

AGENDA

General Overview & Scrutiny Committee

Date: **Monday 13 May 2013**

Time: **2.30 pm**

Place: **The Council Chamber, Brockington, 35 Hafod Road,
Hereford**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Paul James, Governance Services

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Agenda for the Meeting of the General Overview & Scrutiny Committee

Membership

Chairman

Councillor A Seldon

Vice-Chairman

Councillor EPJ Harvey

Councillor EMK Chave

Councillor BA Durkin

Councillor DW Greenow

Councillor JW Hope MBE

Councillor RC Hunt

Councillor TM James

Councillor Brig P Jones CBE

Councillor RL Mayo

Councillor R Preece

Councillor GR Swinford

Councillor DB Wilcox

Voting Co-

optees (for

education

matters only)

Mr P Burbidge

Miss E Lowenstein

Mr T Plumer

Mr P Sell

Roman Catholic Church

Secondary School Governor

Primary School Parent Governors

Church of England

AGENDA

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of Members nominated to attend the meeting in place of a Member of the Committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 8 April 2013.</p>	9 - 14
5.	<p>SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY</p> <p>To consider suggestions from members of the public on issues the Committee could scrutinise in the future.</p> <p><i>(There will be no discussion of the issue at the time when the matter is raised. Consideration will be given to whether it should form part of the Committee's work programme when compared with other competing priorities.)</i></p>	
6.	<p>QUESTIONS FROM THE PUBLIC</p> <p>To note questions received from the public and the items to which they relate.</p> <p><i>(Questions are welcomed for consideration at a Scrutiny Committee meeting so long as the question is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it no later than two working days before the meeting to the Committee Officer. This will help to ensure that an answer can be provided at the meeting).</i></p>	
7.	<p>STREETSCENE - MAJOR PROCUREMENTS</p> <p>To inform the Committee of progress with the Streetscene major procurements that are currently underway and seek views on any issues that the Committee would wish to be considered in concluding the procurement process to put in place new contractual arrangements from the end of August 2013.</p>	15 - 24
8.	<p>SCRUTINY REVIEW OF THE HOUSING ALLOCATION POLICY</p> <p>To consider the findings of the Task and Finish Group scrutiny review of the Housing Allocation Policy and whether to recommend the report to the Executive for consideration.</p>	25 - 92
9.	<p>COMMITTEE WORK PROGRAMME</p> <p>To consider the Committee work programme.</p>	93 - 112

PUBLIC INFORMATION

Public Involvement at Scrutiny Committee Meetings

You can contact Councillors and Officers at any time about Scrutiny Committee matters and issues which you would like the Scrutiny Committee to investigate.

There are also two other ways in which you can directly contribute at Herefordshire Council's Scrutiny Committee meetings.

1. Identifying Areas for Scrutiny

At the meeting the Chairman will ask the members of the public present if they have any issues which they would like the Scrutiny Committee to investigate, however, there will be no discussion of the issue at the time when the matter is raised. Councillors will research the issue and consider whether it should form part of the Committee's work programme when compared with other competing priorities.

2. Questions from Members of the Public for Consideration at Scrutiny Committee Meetings and Participation at Meetings

You can submit a question for consideration at a Scrutiny Committee meeting so long as the question you are asking is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it **no later than two working days before the meeting** to the Committee Officer. This will help to ensure that an answer can be provided at the meeting. Contact details for the Committee Officer can be found on the front page of this agenda.

Generally, members of the public will also be able to contribute to the discussion at the meeting. This will be at the Chairman's discretion.

(Please note that the Scrutiny Committee is not able to discuss questions relating to personal or confidential issues.)

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YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

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- The nearest bus stop to Brockington is located in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

HEREFORDSHIRE COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

MINUTES of the meeting of General Overview & Scrutiny Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Monday 8 April 2013 at 10.00 am

Present: Councillor A Seldon (Chairman)

Councillors: EMK Chave, BA Durkin, JW Hope MBE, RC Hunt, TM James, Brig P Jones CBE, AJW Powers, R Preece, GR Swinford and DB Wilcox

In attendance: Councillors: RB Hamilton (Cabinet Member - Environment, Housing & Planning), JG Jarvis (Leader of the Council), AW Johnson (Cabinet Member - Financial Management), MD Lloyd-Hayes, PM Morgan (Cabinet Member - Health & Wellbeing) NP Nenadich, GJ Powell (Cabinet Member - Education & Infrastructure) and PD Price (Cabinet Member – Corporate Services).

Officers: D Taylor, Deputy Chief Executive; G Hughes, Director for Places & Communities; J Lewis, Assistant Director People, Policy and Partnership; D Latham, Service Manager ICT Strategy and Commissioning; B Proctor, Head of Communications and Engagement; J Edwards, Root & Branch Programme Support; J Jones, Head of Governance and Monitoring Officer; G Dean, Scrutiny Officer; P James, Democratic Services Officer.

56. APOLOGIES FOR ABSENCE

Apologies were received from Councillor EPJ Harvey and Mr P Sell.

57. NAMED SUBSTITUTES

Councillor JW Powers substituted for Councillor EPJ Harvey (Vice-Chairman).

58. DECLARATIONS OF INTEREST

There were no declarations of interest.

59. MINUTES

In relation to minute No 53 – Freedom of Information and Arms’ Length Companies - a Member sought clarification concerning the minute regarding the Council’s part in the ownership of Hereford Futures Ltd. The Head of Governance undertook to check the facts and report back.

A Member remarked that further information had been given concerning the Community Infrastructure Levy and suggested that further explanation be included in Minute 53. It was noted that the findings of the Task & Finish review were expected to be reported to the May 2013 Committee and therefore the Committee agreed to await the final report.

RESOLVED: That

1. In relation to Minute 52 – Web-Based Technologies (Digital Channels) - the second bullet point on agenda page 12 be amended to read were to have been migrated...
2. Subject to the above amendment the Minutes of the meeting held 4 March 2013 were confirmed as a correct record and signed by the Chairman.

3. A report be scheduled for a future meeting clarifying the Council's part in the ownership of Hereford Futures Ltd.

60. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY

Mrs E Morawiecka suggested that arising from the report to the 4 March 2013 meeting concerning Freedom of Information and Arm's Length Companies (see Minutes No 53) the Committee should question various aspects of the ownership of Hereford Futures Ltd. She suggested that elements of the report may have been erroneous or misleading and the Council did own the company and that this had implications for its operation and governance. She had already written to the Council's Monitoring Officer on this matter. The Chairman thanked Mrs Morawiecka for her suggestion and in view of the complexity of her statements suggested that she put her points in writing via the Democratic Services Officer.

61. QUESTIONS FROM THE PUBLIC

No questions were received from the public on matters specifically on the agenda.

62. DIGITAL STRATEGY 2013/18

The Committee considered a new Digital Strategy 2013/18 encompassing information management, technology, communications and engagement.

The Assistant Director People, Policy and Partnerships highlighted that the Digital Strategy would guide the future development and implementation of technology infrastructure, information management, and tools to support effective communication and engagement focusing on delivering the priorities within the Corporate Plan. It would also support the customer services strategy by providing customers with easier access to information and services at a time of their choosing.

The Digital Strategy 2013/18 was due to be considered by Cabinet on 18 April 2013.

During the course of debate the following principal points were noted:

- The Committee sought clarification on a number of technical terms used in the report following which it was suggested that a glossary of terms be included in the strategy.
- While the aim of the strategy was to be 'digital by default' it was acknowledged that some residents would, for various reasons, be unable to use or access digital technology and ways of how to support them would need to be addressed. The end user was fundamental to the strategy.
- With the increased availability of broadband in the county it will be important to ensure that the needs of vulnerable groups e.g the elderly or less well off, were understood. The availability of broadband would help for example social workers to quickly access up to date information on specific cases and provide an efficient interaction with residents.
- In response to comments concerning issuing staff with mobile technology the Committee were informed that lessons were being learned from when councillors had been issued with digital devices. It was important the right devices were provided to staff to ensure maximum benefits were derived and that staff were confident in using it.
- Training in the use and security of tablet devices would be a key component to deriving efficiencies.
- As with many systems in the Council, any digital system would need to have a business continuity plan to ensure that services continued during any disruption

e.g. power outages. In relation to security and the proposed use of cloud solutions the Committee were informed that a number of measures could be taken to increase the levels of security. The Council would also learn from the experiences of other local authorities and take advice from manufacturers.

- Procedures for the disposal or recycling of redundant IT equipment were in place and were kept under review.
- Concerning the security of both data and systems the Committee were informed that this was continually reviewed to ensure that both were as secure as practical in accordance with international standards.
- It was commented that the report offered no 'alternative options'. This was noted and in the current economic climate it would be sensible to keep all options open. Learning from best practice at other councils would be taken into account.
- Responding to questions on the financial implications the Committee were informed that while the strategy itself had no direct costs, any investment proposal to drive the delivery would be reported via normal governance processes. It was acknowledged that in addition to Hoople staff, extra specialist IT staff may be needed. It was suggested that Cabinet needed to assess the full financial implications arising from the strategy, including both the investment required and the potential savings.
- IT related contracts were reviewed and when appropriate renegotiated. The utilisation of IT systems had produced staff savings over the last year.
- It was questioned whether the objectives of the strategy were aligned with the Herefordshire 2020 Review.

Resolved that

- 1. The report and the draft Digital Strategy 2013/18 be noted and the following be considered by Cabinet when considering the Strategy for approval:**
- 2. That it is essential that Cabinet assesses the full financial implications, both investment required and potential savings, for the Digital Strategy 2013/18;**
- 3. That the Strategy is written in plain English and a glossary of terms used be included;**
- 4. That Cabinet ensures that the Strategy addresses issues of potential exclusion of certain social groups or lack of access to broadband connection.**
- 5. Emphasis needs to be given to data security to ensure that data storage systems, whether internal servers or external cloud solutions, are as secure as possible.**
- 6. That staff are adequately trained to ensure that software and systems are fully utilised and that staff are confident in their usage.**
- 7. That Cabinet ensures that the Strategy is aligned with the Herefordshire 2020 Review.**

At 11.12am the Committee adjourned and reconvened at 11.22am

63. RISING TO THE CHALLENGE & ROOT AND BRANCH PROGRAMMES

The Committee were informed of the work to date on the Rising to the Challenge and Root and Branch Review Programmes.

A draft of the report to Cabinet dated 18 April 2013 had been circulated to Members and published on the website prior to the meeting.

The Cabinet Member (Financial Management) highlighted that the savings identified through Root & Branch Review Programme had been a key element in setting the 2013/14 budget and therefore was not open to change. Further significant savings would have to be identified for future years. He invited the Committee to consider how it

wanted to engage in the development of the future Council through proposals for the Herefordshire 2020 review. The Council needed to re-engage in a common sense of future purpose.

The Leader of the Council highlighted that the Council still had major issues to address and hoped that all political groups would work together to the benefit of the County.

The Deputy Chief Executive reported that: the Rising to the Challenge Programme had been established for the Council and NHS Herefordshire and that this had produced savings and lessons had been learned from that work; Phase 1 of the Root & Branch Review had been signed off by Cabinet and savings had been identified; Phases 2 and 3 had been accelerated with savings agreed by Council in February 2013 as part of the budget process; the proposal now was that the Herefordshire 2020 review would include all remaining work from the review programme. Work was on-going in the high risk area of services to adults and vulnerable people with resources being moved to support delivery in key areas.

During the course of debate the following principal points were noted:

- The Committee considered that the only flexibility in the budget was in the area of discretionary spend and suggested that if any of the identified savings weren't delivered the shortfall would need to be made up from the discretionary areas. Cabinet needed to give careful consideration to how discretionary budgets were used.
- A member questioned some of the financial figures presented in the report e.g. at pages 17 and 42 of the supplement to the agenda and suggested that a true picture could only be deduced by comparison to figures provided in previous reports. The Committee agreed that given the heightened public focus on budgetary matters reports needed to avoid ambiguity.
- The Committee noted that the savings identified on page 42 of the report had now been updated.
- Responding to comments about the need to keep to budget, the Cabinet Member (Financial Management) reported that robust management and monitoring plans were in place to deliver the savings.
- Responding to questions concerning the 'integration of the commissioning of all public transport' (referred to at page 25 of the report) the Cabinet Member (Education & Infrastructure) reported that a meeting with local public transport providers was due to be held the following day to discuss a range of possible budget saving and efficiency measures. This would particularly focus on the further integration of school/college/public bus services. He also reported that the Council could act as facilitator to enable a number of parish councils to commission bus services in their parishes.
- The Rising to the Challenge and Root and Branch programmes had delivered some positive learning about services, customers and managing change, along with significant savings for 2013/14 and beyond and the opportunity to do things differently. The proposals to re-scope and move to Herefordshire 2020, to encompass two key themes of 'future Council' and 'savings', would give the Council greater clarity about what it does and how it was going to afford it.
- It was suggested that clear communication was essential to ensure that the Council's messages and intentions were clearly presented both internally and to the public. The Chairman commented that a Task & Finish review of Communications was also being considered.
- A point was made that it was unsustainable to expect continual savings to be made and expect services to improve.
- The Cabinet Member (Health & Wellbeing) commented that with the changing demographics of the County and demand lead services, the area of People's Services carried with it big budgetary risks, however, through greater efficiencies for example it also offered opportunities to contribute savings. Work was already

underway to redesign services, however, she warned that some services would be cut or reduced.

- It was suggested that all Members needed to be fully appraised, and engaged in, shaping the Herefordshire 2020 Review and that an all Member seminar be scheduled as soon as possible.

Resolved That:

- 1. The draft report entitled 'Rising to the Challenge & Root and Branch Programmes' for presentation to Cabinet on 18 April 2013 be noted and it be recommended that Cabinet consider:**
 - a. That an all Member seminar be arranged as soon as possible to ensure that all Members are fully engaged in shaping the Herefordshire 2020 Review.**
 - b. That Council communications be revised and improved across the whole organisation to ensure that information concerning the Root and Branch Review/Herefordshire 2020 Review, both with the public and internally, is clearly understood.**
 - c. That more detail be included in the report concerning the lessons learned from the Rising to the Challenge Programme;**
 - d. That Cabinet give very careful consideration to how it sets any discretionary spend given the scale of further savings that the Council needs to make; and**
- 2. The Committee through its work programme agenda item give further consideration to how it wishes to be more involved in consideration of the Herefordshire 2020 Review and on the scope of a Council wide review of communications.**

64. COMMITTEE WORK PROGRAMME

The Committee considered its work programme.

A degree of criticism was expressed concerning the receipt of late reports as this did not provide Members with adequate time to analyse the report and prepare for the meeting.

The Chairman reported that following concerns about the Council's Legal Service he, the Vice-Chairman and Cllr Brig P Jones CBE had met with the Corporate Statutory Services Manager. Following discussions they were satisfied that the Service was now on a more business footing and measures were now in place to monitor budgets and legal cases. The Committee requested that a follow-up meeting be held in 3 months to ensure that progress was being made.

Following the discussion under Minute 63 the Chairman will discuss with officers the feasibility/scoping of a Task & Finish review into Communications.

The Chairman also reported that he and Councillor Swinford would be meeting with the Cultural Services Manager to discuss the feasibility/scoping of a possible Task & Finish review into aspects of Cultural Services.

The meeting ended at 12.29 pm

CHAIRMAN

MEETING:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	13 MAY 2013
TITLE OF REPORT:	STREETSCENE – MAJOR PROCUREMENTS
REPORT BY:	ASSISTANT DIRECTOR PLACE BASED COMMISSIONING

1. Classification

Open

2. Key Decision

This is not a key decision

3. Wards Affected

County-wide

4. Purpose

To inform the Committee of progress with the Streetscene major procurements that are currently underway and seek views on any issues that the Committee would wish to be considered in concluding the procurement process to put in place new contractual arrangements from the end of August 2013.

5. Recommendation(s)

THAT:

- (a) **The progress with the Streetscene procurements are noted and that the Committee comment upon any issues that it would wish to be considered in concluding the procurement process to put in place new arrangements from the end of August 2013.**

6. Key Points Summary

- The partnership with Amey was considered as part of Streetscene Review. In July 2012, Cabinet decided not to extend the current arrangements but to re-procure the services currently within the scope of the service delivery contract.
- The procurement strategy has been developed using the feedback received during the market consultation and consultations with members, staff, and other stakeholders. The approach being taken seeks to re-commission the services to ensure value for money, deliver savings and meet Cabinet objectives.

Further information on the subject of this report is available from Rob Ewing,
Commissioning Programme Delivery Manager Tel: (01432) 383660

- Four related procurements have been established to put in place new arrangements from 1 September 2013. These are outlined in more detail within the report and cover Public Realm; Building Services; Building Cleaning; Ancillary Services.
- Cabinet is due to consider these major procurements at a meeting on 13 June 2013. Members comments are invited regarding matters that they would wish to see considered in concluding the procurement for these services.

7. Alternative Options

7.1 None

8. Reasons for Recommendations

8.1 To inform the committee on progress being made in replacing the current service delivery partnership with Amey and seek their views.

9. Introduction and Background

9.1 The partnership with Amey was considered as part of Streetscene Review. In July 2012, after a period of negotiation with Amey, Cabinet decided not to extend the current arrangements but to re-procure the services currently within the scope of the service delivery contract. In September 2012 a market consultation was carried out to inform the approach to commissioning the services in scope. A procurement strategy was developed to guide the re-commissioning of the services to ensure value for money, deliver savings and meet Cabinet's further objectives. In October 2012 a programme of related procurements commenced to put in place new contractual arrangements from 1 September 2013. This report provides an update on these procurements and sets out the timetable for completing the process through to the award of contracts.

9.2 These procurements are currently underway and by their nature involve commercial discussions with potential providers. This report therefore does not cover any matters that may be commercially sensitive or matters relating to service delivery by our current provider. It provides an opportunity to outline the procurement process and timetable and invite comments from the Committee regarding progress and issues Members would wish to be considered in concluding the procurements.

10. Key Considerations

10.1 The decision not to extend the current contracts with Amey was taken by Cabinet in July 2012. The council currently has two contracts with Amey: one with Amey Consulting for professional services and one with Amey Wye Valley to provide a variety of works and services. The re-procurement of services contained within these current contracts is required to put in place new arrangements to start on 1 September 2013.

10.2 The procurement strategy takes into account the following constraints and principles:

- a. The need to ensure service continuity at the end of the current Herefordshire Service Delivery Partnership. This partnership is due to end on 31 August 2013.

- b. Any future arrangements must continue to support the developing localism agenda and Herefordshire’s localities strategy.
 - c. Local organisations should be encouraged and supported to bid for and deliver services commissioned by the council.
 - d. The arrangements will be commissioned in line with Herefordshire Council’s commissioning principles.
- 10.3 The review affects four Cabinet Portfolios and includes important local services which influence the daily lives of all local residents as well as corporate services to all parts of the organisation.
- 10.4 The services currently delivered by the Amey partnership are shown below.

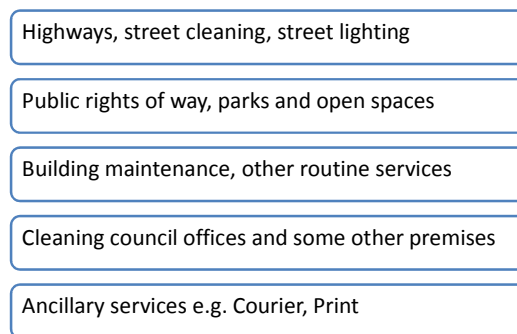


Figure 1 Scope of services

- 10.5 The procurement strategy has been developed to deliver the outcomes that we require, define the scope and structure of contracts, and ensure compliance with EU rules. It has been informed by a number of sources of information including: the World Class Highways project, highways asset management, the market consultation which took place in the second half of 2012; a review of property services; feedback from Members; and feedback from other stakeholders (Chamber of Commerce, Business, Parishes, Your Community Your Say, National Highways and Transport Survey).
- 10.6 The World Class Highways project was carried out during 2012. Herefordshire Council played a lead role in the development of a framework to assess current delivery against a “World Class Highway Service” in collaboration with the West Midlands Highway Alliance. The project engaged stakeholders from Amey operatives to Members. It assessed how effective the highway service is at delivering outcomes and identified areas for improvement, including increased opportunities for efficiency and savings. It has helped us develop the requirements for the re-procurement of highway services.
- 10.7 It is clear that the condition of roads in the county is an important factor influencing overall satisfaction with Council services. In addition, from an asset management perspective, roads in poor condition are more expensive to maintain than roads in good condition. Herefordshire needs capital investment in order to bring the roads up to an acceptable standard and reduce the on-going maintenance costs. One objective of the procurement process will be to put in place a facility for up-front investment in the highways asset. This investment will be sourced by the new providers. They will also be charged with developing a proposed capital investment programme that is designed to optimise road quality while minimising overall spend.
- 10.8 Following analysis of the above information, four groups of services are being taken

forward as separate but related procurements. They are:

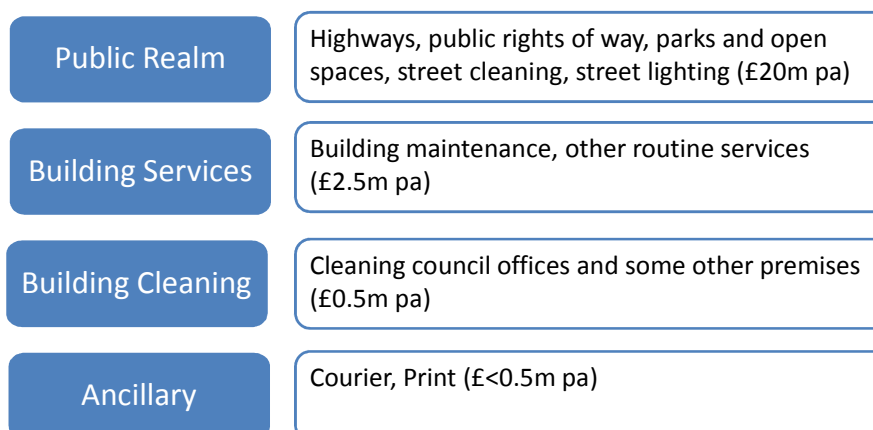


Figure 2 Scope of procurement projects

Overall outcomes and benefits being sought

10.9 The approach to each group of services is outlined below. However, the following summarises the outcomes which are being sought. The benefits expected from this programme of procurements are:

- a. Initial capital investment / asset management goals – asset quality
- b. Level of revenue savings / reduced costs – target savings £2.4m
- c. Demonstration of value for money / efficiency / risk management
- d. Service quality outcomes / Improved customer experience
- e. Local spend / support for local economy
- f. Sustainability
- g. Volunteering, community engagement and increased social capital
- h. Local tailoring of service delivery – locality teams / budgets
- i. Local spend / support for local economy
- j. Future flexibility in service delivery
- k. Customer service improvement – end to end

Public realm procurement process

10.10 The public realm procurement is following the competitive dialogue process. This process allows the ultimate solution to be developed through negotiation with a number of bidders. This approach was chosen to allow us to develop solutions that match the council's stated principles and the bidders to develop innovative approaches.

10.11 The public realm services are focused on maintaining and developing Herefordshire’s highways and other public realm assets such as public rights of way and parks and open spaces. The council spent approximately £21.9m on these services in 2010/11 (total of revenue and capital spend)¹ of which approximately £2.4m was for professional services.

10.12 The strategic objectives of the new arrangements will be:

- a. Service quality outcomes / Improved customer experience
- b. Level of revenue savings / reduced costs
- c. Initial capital investment / asset management goals – asset quality
- d. Demonstration of value for money / efficiency / risk management
- e. Local spend / support for local economy

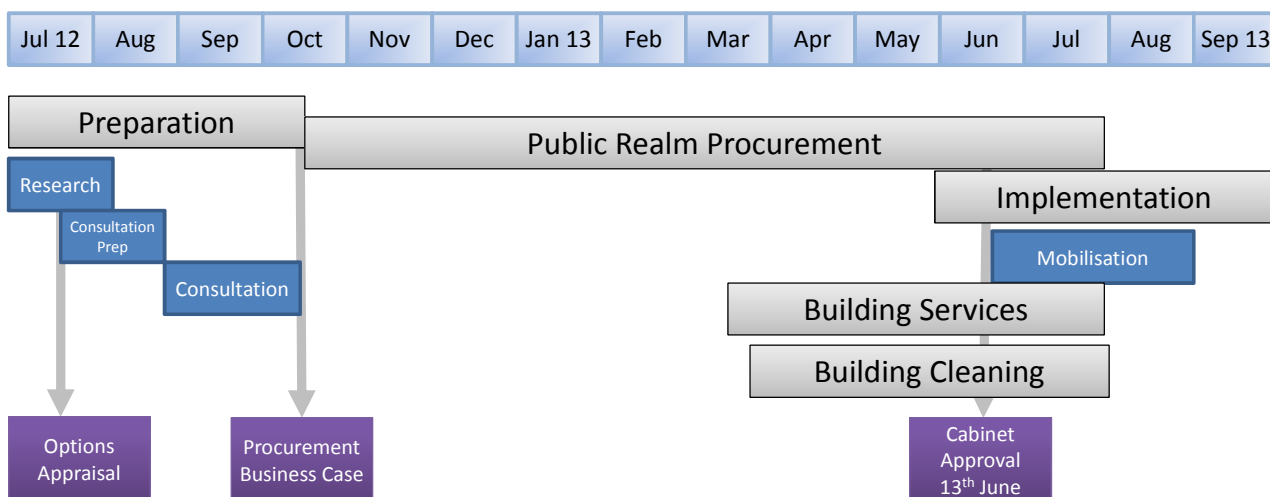


Figure 3 Procurement timeline

10.13 The procurement project plan aims to replace the current partnership by 1st September 2013. Although the competitive dialogue procedure has been used, the majority of the service is described in a specification, the dialogues enable us to develop certain aspects of the arrangements in cooperation with the bidders, these aspects include:

- a. Initial capital investment in the highways asset: bidders have proposed programmes of highways improvements that will reduce the long term requirement for routine maintenance. The aim is to improve our approach to management of the roads and to reduce the long term requirements for revenue spend;
- b. Support the localities agenda – we will look for approaches that encourage community involvement and local prioritisation of service delivery;
- c. Support for the local supply chain – the new arrangements look to widen the competition for services giving local companies more opportunities to bid for the work

¹ Cumulative Application payment analysis 2010/11 (created 11/05/2012) – excludes catering, print, sign shop, and toilet cleansing

- 10.14 The contract has been developed in consultation with our legal advisors, Bevan Brittan. It is based on the industry standard New Engineering Contract (NEC) contract model. This gives the security of a tried and tested industry standard contract but developed and enhanced for our local needs. The contract will have an initial 10 year term with possibility of extensions based on successful delivery of strategic performance measures.
- 10.15 The contract will be based on transparency of costs with a range of payment mechanisms including lump sum, target cost, and cost reimbursement. These will be selected to encourage increasing efficiency and effective planning.
- 10.16 The contract will include mechanisms to demonstrate value for money including benchmarking and an element of market testing. It has been designed to allow for future flexibility in service delivery so that it is able to continue to meet the council's strategic objectives throughout its term. The performance management regime is designed so that the measured performance leads to rewards or penalties.

Building services

- 10.17 The building services contract procurement has been designed to balance increasing opportunities for smaller and medium sized companies while avoiding the need for the council to create a significantly larger organisation to manage a large number of contracts. The specifications that have been developed include encouragement to deliver a range of community benefits.
- 10.18 The contract will be NEC based and will have an initial term of 3 years with possible extensions up to a further 2 years. This balances the need to offer the market a contract that will allow them to recoup the cost of mobilisation with the flexibility to fit in with any future approach to the delivery of asset management and property services given the current review and likely changes to the council's estate.
- 10.19 The timescales for the building services procurement are shown below. We have shortlisted 8 bidders who will be asked to tender for the services in May and June with a view to starting the new arrangements on 1 September 2013.

Starts	25/3/2013	11/3/2013	3/5/2013	26/6/2013	1/9/2013
Ends	11/3/2013	22/4/2013	11/6/2013	09/7/2013	1/9/2013



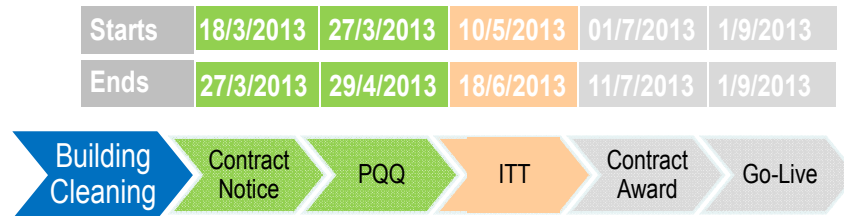
Currently at PQQ stage

- 13 PQQ's received
- Evaluation Completed
- Shortlist 8 suppliers
- Tenders invited early May with a closing date of mid June
- TUPE risks identified: HC & Supplier working to manage information.

Figure 4 Building services procurement

Building cleaning

10.20 The building cleaning contract will follow the same process as building services. The contract will again be for 3 years with a possible extension of 2 further years. The timetable for the building cleaning procurement is shown below.



Currently at PQQ stage

- 12 PQQ's received
- Evaluation underway
- Aim to shortlist between 5 and 8 suppliers
- Tenders invited mid May with a closing date of late June
- TUPE risks identified: HC & Supplier working to manage information.

Figure 5 Building cleaning programme

Ancillary Services

10.21 Demand for ancillary services such as printing and courier services has been reducing over recent years as the organisation has moved to more electronic means of communication. As such these services do not form a major procurement process and Commercial Services will be developing small scale procurement activity to better reflect demand.

Ensuring best practice

10.22 The procurement process has been supported with external advice from legal, procurement, and technical experts. This external advice has been used to provide a greater level of confidence in the agreements reached. Bevan Brittan are providing legal support, Bevan Brittan advised on the EU procurement issues in relation to the letting of the Northamptonshire, Plymouth, Buckinghamshire, Southampton, Warwickshire, Cheshire East and Hertfordshire highways maintenance arrangements and are presently advising in relation to the Gloucestershire highways contract. All were procured using competitive dialogue except for Warwickshire and Gloucestershire, which was, and is being, procured using the restricted procedure. All these procurements were delivered in accordance with procurement programmes and without challenge. Happold are providing technical support. Happold have been involved in a number of procurements for highways services and are also currently advising Gloucestershire Council.

Next Steps

Contract Award

10.23 The procurement programme is outlined in figure 3. Cabinet is due to consider these major procurements at a meeting on 13 June 2013 after which it would be expected that contracts

would be awarded to the successful bidders by the end of June / early July. This will then enable the providers to mobilise the services in time to commence by 1 September.

Mobilisation

10.24 Further details of the approach to mobilisation of the contracts covered by these procurements will be made available to Members once contracts have been awarded. As part of the mobilisation and early stages of each contract, the providers will be expected to engage with stakeholders and put in place their new ways of working. In particular, the Public Realm provider will have a key role in engaging with localities and parish councils in the autumn to understand their requirements and explore ways of working together to deliver services that meet local needs.

Conclusion

10.25 The Streetscene Major Procurements cover a wide range of services which are essential to meeting the needs of communities across Herefordshire. The procurement strategy to put in place new arrangements for these services has been developed over the past year based on the objectives of the Council, feedback from stakeholders and commercial considerations. This report has outlined the process and timetable for putting new arrangements in place and Members comments are invited regarding matters that they would wish to see considered in concluding the procurement for these services.

11. Community Impact

11.1 The services covered by these procurements are highly visible to the whole community and are vital to the maintenance and development of the highway network which represents one of our most important assets. The procurements will ensure that arrangements put in place will encourage community engagement and will be responsive to priorities within Localities.

12. Equality and Human Rights

12.1 Equalities and diversity requirements have been integrated into the procurement process and an equality impact assessment will be carried out before the new arrangements are in place.

13. Financial Implications

13.1 The current expenditure on Streetscene related services is in the region of £25million per annum covering capital and revenue. The Streetscene review has identified the potential to make significant savings from across these budgets through the current re-procurement exercises. These projects are expected to generate a mixture of revenue and capital savings of between £2.2m and £2.7m per year. These savings have been incorporated within the Council's overall savings plans. The costs associated with the procurement of these services have been budgeted for within the current financial year.

14. Legal Implications

14.1 The procurements referred to in this report are being undertaken in accordance with relevant legislative requirements, in particular the European procurement rules and where staff transfers are involved, the Transfer of Undertakings (Protection of Employment) Regulations 2006. In addition to support from Legal Services, specialist external legal

support is being provided by Bevan Brittan.

15. Risk Management

- 15.1 Risks are being managed throughout the Streetscene procurement projects and detailed risk registers are in place with appropriate mitigation identified. A number of key risks have been identified which are set out below.
- 15.2 **Risk:** Slippage to the procurement timetables outlined above could present a risk to service continuity and savings. **Mitigation:** Additional resources have been allocated to the project to ensure specialist and technical support is available to ensure the procurements proceed to plan.
- 15.3 **Risk:** A relatively short mobilisation period has been allowed for within the plan which may result in service delivery risk during transition. **Mitigation:** we have been working closely with Amey to manage this process and commitments have been made to ensure full cooperation during any transition.
- 15.4 **Risk:** The services within scope are high profile front line services and any break in service or reduction in service quality during transition could negatively affect the reputation of the Council. **Mitigation:** A robust approach to mobilisation planning is being incorporated into each of the procurements to ensure the providers put in place service delivery arrangements for the 1st September 2013. This will include clear communication plans to explain the new arrangements to our customers and stakeholders.

16. Consultees

- 16.1 Consultation was carried out during the Streetscene Review to inform the development of the procurement strategy outlined within this report. This included engagement with Members, parish councils, key stakeholders, including local communities, in consultations on future service priorities as appropriate.

17. Appendices

- 17.1 None

18. Background Papers

- 18.1 None identified



MEETING:	GENERAL OVERVIEW & SCRUTINY COMMITTEE
MEETING DATE:	13 MAY 2013
TITLE OF REPORT	SCRUTINY REVIEW OF THE HOUSING ALLOCATION POLICY
REPORT BY:	TASK AND FINISH GROUP

1. Classification

Open

2. Key Decision

This is not an executive decision.

3. Wards Affected

County-wide

4. Purpose

To consider the findings of the Task and Finish Group scrutiny review of the Housing Allocation Policy and whether to recommend the report to the Executive for consideration.

5. Recommendation(s)

THAT:

- (a) **the Committee considers the report of the Task & Finish Group – Housing Allocation Policy, in particular its recommendations, and determines whether it wishes to agree the findings for submission to the Executive; and**
- (b) **subject to the Review being approved, the Executive’s response to the Review including an action plan be reported to the first available meeting of the Committee after the Executive has approved its response.**

6. Alternative Options

- 6.1 The Committee can agree, not agree or can vary the recommendations. If the Committee agree with the findings and recommendations from the review, the attached report will be submitted to the Executive for consideration. It will be for the Executive to decide whether some, all or none of the recommendations are approved.

Further information on the subject of this Report is available from
Jane Thomas (Housing Manager – Development)on Tel (01432) 26910 or
Tim Brown (Democratic Services Officer), on Tel (01432) 260239

7. Reasons for Recommendations

- 7.1 A Task & Finish Group was commissioned to look at the Housing Allocation Policy. The Task & Finish Group has completed its task and its report is required to be submitted to this Committee for approval.

8. Key Considerations

- 8.1 The review's terms of reference were:
- To understand the current housing allocations policy and choice based lettings system.
 - To consider the work currently underway both by the Council and Registered Social Landlords in ensuring there is an efficient and effective use of housing stock.
 - To consider any opportunities arising from current legislation eg the Localism Act, that may be implemented that would improve the overall use and turnover of current and future housing stock in the county.
- 8.2 The Group's findings are detailed in the attached report

9. Community Impact

- 9.1 One of the Council's priorities in its 2013/15 Corporate Plan is that the County has good quality housing to meet everyone's needs.
- 9.2 Understanding Herefordshire 2012 – an integrated needs assessment reports that Herefordshire has the worst housing affordability ratio (house prices are 8.6 times annual earnings) within the West Midlands region. There is high demand for affordable properties in Herefordshire, in particular Hereford City (with an average of 64 bids per property), and the waiting list for social housing is approximately 5,000 households.

10. Equality and Human Rights

- 10.1 If the Committee agree with the findings of the Group the report will need to be considered by the Executive and, depending on their decision equality and human rights issues will need to be assessed.

11. Financial Implications

- 11.1 If the Committee agree with the findings of the Group the report will need to be considered by the Executive and, depending on their decision the cost of implementing any of the recommendations will need to be assessed.

12. Legal Implications

- 12.1 The Group has had regard to the legal framework and guidance relating to housing allocation policies.
- 12.2 If the Committee agree with the findings of the Group the report will need to be considered by the Executive and, depending on their decision the legal implications of implementing any of the recommendations will need to be assessed.

Further information on the subject of this Report is available from
Jane Thomas (Housing Manager – Development)on Tel (01432) 26910 or
Tim Brown (Democratic Services Officer), on Tel (01432) 260239

13. Risk Management

- 13.1 If the Committee agree with the findings of the Group the report will need to be considered by the Executive and, depending on their decision the risk management implications of implementing any of the recommendations will need to be assessed.

14. Consultees

- 14.1 The Task and Finish Group consulted officers, and representatives of the Civilian and Military Task Group

15. Appendices

- 15.1 Task and Finish Group Report.

16. Background Papers

- 16.1 None identified.

Task & Finish Group Report

**Housing Allocation Policy Task
& Finish Group**

For consideration by the General

Overview & Scrutiny Committee – 13

May 2013



Scrutiny Task and Finish Group Report

Housing Allocation Policy

May 2013

Introduction

1. The Quality of Life Survey 2008 identified affordable decent housing as one of the highest priority issues for respondents, i.e. one of the most important and most in need of improvement. This was one of the factors that prompted the Overview and Scrutiny Committee (OSC) to identify Affordable Housing as a topic it wished to include in its work programme.
2. In accordance with the agreed Scrutiny Operating Model consideration was given to whether Scrutiny involvement would be duplicating other work being undertaken or planned and whether the scrutiny activity would add value to the Council's and/or its partners' overall performance.
3. The Quality of Life Survey 2012 subsequently reported that "the top three factors most important in making somewhere a good place to live were the level of crime, health services and affordable decent housing, as was seen in 2008 and has remained virtually unchanged since 2003". When combining priorities for most important to the area and most needing improvement, the aspects standing out are road and pavement repairs, job prospects and affordable decent housing."
4. Understanding Herefordshire 2012 – the integrated needs assessment noted (p8) that *"Herefordshire has the worst housing affordability ratio (house prices are 8.6 times annual earnings) within the West Midlands region. There is high demand for affordable properties in Herefordshire, in particular Hereford City (with an average of 64 bids per property), and the waiting list for social housing is approximately 5,000 households."*
5. The approach to affordable housing provision includes the provision of new stock and the management of existing stock.
6. The Assistant Director, Homes and Community Services considered that the Service had explored most of the traditional options for providing new stock. There was a great dependency on the housing market recovering so that developers would be prepared to build. The Local Development Framework, was of prime significance in potentially enabling greater provision. This was already under consideration by the Overview and Scrutiny Committee (as it then was). It was not considered that a Scrutiny Task and Finish Group could add any additional value at that stage to work on the provision of new affordable housing stock.
7. However, the Council was required in response to the Localism Act 2011 to review its housing allocation policy. A Steering Group comprising officers and the Registered Social Landlords (RSLs) had already been established to undertake this work. The Assistant Director, Homes and Community Services nevertheless considered that a Member perspective in parallel with this work would be invaluable.

8. A Task and Finish Group was established accordingly. The Group's task was not to undertake an in-depth review but to challenge and comment on policy proposals as they were brought forward.
9. The Group's comments were considered and taken into account as the policy was being drafted. When a draft policy was available to the Group for consideration the Group was broadly satisfied that the principal areas that the Group had discussed had been satisfactorily reflected in the draft policy.
10. This report does not therefore contain any dramatic new recommendations on the policy, although the implications of the new policy itself are potentially significant. The issues upon which the Group focused and the conclusions it reached are summarised below.
11. The draft housing allocation policy, as presented to the Group, is attached at Appendix 3. Conclusions reached by the Group have informed the draft policy. If the Committee is dissatisfied with the Group's conclusions the Committee will need to determine what recommendations it might wish to make to the Executive.
12. The agreed terms of reference of the Task and Finish Group were:
 - To understand the current housing allocations policy and choice based lettings system.
 - To consider the work currently underway both by the Council and Registered Social Landlords in ensuring there is an efficient and effective use of housing stock.
 - To consider any opportunities arising from current legislation eg the Localism Act, that may be implemented that would improve the overall use and turnover of current and future housing stock in the County.
13. The full Scoping Statement for the review is set out in Appendix 1.
14. This report addresses the key questions from the scoping statement including comments upon a number of other related issues identified during the review and sets out a number of recommendations. The recommendations are consolidated at the end of the report for ease of reference.
15. The Task and Finish Group Members were Councillors PJ Watts (Chairman); PA Andrews, KS Guthrie, P Rone and A Seldon.
16. The activity the Group undertook is set out at Appendix 2.
17. The Group would like to acknowledge the work of the following officers who supported the review: Jane Thomas, Laura Tyler, Emma Evans and Tim Brown.
18. The Group would like to thank all those who participated in this review.

Background

What is Affordable Housing?

- 19 Affordable Housing is defined in the draft Housing Allocation Policy as housing provided at below market prices and allocated on the basis of need to people who live or work in Herefordshire or need to move to Herefordshire to receive/provide support and who are unable to purchase or rent houses generally available on the open market without financial assistance, as their only home.

How is Affordable Housing Currently Allocated?

- 20 The Council has to decide how to prioritise who can access affordable housing in a way that is fair to everyone. At the same time, it has to make sure vulnerable people and those in most need have somewhere safe and affordable to live.
- 21 It manages this task through Home Point, a partnership formed by the Council and main housing providers to manage a common housing register. Herefordshire Council no longer owns any housing stock. To apply for a home with one of the County's main registered housing providers, applicants need to register with Home Point by filling out an application form. The application is assessed by Home Point and the applicant is allocated into one of three priority bands, with priority status within the highest (gold) band. Properties that become available for letting are advertised through Home Point and people who have registered can bid for them. Home Point creates a shortlist based upon the guidance laid out in the Allocations Policy. An applicant's position on the shortlist is determined by their banding and the time they have been waiting on the register. Home Point nominates eligible households to Housing Associations.
- 22 The Housing Associations, not Home Point, allocate accommodation against the shortlist based upon their own eligibility criteria. It is possible that common approaches have been agreed but some details might vary.

Management of Existing Stock

- 23 The Group has been advised that stock held by RSLs is well managed with few dwellings remaining empty for any significant period. The Group comments that this issue does, however, need to be kept under review to ensure performance is maintained.
- 24 The draft policy also removes provisions in the current policy that allow RSLs to set aside a small proportion of the stock. The Group has been advised that this will improve flexibility and make more effective use of the available housing stock.
- 25 The Herefordshire and Shropshire Housing Strategy 2012-15 notes:

“As at 1 April 2011, there were a total of 895 long term (over 6 months) empty dwellings in Herefordshire and 2412 long term empty dwellings in Shropshire. The implications of this are significant. As stated in the Audit Commission report Building Better Lives, if only five per cent of empty homes could be brought back into use, councils could cut their annual homelessness costs by £½ billion.

Whilst there are often good reasons for properties being left empty, many are empty for longer than is justified by the workings of the housing market. Both Herefordshire

and Shropshire Councils take this issue very seriously as many of these dwellings could be used to help to meet the identified housing needs within both areas. As such, both Herefordshire and Shropshire Councils have recently produced Empty Homes Strategies which provide detailed information on the extent of the issue and measures to bring long term empty dwellings back into use.”

(The Group notes that most of these empty properties are privately owned.)

The Localism Act 2011

26 Department of Communities and Local Government Guidance: Allocation of accommodation: guidance for local housing authorities in England (June 2012) states that:

2.1 *The Localism Act 2011 introduces significant amendments to Part 6 of the Housing Act 1996 (as amended by the Homelessness Act 2002). The main policy objectives behind these amendments are to:*

- *enable housing authorities to better manage their housing waiting list by giving them the power to determine which applicants do or do not qualify for an allocation of social housing. Authorities will be able to operate a more focused list which better reflects local circumstances and can be understood more readily by local people. It will also be easier for authorities to manage unrealistic expectations by excluding people who have little or no prospect of being allocated accommodation*
- *make it easier for existing social tenants to move by removing the constraints of Part 6 from those social tenants who apply to the housing authority for a transfer, unless they have reasonable preference. Housing authorities will be able to strike a balance between meeting the needs of existing tenants and new applicants for social housing, while making best use of their stock. Part 6 continues to apply to transferring tenants with reasonable preference, ensuring they continue to receive priority under the authority’s allocation scheme*
- *maintain the protection provided by the statutory reasonable preference criteria – ensuring that priority for social housing goes to those in the greatest need*

27 The legislation allows consideration to be given to whether the allocation policy should exclude people from the waiting list where

- No local connection exists (except for armed forces personnel)
- Savings or income are above a certain level
- Households have former rent arrears and have not tried to pay them back or behaviour problems that have not been addressed.

28 The local authority can consider giving greater priority to:

- Those who are on low incomes but are working
- People who volunteer in the local community
- Good tenants
- Armed forces personnel

- 29 As long as the rules are reasonable and do not discriminate, a council can set its own rules.
- 30 Reasonable preference must still be given to people who:
- Are overcrowded or in unsatisfactory housing.
 - Need to move on medical or welfare grounds.
 - Need to move to a particular locality to avoid hardship.
 - Are homeless
- 31 In relation to homeless households the Localism Act includes measures which allow local authorities to end their main homelessness duty with a private rented sector offer without requiring the applicant's consent.
- 32 As the draft policy notes (p4 para 2) this breaks the link between being accepted as homeless and obtaining housing association properties and therefore gives other categories on the housing register a stronger chance of being successful with their bids.
- 33 Under the current allocation policy, as required by law, anyone in the UK can apply for affordable housing in the County. However, demand is very high. The figures for February 2013 showed 4,896 on the housing register, with an average in 2011/12 of 16 properties available per week. The total number of properties let/sold in 2011 to date was 844. The 4,896 were prioritised as follows:
- Priority 205
- Gold 886
- Silver 2029
- Bronze 1776
- 34 Under the current policy and in the light of the distinct shortage of affordable housing in the County a significant number of people on the Home Point register have no hope of being housed.
- 35 The policy means that a lot of administrative time is wasted on cases that have no prospect of ever being housed. It is also not realistic with people on their prospects of being housed because there are so few properties available. Many people would choose other options if they were helped and given the appropriate information based on the housing figures.
- 36 It is expected that the new policy is likely to reduce the numbers on the register by 50%, although it should be noted that at the present time requests from households are increasing. It is still expected that the register will remain reduced in numbers but this will be closely monitored.
- 37 The Group recognised the fact that there is simply not enough housing in the right places that people can afford. Any changes to the allocation policy can achieve only

a marginal change for the better rather than providing the solution to the problem that all would wish to see.

- 38 Other difficulties with the current policy include that existing tenants currently find it hard to move within the stock. The Group is also aware that the recent changes in the benefits system may have an impact on demand for social rented housing. In addition more may want to downsize.
- 39 The implications for Councillors in their wards of the changes to the Housing Allocation Policy are clearly significant and the Group through the Chairman of the (then) Overview and Scrutiny Committee encouraged attendance at a Member seminar on the matter in September 2012. The Group was informed that a further seminar on the policy was planned prior to the policy's submission to Cabinet for approval. However, it was subsequently agreed that the seminar would be held instead in the Autumn prior to the implementation.

The New Policy

- 40 Under the new proposed policy, to qualify for registration on the Home Point housing register scheme all applicants:
- Must have a local connection,
 - Must not have sufficient financial resource (income, savings and or capital assets) to resolve their own housing needs, and
 - Must be able to demonstrate a housing need by having a reasonable preference.
- 41 These eligibility criteria are discussed in detail below.
- 42 Applicants who do not qualify and are not eligible to register will be provided with appropriate advice and assistance.
- 43 The Group was particularly keen to see that the policy gave appropriate weight to applicants with a local connection, because this issue has been a source of much complaint within Wards.
- 44 It recognised the complications associated with means testing but concluded that it was reasonable to expect that those with sufficient assets should access alternatives in the open housing market.
- 45 The Group was also keen to see that the provisions in the legislation and guidance relating to armed forces personnel were fully reflected in the new policy.
- 46 The proposed eligibility criteria are set out at section 2 of the attached draft policy.
- 47 As part of the development of the new policy a consultation exercise was undertaken by the Council's research team. Views were sought on how requests for affordable housing should be prioritised from anyone over the age of 16 who lives or works in Herefordshire and of any organisations or professionals with an interest in the issue.

48 The Group was presented with a brief overview of the consultation responses and the proposals in response (Appendix 4), alongside the full report by the Council's research team. The Group considered and challenged the proposals and their rationale.

49 The Group agreed:

- That the proposals in relation to eligibility of those with a local connection were appropriate.
- That the proposed financial criteria were appropriate.
- That the proposals in relation to those with an ongoing history of anti-social behaviour were appropriate.
- That the proposals in relation to those with an ongoing history of rent arrears were appropriate.

Local Connection

50 The current Housing Policy defines a local connection as:

- Those who are normally resident in the area. Local Government Association guidelines define this as having resided in the area for six of the last twelve months, or three of the last five years, where residence has been out of choice;
- Those who are employed in the area– the Local Government Association guidelines define this as employment other than of a casual nature;
- Those who have family connections – the Local Government Association guidelines define this as immediate family members who have themselves lived in the area for five years;
- Special circumstances at the discretion of the local authority

51 The draft policy continues the timescales in relation to residency of those currently living in the county (six of the last twelve months, or three of the last five years) and those with close relatives in the county (immediate family members who have themselves lived in the area for five years).

52 In relation to employment in the area the draft policy provides that an applicant will be employed and have worked in the county for at least 6 months or more and the work is for more than 16 hours a week.

53 Where applicants cannot evidence that they have one or more of the above local connections, they will not be able to register. However there are some exemptions (those fleeing domestic abuse and seeking assistance under the Homelessness legislation; those subject to witness protection or Multi Agency Public Protection Arrangements (MAPPA); those with care plans in place that require they reside in the county; and Armed Forces personnel – as prescribed by Regulations.

54 The Group agreed that the proposals in relation to eligibility of those with a local connection were appropriate.

55 However, it was noted that this aspect may require further consideration in the light of the Prime Minister's Statement in March (relating to the introduction of immigration rules from January 2014):

The Government will introduce an expectation on councils to introduce a local residency test in determining who should qualify for social housing. This would mean someone would have to live in an area for say 2 or 5 years before they could even go on the waiting list.

This will stop someone from turning up and immediately gaining access to social housing. To ensure UK nationals are protected when they are moving for genuine reasons – for example for work or because of family breakdown – local authorities will have the ability to set exceptions (e.g. in relation to work mobility, armed services personnel, for people escaping domestic violence etc).

Armed Forces

56 The Government guidance emphasises that, *“Through the Military Covenant, the Government has made clear its responsibility to support our Armed Forces in return for the important contribution they make to the country. This guidance will assist councils to ensure that Service families get the priority for social housing they deserve.”*

“Authorities are also strongly encouraged to take into account the needs of all serving or former Service personnel when framing their allocation schemes, and to give sympathetic consideration to the housing needs of family members of serving or former Service personnel who may themselves have been disadvantaged by the requirements of military service and, in particular, the need to move from base to base.”

57 Regulations provide that authorities must not disqualify the following applicants on the grounds that they have a local connection: someone who

- (i) is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service,
- (ii) formerly served in the regular forces,
- (iii) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or
- (iv) is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

58 This relates to applications made within five years of discharge.

- 59 The Herefordshire and Shropshire Housing Strategy 2012-15 states that *“Herefordshire and Shropshire are home to a number of military bases, such as at Credenhill, Cosford and Shawbury. We recognise the challenges currently faced by military and ex-military personnel in accessing the housing market and will seek to ensure that policies enable fairer access to the housing market”*.
- 60 The Group was particularly concerned to ensure that the Council fulfilled its undertaking in the Herefordshire Armed Forces Community Covenant. It met representatives of Herefordshire’s Civilian and Military Task Group (CMTG), formed under the Local Strategic Partnership to deliver actions to address the 5 Key Aims of the Armed Forces Community Covenant to explore the issues in detail. The new policy states at page 11: *“this policy is framed to recognise and remember the sacrifices faced by the Armed Forces Community and considers opportunities to support the housing needs of Service and ex-Service personnel.”*
- 61 The Government guidance comments particularly on how the application of a local connection criterion might disadvantage serving personnel because of the requirement to be mobile.
- 62 Service representatives emphasised to the Group that they were seeking fairness in the approach, that recognised the circumstances service personnel faced in securing housing, as opposed to special treatment.
- 63 The guidance states that:
- Examples of ways in which authorities can ensure that Service personnel and their families are given appropriate priority, include:*
- *using the flexibility within the allocation legislation to set local priorities alongside the statutory reasonable preference categories so as to give preference, for example, to those who have recently left, or are close to leaving, the Armed Forces*
 - *using the power to determine priorities between applicants in the reasonable preference categories, so that applicants in housing need who have served in the Armed Forces are given greater priority for social housing over those who have not*
 - *if taking into account an applicant’s financial resources in determining priorities between households with a similar level of need disregarding any lump sum received by a member of the Armed Forces as compensation for an injury or disability sustained on active service*
 - *setting aside a proportion of properties for former members of the Armed Forces under a local lettings policy.*
- 64 The draft Allocations Policy for Herefordshire will award the applicant an additional 6 months in waiting time at the point that need has been assessed or date of registration (if need hasn’t changed over time).

- 65 The Task and Finish Group highlighted that consideration did need to be given to how any financial lump sum service personnel received was treated in assessing assets. In particular, a lump sum for injury incurred in service could be intended to provide support to a person over many years. The Group considered that this indicated a need for the case of each individual to be considered on its merits. This is reflected in the draft policy.
- 66 The Group also considered that those service personnel who did have the financial resources to secure accommodation needed to receive better signposting to housing options. This was a matter both for the Council and Housing Associations and the armed forces themselves.
- 67 The Government guidance notes at paragraph 4.26 *“A number of organisations provide specialist housing and support for veterans, such as the Royal British Legion, Stoll, Haig Homes, Alabare and Norcare, and housing authorities are encouraged to liaise with them to ensure that former Service personnel are able to access the housing option which best suits their needs.”*
- 68 The Group is keen that the Executive ensures that appropriate arrangements are in place to ensure that former Service personnel are able to access the housing option which best suits their needs.
- 69 The draft policy does not set aside a proportion of properties for former members of the Armed Forces under a local lettings policy. This contrasts with the approach taken by Shropshire Council which provides that up to 5% of properties for each Partner Landlord may be targeted for Former Members of the British Armed Forces where the application is made within 5 years of discharge, they have a local connection to Shropshire and have served a minimum of 4 years with the British Armed Forces..
- 70 The rationale for the Herefordshire approach is that the consultation response from within the armed forces communities and agencies requested that armed forces be treated fairly. It was therefore felt that the new banding structure would provide for this and give armed forces personnel sufficient priority to enable those seeking affordable housing to be assisted alongside other local households.
- 71 The Group has received confirmation that the CMTG is satisfied with the relevant criteria in the policy.
- 72 The Group considers that the policy does provide the assurance they were seeking that members of the armed forces are not disadvantaged as a result of their service.
- 73 The Regulations are clear that authorities cannot distinguish between the needs of members of the armed forces on the basis of a local connection. The Group did consider whether this meant that there was a risk that, without safeguards, the policy might tempt ex service personnel, with no connection to the County, to relocate to the County. Information was sought on the approach being undertaken by other authorities with significant connection to the forces. This evidence was inconclusive and shows a range of approaches, consistent with the fact that the new Housing Allocation Policies are tailored to local circumstance. The Group does note, however, that the exemption from a local connection relates to applications made within five years of discharge.

Income, Savings and Capital Assets

74 The question in the consultation document asked whether account should be taken of gross annual household incomes of £60,000 or more, and of substantial assets and savings of £60,000 and more.

75 The Group was concerned about this threshold.

76 The draft policy now provides:

“Applicants with a gross household annual income level of £45,000 or above are deemed to have sufficient resources to access alternative housing solutions, for example private rented sector or affordable home ownership and therefore are unlikely to be accepted onto the housing register.”

Applicants aged 49 years and younger with savings and/or capital assets of £50,000 or above may also be deemed to have sufficient resource to meet their own housing need and may not be eligible to register. If savings and/or capital assets are below this level applicants will be considered for registration.

It is recognised that obtaining a mortgage in later life can be more difficult and therefore applicants aged 50 years and over with savings and/or capital assets of £100,000 or above may be deemed to have sufficient resource and will not be eligible to register and will be offered advice and assistance on alternative options available”.

77 A threshold of 60k was originally proposed in the consultation document on the basis that this was an eligibility threshold used by the majority of RSL partners and a number of RSLs across the West Midlands. The rationale for the £45k is based on the median house price, the payment of a 10% deposit and the resource needed to meet mortgage payments.

78 The assessment will also have regard to special circumstances e.g. where an older person is committed to paying for care or support costs in order to remain living independently. The Group supports the rationale and the tailored approach set out in the draft policy.

79 As a comparison it is noted that Shropshire Council’s policy states: *Affordable housing in Shropshire is targeted towards those households unable to afford open market housing. Reduced preference against people in the same banding will be given to applicants who are considered to have sufficient financial resources to secure alternative accommodation. Financial resources will be taken to include income, capital and equity in property. Reduced preference may be given to households whose income and / or capital resources exceed £63,000 (reviewed annually). This assessment will be carried out by Shropshire HomePoint, having regard to the financial resources of the applicant and the cost and availability of alternative suitable accommodation.*

80 The £63k financial resources threshold within the Shropshire Affordable Housing Allocation Policy is linked directly to and is consistent with that Council’s planning policy. Shropshire has a ‘single plot scheme’ which enables households unable to afford open market housing to build a single dwelling on a single plot of land. The

size, any rental value and re-sale value of the property is controlled to ensure homes brought forward under this scheme contribute to the supply of affordable housing. There is a financial assessment to determine eligibility for this scheme, with a threshold of £63k. This £63k threshold was taken from national criteria applied at the time.

- 81 The policy of the Homepoint plus partnership comprising Bromsgrove District Council, Malvern Hills District Council, Stratford-on Avon District Council, Worcester City Council, Wychavon District Council, Wyre Forest District Council provides: *“Applicants who have an household income of more than £60,000 per annum and / or savings/capital/assets/equity of £50k that will enable them to access and maintain private accommodation will be encouraged and supported to do so through our housing options service.”*

Ongoing History of Anti-Social Behaviour and/or Rent Arrears

- 82 The Group supports the proposal in the draft policy (2.3.2) that a person with an ongoing history of anti-social behaviour and/or rent arrears should be allowed to register as long as other criteria are met **but** with a clearly reduced preference.

Volunteering

- 83 The draft policy states that if an applicant is able to meet the local connection criteria (or is exempt from this), does not have sufficient resource to meet their own housing need and falls into one or more of the statutory reasonable preference categories and **is able to demonstrate that they have been volunteering in Herefordshire for a continuous period of at least 6 months up to the point of application**, the Housing Allocations Policy for Herefordshire will award the applicant an additional 6 months in waiting time
- 84 The Group initially had some misgivings about giving additional preference to people who volunteer within the County on the basis that this would be difficult to implement and monitor and that working people might find it harder to volunteer.
- 85 The Group suggests that the new policy as a whole needs to be subject to rigorous monitoring and review, with this aspect clearly being one that requires examination.

Appeal Process

- 86 An applicant can appeal against registration and nomination decisions made by Home Point to Herefordshire Council.
- 87 The Group did consider the role of Ward Members in this process. The Government guidance states that: *the Allocation of Housing (Procedure) Regulations 1997 (SI 1997/483) prevent an elected Member from being part of a decision-making body at the time an allocation decision is made, when either: the accommodation concerned is situated in their division or electoral ward, or the person subject to the decision has their sole or main residence there.*

The regulations do not prevent an elected Member from representing their constituents in front of the decision making body, or from participating in the decision making body's deliberations prior to its decision. The regulations also do not prevent

elected Members' involvement in policy decisions that affect the generality of housing accommodation in their division or electoral ward rather than individual allocations; for example, a decision that certain types of property should be prioritised for older people.

- 88 The Group considered it to be impractical for Members to be notified of each application going forward. However, it did consider it essential that Members were formally and fully informed of the application and appeal process.

Communication

- 89 The Group considered it essential that a good communication strategy was in place to ensure that everyone was aware of the significant changes the new allocations policy entailed.
- 90 In particular those currently on the register who no longer would be on the register needed to be advised of their situation and what options were open to them. It was of paramount importance that people were not left out on a limb without having had the opportunity to discuss these options.
- 91 It was essential that Ward Members were also fully briefed.
- 92 The Group also wishes to emphasise the importance of keeping the relevant section of the Council's website up to date.
- 93 The Group considers that the Allocations Policy Summary in diagrammatic form that appears at Section 7 of the draft policy is helpful. To assist the Group it requested a flowchart showing how to seek housing advice and assistance under the current system (appendix 5). The Group understands that this will change once the new policy and associated software has been introduced. The Group suggests that it would be helpful if an updated version of the flowchart is included in the new policy.

Annual Review of the Housing Allocation Policy

- 94 The draft policy states that the Council will review the policy annually to ensure that it continues to address the needs of all communities across Herefordshire.
- 95 The Group considers that the Chairman of the General Overview and Scrutiny Committee should receive a progress report after six months and be advised of the results of the first annual review of the policy to determine whether any further consideration needs to be given to the policy.

Implementation Date

- 96 The Group has noted that because of the increased workload of the software company and the level of changes required, it is now intended that the policy will be implemented with effect from 1 April 2014, rather than from April 2013. This is to enable the changes to be undertaken and new systems introduced to provide the appropriate advice and assistance to those who will no longer be able to access affordable housing.

Provision of Affordable Housing

- 97 Whilst not within the remit of this review the provision of a sufficient stock of affordable housing is clearly key to the success of any policy to reduce homelessness.
- 98 Given that the amount of affordable housing stock is well below the level required, new stock is a priority to meet the demands of the local community.
- 99 The purpose of the Herefordshire and Shropshire Housing Strategy 2012-15 is *“to identify the key housing challenges and to co-ordinate our efforts, where appropriate, so that together we can be effective in tackling those challenges. The Strategy forms the basis to build closer working arrangements between Herefordshire, Shropshire and Telford and Wrekin Councils.”* It *“forms a basis upon which to establish a full sub-regional Housing Strategy between Herefordshire, Shropshire and Telford and Wrekin Councils in the future”*.
- 100 One of the aspects upon which the Strategy focuses is working to support economic growth, focusing particularly on affordable housing and sustainable growth.
- “We will seek to meet the significant challenge of how we ensure that there is a suitable and affordable housing offer to attract and retain younger people to enable a sustainable and vibrant economy in the future and to ensure that local facilities such as schools, shops and other community facilities in rural areas can remain viable.”*
- 101 The Strategy notes that whilst it is not in the scope of the Joint Housing Strategy to specify the specific solutions for each area, the strategy will guide decision making to identify specific work which should be undertaken on a locality based approach in order to provide the best outcome for the local area.
- 102 As stated earlier in this report the Group was advised that the provisions in the Local Development Framework (LDF) are of prime significance in potentially enabling greater provision of affordable housing.
- 103 The policies within the LDF have been influenced by Housing Officers to increase the delivery of affordable housing across the county that will address the needs identified in the housing strategy.
- 104 The draft Core Strategy was subject to consultation from 4 March to 22 April. The Strategy clearly recognises housing affordability is a key issue (page 17). Policy SS2 (page 38) provides information on the homes required to be delivered over the plan period and specific policies support the delivery of affordable housing (page 160 - 164).
- 105 The Group notes that the National Planning Policy Framework (NPPF) requires that local planning authorities should identify a rolling five year supply of deliverable housing land to ensure choice and competition in the market. Additionally, the NPPF requires an additional buffer of 5% (increased to 20% if a planning authority has persistently under delivered housing land). On the basis of the evidence available to date, it is considered the requirement for a 5% buffer is applicable to Herefordshire.

106 The Group recommends that progress in delivering this requirement is closely monitored and consideration given to investigation if it is not achieved.

107 The Group notes that the separate Task and Finish Review of the Community Infrastructure Levy has identified some concerns about the realisation of affordable housing targets.

RECOMMENDATIONS

- That**
- (a) the direction of the new housing allocation policy as set out at appendix 3 be supported;**
 - (b) the Executive be requested to include an updated flowchart on seeking Housing Advice and Assistance in the new policy;**
 - (c) the Executive be requested to ensure that a good communication strategy is in place to ensure that everyone, including Ward Members, is aware of the significant changes the new allocations policy entails;**
 - (d) the Executive be requested to ensure that Ward Members are formally and fully informed of the application and appeals process and are kept up to date on any amendments to the policy;**
 - (e) the Executive insists that every effort is made to ensure that the relevant section of the Council's website is kept up to date;**
 - (f) the Executive be requested to ensure that robust arrangements are in place to ensure that those who will no longer be eligible to be placed on the housing register do receive appropriate advice and assistance;**
 - (g) the Executive ensures that appropriate arrangements are in place to ensure that former armed forces personnel are able to access the housing option which best suits their needs;**
 - (h) the Executive submits a progress report to the Chairman of the General Overview and Scrutiny Committee six months after the implementation of the policy;**
 - (i) the Executive advises the Chairman of the General Overview and Scrutiny Committee of the results of the first annual review of the policy to determine whether any further consideration needs to be given to the policy as part of the Committee's work programme;**
 - (j) the Executive ensures that progress in implementing the delivery of an adequate supply of affordable housing in accordance with the Core Strategy/Local Development Framework is carefully monitored and reported to the General Overview and Scrutiny Committee; and**
 - (k) if satisfactory progress is not being made in implementing the delivery of an adequate supply of affordable housing the General Overview and Scrutiny Committee considers establishing a Scrutiny Task and Finish Group to investigate.**

Appendices

Appendix 1 Scoping Statement for the Review

Appendix 2 Summary of Activity Undertaken by the Group

Appendix 3 Draft Housing Allocation Policy (as presented to the Group) – March 2013

Appendix 4 Housing Allocations Consultation Results Table

Appendix 5 – Flowchart – Housing – Seeking Advice and Assistance

TITLE OF REVIEW:	Housing Allocation Policy and Effective use of the Housing Stock
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SCOPING

Reason for Enquiry

Due to the downturn in building new properties and in particular affordable housing, questions have been raised as to whether the current housing stock is being used effectively and whether any opportunities arise from the Localism Act to improve the turnover of stock thereby improving the opportunities for those seeking affordable housing.

Links to the Community Strategy

One of the Council's priorities in its 2013/15 Corporate Plan is that the County has good quality housing to meet everyone's needs.

Understanding Herefordshire 2012 – an integrated needs assessment reports that Herefordshire has the worst housing affordability ratio (house prices are 8.6 times annual earnings) within the West Midlands region. There is high demand for affordable properties in Herefordshire, in particular Hereford City (with an average of 64 bids per property), and the waiting list for social housing is approximately 5,000 households.

Summary of Review and Terms of Reference

Summary

This review is to consider the current housing allocation policy and how it could be improved through the opportunities presented by current legislation.

Terms of Reference

- **To understand the current housing allocations policy and choice based lettings system.**
- **To consider the work currently underway both by the Council and Registered Social Landlords in ensuring there is an efficient and effective use of housing stock.**
- **To consider any opportunities arising from current legislation eg the Localism Act, that may be implemented that would improve the overall use and turnover of current and future housing stock in the county.**

What will NOT be included

- **A review of Homepoint business model has already been conducted by the Homepoint Partnership which includes the Council and Registered Social Landlords. The review will therefore be confined to reviewing the allocation policy options.**

Potential outcomes

- To make recommendations on possible improvements to the housing allocation policy that would ensure the best use of the housing stock and improve the opportunities for those seeking affordable housing.

Key questions

To

- What is the current housing allocations policy?
- What are the facts and figures on current RSL housing occupancy?
- What work is currently under way to improve the policy?
- What opportunities are available through current legislation eg the Localism Act?
- What are the advantages or disadvantages of those opportunities?
- How can the Council or RSL deliver or facilitate improvements.
- What examples are there of best practice in other Local Authorities?

Cabinet Member (s)

Councillor RB Hamilton, Cabinet Member Environment, Housing and Planning

Key Stakeholders/Consultees

- Key Council officers
- Registered Social Landlords
- Home Point

Potential Witnesses

- Representatives of the Housing Tenants Forum
- Key Council officers
- Cabinet Member
- Partners within Homepoint partnership

Research Required

Initial desk based research eg current policy; an indication of work underway; best practice at other local authorities. This will be followed by Interviews with witnesses.

Potential Visits

- None identified

Publicity Requirements: Launch of Review, During Review, Publication of the Review and its recommendations, Herefordshire Matters

Summary of Activity Undertaken by the Task and Finish Group

Information considered

Briefing Presentation by Housing Solutions Manager on Key Issues Associated with the Allocations Policy

Allocation of Accommodation – guidance for local housing authorities in England - Department for Communities and local Government- June 2012

Allocation of Housing – meeting the demands of Localism Act – Housing Quality Network

The Empty Property Strategy for Herefordshire 2010-13

Flowchart – housing – Seeking Advice and Assistance

Herefordshire Housing Allocations Policy - Current

Herefordshire Key Housing Facts Quarterly bulletins

Herefordshire Local Plan – Core Strategy 2011-2031

Housing Allocation Policy Consultation – November 2012

Herefordshire and Shropshire Housing Strategy 2012-15

Homechoice Plus Allocation Scheme (Bromsgrove District Council, Malvern Hills District Council, Stratford-on Avon District Council, Worcester City Council, Wychavon District Council, Wyre Forest District Council)

Housing options -Joint Service Housing Advice Office

Housing Options Toolkit – homelessness amongst ex-service personnel and access to housing

Homepoint – Useful Housing Information

Draft Housing Allocations Policy for Herefordshire - 20 February 2013

Laying the Foundations – A Housing Strategy for England – HM Government

Shropshire Affordable Housing Allocation Policy and Scheme – Draft for Consultation August- November 2012

Shropshire Affordable Housing Allocation Policy and Scheme – Draft for Adoption – April 2013

Interviews Held

Interview with representatives of the Civilian and Military Task Group

Housing Allocations Policy for Herefordshire

SECTION 1: INTRODUCTION

- 1.1 Introduction
- 1.2 Aims of the Allocation policy
- 1.3 Scope of the Allocation policy
- 1.4 Legal context
- 1.5 Strategic context

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- 2.1 Local Connection
- 2.2 Income, Savings and Capital Assets
- 2.3 Housing Need - Reasonable Preferences
 - 2.3.1 Additional Preferences
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- 2.4 Allocation to existing tenants
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SECTION 3: HOW THE SCHEME OPERATES

- 3.1 Statement of Choice
- 3.2 How to register on Home Point
- 3.3 Bidding for properties
- 3.4 Determining your banding
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- 3.7 Waiting time
- 3.8 Local Letting Plans
- 3.9 Why are some properties only available under Section 106?

SECTION 4: ENSURING EQUALITY

- 4.1 Review of Applicant
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SECTION 5: GOVERNANCE ARRANGEMENTS

SECTION 6: GLOSSARY AND DEFINITION OF TERMS

SECTION 7: ALLOCATIONS POLICY SUMMARY

APPENDIX 1: HOME POINT PARTNERS

APPENDIX 2: RURAL LOCALITIES

SECTION 1: INTRODUCTION

Under the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011), every local housing authority in England must have an allocation policy for determining priorities and detailing the procedures that are to be followed in allocating housing. This policy document describes the criteria that Herefordshire Council uses to register and prioritise applications for affordable housing in Herefordshire.

The demand for affordable housing in Herefordshire is significantly greater than the number of homes available. This Allocation Policy describes how the local authority prioritises applicants to ensure that those with a recognised housing need, as described by the legal definition of 'Reasonable Preference', are given access to register for the allocation of Affordable Housing. This Allocation Policy sets out in detail who is, and who is not, eligible to become a member of the Housing Register and how this assessment is made.

This policy supports the vision set out in the Herefordshire and Shropshire Housing Strategy 2012 – 2015:

'The diverse housing and support needs of local communities in Herefordshire are provided for through a balanced supply of sustainable homes and services'.

Herefordshire Council no longer owns any housing stock, having carried out a transfer of its entire housing stock to Herefordshire Housing Ltd, a not-for-profit Housing Association (HA) in 2002. In addition to Herefordshire Housing Ltd there are a number of other HA's operating in Herefordshire.

Therefore to allocate any available homes to those registered Home Point (a choice-based lettings agency) was set up in partnership between Herefordshire Council and the main HAs in Herefordshire. Homepoint advertises properties on a weekly basis and enables those on the register to choose and bid for properties themselves. (Appendix 1 of this policy lists Home Point Partners).

The Partnership funds the operation of Home Point Herefordshire to maintain the housing register, determine priority amongst those seeking affordable housing in Herefordshire, and advertise properties of member HAs that become available for letting. **Home Point does not actually allocate the housing**, it only provides the HA with nominations by way of a shortlist of those who are eligible to register and bid. Once it is determined who has greatest priority for a property that has been advertised through Home Point, the relevant HA will then decide and allocate against the shortlist, using their own eligibility criteria, whether to make an offer leading to an allocation.

The Localism Act 2011 gives local authorities greater freedom to set their own policies about who should qualify to register for affordable housing in their area whilst still being obliged to ensure housing is allocated to those most vulnerable and those who need it most. In response, Herefordshire Council has reviewed its housing allocations policy after the Localism Act 2011 made amendments to Part 6 of the Housing Act 1996 (as amended by the Homeless Act 2002). The objectives of the Localism Act include:

- Enabling housing authorities to better manage their housing register in determining who will or will not qualify for an allocation of affordable housing. This will allow great focus on local need and demand, and ensure that local housing authorities manage unrealistic expectations of being allocated affordable accommodation.
- Making it easier for existing tenants to move, a balance will be made between new and existing tenants to make better use of stock.
- Maintaining the protection provided by the statutory reasonable preference criteria ensuring that priority for affordable housing goes to those in greatest need.

Specifically in relation to homeless households, **the act includes measures which allow local authorities to end their main homelessness duty with a private rented sector offer, without the applicant's consent.** The duty can only be ended in the private rented sector in this way with a minimum 12 month assured shorthold tenancy. This policy supports that, where possible and appropriate, an offer of private rented sector accommodation will be made to homeless household to alleviate the length of time applicants have to wait for an offer of accommodation. It is essential that the link between being accepted as homeless (under Part 7 of the Housing Act 1996) and obtaining HA properties is broken and therefore gives other categories on the housing register a stronger chance of being successful with their bids.

During the review of this policy, a wide range of stakeholders, including members of the public, were consulted on their views on who should be eligible to register for housing and on what they would like to see included within the allocation policy. The policy has been developed within a legal framework whilst still reflecting the views and meeting the needs of the community who have contributed to its development.

1.2 Aims of the Allocation Policy

The demand for affordable housing exceeds available supply in the county and therefore this housing allocation policy endeavours to meet the following aims:

- To ensure that accommodation goes to those households who have a recognised housing need and who are unable to access the open market.
- To help contribute to sustaining communities
- To make the best use of available housing stock and resources
- To assist in achieving mobility for existing tenants
- To ensure that local people have priority in the allocation of housing in the county
- To contribute towards tackling social exclusion and to promote independence
- To ensure housing nominations are made within the legal framework contained in Part 6 of the 1996 Housing Act (as amended)
- To enable the authority to meet its statutory duties – including duties owed to homeless households under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002) and its duties under the Localism Act 2011
- To ensure the authority supports the changes under the Welfare Reform Act 2012.

This policy will also assist in achieving a number of key priorities and outcomes detailed within the strategies listed in section 1.5 of this policy.

1.3 Scope of the Allocation Policy

The Housing Allocations Policy for Herefordshire will predominately apply to the process by which Herefordshire Council make nominations to properties which are rented to households by Housing Associations in the county.

This policy will not be used to nominate households for Shared ownership schemes or for homes for sale but does provide guidelines to which households will be considered and what type/size of dwelling will be considered acceptable. Low Cost Home Ownership schemes will give preference to:

- existing HA tenants, with no rent arrears, who wish to release their accommodation
- those who cannot afford to resolve their own housing needs through the open market who are banded within Green or Amber.
- an applicant's waiting time.

LCHO will permit 1 bed and 1 bed spare for sustainability reasons and all sales will need to meet any local connection criteria set. Such schemes could be advertised through local estate agents and/or Homepoint and determined by S106 agreements.

1.4 Legal context

Part 6 of The Housing Act 1996 (as amended by the Homelessness Act 2002) requires Local Authorities to make all lettings and nominations in accordance with a published Allocation Policy. A summary of this Allocation Policy will be published and made available free of charge to any person who asks for a copy. A copy of the full scheme is available on Herefordshire Council's website and, if requested, a hard copy can be provided on payment of a reasonable fee (to be confirmed at time of request).

The Housing Act 1996 (as amended), requires Local Authorities to provide 'Reasonable Preference' in their Allocation Policy to people with high levels of assessed housing need. The Statutory 'Reasonable Preference' categories in Section 167 (2) (a) to (e) of the Housing Act 1996 (as amended) are:

1. all homelessness people as defined in Part 7 of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need)
2. people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3)
3. people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
4. people who need to move on medical or welfare grounds, including grounds relating to disability and;

5. people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others).

The Housing Act 1996 requires that Local Authorities state within their Housing Allocations Policy what its position is on offering applicants a choice of housing accommodation, or offering them the opportunity to express preference about the housing accommodation to be let to them.

This policy complies with the requirements of Section 167(2) of the Housing Act 1996 (as amended). In addition, the Council has embraced the changes to allocation legislation brought about by Sections 145-147 of the Localism Act 2011.

This policy takes into account the Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) Regulations 2012 and reflects the recommendations made within the Allocation of Accommodation Code of Guidance for Housing Authorities 2012 which replaced all previous statutory guidance on Affordable Housing allocations.

This policy takes into account the changes to amend the way in which the duty on local housing authorities to secure accommodation for homeless households under section 193(2) of the 1996 Act can be brought to an end with an offer of suitable accommodation in the private rented sector. This will allow local authorities to end the main homelessness duty with a private rented sector offer, with a minimum of 12 month assured shorthold tenancy.

As required by The Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, this policy is framed to give additional preference to applicants who fall within one or more of the reasonable preference categories and are currently serving or who have served within the Armed Forces.

This policy is compatible with the Herefordshire Council's equality duties including the Equality Act 2010 and has been subject to a full published Equalities Impact Assessment available online <http://www.herefordshire.gov.uk/housing>.

1.5 Strategic context

The framework provided within the Housing Allocations Policy for Herefordshire supports the delivery of the following:

- Herefordshire Council Corporate Plan 2013/2015
- Herefordshire and Shropshire Housing Strategy 2012 – 2015
- Herefordshire Council's Tenancy Strategy 2012 – 2015
- Herefordshire Council's Homelessness Strategy 2008-2013
- Herefordshire Council's Local Investment Delivery Plan 2011-2026
- Herefordshire Local Housing Market Area Assessment 2012
- A Study of the Housing and Support needs of Older People in Herefordshire (January 2012)

These documents can all be found at www.herefordshire.gov.uk/housing/

SECTION 2: ELIGIBILITY AND REGISTRATION

Affordable housing will only be allocated to those who are eligible and qualify to register, in accordance with this policy. To qualify for registration on the Home Point housing register scheme all applicants must have:

1. a local connection
2. must not have sufficient financial resource (income, savings and/or capital assets) to resolve their own housing needs, and;
3. must be able to demonstrate a housing need by having a reasonable preference.

Herefordshire Council **will require evidence** to prove eligibility **prior to acceptance** on the register. Registration will only be completed on receipt of all relevant supporting documents. It will be the responsibility of the applicant(s) to provide appropriate evidence as requested through the registration stages, including at review of registration.

Applicants who do not qualify and are not eligible to register will receive confirmation of this in writing and will be provided with appropriate advice and assistance. Any applicant has a right to make an appeal – please see section 4.2 for further information.

Applicants who have previously been deemed not to qualify may make a fresh application if they consider that they should now be treated as qualifying, but it will be for the applicants to show that circumstances have changed.

Please note that any personal data held in relation to applicants will be held consistently with the Data Protection Act 1998.

2.1 Local connection

In order to be accepted onto the register you must firstly satisfy the local authority that you have a local connection, as defined by s.199 of the Housing Act 1996, by meeting at least **one** of the following criteria:

- a) Currently living in the county (in settled accommodation or accommodation of choice) for at least 6 months out of the last 12 months or 3 years out of 5 years at the point of application.
- b) Have close relatives living in the county (parents, adult children, brothers or sisters) and have done so for at least the last 5 years at the point of application.
- c) Be employed and have worked in the county for at least 6 months or more and the work is for more than 16 hours a week.

Exceptional circumstances

Where applicants cannot evidence that they have one or more of the above local connections, they will not be able to register. However there are exemptions to this as follows:

- a) those fleeing domestic abuse and seeking assistance under the Homelessness legislation
- b) those subject to witness protection or Multi Agency Public Protection Arrangements (MAPPA) as determined by Herefordshire Council, in partnership with West Mercia Probation Trust and/or West Mercia Police.
- c) those with care plans in place that require they reside in the county or proven need to give support to or receive support from family members as determined by Herefordshire Council in partnership with joint agencies.
- d) Regulations specific to Armed Forces personnel, as outlined in The Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012 (SI 2012/1869).

This provides that, where local housing authorities decide to use a local connection requirement as a qualification criterion, they must not apply that criterion to the following persons:

- those who are currently serving in the regular forces or who were serving in the regular forces at any time in the five years preceding their application for registration
- bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service.

Applicants who fall into one of the criterion listed above will be asked to provide evidence of such prior to registration.

A local connection criterion is likely to disadvantage those who have recently been discharged from the regular armed forces, as well as serving personnel, because of the service requirement to be mobile. For this reason, the prohibition in the Regulations extends to applications from former service personnel, where the application is made within five years following discharge.

2.2 Income, Savings and Capital Assets

It is essential that affordable housing is made available to those who cannot access the open housing market, therefore it will be expected that any applicant or member of the household will maximise their resources to assist to secure housing.

To be eligible to register both income and savings/capital assets will be taken into account. It will therefore be necessary for **every** applicant to provide details of all their income, savings and capital assets prior to registration.

Income

Applicants with a gross household annual income level of £45,000 or above are deemed to have sufficient resources to access alternative housing solutions, for example private rented sector or affordable home ownership and therefore are unlikely to be accepted onto the housing register.

Savings and Capital Assets

Applicants aged 49 years and younger with savings and/or capital assets of £50,000 or above may also be deemed to have sufficient resource to meet their own housing need and may not be eligible to register. If savings and/or capital assets are below this level applicants will be considered for registration.

It is recognised that obtaining a mortgage in later life can be more difficult and therefore applicants aged 50 years and over with savings and/or capital assets of £100,000 or above may be deemed to have sufficient resource and will not be eligible to register and will be offered advice and assistance on alternative options available.

The household's financial resources will be determined through a financial assessment carried out during the registration process. The assessment will have regard to both income and expenditure and will consider long term commitments to enable independent living.

If it is determined that an applicant or household has sufficient resources to meet their own housing need within the local housing market they will not be eligible to register on the Home Point scheme and will be offered advice and assistance on alternative housing options available.

In exceptional circumstances, when making the financial assessment, where capital/savings are available for specific reasons these may be disregarded. For example, this may include any lump sum received by a member of the Armed Forces as compensation for an injury or disability sustained on active service.

2.3 Housing need – Reasonable Preference

As detailed in The Housing Act 1996 (as amended) housing authorities **must ensure that reasonable preference is given to the following categories of people (s.166A):**

1. **all homelessness people as defined in Part 7** of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need)
2. **people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act** or who are occupying accommodation secured by any housing authority under s.192(3)
3. people occupying **insanitary or overcrowded housing** or otherwise living in **unsatisfactory** housing conditions

4. people who need to move on **medical or welfare grounds**, including grounds relating to disability and;
5. people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause **hardship** (to themselves or others).

Central government is clear that allocation policies must be framed so as to give reasonable preference to applicants who fall within the categories set out above, over those who do not. Therefore, in Herefordshire, only those applicants who are able to evidence that they can meet one or more of the reasonable preference categories, thus evidencing a recognised housing need, will be eligible to register under this policy.

6. **Rural Localities (where an existing S106 applies)**

In addition to the statutory reasonable preferences listed above, Herefordshire will also apply reasonable preference to applicants who are bidding for properties which are subject to a Section 106 (Town and Country Planning Act 1990) agreement.

Where there is evidence of the applicant wishing to live in a parish/village where the population is below 3,000 and the applicant has a local connection to that locality (for example is currently living in the parish/village and wishes to remain) the Housing Allocations Policy for Herefordshire will give this applicant reasonable preference in relation to bidding on a property in their specific locality.

Please see Appendix 2 for a list of the rural localities which will be included within this Reasonable Preference criterion.

2.3.1 Additional Preference

Section 166A(3) of The Housing Act 1996 (as amended) gives the local authority the power to frame an allocation policy to **grant 'Additional Preference' to particular descriptions of people who fall within the statutory 'Reasonable Preference' categories.**

Prioritisation within each band will be based on the length of time that need has been assessed or date of registration if need hasn't changed over time. **Applicants who are awarded Additional Preference will receive an additional 6 months in waiting time at the point that need has been assessed or date of registration (if need hasn't changed over time).**

2.3.1.1 Armed Forces:

The Housing Act 1996 (Additional Preference for Armed Forces)(England) Regulations 2012 provide that local housing authorities **MUST** frame their allocation scheme to give additional preference to the following persons if they fall within one or more of the statutory reasonable preference categories and are in urgent need:

- serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service

- former members of the regular forces
- bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (11) the death was wholly or partly attributable to their service
- existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service

If an ‘Armed Forces’ applicant is able to meet the local connection criteria (or is exempt from this), does not have sufficient resource to meet their own housing need and falls into one or more of the statutory reasonable preference categories, the Housing Allocations Policy for Herefordshire will award the applicant an additional 6 months in waiting time at the point that need has been assessed or date of registration (if need hasn’t changed over time).

Bereaved spouses and civil partners of service personnel who are required to leave service families accommodation following the death of their spouse or partners are likely to experience similar issues to service families on discharge from the forces. The Regulations are intended therefore to protect bereaved spouses and civil partners from the time they are required to leave service families accommodation until they are able to obtain alternative settled accommodation.

The Regulations also apply to members of the reserve forces who suffer from a serious illness, injury or disability as a result of their service, recognising that they may find that their current accommodation is no longer suitable for their needs or affordable, or that they may have to move to access care or support.

The **Herefordshire Armed Forces Community Covenant**, established as part of a government initiative to promote greater understanding between the general public and the military was signed on 29th May 2012. The agreement aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available. This policy is framed to recognise and remember the sacrifices faced by the Armed Forces Community and considers opportunities to support the housing needs of Service and ex Service personnel.

2.3.1.2 Volunteering:

In Herefordshire, volunteering is defined as “an activity that involves spending time, without payment, doing something that aims to benefit individuals (other than close relatives), groups or the environment” (Herefordshire Compact). This policy aims to recognise people who make their communities strong, stable and healthy places to live so that they will remain in that community and continue to contribute to sustaining the local area.

This policy will give applicants that contribute through regular voluntary work a level of additional preference.

If an applicant is able to meet the local connection criteria (or is exempt from this), does not have sufficient resource to meet their own housing need and falls into one or more of the statutory reasonable preference categories and **is able to demonstrate that they have been volunteering in Herefordshire for a continuous period of at least 6 months up to the point**

of application, the Housing Allocations Policy for Herefordshire will award the applicant an additional 6 months in waiting time at the point that need has been assessed or date of registration (if need hasn't changed over time).

Volunteers must have been volunteering in Herefordshire for a continuous period of at least 6 months up to the point of application and the same at point of offer. Volunteering must be for a minimum of 10 hours per month.

Evidence required for voluntary work:

- Letter and/or reference from Manager responsible for Volunteers confirming applicant's involvement. This person must not be related to the applicant in any way.
- Completed and validated Herefordshire Volunteer Passport. This is a record of volunteering placements and must be signed by a supervisor.

Herefordshire Volunteer Passports are available at the following locations:

- Herefordshire Voluntary Action, Berrows Business Centre, Bath Street Hereford, HR1 2HE
- Community Voluntary Action Ledbury, 4B Hill House, Bye Street, Ledbury, Herefordshire, HR8 2AA
- Herefordshire Council, Franklin House, Franklin House, 4 Commercial Road, Hereford, HR1 2BB

2.3.2 Reduced Preference

It is not intended that a person's behaviour at one time in their life should permanently exclude them from affordable housing; therefore applicants who are placed within the Red Band will only receive reduced preference if the incidents or convictions occurred within the previous **twelve months**. Where the incidents, court orders or convictions are more than twelve months old from issue and there has been no repeat of the behaviour the applicant will not be given reduced preference, unless the incidents were of such an extreme nature that Home Point determine it is appropriate to do so.

With regards to former or current rent arrears and money owed to the local authority, if the applicant has made an arrangement to pay the debts and is maintaining this arrangement for a significant period, the reduced preference will be removed as long as the payment arrangements are adhered to.

Please note that each Home Point partner has its own exclusion policy which may apply.

2.4 Allocation to existing tenants

The Housing Allocations Policy for Herefordshire does not apply to the allocation of accommodation to an existing HA tenant unless the allocation involves a transfer made at the tenant's request, and the authority is satisfied that the tenant has reasonable preference.

Existing tenants applying for a transfer who are considered to have reasonable preference will be treated on the same basis as new applicants.

Transfers at the tenant's request, where the tenant does not have reasonable preference do not fall within this Allocations Policy. Housing Associations have their own transfer policies in relation to these tenants.

Existing tenants can also facilitate a move through a mutual exchange agreement. For further information please visit [insert weblink].

2.5 Exclusions

Certain persons subject to immigration control are not eligible for the allocation of housing under Section 160A (1) (a), (3) and (5) under the Housing Act 1996 (as amended) and therefore not eligible to be accepted onto the housing register. This includes:

- Over stayers and visitors to the country
- Illegal entrants
- Asylum Seekers
- People in the country on condition that they have no recourse to public funds
- Persons from abroad who fail the habitually residence test
- Persons from abroad who are in breach of the European Community Right of Residence Directive
- Persons from abroad who have been subject of a sponsorship agreement for less than 5 years and who sponsors are still alive

The Allocation of Housing and Homelessness Regulations 2012 amended regulations 4 and 6 of the Eligibility Regulations of The Allocation of Housing and Homelessness Regulation 2006 provides that the persons listed above are ineligible for an allocation of housing accommodation of homelessness assistance. Details of which can be found at: <http://www.legislation.gov.uk/ukxi/2012/2588/made>

Where the application form indicates that immigration status may be an issue, Home Point will investigate to determine whether the applicant is eligible.

2.6 Advice and assistance

Herefordshire Council has a duty to provide housing related advice and assistance to all those seeking it. The local authority will provide information and advice you may require in relation to a number housing options available, which may include:

- Shared ownership
- Mutual Exchange
- Private Rented
- Sheltered Housing
- Additional Support
- Overcrowding Under Occupation
- Supporting Housing
- Homelessness Prevention
- Mortgage Rescue
- Adapted Housing
- Improvement Agency

In particular, assistance will be provided to anyone who may have difficulty participating due to disability, learning disability, illness, age, where English is not their first language, or any other reason that might make it harder for them to fully participate within the scheme.

For further information please contact the Customers Services Advisor within Home Point on 01432 260000 or visit Franklin House, 4 Commercial Road, Hereford, HR1 2BB or <http://www.herefordshire.gov.uk/housing/advice/1546.asp>

Housing Association tenants can discuss their housing needs and options with their current Housing Association landlord.

Households who are not eligible to register for affordable housing in Herefordshire through this policy are able to seek advice and assistance on alternative housing options from the local authority, which may involve applicants being signposted to specialist support / advise agencies.

SECTION 3: HOW THE SCHEME OPERATES

3.1 Statement of Choice

All Home Point partners are committed to offering choice to those seeking accommodation, whilst ensuring that housing goes to those with the greatest need. It should be recognised that there is a very high demand for affordable housing in Herefordshire, and that this demand cannot be fully met from the resources available. Consequently only those in the greatest housing need are likely to obtain affordable housing, which means that the degree of choice in housing will always be limited.

There will be certain situations where choice cannot be offered in the allocation of housing, such as when a HA needs to make a management move as a matter of safety or where there is currently no stock in an area and a move is urgent.

With the exception of these very limited circumstances, housing will only be allocated to applicants who bid for a specific property, and all applicants have the opportunity to bid for properties they are entitled to be considered for, having regard to household size and other eligibility criteria. Where applicants have placed successful bids but they have refused to accept properties on more than 2 occasions, where there is evidence that these properties would sufficiently meet their needs, the applicant will be removed from the register for 12 months. Applicants do have the right to appeal any decision made under this policy – please see section 4.2 for further detail.

3.2 How to register on Home Point

If a household believes that they may be eligible and wishes to apply to register they will need to complete an application form, accompanied by evidence of local connection, income, savings and capital assets and reasonable preference criteria, as detailed in the application form. The following steps will apply.

Application forms are available to download to complete or a hard copy is available from Franklin House, Hereford, and all Herefordshire Council Info Centres and at the offices of Home Point partners.

An Enhanced Housing Options tool is being developed to assist applicants in providing Housing Option advice prior to registration.

Fill out an application form and include any relevant information about the main applicant and/or other household members who wish to be included in the application. The application will be assessed once all information requested is provided.

Eligible applicants will be designated within one of the bands. If any circumstances change, applicants must inform Home point, otherwise an application can be withdrawn or suspended for 12 months. If following reassessment the applicant is found to not be eligible they will be offered advice and assistance.

Those **not eligible** to register on the Home Point scheme will be offered advice and assistance on alternative housing options available.

The applicant can now bid on 1 advertised property a week. If the applicant is placed within the Red band they are not able to bid on a property and will be offered advice and assistance in relation to their housing options.

Applicants have the right to appeal any decision made – please see section 4.2 of this policy for further detail.

Once a bid is successful, the HA will carry out a check to confirm that the circumstances at the time of application still apply. Home Point **does not allocate the property**; the HA will allocate the property from those shortlisted in accordance with their own allocations criteria. The individual HA allocations criteria can be obtained directly from the HA concerned.

Please note that annual reviews will take place on the anniversary date of registration. Where an applicant has not bid for any properties with 12 months they will be removed from the register

All offers of accommodation must be confirmed in writing by the HA to the applicant.

3.3 Bidding for properties

Properties are advertised on a weekly basis and can be viewed on the Home Point website: www.home-point.info. Advertisements are also displayed at Franklin House, 4 Commercial Road, Hereford, HR1 2BB and in partner offices/publications.

Where a S106 applies, for rural schemes, in addition to the advertising mentioned above, details will be circulated to your local ward member or Parish council clerk for distribution locally.

Bids can be placed via the following:

- Online at www.home-point.info
- Franklin House, 4 Commercial Road, Hereford, HR1 2BB
- text message system to bid: 07781482312
- telephone: 0845 2702550

The results of the successful bids are all available to view on the Home Point website

3.4 Determining your banding

If you are eligible to be registered your application will be prioritised within the register. This is based on how urgent a need to housing is, based upon the reasonable preferences. This policy has 3 bands only:

1. **Green band** – those who have an extreme need to be housed.
2. **Amber band** – those with a need to be housed or moved.
3. **Red band** – those with a need to be housed or moved but are restricted within the register due to:
 - Anti-Social Behaviour (ASB)
 - Current or former outstanding rent arrears,
 - Debt with the local authority or;
 - Those who have deliberately worsened their circumstances due to their behaviour.

Those applicants meeting one or more of the points listed within Red band **will be given reduced preference** until they can evidence a change in behaviour and/or a commitment to address arrears/debt that will satisfy the individual Housing Associations allocating accommodation.

*Reasonable Preference numbers 1 -5 as listed within section 1.3 of this policy.

1. Green Band

Criteria (Reasonable Preference number*)	Guidance
Care leaver (former 'Relevant Child' as defined by the Children Leaving Care Act 2002) (4)	Where a young person who has been looked after, fostered or accommodated and has had a duty of care accepted by Social Care in Herefordshire and is ready for independent living, with a support package in place where appropriate.
Social care referral (4).	Social Care may determine that there is an urgent need to obtain alternative accommodation for a household. They will only be awarded in these circumstances where the referral is agreed jointly by Herefordshire Council's Assistant Director Homes and Community Services and the Head of Social Care Children's Services or the Head of Social Care Adult Services.
Move on from specialist or supported accommodation (4).	Where applicants have been assessed as ready, by the housing provider, to move into settled accommodation as part of an evidenced planned move. The agreement between Herefordshire Council and the supported housing provider will require that, where appropriate, arrangements will be made for ongoing post tenancy support.
Those living in poor housing conditions that pose an on-going and serious threat to health or safety (3).	Applicants living in residential premises determined by Herefordshire Council (or a partner organisation commissioned to act on its behalf) as presenting category 1 hazard(s) under Part 1 of the Housing Act 2004 that cannot reasonably be addressed by the person in control within 6 months of assessment.
Verified high medical need where a move will improve or prevent deterioration of a condition that is directly affected by their housing (4).	<p>A move is needed to have a positive effect on their medical condition, or where as a result of their medical condition their current accommodation is not suitable to their needs or cannot be adapted to support their needs.</p> <p>A recommendation for an applicant to be placed within this category will only likely to be made when all options to improve their current accommodation have been exhausted.</p>
Severe overcrowding - needing 2 or more additional bedrooms (3).	Having regard to the Welfare Reform Act 2012, investigations will be made to validate the need for additional bedrooms by making further enquires and contacting the landlord and Herefordshire Councils benefits section. Assessment will be based on the principles detailed in the bedroom allocation criteria section of this policy.
A current housing association	Checks will be made with the landlord concerned to validate the

tenant is under-occupying by one or more bedrooms or is applying to downsize, particularly as a result of the Welfare Reform (4).	application by reference to the HA's own lettings criteria and ensure the property is situated within Herefordshire and would be suitable for re-letting.
A current housing association tenant is residing in an adapted property and no longer requires these adaptations and is applying to move.	In order to assist people being housed appropriately, those who no longer need an adapted property of which they are currently residing will be allocated a Green banding in order to make the best use of current stock.
Homeless from home	This includes applicants who remain at their home/previous address resulting from a good will payment.
Have been served with a Notice to Quit	A formal statement shows proof that the applicant's current accommodation is coming to an end.
Special Cases	<p>A Special Cases Panel consisting of representatives nominated by the Home Point Partnership has the discretion to accept applicants onto the Green band in exceptional circumstances where they are satisfied that although the applicant does not fall within any of the registration and/or the reasonable preference criteria, their needs are sufficient to justify a Green banding.</p> <p>Applicants under Multi Agency Public Protection Panel Arrangements (MAPPA) may be dealt with through this panel.</p> <p>Referral of existing tenants to the Special Cases Panel can only be made where it is considered that a management transfer is not an appropriate / available response by the landlord. Such cases should be dealt with by the current housing association and referral to the Special Cases panel should be made in the last instance.</p>

2. Amber Band	
Criteria (Reasonable Preference number*)	Guidance
Overcrowding - needing 1 additional bedroom (3)	Subject to verification by either a home visit or information from landlord and/or Herefordshire Council Benefits department. Assessment will be based on the Bedroom Allocation Criteria set out in this policy.
People who need to move to a particular locality within the district to avoid hardship to themselves and others. (5)	This would include, for example, a person who needs to move to a different locality in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity.

Medical grounds	For example, this may include the need to move to a ground floor property due to medical issues. Applicants must be able to evidence support from an external statutory agency for such a move.
Agricultural tied accommodation (5)	The Rent (Agriculture) Act 1976 requires a local housing authority to use their best endeavours to provide accommodation for a qualifying displaced agricultural worker. Section 27 of the 1976 Act requires the authority to be satisfied: i) that the dwelling-house from which the worker is displaced is needed to accommodate another agricultural worker; ii) that the farmer cannot provide suitable alternative accommodation for the displaced worker; and, iii) that they ought to re-house him or her in the interests of efficient In reaching a decision, the authority may have regard to the advice of an Agricultural Dwelling-House Advisory Committee (ADHAC). The role of an ADHAC is to provide advice on the question of whether the interests of efficient agriculture are served by the re-housing of the worker, and on the urgency of the application. If the authority is satisfied that the applicant's case is substantiated, it is their duty under S.28 of the 1976 Act to use their best endeavours to provide suitable alternative accommodation for the displaced worker.
All homeless people as defined in Part 7 of the Housing Act 1996	The Housing Act 1996, part 7 (S175) states that a person is homeless if he has no accommodation available for his occupation which he is: (a) Entitled to occupy by virtue of an interest in it or by virtue of an order of a court, (b) Has an express or implied licence to occupy, or (c) Occupies as a residence by virtue of any enactment or rule of law giving him the right to remain in occupation or restricting the right of another person to recover possession. A person is also homeless if he has accommodation but- (a) He cannot secure entry to it, or (b) It consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where he is entitled or permitted both to place it and to reside in it. (c) A person shall not be treated as having accommodation unless it is accommodation which it would be reasonable for him to continue to occupy.
People who are owed a duty under the Housing Act 1996.	This includes applicants who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any housing authority under s.192(3).

Rural Localities (where an existing S106 applies)	Applicants who are bidding for properties which are subject to a Section 106 (Town and Country Planning Act 1990) agreement and the applicants is able to evidence that they meet all of the necessary requirements, for example, where there is evidence that the applicant has a local connection to the specific parish/village.
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3. Red Band

Criteria (Reasonable Preference number*)	Guidance
Where an applicant is found to be intentionally homeless, under Part 7 of the Housing Act 1996.	<p>Following an investigation, Herefordshire Council may find an applicant to be intentionally homeless if s/he has deliberately done/not done something as a consequence of which s/he has lost accommodation that was available and reasonable for them to continue to occupy.</p> <p>Once made, a finding of intentionality stands until the applicant has had a period in settled accommodation or experienced a significant change in his/her life circumstances.</p>
Applicants with a history of on-going anti-social behaviour	<p>Where it is known that an applicant (or member of the household) has previously lost accommodation through their own actions. This would include, but is not limited to:</p> <ul style="list-style-type: none"> • those who have been previously evicted from affordable HA for nuisance behaviour or for using the premises for unlawful purposes; • those who are, or have been, subject to anti-social behaviour orders or injunctions for anti-social behaviour • those who have been convicted of criminal offences that involve behaviour linked to their accommodation – such as assaults on neighbours, serious anti-social behaviour, drug dealing from the premises or storing stolen goods on the premises (this is not an exhaustive list). <p>Those applicants who can evidence that they have addressed and changed their behaviour will be reassessed and may move up to the appropriate banding.</p> <p>Applicants should note that some Housing Associations may apply a 2 year ban in relation to Anti-Social Behaviour.</p>
Applicants with outstanding current rent arrears.	<p>This will be assessed at the point when the applicant's priority is being assessed unless new information comes to Home Points attention after their initial assessment.</p> <p>Home Point will consider any new application and if they are satisfied that appropriate action has been taken by the applicant to address the arrears and can evidence their commitment to a repayment plan over a period of at least 13 weeks, they will decide if the qualification criteria have been met. Applicants who can evidence this will move up to the appropriate banding and continue to pay. Failure to</p>



	continued payments once in amber/green will result in being reallocated into the Red band.
Applicants who have an outstanding debt to the local authority and are making no effort to pay it back.	Where it is determined that an applicant owes the local authority debt/loans they will be allocated into Red band until it can be evidence their commitment to a repayment plan over a period of at least 13 weeks and this continues.
Those who have deliberately worsened their situation.	Where it is found that an applicant has deliberately worsened their own situation e.g. poor behaviour, will have reduced preference and not be able to bid for a property for a period of 12 months from placement into the red banding.

3.5 Bedroom criteria

The size of the property that an applicant is able to place a bid will depend upon the household's size and circumstance. Herefordshire Council takes on board the view that the bedroom standard is an appropriate measure of overcrowding for allocation purposes, and recommends that all Housing Associations in Herefordshire should adopt this as a minimum. The bedroom standard allocates a separate bedroom to each:

- married or cohabiting couple
- adult aged 21 years or more
- pair of adolescents aged 10-20 years of the same sex
- pair of children aged under 10 years regardless of sex.

Home Point Bedroom standard for rental			
Household make up:	Suitable property size		
	1 Bed	2 Bed	3 Bed
Single person (where they are in receipt of housing benefit, affordable accommodation such as a bedsit will be sought)	✓		
Couple without children	✓		
Parent(s) & 1 child Applicant is pregnant (25 weeks onwards)		✓	
Parents(s) and 2 children of the same gender aged between 10 and 20.		✓	
Parent(s) and 2 children regardless of gender aged 0 to 9.		✓	

Parent(s) and 2 children same gender 0 to 9.			
Parent(s) and 3 children 2 of the same gender aged between 10 and 20 and plus 1 other child.			
An extra bedroom may be allocated for those who need an overnight carer(s) subject to sufficient evidence provided and Housing Benefit has been agreed and confirmation provided.			

The table will, in general, relate to market and city areas due to high level availability of stock. However, in rural areas due to limited availability of stock and where two bedroom accommodation has been built for long term sustainability, under occupancy for two bed accommodation in these rural areas may be permitted for single households and where the housing association is satisfied that affordability permits.

Assessments will be undertaken by HA. The bedroom allocation criteria is compatible with the Welfare Reform Act 2012 which will ensure that where possible those on housing benefit can afford the property they wish to rent and will therefore help prevent the applicant from getting into any financial difficulties with rent arrears.

3.6 Allocation of Accommodation

The Housing Associations, **not Home Point**, allocate accommodation based upon their own criteria. It is possible that common approaches have been agreed but some details may vary. Home Point uses this policy to nominate eligible households to Housing Associations.

Home Point partners reserve the right to withhold properties from the Home Point choice-based scheme when the property has been specifically built or converted for an applicant with an identified medical need/s or when needed for urgent management reasons, which could include:

- temporarily accommodating another tenant whilst urgent repairs are carried out to their home
- public safety considerations under Multi Agency Public Protection Panel recommendations
- witness protection
- providing an immediate move to protect the safety of an existing tenant.

This is not intended to be an exhaustive list. These properties will normally still be advertised by Home Point, but the advertisement will state that the property has been “withheld by the landlord”.

Where a property has been adapted; is suitable for those with medical needs; is a sensitive let or has a local lettings plan in place; HAs may advertise and give preference to the most suitable applicants.

When a property is allocated by the HA, notification will be given on the Home Point website identifying the preference band of the successful applicant and the number of bids received for that property.

Home Point Partners reserve the right to offer a direct match of accommodation, in some circumstances, to ensure best use of housing stock to meet the housing needs of the applicant, or existing tenant. Examples may include, but are not limited to:

- Supported accommodation move on
- As directed by the special cases panel
- Those wishing to downsize
- Adapted properties which meet particular needs of a household.

From time to time the Home Point Partnership Board can agree to prioritise categories to enable best use of housing stock. This may include housing associations allocating accommodation to specific bands of applicants.

Housing Associations reserve the right to advertise properties for specific criteria within a given band to better meet the needs of the community and make best use of stock.

Amendments under the Localism Act 2011 to Part VII of the Housing Act 1996 now gives authorities the power to end the main homelessness duty with an offer of suitable private rented accommodation, without requiring the applicants consent. Where it is suitable and appropriate to do so an offer of private rented accommodation will be made.

If it is decided that an affordable property is more suitable for the applicant, where a successful bid is made for a property the applicant will be notified of this and, subject to rights of review under Part VII of the Housing Act 1996, this will constitute an offer of housing under Part VI as a discharge of the Council's homelessness duty. Should the applicant be refused by the HA under their allocations criteria, the homelessness duty will not be discharged and they will remain eligible for a further offer. If a suitable offer is refused the homelessness duty will be discharged and they will be reallocated into the Red band.

3.7 Waiting Time

Prioritisation within each banding will be based on the length of time that need has been assessed or date of registration if need hasn't changed over time. Waiting time will begin from the date of registration, at which point appropriate evidence has been assessed and will continue until the need changes.

If the need changes the applicant must inform Home Point who will then reassess and reband accordingly. If an applicant is moved up into a higher band (following assessment) then the date they moved into that band will be their new waiting time. Please note it can take up to four weeks to assess a banding, from the date Home Point are notified of the change in need.

If after reassessment the applicant remains in the same band then the date they were registered will continue.

Please note that a new waiting time start date will apply if an applicant is taken off the register, due to review or housing need has stopped, and reapplies when a housing need arises.

3.8 Local Letting Plans

Local letting plans may be used to achieve a wide variety of housing management and policy objectives. For example, to deal with concentrations of deprivation, to create more mixed communities by setting aside a proportion of properties for applicants who are in employment or to enable existing tenants to take up an offer of employment. These will be agreed in writing by the local authority and reviewed regularly to ensure the arrangements are still required.

3.9 Why are some properties only available under Section 106?

Some properties may be restricted under agreements within the Section 106 of the Town and Country Planning Act 1990 (as amended).

For rural affordable housing schemes, such as those built on rural exception sites, the Section 106 will include clauses to ensure that the homes remain affordable in perpetuity to meet local identified households' needs now and in the future. They will be allocated to people with a local connection through the local authorities housing register managed by Home Point.

These properties will require a local connection to the parish / town where they are developed. If there are empty properties and no one with a local connection exists they will then be advertised to households in the cascading parishes. It will always state within the property advertisement where a S106 applies. It is recommended that the HA is contacted directly for specific information on each property.

SECTION 4: ENSURING EQUALITY

Herefordshire Council is committed to effectively serve all members of the community to ensure that all strategies and policies consider all groups and sections of Herefordshire's communities. Herefordshire Council have signed up to the Herefordshire Equality and Human Rights Charter and recognise that some people may experience discrimination and be disadvantaged because of their individual characteristics or social identity, including (but not limited to) their race, disability, gender, age, religion or belief, sexual orientation, gender reassignment, marriage or civil partnership.

This policy seeks to address the imbalance between those who can and cannot access housing on the open market by specifically targeting groups of people who are disadvantaged for any reason.

Equality and diversity issues will be considered when working with partners to implement this policy, in order to ensure that no group is excluded and to make certain that those who are most in need of help and support, are taken into account.

Herefordshire Council expects all HAs to ensure that they follow the Equality Act 2010 and have their own Equal Opportunities policies available.

Under the Equality Act 2010, local authorities have a legal duty (the Public Sector Equality Duty) to pay due regard to:

- Eliminate unlawful discrimination, victimisation and harassment.
- Promote equality with regard to the protective characteristics
- Promote good relations.

The law requires that due regard is demonstrated in any decision making process. The following sections detail how equality is ensured including the appeals procedure every applicant is entitled to follow if they feel they are dissatisfied with any decision made.

4.1 Review of Applicant

To ensure the register is accurate and up to date, all applicants will be reviewed annually (on the anniversary of their initial registration date) and will be asked to ensure that the information held reflects their current circumstances. If an applicant has not bid on a property within the last 12 months and/or they do not respond to the correspondence to update their records, it will be considered that they are no longer in need of accommodation and consequently will be taken off the Home Point register. Any applicant has a right to make an appeal if they are unhappy with their details being removed.

4.2 Appeals and complaints

All applicants have the right to information about decisions which are taken in respect of their application. Any applicant has a right to make an appeal if they are unhappy with any decision made regarding their registration by Home Point, for example a banding decision or a decision to exclude them from the register.

4.2.1 Registration and nomination

With regard to registration and nomination decisions made by Home Point, the applicant should appeal in writing and submit the appeal to Herefordshire Council. An applicant can appoint an advocate and once appointed Herefordshire Council will deal directly with that advocate. The appeal will be dealt with by a senior officer not involved in the original decision.

There are two stages to the appeal process:

Stage 1

The appeal must be made in writing within 21 calendar days of the date of the decision letter, stating the grounds for the appeal. The appeal will be considered and a decision will normally be given within 21 calendar days. In complex cases it may not be possible to give a decision in 21 days and it may take longer. Where this is the case the applicant/advocate will be notified in writing prior to expiry of the 21 day period.

Stage 2

If the applicant is unhappy with the decision made, they may request that a further review be carried out by the Home Point Board of Management (or their nominated representative). This request must be made in writing within 14 calendar days of the date of the stage 1 decision. A decision will normally be given in 21 calendar days, subject to extension where necessary.

If the applicant remains unhappy with the outcome of the appeal, the applicant may make a complaint to the Local Government Ombudsman.

4.2.3 Homeless Application

If an applicant is unhappy with a decision that has been made on a homeless application (made under Part 6 of the Housing Act 1996) or relating to the suitability of housing that has been offered via Herefordshire Council Housing Solutions Team, they have a right to seek a review of the council's decision. You must request your review within 21 calendar days of being notified of the council's decision and you have a right to seek advice and assistance from an advice centre or solicitor for help with putting your case for review.

Where you have been offered housing and wish to seek a review of the suitability you have a right to both accept the offer and request a review.

4.3 False statement and withholding information

This policy falls within the provisions of Part 6 of the Housing Act 1996. Section 171 of the Act states:

(1) A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part –

(a) he knowingly or recklessly makes a statement which is false in material particular, or

(b) he knowingly withholds information which the authority has reasonably required him to give in connection with the exercise of those functions.

Home Point Herefordshire is the local housing authority's mechanism for discharging its functions under Part 7 of the Housing Act 1996 (as amended). Consequently where section 171 applies, Herefordshire Council may bring a prosecution.

Where false information is found to have been given, the applicant may also be excluded from registration with Home Point, and where false information has resulted in the applicant obtaining accommodation, the relevant HA may bring possession proceedings for recovery of the property.

SECTION 5: GOVERNANCE ARRANGEMENTS

The Home Point Partnership Board will monitor the implementation of this Housing Allocations Policy and will be proactive in monitoring its effects.

Herefordshire Council will review this policy on an annual basis in order to ensure that it continues to address the needs of all communities across Herefordshire, with the first review to be undertaken and published xxxxxx 2014 (depends on implementation date)

Any changes that are made to this document, resulting from its annual review, will be implemented following a 28 day consultation period with all partner HA's.

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SECTION 6: GLOSSARY AND DEFINITION OF TERMS

TERM	DEFINITION
Accommodation of Choice	Residence is not a person's choice if it is the consequence of being detained in prison or in hospital under the Mental Health Act.
Affordable Housing	<p>Housing provided at below market prices and allocated on the basis of need to people who live or work in Herefordshire or need to move to Herefordshire to receive/provide support and who are unable to purchase or rent houses generally available on the open market without financial assistance, as their only home.</p> <p>For further definitions of affordable housing please visit: http://www.herefordshire.gov.uk/housing/36077.asp</p>
Allocation Policy	Under the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011), every local housing authority in England must have an allocation policy for determining priorities and detailing the procedures that are to be followed in allocating housing. This policy document describes the criteria that Herefordshire Council uses to register and prioritise applications for affordable housing in Herefordshire.
Bedroom Standard	<p>The bedroom standard allocates a separate bedroom to each:</p> <ul style="list-style-type: none"> • married or cohabiting couple • adult aged 21 years or more • pair of adolescents aged 10-20 years of the same sex • pair of children aged under 10 years regardless of sex.
Bidding for a property	Your way of telling Home Point that you would like to live in a property. You can specify your bid of interest by telephone, internet or by visiting one of the Partner offices
Category 1 hazard	Category 1 hazards are typically those that are deemed more likely to occur than normal and would typically result in serious harm.
Choice-based lettings	A scheme that gives all applicants a greater degree of choice when applying for a home.
Eligibility	This term is used to confirm acceptance or qualify to be chosen/accepted.
Equality Act 2010	<p>The law requires that 'due regard' is demonstrated in the decision making process. Proposed changes to policies procedures and practice, is a way of 'due regard' can be demonstrated and we need to ensure the needs and the rights of different members of the community (the equality groups). The protected groups are:</p> <ul style="list-style-type: none"> • Age • Disability

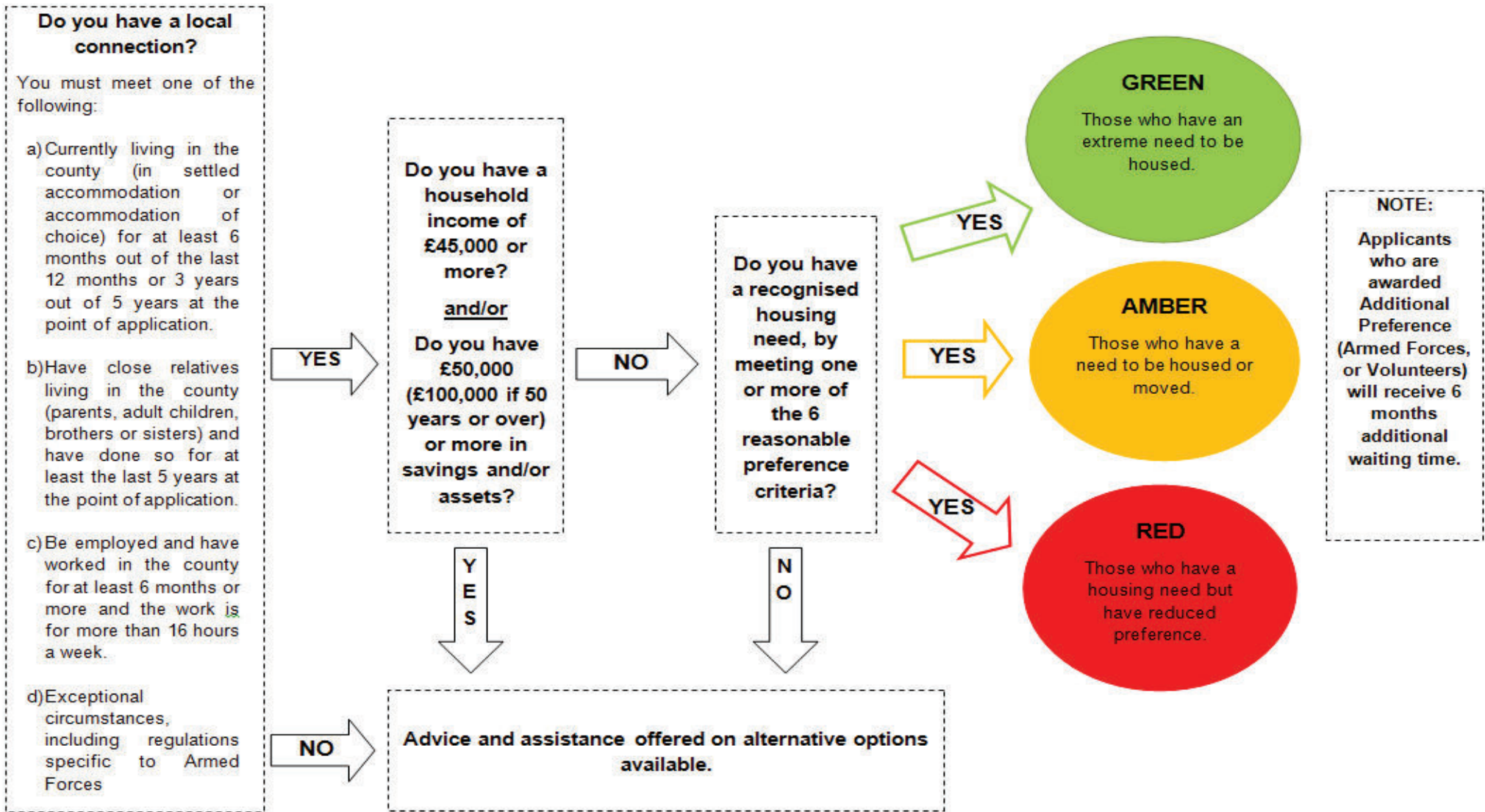
	<ul style="list-style-type: none"> • Gender • Reassignment • Marriage and Civil Partnerships • Pregnancy and Maternity • Race • Religion or Belief • Sex • Sexual Orientation.
Regular Forces	[Insert definition]
Reserved Forces	[Insert definition]
Home Point	The name of the choice-based lettings scheme in Herefordshire.
Housing Act 1996	An Act to make provision about housing, including provision about the social rented sector, houses in multiple occupation, landlord and tenant matters, the administration of housing benefit, the conduct of tenants, the allocation of housing accommodation by local housing authorities and homelessness; and for connected purposes.
Homelessness Act 2002	<p>The Homelessness Act 2002 made amendments to the Housing Act 1996 and also placed a duty on Local Authorities to review homelessness and to produce a homelessness strategy.</p> <p>For more information on these acts please see www.legislation.gov.uk</p>
Housing Associations (HA)	Housing Associations are not for profit organisations that essentially landlords are providing affordable housing. Housing Associations can also be known as Registered Providers, Affordable Housing Providers or Registered Social Landlords.
Housing need	Households are deemed to be in need if they are lacking their own housing or living in housing which is inadequate or unsuitable and are unlikely to be able to meet their needs in the housing market without some assistance.
Localism Act 2011	<p>The act aims to shift power from central government back to individuals, communities and councils. The Localism Act includes five key measures:</p> <ul style="list-style-type: none"> • Community Rights • Neighbourhood planning • Housing • General power of competence • Empowering cities and other local areas. <p>For more information please refer to: http://www.local.gov.uk/localism-act</p>
Mutual exchange	A swap of accommodation between two affordable housing tenants that relies on each tenant moving permanently into the other persons / tenants property.
Non-statutorily homeless	A term that refers to homeless people or households to whom local housing authorities do not have a duty to make an offer of permanent housing.
Person in	This may be the owner of the property, landlord, freeholder, letting agent.

control	
Private Landlord	Someone who owns or lets properties other than a council or housing association.
Reasonable Preference	<p>The Housing Act 1996 (as amended), requires Local Authorities to provide 'Reasonable Preference' in their Allocation Policy to people with high levels of assessed housing need these are defined as the following:</p> <ul style="list-style-type: none"> • All homelessness people as defined in part VII of the Housing Act 1996 (including those who are intentionally homeless and those not in priority need) • People who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65 (2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3), • People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions • People who need to move on medical or welfare grounds, including grounds relating to disability and; • People who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or others). The Communities and Local Government guidance defines this as 'a person who needs to move to a different locality in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity' (please see Allocation of accommodation: guidance for local housing authorities in England, p19).
Housing register	Is a list of households seeking affordable housing.
Section 106	A contract entered into by a local planning authority and an individual property developer under Section 106 of the Town and Country Planning Act 1990 under which the developer agrees to provide defined facilities, or contributions, as part of the proposed development. Such planning obligations are often used as a legally binding agreement between a local authority and developer to deliver affordable housing within a development including occupancy criteria.
Settled Accommodation	[Insert definition]
Shared ownership	A type of Affordable housing which enables a household to buy a share in a property and pay rent on the remaining share which is owned by a housing association. Usually the maximum share owned cannot exceed 80% of the property value.
Shortlist	A list of applicants that have expressed an interest in a particular property advertised through Home Point at the close of bidding.
The Homelessness (Suitability of Accommodation) (England) Order	<p>The Suitability of Accommodation (England) Order 2012 requires local authorities to put in place arrangements to ensure that private rented sector offer accommodation is suitable. The location requirements of the Order also extend to any accommodation secured under Part VII of the Housing Act 1996 (including temporary accommodation).</p> <p>http://www.legislation.gov.uk/ukxi/2012/2601/made or</p> <p>https://www.gov.uk/government/publications/homelessness-changes-in-the-</p>

2012	localism-act-2011-supplementary-guidance
Statutorily homeless	A term that refers to people or families to whom a local housing authority have a duty to make an offer of housing.
Welfare Reform Act 2012	<p>The Act legislates for the biggest change to the welfare system for over 60 years. It introduces a wide range of reforms that will deliver systems fairer and simpler by:</p> <ul style="list-style-type: none"> • creating the right incentives to get more people into work • protecting the most vulnerable in our society • delivering fairness to those claiming benefit and to the taxpayer.

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SECTION 7: ALLOCATIONS POLICY SUMMARY



APPENDIX 1: HOME POINT PARTNERS

The following are members of the Home Point Partnership, which operates under an agreement:

- Bromford Housing Group
- Festival Housing Association
- Guinness Hermitage
- Herefordshire Council
- Herefordshire Housing Ltd
- Kemble Housing
- Marches Housing Association
- Sanctuary Housing
- South Shropshire Housing Association
- Two Rivers Housing

Please note that this list is not exhaustive and does not include all providers who have housing stock within Herefordshire.

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APPENDIX 2: RURAL LOCALITIES

Please find listed below parishes/villages within Herefordshire where the population is below 3,000.

Source: 2011 Census, Office for National Statistics © Crown Copyright 2012

Abbey Dore; Bacton	Edwyn Ralph	Marstow
Aconbury; Little Birch	Eggleton; Stretton Grandison	Mathon
Acton Beauchamp; Evesbatch	Elton; Leinthall Starkses; Pipe Aston	Michaelchurch Escley
Adforton	Ewyas Harold	Middleton on the Hill
Allensmore	Eye, Moreton & Ashton	Moccas
Almeley	Eyton	Monkland & Stretford
Ashperton	Felton; Ocle Pychard	Mordiford
Aston Ingham	Ford & Stoke Prior; Newton (Leominster)	Moreton Jeffries; Much Cowarne
Avenbury	Fownhope	Moreton-on-Lugg
Aylton	Foy	Much Birch
Aymestrey	Ganarew; Whitchurch	Much Dewchurch
Ballingham; Bolstone	Garway	Much Marcle
Bartestree	Goodrich; Welsh Bicknor	Munsley; Pixley
Belmont Rural	Hampton Bishop	Newton (S Herefordshire)
Birley with Upper Hill	Hampton Charles; Hatfield & Newhampton	Norton Canon
Bishop's Frome	Harewood; Pencoyd; Tretire with	
Bishopstone	Michaelchurch	Norton
Blakemere; Tyberton	Hentland	Orcop
Bodenham	Hereford	Orleton
	Holme Lacy	Pembridge
Bosbury; Coddington	Holmer & Shelwick	Pencombe with Grendon
Brampton Abbots	Hope Mansell	Warren
		Peterchurch

Brampton Bryan; Willey	Hope Under Dinmore	Peterstow
Bredenbury	How Caple	Pipe & Lyde
Bredwardine	Humber	Preston Wynne
Breinton	Kenchester; Stretton Sugwas	Preston-on-Wye
Bridge Sollers; Byford; Mansell Gamage	Kenderchurch; Treville; Wormbridge	Pudleston
Bridstow	Kentchurch	Putley
Brilley; Huntington	Kilpeck	Richards Castle
Brimfield	Kimbolton	Ross Rural
Brinsop & Wormsley	Kings Caple	Ross-on-Wye
Brobury with Monnington-on-Wye; Staunton-on-Wye	King's Pyon	Sellack
Brockhampton; Whitbourne	Kingsland	Shobdon
Brockhampton with Much Fawley	Kingstone; Thrupton	Sollers Hope; Yatton
Bromyard & Winslow	Kington Rural; Lower Harpton	St. Devereux
Buckton & Coxall; Walford, Letton & Newton	Kington	St. Margarets
Burghill	Kinnersley; Sarnesfield; Letton	St. Weonards
Burrington; Downton	Knill; Rodd, Nash & Little Brampton; Titley	Stanford Bishop
Byton; Combe; Kinsham	Lea	Stapleton
Callow; Grafton	Ledbury	Staunton-on-Arrow
Canon Frome; Castle Frome	Leintwardine	Stoke Lacy
Canon Pyon; Dinmore	Leominster	Sutton
Clehonger	Leysters	Tarrington
Clifford	Lingen	Tedstone Delamere
Collington; Thornbury	Linton (Bromyard)	Turnastone; Vowchurch
Colwall	Linton (Ross)	Ullingswick
Cradley	Little Cowarne	Upper Sapey; Wolferlow
Craswall	Little Dewchurch	Upton Bishop
Credenhill	Little Hereford	Wacton
Croft & Yarpole	Little Marcle	Walford
Cusop	Llandinabo; Llanwarne	Wellington Heath

Dewsall; Haywood
Dilwyn
Dinedor
Docklow & Hampton Wafer; Grendon Bishop
Donnington; Eastnor
Dormington; Stoke Edith
Dorstone
Dulas; Llancillo; Rowstone
Eardisland
Eardisley
Eaton Bishop
Edvin Loach & Saltmarshe; Tedstone Wafer

Llangarron
Llanrothal; Welsh Newton
Llanveynoe
Longtown; Walterstone
Lower Bullingham
Lucton
Lugwardine
Luston
Lyonshall
Madley
Mansell Lacy
Marden

Wellington
Weobley
Westhide; Withington
Weston Beggard
Weston Under Penyard
Whitney-On-Wye
Wigmore
Willersley & Winforton
Woolhope
Yarkhill
Yazor

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Housing Allocations Consultation Results Table

The table below gives a brief overview of the consultation responses for the allocations policy and some proposed

NB: Headline figures only, the full report is available separately.

Question	Responses	Suggested response
1, When deciding who should be eligible to register for affordable housing should we take into account:		
Gross annual household incomes of £60,000 or more?	75% answered YES	Propose a limit is set, feedback suggested 60k too high. Suggest £45,000 Can still register but will operate a separate list for Low Cost Home Ownership for households with income of £45,000 or more. This is based on 2x average wage (approx.)
Substantial assets and savings of £60,000 or more?	74% answered YES	As above but suggest if over 50 years, £100,000 in assets/savings due to age and ability to get a mortgage. Those 49 years and below £50,000.
Ongoing history of anti social behaviour?	83% answered YES	Agree to accept to register as long as other criteria is met, but with lower preference.
An on going history of rent arrears?	70% answered YES	Agree to accept to register as long as other criteria is met, but with lower preference.
2, Should we take into account local connections?	84% answered YES	Agree - will be main theme for acceptance for registration.
Time lived in the county? If yes how long?	88% answered YES 26% answered 2-5 years 46% 6-10 years	Propose that this added as part of local connection eligibility in line with current legislation. Propose additional preference for those who have lived in the county for 6 years and above. It

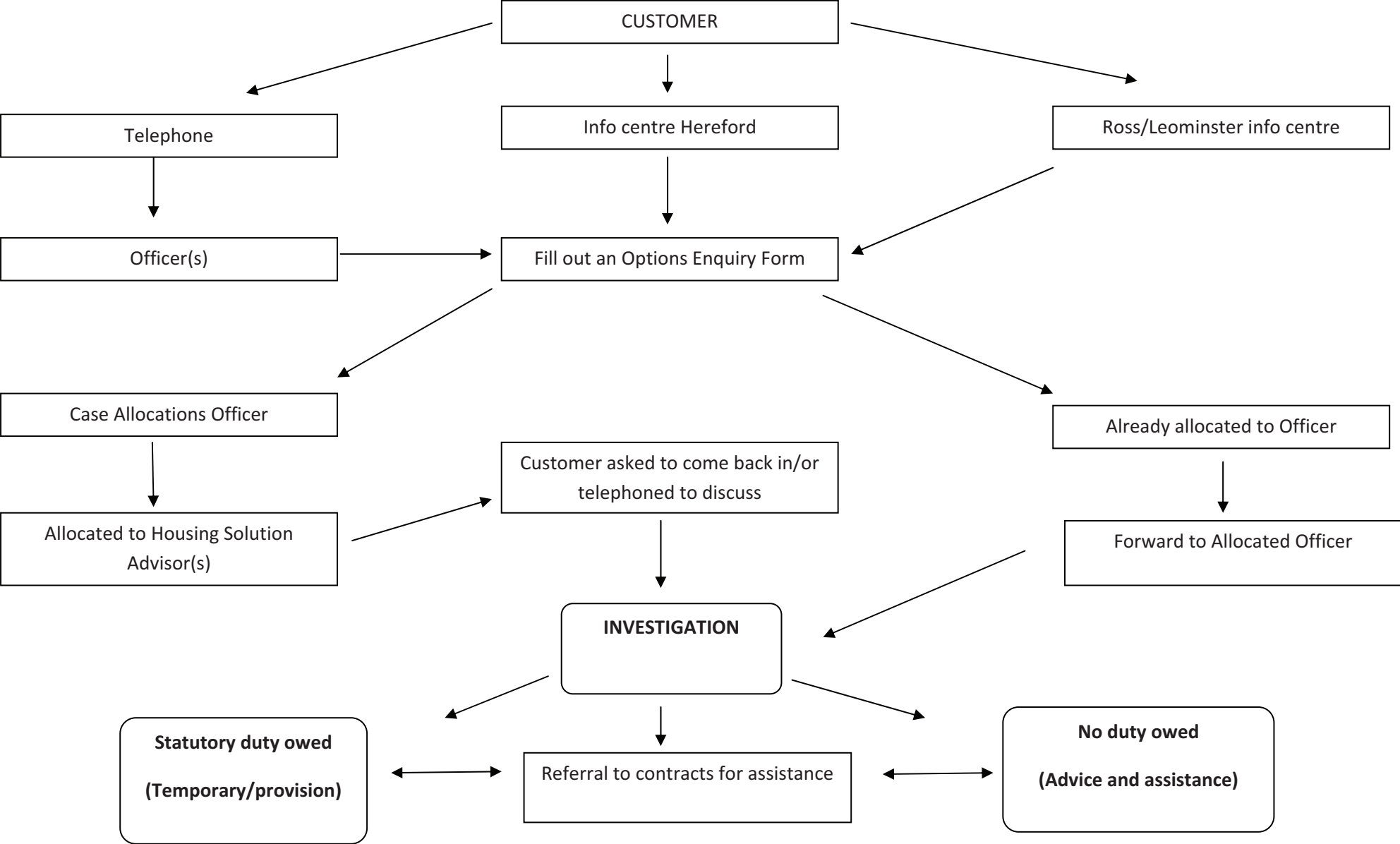
		was agreed to propose this additional preference in an additional 6 months on the waiting list.
Whether they are working in the county? If yes how long?	75% answered YES 44% (highest majority) answered 2-5 years	Propose that this is included in the local connection eligibility Due to current employment market this length of time would be difficult to defend if challenged.
Whether they have close family in the county?	73% answered YES	Propose that this is included in the local connection eligibility to include close family.
3. Should the following be given priority on the register?		
People in work living in the county?	79% answered YES	Propose that this is included in the local connection criteria. Giving those in work additional priority in the current employment market would be difficult to defend if challenged. Many people raised concerns about those unable to work for whatever reason and whether this was a fair to allow them additional preference. The subject of whether the tenant is working is proposed to be part of tenancy reviews under the Tenancy Strategy.
People who work in the county but live outside of the county?	49% answered NO 38% answered YES	Propose that this is also included with local connection eligibility by giving them the option to tick 1 or more of the local connection criteria.
People who volunteer within the county?	35% answered YES 49% answered NO	Many thought that this would be difficult to implement and monitor. Propose that this is not included in the revised

		policy.
People wanting to downsize to smaller accommodation?	66% answered YES 24% answered NO	Propose this goes in the top banding to offer incentives to downsize and free up larger home properties.
Do you think there are any other groups that should be given priority?	Out of the total who responded to this question (215) the top 4 responses included the below 13% disabled 8% Homeless 7% Armed forces 6% Households with Children	Accept – these groups will be picked up and included as part of the policy. Need to ensure that mental health is adequately picked up within the band criteria.
Any additional points made:		
Should be for local people	This is a consistent theme throughout the consultation and people wanting to see local connection within the policy.	Accept – propose a local connection eligibility to register criteria is set and also propose that additional preference will be given to those who have lived in the county for 6 months or more.
Length of time on the list	Some complaining that they have been on the list for years!	This is recognised and one of the purposes of reviewing the policy is to be realistic with people about their expectations. Assistance and advice will be given on alternative housing options available.
Armed Forces	Many agreed that we should support members of the armed forces, but in a fair way.	Accept – members of the armed forces will not be subject to the local connection criteria. It is proposed that where they have been given a valid section 21 notice to quit (including

		those who have been widowed) they will have additional preference and be allocated into Green Band.
Pregnancy and housing	Many comments from people expressing concerns that young women/girls get pregnant to get housing.	Concerns are noted. Work with partners to address these concerns/issues.

FLOWCHART

Housing - Seeking Advice and Assistance



MEETING:	GENERAL OVERVIEW AND SCRUTINY COMMITTEE
DATE:	13 May 2013
TITLE OF REPORT:	COMMITTEE WORK PROGRAMME
REPORT BY:	HEAD OF GOVERNANCE, MONITORING OFFICER/DRO

1. Classification

Open.

2. Key Decision

This is not a key decision.

3. Wards Affected

County-wide.

4. Purpose

To consider the Committee's work programme.

5. Recommendation(s)

THAT: the work programme as appended be noted, subject to any comments the Committee wished to make.

6. Key Points Summary

6.1 The Committee is asked to note its work programme and to note progress on current work.

6.2 At its meeting on 11 February 2013 the Committee agreed that the Chairman and Vice Chairman should review the committee work programme with a view to recommending items for the next 6 months and priorities for the next 12 months for policy development. The Chairman and Vice Chairman now meet on a regular basis to consider the programme and a revised programme is appended for consideration. Further meetings will be held to further review the programme. Should Committee Members become aware of issues please discuss the matter with the Chairman; Vice Chairman and the Scrutiny Officer.

7. Alternative Options

7.1 It is for the Committee to determine its work programme as it sees fit to reflect the priorities facing Herefordshire. Any number of subjects could be included in the work programme. However, the Committee does need to be selective and ensure that the work programme is

Further information on the subject of this report is available from Paul James, Democratic Services Officer on Tel: (01432) 260460

focused on the key issues, realistic and deliverable within the existing resources available.

8. Reasons for Recommendations

- 8.1 The Committee needs to develop a manageable work programme to ensure that scrutiny is focused, effective and produces clear outcomes.

9. Introduction and Background

- 9.1 An outline work programme is appended for this meeting. This is because the programme is under continuous review.

10. Key Considerations

- 10.1 The work programme needs to focus on the key issues of concern and be manageable allowing for urgent items or matters that have been called-in.

11. Community Impact

- 11.1 The topics selected for scrutiny should have regard to what matters to the County's residents.

12. Equality and Human Rights

- 12.1 The topics selected need to have regard for equality and Human rights issues.

13. Financial Implications

- 13.1 The cost of the work of the Scrutiny Committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

14. Legal Implications

- 14.1 The Council is required to deliver an Overview and Scrutiny function.

15. Risk Management

- 15.1 There is a reputational risk to the Council if the Overview & Scrutiny function does not operate effectively. The arrangements for the development of the work programme should help mitigate this risk.

16. Consultees

- 16.1 Following initial consultations on topics for scrutiny with Directors and Members of the Cabinet, all members of the Council were invited to suggest items for scrutiny.

17. Appendices

- 17.1 An outline work programme for the Committee.

An update on the Task & Finish reviews.

Executive Rolling Programme (as at the time of going to print).

18. Background Papers

18.1 None identified.

GENERAL OVERVIEW AND SCRUTINY COMMITTEE

ITEMS IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME

DRAFT WORK PROGRAMME

Tuesday 18 June 2013 at 5.00pm	
Local Development Framework/CIL	To consider the results of the LDF/CIL consultation prior to consideration by Cabinet.
Monday 8 July 2013 at 10.00am	
Music Service	Agreed in July 2011 to review after 2 years. To receive an update on how the service is performing since the reconfiguration of the Service in 2011 including accessibility to the service; perapetetic links to the schools and school results.
Budget Monitoring	To consider the Executives response to the Council's budget position.
Implications for Scrutiny following the Francis Inquiry Report	To consider the implications for scrutiny following the Francis Inquiry Report – Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry.
Tuesday 3 September 2013 at 5.00pm	
Waste Contract update	To receive an update on the Waste Contract prior to consideration by Cabinet
Monday 7 October 2013 at 10.00am	
Root and Branch Reviews - Update	To receive an update and consider progress as it relates to this Committee.
Task & Finish – Income & Charging - Projected additional Income	O&SC 19 March 2012 added to the T&F Report that a report be made in Oct 2013 setting out how much of the projected additional income had been achieved and reviewing the intended and unintended consequences of new/additional charges.

Monday 11 November 2013 at 10.00am	
Monday 9 December 2013 at 10.00am	

The following issues have been identified for consideration but not scheduled:

Corporate Delivery Plan & Performance Monitoring
Performance Report on Hoople
Performance Report on Waste Management
Broadband
Document control and information including the website;

Previously the agenda included a schedule of suggestions for scrutiny made by the public. As the majority of those suggestions related to the Local Transport Plan and/or Local Development Framework the issues raised have been logged and will be raised when the subject comes before the Committee.

REVIEWS IDENTIFIED FOR FEASIBILITY STUDY	
Proposed Review	Status
Free Schools	The Chairman has requested information concerning free schools and will decide whether a review is required. The Chairman is monitoring the situation.
Legal Services	Feasibility Study complete. Scoping to be confirmed. 25.3.13 Chairman, Vice Chairman and Cllr Brig P Jones CBE met with Corporate Statutory Services Manager and officers to discuss possible issues for a review. Having discussed concerns and heard how the Legal Service is now on a more business footing and that measures are now in place to monitor budgets and cases it has been decided not to undertake a Task & Finish Review. The Committee on 8 April requested that a similar follow up meeting be held in 3 months to ensure that progress was being made.
Governance & Management of Joint Ventures/Partnering Arrangements –	Feasibility Study complete. Scoping to be confirmed The Scrutiny Officer is in discussion with relevant officers regarding a future substantial item for Committee regarding the commissioning of services.
Accommodation Strategy	Feasibility Study complete. Scoping to be confirmed.
Financial Support to the Arts	The Chairman suggested this review at the Committee on 10 December 2012. Scoping of the review is at very early stages. The Chairman and Cllr Swinford are considering the scope for a possible review prior to seeking information from the Cultural Services Manager. The Scrutiny Officer is working up a scoping statement for consideration.
Review the Council's Communication Policy	This review was suggested at the Committee on 10 December 2012.
Monitoring the Council's 'Public Services Vision'	This review was suggested at the Committee on 10 December 2012. This relates to the vision contained in the Corporate Plan 2013/15 reported to Council 23 November 2012.

<p>Council Procurement Policy and Local Business and Local Employment (Further Review)</p>	<p>The Committee on 10 December decided to undertake a further short review to investigate a number of concerns arising from the update.</p> <p>The Chairman of the Committee has sought further information on the Proactis system which was identified at the December meeting as being of concern and he will then decide whether the concerns are still warranted or whether to reform the T&F Group.</p> <p>14 February 2013 - The Chairman together with Cllr Atkinson and Cllr GA Powell met with the Head of Commercial Services on 14 February. While they were disappointed that the recommendations arising from the review had not been progressed they appreciated the current problems in attracting staff to key posts in the Commercial Services Team. Having been appraised of the position concerning Proactis System the current concerns were allayed. Members will receive a further update in 3 months' time.</p> <p>Arising out of the meeting the Chairman has requested background information on how the Council is attracting personnel to key posts needed to drive forward the Council's savings and improvements across the Council.</p>
<p>Council's IT Strategy and Systems</p>	<p>Item identified at 1 February 2013. Initial feasibility work underway.</p> <p>The Scrutiny Officer is liaising with senior officers to undertake further work on the feasibility study.</p>

REVIEWS IN PROGRESS		
Review	Meetings	Comment

<p>Housing Allocations Policy and Effective Use of the Housing Stock</p>	<p>18/6/12 6/9/12 8/10/12 15/11/12 21/2/13 26/3/13 13/5/13</p>	<p>Consideration of background material. Met to discuss policy options. Discussion with representatives of Forces Consideration of further evidence prior to drafting of the report. Project continuing. Meeting to consider the draft policy being scheduled for March. Meeting to consider the draft report into the findings of the Group. Final report scheduled for May Scrutiny Committee. The findings of the Group are contained in this agenda.</p>
<p>Community Infrastructure Levy – draft policy for Herefordshire (Part 2)</p>	<p>- 6/2/13 18/3/13</p>	<p>The report of the T&F Group was considered by the Committee on 10 December and forwarded to the Executive for consideration. Arising from that review it was acknowledged that further work was needed. The Group will be recommissioned to undertake that work. The T&F Group met on 6 February to receive an update and consider the further work needed to fulfil its terms of reference. Discussion held with relevant Cabinet Members. Consideration now being given to possible findings from the review.</p>
<p>REVIEWS COMPLETED AND AWAITING RESPONSE FROM THE EXECUTIVE</p>		
<p>Review</p>	<p>Comment</p>	<p>None currently in this section</p>
<p>REVIEWS COMPLETED AND SUBJECT TO MONITORING OF THE EXECUTIVE ACTION PLAN</p>		
<p>Review</p>	<p>Comment</p>	<p>None currently in this section.</p>

Executive Rolling Programme: **May 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type: <ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 	Report Title	Purpose	Directorate and Lead Officer
Cabinet Member Portfolio – E&I	May 2013	Non Key	Car Park Charges Review 2013	To consider the annual review of car parking charges and determine the approach to charging for 2013/14	Places & Communities / Richard Gabb / Shane Hancock
Cabinet Member Portfolio – EH&PM	02/05/13	Non Key	Review of Publicity for Planning Applications – Neighbour Notification	To review the operation of the requirement to undertake the neighbour notification on planning applications	Places & Communities – Mike Willmont
Cabinet Member Portfolio - EH&P & FM	7/5/13	KEY	The Oval Estate, Newton Farm, Hereford	To agree the approach to land disposal and related provisions in support of the regeneration of the Oval Estate, Newton Farm.	Places & Communities, Richard Gabb
Cabinet Member Portfolio CS	9/5//2013	KEY	Enterprise Renewal Agreement (Microsoft/Open Source Solutions)	To seek cabinet member approval for the recommendation regarding the current enterprise solution. The current agreement is with Microsoft . The recommendations will be based on exploring the Microsoft solution alongside other open source solutions and will seek approval based on: a) Benchmarking based on current usage b) Recommendations on improvements that can be made to current usage c) Projected demand	Corporate Services; Jenny Lewis / Dominic Latham

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Cabinet Member Portfolio – E&I	9/5/13	Non Key	Dedicated Schools Grant Budget 2013/14		People's Services
Audit & Governance Committee	13/5/13	N/A	Amendments to the Planning Code		
Audit & Governance Committee	13/5/13	N/A	Internal Audit Progress Report		Corporate Services / David Powell
Audit & Governance Committee	13/5/13	N/A	Review of Complaints Policy	To consult A&G on the review of the policy	Corporate Services / Jenny Lewis
Audit & Governance Committee	13/5/13	N/A	Commercial Confidentiality	To provide the Committee with a briefing on commercial confidentiality	Corporate Services: John Jones
CABINET Portfolio -	16/5/13	KEY	Section 75 Partnership Agreement between Herefordshire Council and Herefordshire Clinical Commissioning Group	To approve the partnership agreement on behalf of the Council	People's Services / Chris Baird & Marie Seaton
CABINET Portfolio – FM	16/5/13	KEY	Service Budget Reductions and Future Financial Planning	To propose in year service changes for 2013/14 so that the Council remains within its overall funding envelope of £150.297m. The report also indicates the financial control process as well as the financial planning timetable for the next medium term plan covering 2014/15 to 2016/17.	Corporate Services / David Powell
Officer Decision People's Services	22/5/13	Non Key	Transfer of Costume Store		People's Services /
COUNCIL	24/5/13		Election of the Chairman and Vice Chairman		
COUNCIL	24/5/13		Election of the Leader of the		

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Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
			Council		
COUNCIL	24/5/13		Appointment of Chairmen to Citees		
COUNCIL	24/5/13	N/A	Allocation of Committee Seats		Corporate Services
COUNCIL	24/5/13		Appointment of Scrutiny Committees		
COUNCIL	24/5/13		Nominations to Outside Bodies		
COUNCIL	24/5/13		Programme of Meetings	To approve the programme of Ordinary Meetings of COUNCIL for the year	
COUNCIL	24/5/13		Constitution Amendments?		
Cabinet Member	30/5/13	KEY	Formal Consultation on the Closure of Whitbourne School		People's Services / Andy Hough

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GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – MAY 2013		
MEETING/ BRIEFNG DATE	ITEM	PURPOSE
13 May 2013	Major Re-procurements Governance Arrangements	Report to General Overview and Scrutiny Committee on the procurement process to provide formal opportunity for the committee to comment upon the process outlined at the April 22 briefing.
		O&SC PRE-DECISION PRIOR TO: A&G Committee Meeting Date Cabinet Council

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – MAY 2013		
MEETING/ BRIEFNG DATE	ITEM	PURPOSE
		O&SC PRE-DECISION PRIOR TO: A&G Committee Meeting Date Cabinet Council

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2 May 2013	Quality Accounts: Wye Valley NHS Trust West Midlands Ambulance NHS Trust ² Gether NHS Foundation Trust Work Programme	To consider the Quality Accounts	
2 May 2013	Work Programme	To consider the Committee's Work Programme	

Executive Rolling Programme: June 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
CABINET	13/06/13 Additional Meeting	KEY & EXEMPT	Future Contractual Arrangements	Future contractual arrangements to replace the Amey contract.	Places and Communities / Richard Ball / Rob Ewing
CABINET Portfolio – CM EH&P	20/6/13	KEY	Housing Allocations Adoption Policy	The Housing Allocation Policy describes the criteria that Herefordshire Council uses to prioritise affordable housing for those with a housing need. The Local Authority is using powers under the Localism Act 2011 which gives increased flexibility to review its policy to enable them to manage their housing registers which better reflects local demand, whilst still protecting the most vulnerable. To report the financial position for both Revenue and Capital.	Places and Communities / Richard Gabb
CABINET Portfolio – CM FM	20/6/13	Non Key	Budget Monitoring Report		Corporate Services / David Powell
CABINET Portfolio – CM CS	20/06/13	Non Key	Understanding Herefordshire Annual Report		Corporate Services / Jenny Lewis
CABINET Portfolio – CM CS	20/06/13	Non Key	2012/13 Year end report (Performance)		Corporate Services / Jenny Lewis
CABINET Portfolio -	20/06/13	Non Key	Review of Complaints Policy	To agree any changes to the policy in the light of the review	Corporate Services: Jenny Lewis

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
CABINET Portfolio -	20/6/13	KEY	Open Book Review of Residential and Nursing Home Fees for Older People	To approve the future pricing model for fee increases in the future.	People's Services / Kathy McAteer

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JUNE 2013

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
18 June 2013	Local Development Framework/CIL	To consider the results of the LDF/CIL consultation prior to consideration by Cabinet		

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JUNE 2013

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
7 June 2013				

Executive Rolling Programme: July 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
CABINET	4/7/13	B&PF	Local Development	To consider the revised LDF for adoption by Council	Places and

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Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Portfolio		*decision of Council - July requires 28 day notice	Framework & Community Infrastructure Levy		Communities / Yvonne Coleman
Audit & Governance Committee	5/7/13	N/A	Annual Audit Fee Letter and Plan		Corporate Services / David Powell
Audit & Governance Committee	5/7/13	N/A	Annual Governance Statement		Corporate Services / David Powell
Audit & Governance Committee	5/7/13	N/A	Annual Internal Audit Plan		Corporate Services / David Powell
Audit & Governance Committee	5/7/13	N/A	Audit and Governance Committee Work Programme		Corporate Services / David Powell
COUNCIL	19/7/13	N/A	Hereford and Worcester Fire and Rescue Authority Report		
COUNCIL	19/7/13	N/A	Leader's Report	To receive the Leader's report, which provides an overview of the Executive's activity since the last COUNCIL meeting.	
COUNCIL	19/7/13	N/A	Audit and Governance Committee Report including Standards Panel Report	To receive a report on standards case (Cllr Glenda Powell)	Corporate Services
COUNCIL	19/7/13	B&PF same as KD requires 28 day notice	Local Development Framework core strategy	To consider the revised LDF for adoption by Council	Places & Communities Andrew Ashcroft
COUNCIL	19/7/13	N/A	Electoral Review of Herefordshire	To receive a report on the Boundary Commission's final recommendations of the Electoral Review of Herefordshire	Corporate Services
COUNCIL	19/07/13	N/A	Appointment of Returning Officer & Electoral Registration Officer		Corporate Services John Jones
CABINET Portfolio – CM CS	25/7/13		Integrated Corporate Performance Report Q1		Corporate Services

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
CABINET Portfolio – CM FM	25/7/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
CABINET Portfolio -	25/7/13	Non Key	Local Account	To approve the Local Account relating to Adult Social Care Performance.	People's Services / Peter Sowerby
CABINET	25/7/13	KEY	Post 16 Learners with Learning Difficulties & Disabilities (LLDD) Review		People's Services
CABINET	25/7/13	KEY	Short breaks and Respite Procurement		People's Services
CABINET	25/7/13	KEY	Next Stage Integration – Wye Valley		People's Services
CABINET	25/7/13	KEY	Short Breaks		People's Services / Philippa Granthier
Cabinet Member	25/7/13	Non Key	School Transport Review		People's Services
Cabinet Members	25/7/13	KEY	Troubled Families Commissioning		People's Services / Philippa Granthier
CABINET MEMBERS CS & E&C	July 2013 (TBC)	KEY	Buttermarket Refurbishment	To establish if and how the Council wishes to fund the refurbishment of the Buttermarket and to clearly set out the options available in managing the delivery of the project should it progress	Places and Communities / Chris Jenner

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JULY 2013			
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&S PRE-DECISION PRIOR TO:
			A&G Committee Meeting Date Cabinet Council
8 July 2013	Music Service	Agreed in July 2011 to review after 2 years. To receive an update on how the service is performing since the reconfiguration of the Service in 2011 including accessibility to the service; peripatetic links to the schools and school results.	
8 July 2013	Budget Monitoring	To consider the Executives response to the Council's budget position.	

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8 July 2013	Implications for Scrutiny following the Francis Inquiry Report	To consider the implications for scrutiny following the Francis Inquiry Report – Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry.	
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HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JULY 2013			
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:
			A&G Committee Cabinet Council
11 July 2013	Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan	
11 July 2013	Strategic Plan for Delivering Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan (July 12)	

Executive Rolling Programme: **August 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	6/8/13	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 			

Executive Rolling Programme: **September 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
CABINET Portfolio CM MC	September 2013	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 			
Audit & Governance Committee	6/9/13	N/A	Waste Contract	Counter-fraud and Corruption Policies – Biennial Review	Places & Communities / Andy Tector Corporate Services / David Powell

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Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	6/9/13	N/A	Whistle Blowing Policy – Biennial Review		Corporate Services / David Powell
CABINET Portfolio – CM FM	19/09/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Cabinet Members	Autumn 2013	KEY	Re-commissioning of Family Support		People's Services / Philippa Granthier
Council	27/9/13				

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – SEPTEMBER 2013		
MEETING/ BRIEFNG DATE	ITEM	PURPOSE
3 September 2013	Waste Contract update	To receive an update on the Waste Contract prior to consideration by Cabinet

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – SEPTEMBER 2013		
MEETING/ BRIEFNG DATE	ITEM	PURPOSE

Executive Rolling Programme: **October 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	15/10/13	N/A			
CABINET Portfolio – CM FM	17/10/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – OCTOBER 2013

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
7 October 2013	Root and Branch Reviews - Update	To receive an update and consider progress as it relates to this Committee.		
7 October 2013	Task and Finish Group – Income and Charging - Projected additional income	Overview and Scrutiny Committee 19 March 2012 added to the Task and Finish Report that a report be made in October 2013 setting out how much of the projected additional income had been achieved and reviewing the intended and unintended consequences of new/additional charges.		

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – OCTOBER 2013

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
11 October 2013				