447	1386	1217	1134	9845

In Phase 2 of the 2020-2025 programme there are 123 units across 7 sites, 25 of which have recently secured planning permission (15th November 2022) and 4 secured planning permission on 7th March 2023, with 1 remaining site left to secure Planning Permission in the future. All start on site dates will be after April 2023. The 7 sites are within the North, Central South and West areas of the Borough so are not concentrated in one area.

Phase 3 of the 2020-2025 programme is subject to confirmation that sites are suitable and all of the sites and the number of units per site, so at present we cannot provide exact details. With an expectation to submit planning applications for Phase 3 sites during 2023

		<p>with start on site in 2024. The current indicative total is around 750 units, but this will change following site appraisal. Again, potential sites are spread across the Borough.</p> <p>Therefore, given the ratio of relet to new build is 25.24 : 1 as such, the majority of allocations are not subject to this policy and applicants are able to be considered for other vacancies within each area.</p>
6	Decision Making	The decision-making report includes a section on the due regard statement and the legal obligations we are under in having regard to the content of this statement as part of the decision-making process.
7	Monitoring and Review	As part of the review there is a planned review matrix, where outcomes and relevance will be reviewed to ensure that ongoing policies are legally compliant and fit for purpose.
8	Sign off and approval for publication	<ul style="list-style-type: none"> • <i>By signing this statement off as complete you are confirming that ‘you’ have examined sufficient information across all the protected groups and used that information to show due regard to the three aims of the general duty. This has informed the development of the activity.</i> • <i>If this statement accompanies cabinet paper it will be published as part of, the cabinet report publication process. Statements accompanying cabinet reports are also published on our website. If this statement is not to be submitted with a cabinet paper, please maintain a copy for your own records that can be retrieved for internal review and in case of future challenge.</i>

Appendix C: Monitoring Matrix

No	Date Implemented	Date Last Reviewed	Next Review (12 months - 3 years)	Scheme	Area	Age Designated	No. of Units	Aim of the LLP
1	2011	2022/23	Sept 2024	The Crescent, Dunscroft	East	N/A	53 houses	Reduce ASB
2	2012	2022/23	Jan 2026	Coniston Road, Mexborough	West	N/A	22 flats	Reduce ASB
3	2014	2022/23	Jan 2026	Auckland Road, Mexborough	West	N/A	24 flats and 1 house	Reduce ASB
4	2014	2022/23	Sept 2026	The Oval, Conisbrough	West	40	83 flats and 22 bungalows	Reduce ASB
5	2013	2022/23	June 2026	Silverwood House	Central	50+	128 flats	Reduce ASB
6	2014	2022/23	May 2026	Jubilee Court, Wheatley	Central	45+	42 flats	Former sheltered scheme - support community cohesion to avoid ASB
7	2014	2022/23	May 2026	Park View, Adwick le Street	North	45+	48 flats	Former sheltered scheme - support community cohesion to avoid ASB
8	2014	2022/23	Oct 2026	New Build Council Homes	All			Enhanced local connection criteria on initial let and any relet (excluding adapted properties) within 12 month based on residence, family connection or employment. Council tenants of houses with the enhanced local connection awarded additional priority for bungalows or age-designated when releasing a house to relet

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City of Doncaster Council

Report

Date: 17 July 2023

To: Regeneration and Housing Overview and Scrutiny Panel

Report Title: City of Doncaster Council Gypsy and Traveller Pitch Allocation Policy Review

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

EXECUTIVE SUMMARY

1. This report sets out recommendations for ten proposed changes to City of Doncaster Council's Pitch Allocations Policy for Gypsy and Traveller sites.
 - 1.1. This refers to four council owned sites across Doncaster at the following locations with a total of 65 pitches.
 - White Towers, Armthorpe (although in Intake/Clay Lane ward)
 - Little Lane, Long Sandall
 - Land's End, Thorne
 - Nursery Lane Sprotbrough
 - 1.2. A key part of the review process has been to devise and undertake a consultation process which effectively engaged with residents, direct contact with active waiting list applicants, key stakeholders and elected members using a range of media and support to inform discussion. As referred to in 5.2., advice and support was sought from nationally recognised organisations.
 - 1.3. Members from four wards were consulted on the proposed changes and had the opportunity to feedback on any additional changes. Engagement with site residents has been successful, with 95% (38) seen in person and 100% (28) of the waiting list contacted with a 54% (15) response rate. The consultation is summarised in section 15 and in full in **Appendix C**.

- 1.4. The overall objectives of the Pitch Allocations Policy are to:
 - Have a robust process in place
 - Promote understanding and ownership amongst residents
 - Support sustainable communities
 - Have regard to cultural differences
 - Make the best use of available pitches
 - Fulfil the Council's legal obligations

- 1.5. Headline outcomes of the consultation were
 - All eight proposals were fully supported by all responding consultees
 - Two additional proposals have been included following the consultation process

EXEMPT REPORT

2. No

RECOMMENDATIONS

3. That the Panel consider the outcomes of the review and consultation.

- 3.1. That Panel consider the recommendations on policy changes consulted on, full details of which are in **Appendix A**.

- 3.2. That the Panel support the policy changes outlined in **Appendix A**.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. This policy sets out the revised framework for vacant pitch allocations on council owned Gypsy and Traveller sites in Doncaster.

- 4.1. This review aims to ensure that this policy is fit for purpose and makes the best use of available pitches.

BACKGROUND

5. The management of Gypsy and Traveller sites transferred over to SLHD management in 2014 with the transfer of the Housing Options and Homelessness service and management of council owned residential caravan sites.
 - 5.1. The policy mirrors the banding system of the City of Doncaster Council's Housing Allocations Policy with 4 bands with Platinum being the highest need, Gold, Silver and Bronze being the lowest need. The policy is outdated and awareness from site residents and those on the waiting list is low.
 - 5.2. Advice and support was sought from the National Gypsy and Traveller advisory panel with associated Good Practice guides. National Charity, Friends, Families and Travellers. The Oak Project, a 3-year partnership with Gypsies & Travellers, National Policy Advisory Panel on Gypsy and Traveller Housing and the Housing Diversity Network.

OPTIONS CONSIDERED

6. Options considered have been informed through legislative requirements, research, consultation and input from the project group key officers, including the City of Doncaster Council's Legal services. None of the changes were particularly contentious and this is reflective on the support from consultees.
 - 6.1. On review of Good Practice and policies in other authorities, consideration was given to changing the current structure of the policy, including implementing a points based system vs the current banding and date order approach. After seeking advice from the National Gypsy and Traveller Advisory Panel and reviewing related publications of good practice, the decision was to retain the current banding structure as it is considered good practice to have parity between this policy and the council's Housing Allocations Policy to promote consistency in approach. This is especially important to promote understanding, as residents and applicants may be on both registers.
 - 6.2. Each of the eight changes are outlined in **Appendix A** including:
 - The proposed change
 - The reason for change
 - The consultation outcome
 - The recommendation
 - 6.3. There are also an additional two recommended changes following the consultation process for consideration and comment.





REASONS FOR RECCOMENDED OPTIONS





7. To ensure the policy is fit of purpose

7.1. The majority of changes are not contentious and were unanimously supported by site residents.

IMPACT ON THE COUNCIL’S KEY OUTCOMES

8.

Great 8 Priority	Positive Overall	Mix of Positive & Negative	Trade-offs to consider – Negative overall	Neutral or No implications
 Tackling Climate Change				☑
 Developing the skills to thrive in life and in work				☑
 Making Doncaster the best place to do business and create good jobs				☑
 Building opportunities for healthier, happier and longer lives for all	☑			
<ul style="list-style-type: none"> • Providing suitable access to pitches to those most in need will significantly improve living circumstances and access to health, education and support services • Supporting people in accessing settled housing to meet their needs 				

<ul style="list-style-type: none"> Ensuring people are prioritised who live in unsuitable or unsustainable circumstances Prioritising carers or those needing care in the policy 				
 Creating safer, stronger, greener and cleaner communities where everyone belongs	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> Allocating pitches fairly and consistently in accordance with legal frameworks Working with partners to ensure that allocations are appropriate and sustainable 				
 Nurturing a child and family-friendly borough	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> Prioritising families in need for settled accommodation Prioritising those with lack of settled accommodation to enable them to access services including health and education 				
 Building Transport and digital connections fit for the future				<input checked="" type="checkbox"/>
 Promoting the borough and its cultural, sporting, and heritage opportunities				<input checked="" type="checkbox"/>
Fair & Inclusive	<input checked="" type="checkbox"/>			
<ul style="list-style-type: none"> Operating a legally compliant policy Promoting understanding and ownership amongst residents and those on the waiting list Including fair and proportionate checks to support cultural harmony 				

Legal Implications [Officer Initials: NC | Date: 11/05/23]

9. Gypsy and Traveller sites are primarily regulated by the Mobile Homes Act 1983, following amendments made to that Act by the Housing and Regeneration Act 2008. A “Gypsy” is defined by section 24 of the Caravan Sites and Control of Development Act 1960 as “person of nomadic habit of life, whatever their race or origin...”
- 9.1. In terms of the allocation of plots on sites, the Housing Act 2004 (sections 225 and 226) previously imposed a specific duty on local authorities to carry out an assessment of the accommodation need of gypsies and travellers, as part of the periodic review of housing conditions and need within their area, under section 8 of the Housing Act 1985. With effect from the 12th July 2016, the Housing and Planning Act 2016 repealed those sections of the 2004 Act and made amendments to section 8 of the Housing Act 1985. This replaced the previous duty with a general duty to consider the housing needs of all persons, including those residing in or resorting to their area with respect to the provision of caravan sites.
- 9.2. A Caravan is defined by section 29 of the Caravan Sites and Control of Development Act 1960 as “any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted...” and so would include the mobile homes sited on the Council’s sites.
- 9.3. In assessing the needs of applicants and considering the allocation of plots on gypsy and traveller sites, the Council also has to comply with its duties under the Equality Act 2010, in particular the public sector equality duty under section 149 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.
- 9.4. Protected characteristics are age, disability, gender reassignment, race, sex, sexual orientation, religion or belief, and pregnancy and maternity. Only the first aim of the Public Sector Equality Duty set out in paragraph (a) above applied to a further protected characteristic of marriage and civil partnership.
- 9.5. 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
- 9.6. Romany Gypsies and Irish and Scottish travellers have been declared by the Courts to be protected as “races” under the Act.
- 9.7. Since the adoption of the current allocations policy, the Courts in R (VC) v North Somerset Council (EHRC intervening) 2015 have found that local connection requirements can be indirectly discriminatory as they are likely to have an adverse effect on disproportionately more Gypsies and Travellers than members of the settled population.

Financial Implications [Officer Initials: JC | Date: 15/05/2023]

10. The income budget for Gypsy and Traveller sites is set annually based on pitch occupancy information available at the time of the Council’s budget setting and fees and charges process.
- 10.1. There are no direct financial implications as a result of this policy change, any resulting occupancy changes will be reflected in the annual budget setting process.
- 10.2. The income budget for 2023/24 for these sites is shown below:

Budget 2023/24	£
White Towers	50,014
Little Lane	36,436
Lands’ End	117,572
Nursery Lane	2,917
Total	206,939

Human Resources Implications [Officer Initials: AA | Date: 15/05/2023]

11. There are no direct HR Implications in relation to this report.

Technology Implications [Officer Initials: PW | Date: 12/05/2023]

12. There are no direct technology implications in relation to this report. The author has confirmed that the current waiting list is held on a spreadsheet and it would be a future development to hold it on Open Housing, where required and cost effective.

RISKS AND ASSUMPTIONS

13. There is potential for legal challenge against any aspect of the policy by an individual or organisation. In terms of the recommendations made the extent and robustness of the consultation is mitigation but no guarantee that a challenge will not be made.
- 13.1. Legal services have provided advice and guidance through the review as further mitigation against a successful challenge.

CONSULTATION PROCESS

14. The review process began in February 2023 when suggested changes and the scope of the review were discussed with the Housing Portfolio Holder, and focus groups held with eleven elected members representing the relevant wards. These were informed by best practice, feedback from staff, stakeholders, customers and corporate priorities.
- 14.1. A presentation was given to members and stakeholders and newsletter given to tenants and applicants with the focus on face to face and direct contact. Regeneration and Housing Overview and Scrutiny Panel will also consider the way the consultation has been carried out as well as consideration of the final report before it progresses to Cabinet.
- 14.2. Stakeholders included Doncaster Council Enforcement Team, Public Health, and Education services, NHS Health Services, South Yorkshire Police and SLHD Housing Management.
- 14.3. Public consultation began on Monday 20th February 2023 for a period of 12 weeks with a focus on face-to-face consultation, multiple site visits and personal contact with waiting list applicants to remove barriers relating to literacy.

CONSULTATION OUTCOMES

15. There were fifty-three responses from tenants and waiting list applicants, with comments from Stakeholders being noted. Additional comments made are listed in **Appendix C**.
- 15.1. All of the eight proposals consulted on were all fully supported with an additional two changes arising from consultation responses.

- 15.2. These were the consultation of residents prior to a new pitch being allocated to ensure Community Cohesion, where discretion is already allowed in the policy. This was understood by residents to need to be fair and proportionate and not disclose details of applicant's circumstances and explicit within the application process.
- 15.3. Applying a 6-month waiting list penalty (not able to join or have an application suspended for 6 months) to people pulling onto sites without landlord permission who are not considered for a pitch, to deter people from doing this.
- 15.4. Other themes from discussion with residents are listed below. Some of which were related to the Capital Investment planned for 3 of the sites. This was feedback to SLHD Asset Management to provide information to enable clear feedback to residents through Housing Management.

15.5. Themes from the Consultation

Theme	Mentions
Pitch sizes / Number of trailers should account for age and sex of children.	8
Tenants should be consulted before new allocations made to avoid community tension.	7
People already on site should be sorted first.	4
No transit site in Doncaster for visiting families.	3
Caring responsibilities on site.	2
Site improvement works.	2
Unauthorised residents shouldn't be allowed on waiting list.	1
Relatives waiting for pitch allocation.	1
Make new tenants pay a bond.	1

DUE REGARD STATEMENT

16. A Due Regard Statement has been completed and is in **Appendix B**. Disclosure of some protected characteristics is low from the community.
- 16.1. There are ten potential positive impacts on protected groups in the ten recommended changes, particularly around impact on homeless households, which supports making best use of available pitches to meet those most in need of the policy.
- 16.2. Any unforeseen adverse impacts will be identified through monitoring processes and statistical/data analyses.

APPENDICES

- A** Table of changes and recommendations
- B** Due Regard Statement
- C** Consultation Outcomes

BACKGROUND PAPERS

- None

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

- SLHD St Leger Homes of Doncaster
- EMT Executive Management Team

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Proposed Changes to Doncaster Council's Pitch Allocations Policy – Gypsy and Traveller Sites and Recommendations

No	Change	Why?	Consultation Outcome	Recommendation
Change 1	<p>Be clear on who is not eligible to be join the waiting list for legal reasons. E.g.</p> <ul style="list-style-type: none"> • Those under 18 • Those subject to immigration control who are not eligible for housing assistance 	<p>Be explicit in the policy.</p> <p>Be clear on legal requirements.</p> <p>Promote understanding.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 1</p>
Change 2	<p>Be clear on who does not qualify to join the waiting list.</p> <p>Can include persons:</p> <ul style="list-style-type: none"> • Involved in anti-social behaviour who have caused, or are likely to cause, serious nuisance to neighbours • Who have deliberately worsened their circumstances to obtain additional priority • With rent arrears • Who have provided false information or deliberately withheld information • Who are occupying a current site without permission (dependent on the circumstances) 	<p>To be fair and prioritise those most in need.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 2</p>

Change 3	<p>Clear definition of maximum pitch occupancy for single and double pitches.</p>	<p>To maintain space standards for fire prevention.</p> <p>Improve understanding of residents.</p> <p>Be explicit in the policy.</p> <p>To be upfront about future pitch use and occupancy.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 3</p>
Change 4	<p>Required permission for additional caravans/occupancy.</p> <p>Confirm that permission is required from the landlord.</p>	<p>Comply with space standards for fire prevention.</p> <p>Promote understanding of residents.</p> <p>Improvement of ongoing site management.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 4</p>
Change 5	<p>Information sharing, confidentiality and data protection/GDPR.</p> <p>Include a statement about how we use and retain data.</p>	<p>Comply with legislation.</p> <p>Be explicit on how personal information is used.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 5</p>

Change 6	<p>Ensure banding priorities for highest band are comprehensive.</p> <p>E.g. Add to Platinum Band – you have a caravan or access to a caravan, which is your principal home, but nowhere to locate it (for at least six months). You may need to provide evidence of this and a home visit will be required to verify.</p>	<p>To ensure that priorities are comprehensive and applicants who are roadside for six months or over are prioritised for a settled pitch and access to facilities where they have a local connection to Doncaster.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 6</p>
Change 7	<p>Inclusion of exceptional circumstances.</p> <p>Be clear on what other circumstances may be taken into account in prioritising applicants in addition to the priority bands where there is supporting information to confirm. Examples include:</p> <ul style="list-style-type: none"> • Support, caring and access to care • Medical and health circumstances • Needing to be close to specialist education facilities 	<p>To have a clear rehousing policy in line with best practice.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 7</p>
Change 8	<p>Ensure that the local connection criteria is fair and recognises cultural differences.</p> <p>E.g. travelling out of area for part of the year.</p>	<p>To make sure we take into account culture and lifestyle in assessing proof of local connection to Doncaster and have regard to case law.</p>	<p>100% agreement by tenants and waiting list applicants.</p>	<p>Accept change 8</p>

Additional Change 9	Fair and proportionate consultation with residents about new allocations to ensure community cohesion.	To recognise that the community is clan/family based and to avoid community tension. The discretion for refusal is already provided for in the policy. Consultation would be in accordance with best practice and an explicit part of the application and allocation process.	Issue raised by 7 consulted residents.	Accept change 9
Additional Change 10	Restrict anyone pulling onto site without permission from joining the waiting list for a 6-month period (dependent on circumstances).	To deter people from pulling onto site without permission and restricting their access to a pitch dependent on their circumstances.	Raised by housing management and enforcement teams, as well as 1 consulted resident. Outlined in other local authority pitch allocation policies.	Accept change 10

EQUALITY, DIVERSITY AND INCLUSION

CITY OF DONCASTER COUNCIL

Due Regard Statement Template

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 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>Review of Doncaster Council’s Pitch Allocation Policy for Council Owned Gypsy and Traveller Sites. This policy sets out the criteria for access to site pitches. Gypsy and Traveller sites are primarily regulated by the Mobile Homes Act 1983, following amendments made to that Act by the Housing and Regeneration Act 2008.</p> <p>There were 8 suggested changes consulted on within the consultation period from February to May 2023, including a 12 week public consultation with residents and waiting list applicants. Following the consultation there are two additional changes proposed after consideration of all feedback. These are Change 9 and 10.</p> <p>Changes are being made to ensure that the policy is fit for purpose and prioritises those most in need, whilst respecting cultural differences. This policy covers 65 pitches across four Council Owned Gypsy and Traveller Sites.</p> <p>During the consultation, most residents and applicants did not want to fully disclose their status in terms of each protected characteristic ,due to privacy. We respected this and have included the information we have available on our housing management system.</p> <p>Change 1: Be clear on who is not eligible to be considered.</p> <p>E.g. those under 18 or those subject to immigration control who are not eligible for housing assistance.</p> <p>Why? Be explicit in the policy. Be clear on legal requirements. Promote understanding.</p> <p>Change 2: Be clear on who does not qualify to join the waiting list.</p>
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	<p>Can include persons:</p> <ul style="list-style-type: none"> • Involved in anti-social behaviour which has or is likely to cause serious nuisance to neighbours • Who have deliberately worsened their circumstances to obtain additional priority • Rent arrears • Provided false information or deliberately withheld information • Those occupying a current site without permission dependent on the circumstances <p>Why? To be fair and prioritise those most in need</p> <p>Change 3: Clear definition of maximum pitch occupancy for single and double pitches.</p> <p>Why? To maintain space standards for fire prevention. Improve understanding of residents. Be explicit in the policy to be upfront about future pitch use and occupancy.</p> <p>Change 4: Confirm that permission is required from the landlord for additional caravans/occupancy.</p> <p>Why? Comply with space standards for fire prevention. Promote understanding. Improvement of ongoing site management.</p> <p>Change 5: Information sharing, confidentiality and data protection/GDPR. Include a statement about how we use and retain data.</p> <p>Why? Comply with legislation. Be explicit on how personal information is used.</p>
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Change 6: Ensure banding priorities for highest band are comprehensive.

E.g. Add to Platinum Band - you have a caravan or access to a caravan, which is your principal home, but nowhere to locate it (for at least six months). You may need to provide evidence of this and a home visit will be required to verify.

Why? To ensure that priorities are comprehensive and applicants who are roadside for 6 months or over are prioritised for a settled pitch and access to facilities where they have a local connection to Doncaster.

Change 7: Inclusion of exceptional circumstances.

Be clear on what other circumstances may be taken into account in prioritising applicants in addition to the priority bands where there is supporting information to confirm. Examples such as:

- Support, Caring and access to care
- Medical and Health circumstances
- Needing to be close to specialist education facilities

Why? To have a clear rehousing policy in line with best practice.

Change 8: Ensure that the local connection criteria is fair and recognises cultural differences.

E.g. travelling out of area for part of the year.

Why? To make sure we take into account culture and lifestyle in assessing proof of local connection to Doncaster and have regard to case law.

		<p>Change 9 (additional proposed change): Fair and proportionate consultation with residents about new allocations to ensure community cohesion.</p> <p>Why? To recognise that the community is clan and family based and to avoid community tension. The discretion for refusal is already provided for in the policy. Consultation would be in accordance with best practice and an explicit part of the application and allocation process.</p> <p>Change 10 (additional proposed change): Restricting anyone pulling onto site without permission, who we do not agree to rehouse from joining the waiting list for a 6 month period or having an existing applications suspended.</p> <p>Why? To deter people from pulling onto site without permission and restricting their access to a pitch dependent on their circumstances.</p>
2	<p>Service area responsible for completing this statement.</p>	<p>SLHD Housing and Customer Services on behalf of Doncaster Council.</p> <p>Doncaster Council Legal Services</p>
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p>	<p><i>Please document the data and information sources that you have used to understand the needs, participation and experiences of each protected group: Age, Disability, Race, Sex, Sexual Orientation, Religion and Belief, Maternity and Pregnancy, Gender Reassignment, Marriage and Civil Partnership.</i></p> <p><i>Doncaster have chosen to add three additional groups, with a fourth, Leaving Care, pending approval, which are not included in the Equalities Act 2010: These are:</i></p> <ul style="list-style-type: none"> • <i>Armed Forces and Veterans</i>

Doncaster Workforce

- Homelessness
- Socio-economic
- Leaving Care

Protected characteristic information is limited from those consulted with due to lack of disclosure. We have data on Age, Sex and ethnicity of current site residents which is set out below.

Age

57.5% of site tenants are aged 45 and over.

	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+	DNK
White Towers	0	0	2	0	2	5	1
Little Lane	1	1	0	2	2	1	1
Land's End	2	5	6	1	5	2	0
Nursery Lane	0	0	0	0	1	0	0
TOTAL	3	6	8	3	10	8	2
% of all current residents	7.50%	15%	20%	7.50%	25%	20%	5%

Disability

We do not have this information due to lack of disclosure.

Race

Gypsy and Travellers are classed as their own Ethnic Group.

Sex

Existing tenants on site are 75% female and 25% male.

	Male	Female
White Towers	5	5
Little Lane	2	6
Land's End	2	19
Nursery Lane	1	0
TOTAL	10	30

% of all current residents	25%	75%
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Gender Reassignment

We do not have this information due to lack of disclosure.

Sexual Orientation

We do not have this information due to lack of disclosure.

Religion and Belief

We do not have this information due to lack of disclosure.

Armed Forces and Veterans

We do not have this information due to lack of disclosure.

Change 1: Be clear on who is not eligible to be considered.

Protected Characteristic	Impact
Age	Neutral
Disability	Neutral
Race	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion and Belief	Neutral
Maternity and Pregnancy	Neutral
Gender Reassignment	Neutral
Marriage and Civil Partnerships	Neutral
Veterans	Neutral
Homelessness	Neutral
Socio-economic	Neutral
Leaving Care	Neutral

Change 2: Be clear on who does not qualify to join the waiting list.

Protected Characteristic	Impact
Age	Neutral
Disability	Neutral
Race	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion and Belief	Neutral
Maternity and Pregnancy	Neutral
Gender Reassignment	Neutral
Marriage and Civil Partnerships	Neutral
Veterans	Neutral
Homelessness	Neutral
Socio-economic	Neutral
Leaving Care	Neutral

Change 3: Clear definition of maximum pitch occupancy for single and double pitches.

Protected Characteristic	Impact
Age	Neutral
Disability	Neutral
Race	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion and Belief	Neutral
Maternity and Pregnancy	Neutral

Gender Reassignment	Neutral
Marriage and Civil Partnerships	Neutral
Veterans	Neutral
Homelessness	Neutral
Socio-economic	Neutral
Leaving Care	Neutral

Change 4: Confirm that permission is required from the landlord for additional caravans/occupancy.

Protected Characteristic	Impact
Age	Neutral
Disability	Neutral
Race	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion and Belief	Neutral
Maternity and Pregnancy	Neutral
Gender Reassignment	Neutral
Marriage and Civil Partnerships	Neutral
Veterans	Neutral
Homelessness	Neutral
Socio-economic	Neutral
Leaving Care	Neutral

Change 5: Information sharing, confidentiality and data protection/GDPR. Include a statement about how we use and retain data.

Protected Characteristic	Impact
Age	Neutral

	<table border="1"> <tr><td>Disability</td><td>Neutral</td></tr> <tr><td>Race</td><td>Neutral</td></tr> <tr><td>Sex</td><td>Neutral</td></tr> <tr><td>Sexual Orientation</td><td>Neutral</td></tr> <tr><td>Religion and Belief</td><td>Neutral</td></tr> <tr><td>Maternity and Pregnancy</td><td>Neutral</td></tr> <tr><td>Gender Reassignment</td><td>Neutral</td></tr> <tr><td>Marriage and Civil Partnerships</td><td>Neutral</td></tr> <tr><td>Veterans</td><td>Neutral</td></tr> <tr><td>Homelessness</td><td>Neutral</td></tr> <tr><td>Socio-economic</td><td>Neutral</td></tr> <tr><td>Leaving Care</td><td>Neutral</td></tr> </table>	Disability	Neutral	Race	Neutral	Sex	Neutral	Sexual Orientation	Neutral	Religion and Belief	Neutral	Maternity and Pregnancy	Neutral	Gender Reassignment	Neutral	Marriage and Civil Partnerships	Neutral	Veterans	Neutral	Homelessness	Neutral	Socio-economic	Neutral	Leaving Care	Neutral				
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Religion and Belief	Neutral																												
Maternity and Pregnancy	Neutral																												
Gender Reassignment	Neutral																												

	Marriage and Civil Partnerships	Neutral	
	Veterans	Neutral	
	Homelessness	Positive	This change ensures that those in high housing need are included in the priority bands as well as statutory homeless households
	Socio-economic	Neutral	
	Leaving Care	Neutral	
Change 7: Inclusion of exceptional circumstances.			
	Protected Characteristic	Impact	Further Explanation
	Age	Positive	As care and access to care is an example, this will support the community, including older residents in this being considered in the process. There is also a culture of extended family living and support in the Gypsy and traveller community.
	Disability	Positive	This change supports consideration of individual circumstances, including disabilities, to determine priorities for allocation
	Race	Neutral	
	Sex	Neutral	
	Sexual Orientation	Neutral	
	Religion and Belief	Neutral	
	Maternity and Pregnancy	Positive	This change supports consideration of individual circumstances, including maternity and pregnancy, to determine priorities for allocation including where support may be required
	Gender Reassignment	Neutral	
	Marriage and Civil Partnerships	Neutral	

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	<p>Change 9: Fair and proportionate consultation with residents about new allocations to ensure community cohesion</p>																																										

Protected Characteristic	Impact	Further Explanation
Age	Neutral	
Disability	Neutral	
Race	Positive	This will support sustainable tenancies and mitigate conflict, in recognition of the clan based community
Sex	Neutral	
Sexual Orientation	Neutral	
Religion and Belief	Neutral	
Maternity and Pregnancy	Neutral	
Gender Reassignment	Neutral	
Marriage and Civil Partnerships	Neutral	
Veterans	Neutral	
Homelessness	Negative	This may reduce the ability to offer a pitch if the applicant is from a family that cannot live in harmony with site residents on their preferred site
Socio-economic	Neutral	
Leaving Care	Neutral	
<p>Change 10: Restricting anyone pulling onto site without permission, who we do not agree to rehouse from joining the waiting list for a 6 month period or having an existing applications suspended.</p>		
Protected Characteristic	Impact	Further Explanation
Age	Neutral	
Disability	Neutral	
Race	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

		Religion and Belief	Neutral	
		Maternity and Pregnancy	Neutral	
		Gender Reassignment	Neutral	
		Marriage and Civil Partnerships	Neutral	
		Veterans	Neutral	
		Homelessness	Positive	This change will deter people from pulling on site without permission and support and help to ensure pitches are available and allocated to those assessed as being in need, such as homeless applicants.
		Socio-economic	Neutral	
		Leaving Care	Neutral	
4	Summary of the consultation/engagement activities	<p>Advice and Support in developing the consultation Advice and support was sought from the National Gypsy and Traveller advisory panel with associated Good Practice guides. National Charity, Friends, Families and Travellers. The Oak Project, a 3-year partnership with Gypsies & Travellers, National Policy Advisory Panel on Gypsy and Traveller Housing and the Housing Diversity Network.</p> <p>Elected members and Portfolio Holder The review process began in February 2023 when suggested changes and the scope of the review were discussed with the Housing Portfolio Holder, and focus groups held with eleven elected member representing the relevant wards. These were informed by best practice, feedback from staff, stakeholders, customers and corporate priorities. A presentation and newsletter were used to communicate the review and consultation.</p> <p>Employee groups Two employee groups were consulted with across Access to Homes and Housing and Customer Services whose role in directly/indirectly impacted by the policy. They were also given information to support customers in taking part in the consultation.</p> <p>Stakeholders</p>		

		<p>Stakeholders included Doncaster Council Enforcement Team, Public Health, and Education services, NHS Health Services, South Yorkshire Police and SLHD Housing Management.</p> <p>Public Consultation Public consultation began on Monday 20th February 2023 for a period of 12 weeks with a focus on face to face consultation, multiple site visits and personal contact with waiting list applicants to remove barriers relating to literacy.</p> <p>Community Engagement Community Engagement with site residents has been high, with 95% (38) seen in person and also 100% (28) of the waiting list contacted with a 54% (15) response rate.</p> <p>Legal Input Advice and support throughout from Doncaster Council Legal Services.</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>There are positive impacts on protected groups in the ten proposed changes, particularly around impact on homeless households, which supports one of the aims of the policy. There are 10 potential positive/negative impacts which will need to be monitored.</p> <p>Staff and stakeholders were empowered to assist and support the public to complete the survey to ensure that no one was excluded for participating.</p> <p>Vulnerability is actively identified throughout the application and offer process and appropriate support given, pro-active work with individuals, advocates and family members to ensure that they are not disadvantaged through this process. Throughout the consultation it was evident that there is a high level of trust between the community and SLHD Housing Management Officer.</p>
6	<p>Decision Making</p>	<p>A summary of the overall findings of this statement have been included within the relevant reports as well as being attached in full as Background Papers.</p> <p>Cabinet will consider this report on the 16 August 2023 following input from</p>

		<ul style="list-style-type: none"> • SLHD Executive Management Team (completed) • Doncaster Council Executive Leadership Team (completed) • Feedback from Scrutiny on consultation process (completed) • Doncaster Council Executive Board (completed) • Feedback from Scrutiny on the policy changes
7	Monitoring and Review	<p>Activity under this process will be reported to SLHD Director of Housing and Customer Services.</p> <ul style="list-style-type: none"> • The process will be reviewed for its effectiveness after 12 months with agreed performance indicators to identify if the policy is fulfilling its objectives and if there are any unexpected consequences or changes in priority that need to be addressed.
8	Sign off and approval for publication	<p><i>*To be completed on approval of the recommended policy changes*</i></p>

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City of Doncaster Council

Gypsy and Traveller Allocation Policy Review

Consultation Outcomes

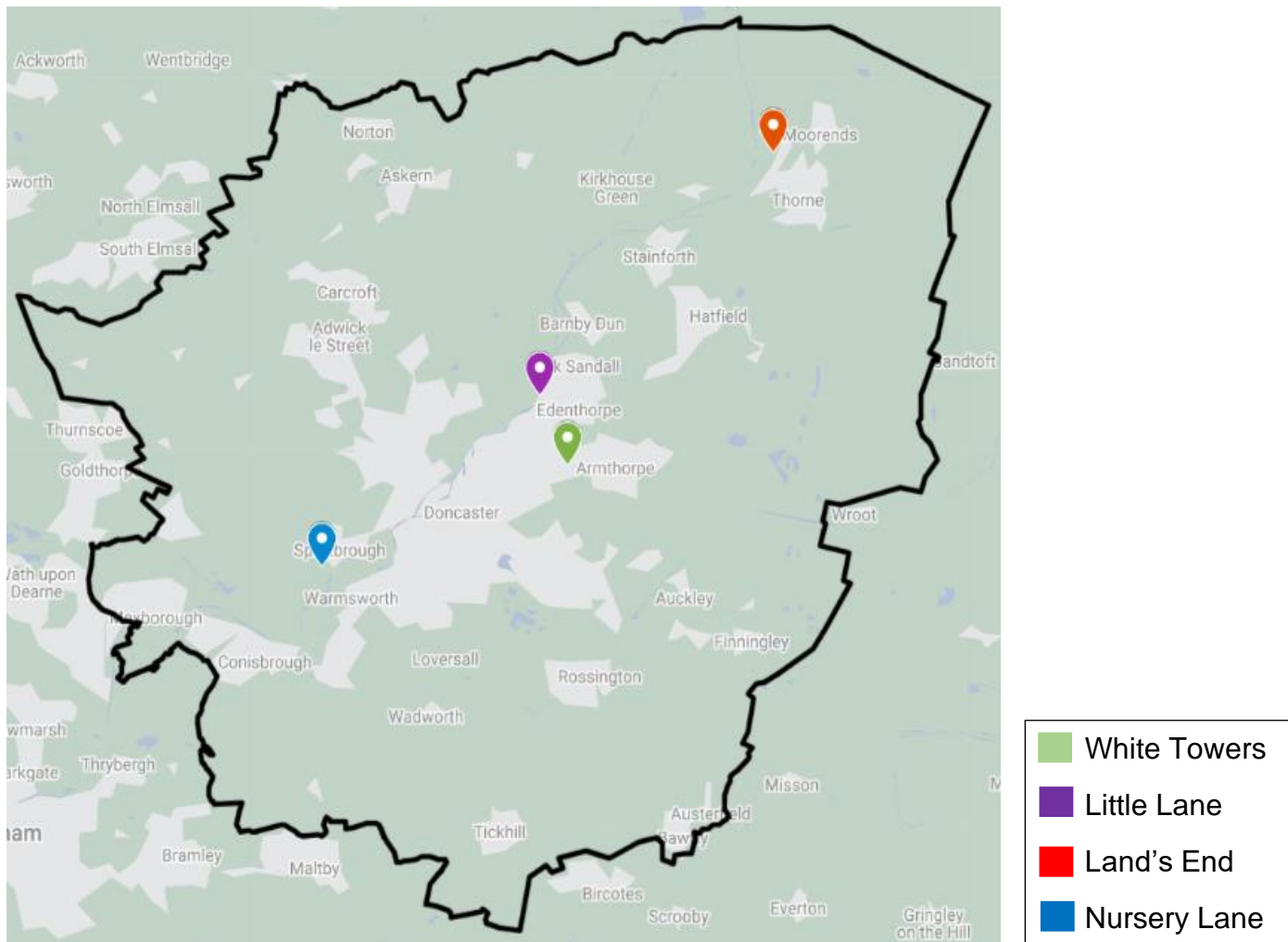
<p>What was the consultation about and who was consulted?</p>	<p>Proposed amendments to City of Doncaster Council's Gypsy and Traveller Pitch Allocation Policy.</p> <p>This policy sets out the framework for allocating caravan pitches on council-owned sites in Doncaster. Gypsy and Traveller sites transferred over to St Leger Homes of Doncaster in 2014. The existing policy is outdated and awareness from site residents and those on the waiting list is low.</p> <p>There were eight proposed changes approved for Public Consultation.</p> <p>This consultation aimed to gather opinions from stakeholders, current site residents and waiting list applicants on the proposed changes and also provide an opportunity to comment on any gaps in policy.</p>
<p>Over what period did the consultation run?</p>	<p>Stakeholder and public consultation was carried out simultaneously over a 12-week period, starting on 20th February 2023 and finishing on 10th May 2023.</p>
<p>How many responses were received?</p>	<ul style="list-style-type: none"> • 53 responses were received from the public consultation • 22 additional comments
<p>Where will the results be published?</p>	<p>Results will be published on the council's website www.doncaster.gov.uk as part of the decision making process.</p>
<p>How will the results be used?</p>	<p>To inform recommendations of which amendments are adopted in the policy as part of the decision making process.</p>

Map of Gypsy and Traveller Sites

The map below shows the location of the four council-owned Gypsy and Traveller sites within the Doncaster area. These are:

- White Towers, Armthorpe (23 pitches)
- Little Lane, Long Sandall (10 pitches)
- Land's End, Thorne (22 pitches)
- Nursery Lane, Sprotbrough (10 pitches)

Across the four council-owned sites, there are a total of 65 pitches.



Stakeholder Consultation

At the beginning of the policy review, advice and support was sought from the National Gypsy and Traveller advisory panel.

As part of stakeholder consultation, focus groups were held with eleven elected members representing the relevant wards. Additional consulted stakeholders included:

- Doncaster Council Enforcement Team
- Public Health
- Education Services
- NHS Health Services
- South Yorkshire Police
- SLHD Housing Management

A presentation detailing the proposed changes to the City of Doncaster Council's Gypsy and Traveller Allocation Policy facilitated this initial discussion.

Public Consultation

Eight proposed changes were approved for public consultation. These were:

1. Be clear on who cannot join the waiting list for legal reasons. For example, those under 18 or those subject to immigration control who are not eligible for housing assistance. **Why?** To be clear on the council's legal duties.
2. Be clear on who does not qualify to join the waiting list. For example, based on antisocial behaviour or debt. **Why?** To be fair and prioritise those most in need.
3. Be clear on the maximum pitch occupancy for single and double pitches. **Why?** To make sure we meet space standards for fire prevention.
4. Confirm that permission is needed from the landlord for more caravans and/or people being moved onto the site. **Why?** To promote understanding and site management. To comply with space standards for fire prevention.
5. Include a statement about how the council uses, keeps and shares information. **Why?** To meet data protection law and explain how we use information.
6. Review the highest Platinum Band reasons. For example, making sure that applicants who are roadside for six months or more with a local connection to Doncaster are given high priority for a settled pitch and access to facilities. **Why?** To ensure that priorities are comprehensive.
7. Be clear on what exceptional circumstances may be taken into account in prioritising applicants in addition to the priority bands where there is supporting information to confirm. **Why?** To have a clear rehousing policy in line with best practice.

8. Ensure that the local connection criteria is fair and recognises cultural differences e.g. travelling out of area for part of the year. **Why?** To make sure we take into account culture and lifestyle in assessing proof of local connection to Doncaster. To have regard to case law.

In order to remove literacy barriers prevalent among the Gypsy and Traveller community, public consultation on the proposed policy changes was carried out through face to face discussions with current site residents and direct telephone contact with active waiting list applicants. Face to face consultation with current site residents was supported by a newsletter which outlined clearly the proposed changes. Each site was visited at least twice to maximise the opportunity for face to face consultation with residents.

Engagement with site residents was high, with 95% seen in person. In addition to this, 100% of the waiting list was contacted, with a response rate of 54%.

In total, there were 53 responses from current site residents and waiting list applicants. None of the proposed policy changes were particularly contentious and as such, all eight proposals were fully supported by all responding consultees. 22 additional comments were also noted and a summary of these can be found at the end of this document.

A breakdown of the consultation by site can be seen below:

Face to face site consultation

	No. of current site residents	No. consulted with
White Towers	10	10
Little Lane	8	7
Land's End	21	20
Nursery Lane	1	1

Telephone waiting list consultation

	No. on waiting list	No. consulted with
White Towers	12	7
Little Lane	3	2
Land's End	9	4
Nursery Lane	4	2

Additional Comments

All the additional comments received during consultation with current site residents and active waiting list applicants are listed below. The table outlines the common themes mentioned within the additional comments.

Theme	Mentions
Pitch sizes / number of trailers should account for age and sex of children.	8
Tenants should be consulted before new allocations are made to avoid community tension.	7
People already living on site should be sorted first.	4
No transit site in Doncaster for visiting families.	3
Caring responsibilities on site.	2
Site improvement works.	2
Unauthorised residents should not be allowed on waiting list.	1
Relatives waiting for pitch allocation.	1
Make new tenants pay a bond.	1

- Caring for parents, wants own pitch.
- Re change three: new plans need to take into account need for trailers as separate space for older children and/or different sex. Also visiting family as no transit site in Doncaster. Pitches need minimum of two trailers permanently on pitch. Tenants should be consulted before a new pitch is let to ensure no community tension. Tenants on site need sorting first.
- Thinks residents should be consulted before anyone new is allocated a pitch as there are specific families that have intimidated residents and caused issues on site. Thinks people who pull onsite without permission and aren't going to be considered for a pitch should not be able to join the list straight away to bypass others.
- They have two trailers on the pitch with a third needed for daughter in law with caring responsibilities. Need to reflect community needs.
- Re change three: has seven children and needs separate trailer on pitch to accommodate adult son with learning disabilities as needs to be separate from younger children.
- Support all proposals. Thinks community should be consulted before new tenant accepted to ensure no community tension.

- Need at least two trailers on site. Son is temp on pitch one as is caring for them. Want him to be considered. Think people on site already need to be sorted with pitches before considering anyone else.
- No transit site in Doncaster so family stay over when travelling here for funerals etc. Number of trailers on pitches dictated by family size and ages/sexes of children. At present, no issues on site. Everyone gets on so would want to be consulted before anyone new is allocated a pitch to ensure no community tension.
- Has a number of relatives recently moved onto her pitch who are wanting a site pitch and are on the waiting list.
- Re change three: needs two trailers on pitch as family stop over to care for him and wife. Family also come and visit as no transit site in Doncaster.
- Re change three: needs at least two pitches per plot as family visit. Also thinks that community need to be consulted before a new pitch is allocated to make sure there is no community tension. Wants to move to larger pitch across from her. Thinks priority should be given to existing tenants on site. Concerned re planning proposals and offered to speak to people doing the plans as is worried that they aren't going to meet residents' needs.
- Moved on with permission. Related to site occupants and wants to stay. Agreed with all changes, just thinks should sort out people on site first before letting anyone new on to avoid problems. Quiet site, no problems. Thinks pitch space should be taken into account for visiting family and individual needs with number of trailers.
- Agree with all. Concerned about plot reducing.
- Thinks people who pull on without permission just before a pitch comes up shouldn't be considered and that people's previous addresses and reasons for leaving, medical proof etc.
- Has two trailers. Needs to take into account visiting family on pitches.
- Need to take into account no. of trailers for different sex / age of children.
- Settled site so should check with residents before allocating any new pitches.
- Should make new tenants pay a bond like they used to.
- Needs two trailers on plot for grandchildren.
- Needs an extra van on the pitch.

- Not impressed with repairs service and issues with potential flooding.
- Thinks they should have a say in who is allocated pitches on site. Major work needed to improve site quality.

Demographic Information

Disclosure of demographic information and protected characteristics by existing tenants and waiting list applicants was limited. As such, we are only able to accurately report on demographic information already held by housing management (age and gender of existing tenants). This information is based on the named tenants of site pitches.

Age

	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+	DNK
White Towers	0	0	2	0	2	5	1
Little Lane	1	1	0	2	2	1	1
Land's End	2	5	6	1	5	2	0
Nursery Lane	0	0	0	0	1	0	0
TOTAL	3	6	8	3	10	8	2
% of all current residents	7.50%	15%	20%	7.50%	25%	20%	5%

Gender

	Male	Female
White Towers	5	5
Little Lane	2	6
Land's End	2	19
Nursery Lane	1	0
TOTAL	10	30
% of all current residents	25%	75%

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Please note dates of meetings/rooms/support may change

OVERVIEW & SCRUTINY WORK PLAN 2023/24

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
April	Monday 17th April at 1pm Informal briefing session MS Teams		Wednesday 19th April at 4pm Informal Briefing Session MS Teams	Monday 24th April 2023 10am MS Teams Members briefing (CR)	
	<ul style="list-style-type: none"> Doncaster Delivering Together (DDT) Investment Plan (c) 		<ul style="list-style-type: none"> Transition of Children Social Care (c) Update briefing on Government response Stable homes built on love 	<ul style="list-style-type: none"> Improving Council housing stock and How St Leger Homes ensure VFM and work standards on improvement programmes; (c) Repairs Excellence ph 2 (c) 	
			Thursday 20th April 2023, 2pm, Informal Briefing Joint Meeting with C&E		Thursday 20th April 2023, 2pm, Informal Briefing Joint Meeting with CYP
			<ul style="list-style-type: none"> Play Parks Strategy 		<ul style="list-style-type: none"> Play Parks Strategy
			Wednesday 26th April 2023 at 12pm, Informal Briefing session, MS Teams – CANCELLED		
			<ul style="list-style-type: none"> Referrals – school experience update Social Care Front Door – meeting with headteachers Update on overview of social care theme pressure points 		
			Thursday 27th April 2023 at 4.30pm MS Teams or Council Chamber TBC		

Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
			<ul style="list-style-type: none"> Youth Council Priorities (and for information Children and Young Peoples Plan).(c) Youth Offer (c) 		
			Thursday 27th April 2023 at 10am MS Teams Briefing Session		
			<ul style="list-style-type: none"> SEND inspection framework and Government response to Green Paper 		
May		Thursday 11th May 2023 at 10am Council Chamber		Tuesday 23rd May 2023 at 1.30pm Briefing Session MS Teams	
		<ul style="list-style-type: none"> Bentley and Rossington Primary Care estate developments ICB Public Health Protection Update 		<ul style="list-style-type: none"> Local Lettings Policy Gypsy and Traveller Pitch Allocation Policy 	
		Thursday 25th May 2023 at 10am, MS Team			
		Work Planning			
June	Thursday 1st June 2023 at 10am Council Chamber		Thursday 15th June 2023 at 4pm, MS Teams	Thursday 6th June 2023 at 2pm, MS Teams	Thursday 1st June 2023 at 2pm, MS Teams
	<ul style="list-style-type: none"> Work Planning 		<ul style="list-style-type: none"> Work Planning 	<ul style="list-style-type: none"> Work Planning 	<ul style="list-style-type: none"> Work Planning

Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
	Thursday 1st June 2023 at 11am, Council Chamber			Friday 30th June 2023 at 10.30am Briefing Session MS Teams	
	<ul style="list-style-type: none"> Youth Justice Plan 			<ul style="list-style-type: none"> Transport (invite to SYMCA) (c) 	
	Thursday 29th June 2023 at 10am, Council Chamber				
	<ul style="list-style-type: none"> Finance and Performance (invite to Cabinet Members Cole and Houlbrook) (c) Agree Scrutiny Work Plan 				
July	Thursday 20th July 2023 at 10am, MS Teams	Thursday 6th July 2023 at 10am, Members Briefing, Council Chamber	Thursday 27th July 2023 at 4.30pm, MS Teams (TBC)	Monday 17th July 2023 at 1.30pm, Council Chamber	
	<ul style="list-style-type: none"> St Leger Homes future priorities and services (R&H O&S to be invited) (c) 	<ul style="list-style-type: none"> Joint Strategic Needs Report: <ul style="list-style-type: none"> Summary of specific areas of data What's new/ performance deterioration (c) 	<ul style="list-style-type: none"> Child Exploitation 	<ul style="list-style-type: none"> Local Lettings Policy Gypsy and Traveller Pitch Allocation Policy (c) 	
Aug					Thursday 3rd August 2023 at 10am Briefing Session MS Teams
					<ul style="list-style-type: none"> Community Assets – Mary Woollet Centre Update on recommendations from the Corporate Assets Policy Review PSPO – Town Centre – pre cabinet decision

FP – Forward Plan Decision

CR or CM– Officer Responsible

Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
		Wednesday, 23rd August 2023, 10am Sheffield Council			
		<ul style="list-style-type: none"> JHOSC (Chair only to attend) 			
Sept	Thursday 7th September 2023 at 10am, Council Chamber	Thursday 28th September 2023 at 2pm, Council Chamber	Thursday 14th September at 4.30pm, Council Chamber		
	<ul style="list-style-type: none"> Annual Compliments and Complaints 		<ul style="list-style-type: none"> Child Poverty Youth Council - update on youth priorities and to feed into Child Poverty 		
	Thursday 7th September 2023 at 10am, Council Chamber				
	<ul style="list-style-type: none"> Fairness and Wellbeing Commission 				
Oct	Thursday 12th October 2023 at 10am, Council Chamber			Thursday 19th October 2023 at 10am, Council Chamber	Thursday 5th October 2023 at 10am Council Chamber
	<ul style="list-style-type: none"> Finance and Performance (invite to Cabinet Member Blackham) 			<ul style="list-style-type: none"> Housing - New regulatory regime for social housing 	<ul style="list-style-type: none"> Safer Doncaster Partnership <ul style="list-style-type: none"> Update from February position Domestic and Sexual Abuse Retail Crime PSPO – TBC dependent on August discussion Extreme weather – flooding/heatwave lessons learnt and update

Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
Nov	Thursday 2nd November 2023 at 10am, Council Chamber	Thursday 23rd November 2023 at 10am Council Chamber			
	<ul style="list-style-type: none"> Fairness and Wellbeing Commission TBC 	<ul style="list-style-type: none"> Doncaster and Bassetlaw Hospital Trust and winter planning <ul style="list-style-type: none"> Areas for consideration to be agreed: <ul style="list-style-type: none"> A&E position Waiting lists Recruitment Retention 			
Dec	Wednesday 13th December 2023 at 9am, Council Chamber		Thursday 7th December 2023 at 4.30pm, Council Chamber		Thursday 7th December 2023 at 10am at Formal or briefing session
	<ul style="list-style-type: none"> Finance and Performance (invite to Cabinet Members Blake and L Ball) 		<ul style="list-style-type: none"> Educational Outcomes 		<ul style="list-style-type: none"> Future Parks Scheme Street Scene
Jan	Thursday 25th January 2024 at 10am Briefing Session MS Teams/Council Chamber TBC				Monday 22nd January 2024 at 10am Council Chamber Briefing session TBC
	<ul style="list-style-type: none"> Budget Corporate 				<ul style="list-style-type: none"> Waste and Recycling to include current/future contract and changes to regulations/impact on future green agenda
Feb	Thursday 8th February 2024 at 10am, Council Chamber	Thursday 1st February 2024 at 2pm, Council Chamber			Thursday 15th February 2024 at 10am Crime & Disorder Committee, Council Chamber

Please note dates of meetings/rooms/support may change

	OSMC	H&ASC O&S	CYP O&S	R&H O&S	C&E O&S
	<ul style="list-style-type: none"> Budget Corporate Plan 				<ul style="list-style-type: none"> Safer Doncaster Partnership
	Thursday 22nd February 2024 at 10am, Council Chamber				
March	Thursday 28th March 2024 at 10am, Council Chamber	Thursday 21st March 2024 at 2pm, Council Chamber	Thursday 14th March 2024 at 4.30pm, Council Chamber	Thursday 7th March 2024 at 2pm, Council Chamber	
	<ul style="list-style-type: none"> Finance and Performance (invite to Cabinet Members N Ball and G Jones) 	<ul style="list-style-type: none"> Public Health Protection Annual Report 	<ul style="list-style-type: none"> Child Neglect 	<ul style="list-style-type: none"> Local Plan update 	

POSSIBLE ISSUES FOR FUTURE CONSIDERATION OR TO BE SCHEDULED

Quarterly performance 18 th July 2024 (Invite to Cllrs Robinson and Nightingale)	Joint Regional Health (JHOSC) – as required Chair only to attend	Inclusion Update – Elective Home Education (December 2023 or later/possible extra Member Briefing Session)	Market and Corn Exchange update – possible invite to MAM	
SYAC (South Yorkshire Airport City)	<p>Integrated Care Board – Date to be confirmed – specific approach from one of the following, to be agreed:</p> <p>Primary Care Access recovery plan for Doncaster area</p> <p>Pharmacy access, demands and national position</p> <p>Oral health to include Dentistry access, demands and national position</p>	Universal Services - how it is being impacted by cost of living and post pandemic school language and school ready – looked at this last year	Housing Biodiversity retrofit moving towards net zero – are targets being met eg, renewable energy, electric charging in new housing, council housing. Is the electrical infrastructure capable?	
	Consultations from Directorates as required	Referrals – school experience update Social	1. Housing:	

Please note dates of meetings/rooms/support may change

		- Adult social care peer review outcome	Care Front Door – meeting with headteachers	Housing crisis – aging population – are we satisfied that the Local Authority and partners are doing everything possible to increase availability (including supported living accommodation)	
		Age Friendly City – early input, plans and practicalities – how can the Authority drive this?		2. Regeneration and Economy: Connectivity – new technology availability, impact of working from home and town centre footfall	
		Dementia – possible visit to local groups re: access for people who suffer with dementia		3. Biodiversity Net Gain, - how construction of new housing development and industrial areas is impacting on flora and fauna (Environment issue for C and E Panel)	
		Maternity care – possibly for the future			
		Children and Young People – raft of issues on state of health – possibly joint with CYP Panel – Await Director input			
BRIEFING NOTES/FOR CIRCULATION					
			Youth offer/Hubs – integrated offer – briefing note	Housing Stock – no deposit for first time buyers impact on rights to buy and council housing stock? Overall impact on private sector availability	
				Outcomes from the OT medical assessment how it impacts on	

Please note dates of meetings/rooms/support may change

				housing waiting lists (health panel undertook dedicated meeting in 2022/23)	
BRIEFING					
			SEND – October pre cabinet decision		

DONCASTER METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN FOR THE PERIOD 1ST AUGUST TO 30TH NOVEMBER 2023

The Forward Plan sets out details of all Key Decisions expected to be taken during the next four months by either the Cabinet collectively, The Mayor, Deputy Mayor, Portfolio Holders or Officers and is updated and republished each month.

A Key Decision is an executive decision which is likely:-

- (a) to result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority;
- (c) any decision related to the approval or variation of the Policy and budget Framework that is reserved to the Full Council.

The level of expenditure/savings which this Authority has adopted as being financially significant are (a) in the case of the revenue budget, gross full-year effect of £250,000 or more b) in the case of capital budget, £1,000,000 or more in respect of a single project or otherwise across one financial year.or the decision has a significant impact on 2 or more wards.

Please note in addition to the documents identified in the plan, other documents relevant to a decision may be submitted to the Decision Maker. Details of any additional documents submitted can be obtained from the Contact Officer listed against each decision identified in this plan.

In respect of exempt items, if you would like to make written representations as to why a report should be considered in public, please send these to the contact officer responsible for that particular decision. Unless otherwise stated, representations should be made at least 14 days before the expected date of the decision.

KEY

Those items in **BOLD** are **NEW**

Those items in **ITALICS** have been **RESCHEDULED** following issue of the last plan

Prepared on: 30 June, 2023 and superseding all previous Forward Plans with effect from the period identified above.

Damian Allen
Chief Executive

MEMBERS OF THE CABINET

Cabinet Member For:

Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillor Lani-Mae Ball
Councillor Nigel Ball
Councillor Joe Blackham
Councillor Rachael Blake
Councillor Phil Cole
Councillor Mark Houlbrook
Councillor Jane Nightingale
Councillor Sarah Smith

- Budget and Policy
- Housing and Business
- Early Help, Education, Skills and Young People
- Public Health, Communities, Leisure and Culture
- Highways, Infrastructure and Enforcement
- Children's Social Care and Equalities
- Finance, Traded Services and Planning
- Sustainability and Waste
- Corporate Resources.
- Adult Social Care

Some Decisions listed in the Forward Plan are to be taken by Full Council

Members of the Full Council are:-

Councillors Nick Allen, Bob Anderson, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings Glenn Bluff, Laura Bluff, Bev Chapman, James Church, Gemma Cobby, Phil Cole, Jane Cox, Steve Cox, Linda Curran, Amiee Dickson, Susan Durant, Yetunde Elebuibon, Sue Farmer, Sean Gibbons, Julie Grace, Martin Greenhalgh, John Healy, Leanne Hempshall, Charlie Hogarth, Mark Houlbrook, Debbie Hutchinson, Barry Johnson, Glyn Jones, R. Allan Jones, Ros Jones, Jake Kearsley Majid Khan, Jane Kidd, Sue Knowles, Sophie Liu, Tracey Moran, John Mounsey, Emma Muddiman-Rawlins Tim Needham, David Nevett, Jane Nightingale, Thomas Noon, Ian Pearson, Andy Pickering, Cynthia Ransome, Rob Reid, Andrea Robinson, Dave Shaw, Glynis Smith, Sarah Smith, Gary Stapleton, and Austen White

WHEN DECISION IS EXPECTED TO BE TAKEN	KEY DECISION TO BE TAKEN	RELEVANT CABINET MEMBER	DECISION TO BE TAKEN BY	CONTACT OFFICER(S)	DOCUMENTS TO BE CONSIDERED BY DECISION MAKER	REASON FOR EXEMPTION – LOCAL GOVERNMENT ACT 1972 SCHEDULE 12A
1 Aug 2023	Local Authority Housing Fund Allocation Round 2.	Mayor Ros Jones	Mayor Ros Jones	David Hey, Integration and Partnerships Manager Tel: 01302 736930 David.Hey@doncaster.gov.uk		Part exempt 3
16 Aug 2023	To approve the installation of fire shields fire suppression system and associated civils work at the Council's Park Homes sites.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business.	Cabinet	Chris Margrave, Director of Property Services, SLHD Tel: 01302 862709 Chris.Margrave@stlegerhomes.co.uk		Open
16 Aug 2023	Management Contract between the Council and St Leger Homes Doncaster.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business.	Cabinet	Karen Ratcliffe, Assistant Director of Housing & Sustainability Tel: 01302 737670 Karen.Ratcliffe@doncaster.gov.uk		Open

16 Aug 2023	Review of Local Lettings Policies relating to the Allocation of Council Homes.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business.	Cabinet	Dave Richmond, Chief Executive, St Leger Homes of Doncaster dave.richmond@stlegerhomes.co.uk		Open
16 Aug 2023	To approve the changes to Accessible Housing.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business., Councillor Sarah Smith, Portfolio Holder for Adult Social Care	Cabinet	Kellie Siddons, Head of Service Home First Tel: 01302 737399 Kelly.siddons@doncaster.gov.uk		Open
16 Aug 2023	The review of the Pitch Allocation Policy for Gypsy and Traveller sites owned by City of Doncaster Council and managed by St Leger Homes of Doncaster on their behalf	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business.	Cabinet	Dave Richmond, Chief Executive, St Leger Homes of Doncaster dave.richmond@stlegerhomes.co.uk		Open
4 Sep 2023	To accept Government funds to support Integration and Homelessness Prevention work across all Wards.	Portfolio Holder for Budget and Policy Framework	Mayor Ros Jones	David Hey, Integration and Partnerships Manager Tel: 01302 736930 David.Hey@doncaster.gov.uk		Open

13 Sep 2023	To approve and adopt Play Parks Infrastructure Policy.	Councillor Nigel Ball, Portfolio Holder for Public Health, Communities, Leisure and Culture, Councillor Joe Blackham, Portfolio Holder for Highways, Infrastructure & Enforcement	Cabinet	Andy Maddox, Strategic and Service Lead leisure Services. andy.maddox@doncaster.gov.uk		Open
13 Sep 2023	Quarter 1 2023-24 Finance and Performance Report	Councillor Phil Cole, Portfolio Holder for Finance, Traded Services and Planning, Mayor Ros Jones, Mayor of Doncaster with responsibility for Budget & Policy	Cabinet	Matthew, Smith, Head of Financial Management Tel: 01302-737663 matthew.smith@doncaster.gov.uk, Sennette Wroot, Senior Strategy & Performance Manager Tel: 01302 862533 Sennette.Wroot@doncaster.gov.uk		Open
13 Sep 2023	St. Leger Homes Performance Report 2022/23 Quarter 1.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Business.	Cabinet	Julie Crook Tel: 01302 862705		Open

13 Sep 2023	Renewal of City Centre Public Spaces Protection Order.	Councillor Nigel Ball, Portfolio Holder for Public Health, Communities, Leisure and Culture	Cabinet	Bill Hotchkiss, Head of Service - Community Safety bill.hotchkiss@doncaster.gov.uk		Open
11 Oct 2023	To implement the Local Flood Risk Management Strategy 2023 - 2029 under the Flood and Water Management Act 2010 for Doncaster.	Councillor Mark Houlbrook, Portfolio Holder for Sustainability and Waste	Cabinet	Paul Evans, Drainage and Street Works Manager paul.evans@doncaster.gov.uk		Open
11 Oct 2023	Review and note progress against the Early Help Strategy, the associated implementation plan, and the current efficacy of the Early Help system.	Councillor Lani-Mae Ball, Portfolio Holder for Early Help, Education, Skills and Young People, Councillor Rachael Blake, Portfolio Holder for Children's Social Care and Equalities	Cabinet	Stephanie Douglas, Head of Service Early Years and Localities stephanie.douglas@doncaster.gov.uk	Early Help Strategy 2022-2025 – Cabinet, 11 May 2022	Open

8 Nov 2023	Equity and Inclusive Access to Learning for All: SEND and alternative Provision Model and Approach.	Councillor Lani-Mae Ball, Portfolio Holder for Early Help, Education, Skills and Young People	Cabinet	Martyn Owen martyn.owen@doncaster.gov.uk	Open
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