

# Selby District Council



## Agenda

Meeting: **Executive**  
Date: **Thursday 4 June 2015**  
Time: **4.00pm**  
Venue: **Committee Room**  
To: **Councillors M Crane (Chair), J Mackman (Vice Chair),  
C Lunn, C Metcalfe and D Peart.**

1. **Apologies for absence**
2. **Minutes**

The Executive is asked to approve the minutes of the meeting held on 16 April 2015 (pages 1 to 4 attached).

3. **Disclosures of Interest**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

Councillors should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not already entered in their Register of Interests.

Councillors should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Councillors should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the Councillor may stay in the meeting, speak and vote on that item of business.

If in doubt, Councillors are advised to seek advice from the Monitoring Officer.

**4. Start times of meetings.**

The Executive is asked to agree the start time of its meetings for the 2015/16 municipal year.

**5. Treasury Management – Annual Review 2014/15 – Key Decision**

Report E/15/1 outlines the Council's borrowing and investment activity (Treasury Management) for the financial year to 31 March 2015 and presents performance against the Prudential Indicators (pages 5 to 14 attached).

**6. Resourcing Plan Selby – Delivering the Ambition**

Report E/15/2 outlines the latest position on Plan Selby and outlines four additional posts that will be required to cover an intensive programme of work (pages 15 to 28 attached).

**7. Economic Development Commission**

Report E/15/3 recommends commissioning East Riding of Yorkshire Council to develop an action plan for economic development on behalf of Selby District Council (pages 29 to 33 attached).

**8. Scrap Metal Dealers Policy**

Report E/15/4 asks the Executive to approve the Scrap Metal Dealer Policy (pages 34 to 51 attached).

**9. Taxi Licensing Policy (Hackney Carriage and Private Hire Vehicles, Drivers and Operators)**

Report E/15/5 asks the Executive to reconsider the Taxi Licensing Policy following the Call In decision to refer the decision back to the Executive (pages 52 to 86 attached).

**10. Amendments to the Constitution**

Report E/15/6 asks the Executive to consider amendments to the Council's Constitution and refer them to Audit and Governance Committee prior to their consideration by full Council (pages 87 to 90 attached).

**11. York, North Yorkshire and East Riding Housing Strategy and Selby Action Plan 2015-21 – Key Decision**

Report E/15/7 asks the Executive to approve the York, North Yorkshire and East Riding Housing Strategy 2015-21 and to delegate the development of the Action Plan to the Head of Operations in consultation with the appropriate Executive Member (pages 91 to 143 attached).

**12. Selby Homelessness Strategy and Action Plan 2015-20 – Key Decision**

Report E/15/8 asks the Executive to approve the draft Selby Homelessness Strategy and Action Plan 2015-20 (pages 144 to 214 attached).

**13. Sale of Land at Barlby**

Report E/15/9 asks the Executive to approve in principle the sale of land at Barlby and to delegate authority to the Deputy Chief Executive to finalise the terms of sale in consultation with the Lead Member for finance and resources (pages 215 to 218 attached).

**14. Burn Gliding Club Lease**

The Executive are asked to receive a verbal update on the Burn Gliding Club lease.

**15. Executive Appointments to Outside Bodies**

Report E/15/10 asks the Executive to make the appointments to Outside Bodies. (pages 219 to 222 attached).

**Mary Weastell  
Chief Executive**

<b>Dates of next meetings</b>
<b>18 June 2015 - Executive Briefing</b>
<b>2 July 2015 Executive</b>

Enquiries relating to this agenda, please contact Palbinder Mann, Democratic Services Manager on:

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# Selby District Council



## Minutes

### Special Meeting of the Executive

Venue:	Committee Room, Civic Centre, Selby
Date:	16 April 2015
Present:	Councillor M Crane (Chair), Mrs G Ivey (Vice Chair) and C Lunn.
Officers present:	Chief Executive, Deputy Chief Executive, Executive Director (s151), Executive Director, Communities, Solicitor to the Council, and Democratic Services Manager.
Public:	0
Press:	0

NOTE: Only minute numbers 113 to 115 are subject to call-in arrangements. The deadline for call-in is 5pm on Tuesday 28 April 2015. Decisions not called in may be implemented on Wednesday 29 April 2015.

#### 110. Apologies for Absence

Apologies were received from Councillors J Mackman and C Metcalfe.

#### 111. Minutes

The Executive considered the minutes of the meeting on 5 March 2015.

#### RESOLVED:

**To approve the minutes of the meeting on 5 March 2015 for signature by the Chair.**

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**112. Disclosure of Interest**

There were no declarations of interest.

**113. Tour de Yorkshire Cycle Race**

Councillor M Crane presented the report which provided the Executive with an update on the plans for the Tour de Yorkshire Selby start on 2 May 2015 and which outlined the latest information on the various parts of the event.

Councillor M Crane explained that there had been a number of donations from private businesses who were sponsoring the cycle festival and that a number of local shops were taking part in window displays for the event. It was also explained that a number of different suggestions had been received for the event which were currently being taken forward.

Councillor M Crane explained that £100,000 would be allocated to the event however it was expected that not all the money would be needed because of funding received from sponsorships.

**RESOLVED:**

- i) **To note the plans for the Selby start of the Tour de Yorkshire cycle race.**
- ii) **To approve the allocation of £100,000 from the commissioning contingency for 2015/16 to the Tour de Yorkshire.**

**REASON FOR THE DECISION:**

To re-confirm the initial commitment to hosting the race by approving the allocation required.

**114. Better Together Programme – Progress Report**

Councillor M Crane presented the report, which provided the Executive with an overall update on progress with the Better Together Collaborative Programme.

Councillor M Crane reported that the Council had achieved savings as a result of the programme and were now looking to enter into a formal legal agreement.

The Chief Executive explained that the programme had been successful and had received additional funding from the Government. The Executive was informed that the majority of the additional funding would go into the customer and community work streams.

With regard to back office arrangements, the Executive were informed that the secondment arrangements for the finance trial had been agreed and that the Executive Director (s151) was now located at the County Council for part of the week.

Additionally, the Chief Executive explained that further work could be done with other district councils or external partners such as the Police.

**RESOLVED:**

- i) **To receive and endorse progress with the Better Together programme.**
- ii) **To delegate authority to the Chief Executive, after consultation with the Leader, to enter into a formal legal agreement with North Yorkshire County Council (NYCC) to secure the current and future arrangements and benefits of the collaboration.**

**REASON FOR THE DECISION:**

- i) To provide reassurance to Executive Councillors that the Better Together Programme is continuing to meet its objectives and deliver improved services to customers and efficiencies for both organisations.
- ii) To provide a sound legal and governance framework for future delivery of the project.

**115. Selby and District Housing Trust – Request to Amend Articles**

The Executive agreed to consider the above report as an urgent item because the matter had arisen due to a letter from the Selby and District Housing Trust, which was received after the dispatch of the Executive Agenda. It was noted that waiting to consider the contents of the letter at the next scheduled meeting of the Executive, in June 2015, might have an adverse impact upon an application for funding for affordable housing at a site at Riccall.

The Executive Director (s151) explained that the Selby and District Housing Trust had requested some changes to their articles of

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association following feedback from the Homes and Communities Agency (HCA) on the Trust's application for registered provider status. Most of the changes were minor but two were fundamental to the governance of the Trust – article 11 regarding the Council's approval to article changes and article 12 the appointment of Council Trustees to the Trust's Board. It was advised that these articles remain unchanged, but to support the Trust's application to become a registered provider, the Council send a letter of assurance to the HCA.

**RESOLVED:**

- i) To approve the minor amendments to the articles set out in Appendix A of the report with the exception of the removal of article 11 and the changes to article 12.**
  
- ii) To authorise the Chief Executive to send a letter of assurance to the Trust Board stating that, in support of the Trust's application for registered provider status the Council will not use its rights under articles 11 and 12 to fetter the requirements of the regulator (Homes and Communities Agency) and the Council will consult and have due regard to the needs of the Trust when making appointments to the Selby and District Housing Trust Board.**

**REASON FOR THE DECISION:**

To support Selby and District's application for registered provider status whilst safeguarding the use of public resources and assets.

The meeting closed at 4:30pm

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# Selby District Council

## REPORT

Reference: E/15/1

Public



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** Key Decision  
**Report Published:** 27 May 2015  
**Author:** Jodie Taylor – Lead Officer Finance  
**Executive Member:** Councillor C Lunn – Lead Member for Finance & Resources  
**Lead Director:** Karen Iveson, Executive Director (s151)

**Title:** Treasury Management – Annual Review 2014/15

### Summary:

This report reviews the Council's borrowing and investment activity (Treasury Management) for the financial year to 31 March 2015 and presents performance against the Prudential Indicators.

On average the Council's investments totalled £29.1m over the year at an average rate of 0.70% and earned interest of £213k which was £77k below budget. This shortfall was mitigated by in year revenue savings.

Long-term borrowing totalled £60.3m at 31 March 2015, with an average interest rate of 4.19%. £57.7m of long term borrowing related to the Housing Revenue Account (HRA). The Council had no short term borrowing in place as at 31 March 2015.

Prudential Indicators – the Council's affordable limits for borrowing were not breached during this period.

### Recommendations:

- i. **Councillors endorse the actions of officers on the Council's treasury activities for 2014/15 and approve the report.**



## Reasons for recommendation

**To comply with the Treasury Management Code of Practice, the Executive is required to receive and review regular Treasury Management monitoring reports including the annual review.**

### 1. Introduction and background

- 1.1 This is the final monitoring report for Treasury Management in 2014/15 and covers the period 1 April 2014 to 31 March 2015. During this period the Council complied with its legislative and regulatory requirements.
- 1.2 Treasury management in Local Government is governed by the CIPFA “Code of Practice on Treasury Management in the Public Services” and in this context is the management of the Council’s cash flows, its banking and its capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks. This Council has adopted the Code and complies with its requirements.
- 1.3 The Council’s Treasury Strategy, including the Annual Investment Strategy was approved by the Executive on 6 February 2014 and this incorporated the Prudential Indicators which had been approved by Council at its meeting on 25 February 2014.
- 1.4 The two key budgets related to the Council’s treasury management activities are the amount of interest earned on investments £290k (£250k General Fund, £40k Housing Revenue Account) and the amount of interest paid on borrowing £2.5m (£112k General Fund, £2.4m Housing Revenue Account).

### 2. The Report

#### **Interest Rates and Market Conditions**

- 2.1 The original expectation for 2014/15 was that Bank Rate would not rise during the year and for it to start gently rising from mid-2016. Bank Rate remained at its historic low of 0.5% throughout the year and has now remained unchanged for six years. Market expectations as to the timing of the start of monetary tightening started the year at early in 2015 but then moved back to around September 2016 by the end of the year.
- 2.2 At the beginning of 2014/15 unemployment rate had fallen much faster than expected through the Bank of England’s initial forward guidance target of 7% and the first increase in Bank Rate was anticipated in early 2014/15.
- 2.3 However, by the end of 2014, it was clear that inflation in the UK was going to head towards zero in 2015 and possibly even turn negative. In

turn, this made it clear that the MPC would have great difficulty in starting to raise Bank Rate in 2015 while inflation was around zero and so market expectations for the first increase receded back toward the end of 2016.

- 2.4 Deposit rates remained depressed throughout the year as shown in Table 1, primarily due to a historically low bank rate and the continuing effects of the Governments Funding for Lending scheme. This scheme which was introduced in 2012 resulted in a flood of cheap credit being made available to banks which then resulted in money market investment rates falling drastically in the second half of that year and continuing ever since.

**Table 1: Average Interest Rates 1 April 2014 to 31 March 2015**

	<b>April 2014</b>	<b>June 2014</b>	<b>Sept 2014</b>	<b>Dec 2014</b>	<b>March 2015</b>
<b>Base Rate (Bank Rate)</b>	0.50	0.50	0.50	0.50	0.50
<b>Over Night</b>	0.40	0.40	0.40	0.40	0.32
<b>7 Days</b>	0.40	0.40	0.40	0.40	0.37
<b>1 month</b>	0.40	0.40	0.40	0.45	0.45
<b>3 Months</b>	0.50	0.50	0.50	0.50	0.50
<b>6 Months</b>	0.60	0.65	0.65	0.65	0.65
<b>1 Year</b>	0.85	0.90	0.90	0.90	0.95

- 2.5 Gilt yields were on a falling trend for much of the last eight months of 2014/15 but were then pulled in different directions by increasing fears after the anti-austerity parties won power in Greece in January; developments since then have increased fears that Greece could be heading for an exit from the Euro. Another downward pressure on gilt yields was the announcement in January that the ECB would start a major programme of quantitative easing, purchasing Eurozone government and other debt in March.
- 2.6 The Council's Treasury Advisors, Capita provided a forecast for interest rates for both investments and PWLB borrowing as part of the Treasury Management Strategy. Table 2 shows the actual bank rate and PWLB rates at the end of the year compared to forecasts during the year. The table shows the bank rate ended the year at 0.5%, the same level as at the start of the year, whilst PWLB rates are up to 1.1% lower depending on the duration of the borrowing as a result of the volatility in the gilt markets throughout 2014/15.

**Table 2: Interest Rates Forecast During Year & Actual at 31 March 2015**

	Forecast	Forecast	Forecast	Forecast	Actual
	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	31 March 2015
<b>Bank Rate</b>	0.50	0.50	0.50	0.50	0.50
<b>5 Yr PWLB</b>	2.40	2.50	2.50	2.60	1.95
<b>25 Yr PWLB</b>	4.20	4.30	4.30	4.40	3.12
<b>50 yr PWLB</b>	4.20	4.30	4.30	4.50	3.08

**Annual Investment Strategy 2014/15**

2.6 The Annual Investment Strategy outlines the Council's investment priorities which are :

- ✦ Security of Capital and
- ✦ Liquidity of its investments

These priorities are consistent with those recommended by DCLG and CIPFA.

2.7 The Council's aim was to achieve optimum return on investments commensurate with these priorities. In the current economic climate it was considered prudent to keep investments with financial institutions short-term thus minimising the on-going risks within the banking sector. Investments were however placed with other local authorities for longer periods.

2.8 The Council continues to invest in only highly credit rated institutions, through the sweeping arrangement with North Yorkshire County Council (NYCC), using the Capita Asset Services suggested creditworthiness matrices which take information from all the credit ratings agencies. Officers can confirm that the Council has not breached its approved investment limits during the year. Appendix A shows an analysis of Investments at 1 April, 30 June, 30 September, 31 December 2014 and 31 March 2015.

2.9 As noted in **paragraph 2.4** investment rates have remained low throughout 2014/15 due to a combination of Bank rate continuing at low levels and the Government's Funding for Lending scheme. In addition increased security risks have also reduced the timeframe of investments and the choice of institutions available with which to place investments.

2.10 The Council achieved an annual rate of return of 0.70% on investments, which was lower than the budgeted figure of 1.25%. While higher than anticipated cash balances (due to changes in the capital programme as well as a combination of savings and rephasing of expenditure within the revenue budget) offset some of the shortfall in investment income, the overall return of £213k was £77k below the budget of £290k. The

shortfall on the investment income budget was mitigated by in year savings within the overall revenue budget. The £213k investment income was allocated £173k to the General Fund and £40k to the HRA.

- 2.11 For the period April 2014 to December 2014 the average level of funds available for investment was £30.0m - £12.1m was invested by the Council directly in fixed term deposits at an average rate of 1.07% and £17.9m was held in Money Market Funds and instant access deposit accounts at a rate of 0.43%. From 23 December 2014 funds held in Money Market Funds and instant access deposit accounts began to transfer to the overall investment pool operated by NYCC. As at 31 March £13.8m was held within the NYCC investment pool at an average rate of 0.70%. A further £9.0m remains invested in fixed term deposits, at an average rate of 0.99% and will transfer to NYCC upon maturity.
- 2.12 Funds were available on a temporary basis, and the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme. The Council held approximately £14.0m of core cash balances made up of earmarked reserves and capital receipts set aside to repay debt for investment purposes (i.e. funds available for more than one year). Table 3 shows the Council's investment position as at 31 March 2015.

**Table 3: Investment Portfolio Position**

	31 <sup>st</sup> March 2014		31 <sup>st</sup> March 2015	
	Principal £'000	Annual Return %	Principal £'000	Annual Return %
Total Investments:	22,250	0.91	24,315	0.70

**Borrowing**

- 2.13 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordable limits) were outlined in the Treasury Management Strategy Statement (TMSS). A list of the limits is shown at Appendix B. Officers can confirm that the Prudential Indicators were not breached during the year.
- 2.15 Table 4, which sets out an analysis of the Council's long term debt position, shows no further borrowing was undertaken in 2014/15 to support the capital programme as per the TMSS.

Table 4: Current Long Term Debt Position

	31 <sup>st</sup> March 2014		31 <sup>st</sup> March 2015	
	Principal £'000	Rate %	Principal £'000	Rate %
Long Term Fixed Rate Funding:				
- PWLB (Public Works Loan Board)	53,833	3.63	53,833	3.63
- Market	6,500	8.79	6,500	8.79
Total Long Term Funding	60,333	4.19	60,333	4.19
Short Term				
- Market	0	0.00	0	0.00
Total Debt	60,333	4.19	60,333	4.19

- 2.16 The long term debt is split into two portfolios, one for the General Fund with £2.6m at an average rate of 4.31% and one for the HRA with £57.733m at an average rate of 4.18%.
- 2.17 The Council approved an Authorised Borrowing Limit of £83.0m and an Operational Borrowing Limit of £79.0m for 2014/15.
- 2.18** As at 31 March 2015 the Council was in an overborrowed position of £3.1m, an increase of £1.4m from 31 March 2014. This means that capital borrowing is currently in excess of the Council's underlying need to borrow. The increase in the overborrowed position is a direct result of the setting aside of sums to repay debt in the future. The over borrowed position will begin to reverse in 2015/16 as loans are made to support Selby and District Housing Trust, with no further plans to undertake any additional long term borrowing in the short/medium term. The Council's borrowing position will be kept under close review as the outlook for interest rates changes and the Council's capital spending plans develop.

#### **4. Legal/Financial Controls and other Policy matters**

##### **4.1 Legal Issues**

There are no legal issues as a result of this report.

##### **4.2 Financial Issues**

There are no financial implications as a result of this report. However, the Executive Director (s151) and Lead Officer - Finance will, with advice from the Council's advisor (Capita Asset Services) look to maximise opportunities with the Council's investment and borrowing position.

## **5. Conclusion**

- 5.1 The impact of the economy, and the turmoil in the financial markets, has had an impact on the Council's investment returns and will continue to do so for some while, however this has been mitigated by better than expected cash flows.

## **6. Background Documents**

Finance treasury management files

### **Contact Details**

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### **Appendices:**

Appendix A – Analysis of Deposits at 1 April 2013, 30 June 2013, 30 September 2014, 31 December 2014, 31 March 2015.  
Appendix B – Prudential Indicators as at 31 March 2015.

Analysis of Deposits At April 2014, June 2014, September 2014, December 2014, 31 March 2015

APPENDIX A

Institution	April 2014			June 2014			September 2014			December 2014			31 March 2015		
	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %	Amount £'000	Maturity	Rate %
Lloyds	3,000	16-Oct-14	0.98	3,000	16-Oct-14	0.98	3,000	16-Oct-14	0.98	3,000	16-Oct-15	1.00	3,000	16-Oct-15	1.00
Lloyds	2,000	04-Aug-14	3.20	2,000	04-Aug-14	3.20	2,000	04-Aug-15	0.95	2,000	04-Aug-15	0.95	2,000	04-Aug-15	0.95
Newcastle City Council	3,000	07-May-15	1.00	3,000	07-May-15	1.00	3,000	07-May-15	1.00	3,000	07-May-15	1.00	3,000	07-May-15	1.00
Newcastle City Council	1,000	28-Sep-15	1.00	1,000	28-Sep-15	1.00	1,000	28-Sep-15	1.00	1,000	28-Sep-15	1.00	1,000	28-Sep-15	1.00
Nat West	1,000	14-Nov-14	0.78	1,000	14-Nov-14	0.78	1,000	14-Nov-14	0.78						
Nat West	1,000	01-Oct-14	0.79	1,000	01-Oct-14	0.79	1,000	01-Oct-14	0.79						
North Yorkshire County Council													15,315		0.70
Salford City Council	1,000	06-Jan-15	0.55	1,000	06-Jan-15	0.55	1,000	06-Jan-15	0.55	1,000	06-Jan-15	0.55			
Santander							1,000	08-Jan-15	0.63	1,000	08-Jan-15	0.63			
Handelsbanken	3,000	Call	0.55	3,000	Call	0.40	3,000	Call	0.40	3,000	Call	0.4			
Nat West	2,000	30 Day	0.55	2,000	30 Day	0.55	2,000	30 Day	0.55	3,000	Call	0.55			
Nat West	803	Call	0.50	595	Call	0.50	852	Call	0.50	1,070	Call	0.50			
Barclays				1,000	Call	0.20	1,000	Call	0.20	351	Call	0.20			
Money Market Fund - Federated										4,250	Call	0.41			
Money Market Fund - Ignis	5,000	Call	0.38	5,000	Call	0.39	5,000	Call	0.39	5,000	Call	0.42			
Money Market Fund - LGIM	4,250	Call	0.36	3,250	Call	0.38	5,000	Call	0.38	5,000	Call	0.45			
<b>Total Deposits</b>	<b>27,053</b>			<b>26,845</b>			<b>29,852</b>			<b>32,671</b>			<b>24,315</b>		

**Prudential Indicators – As at 31 March 2015**

Note	Prudential Indicator	2014/15 Indicator	Quarter 4 Actual
1.	Capital Financing Requirement £'000	59,986	57,936
	Gross Borrowing £'000	61,406	61,070
	Investments £'000	15,000	24,315
2.	Net Borrowing £'000	46,406	37,091
3.	Authorised Limit for External Debt £'000	83,000	83,000
4.	Operational Boundary for External Debt £'000	79,000	79,000
5.	Limit of fixed interest rates based on net debt %	100%	100%
5.	Limit of variable interest rates based on net debt %	30%	30%
6.	Principal sums invested for over 364 days		
	1 to 2 Years £'000	20,000	5,000
	2 to 3 Years £'000	15,000	4,000
	3 to 4 Years £'000	5,000	0
	4 to 5 Years £'000	5,000	0
7.	Maturity Structure of external debt borrowing limits		
	Under 12 Months %	20%	0%
	1 Year to 2 Years %	20%	0%
	2 Years to 5 Years %	50%	1.66%
	5 Years to 10 Years %	50%	10.77%
	10 Years to 15 Years %	50%	0%
	15 Years and above %	90%	87.57%

**Notes to the Prudential Indicators**

1. Capital Financing Requirement – this is a measure of the Council's underlying need to borrow long term to fund its capital projects.



## APPENDIX B

2. Net Borrowing (Gross Borrowing less Investments) – this must not except in the short term exceed the capital financing requirement.
3. Authorised Limit for External Debt – this is the maximum amount of borrowing the Council believes it would need to undertake its functions during the year. It is set above the Operational Limit to accommodate unusual or exceptional cashflow movements.
4. Operational Boundary for External Debt – this is set at the Council’s most likely operation level. Any breaches of this would be reported to Councillor’s immediately.
5. Limit of fixed and variable interest rates on net debt – this is to manage interest rate fluctuations to ensure that the Council does not over expose itself to variable rate debt.
6. Principal Sums Invested for over 364 days – the purpose of these limits is so that the Council contains its exposure to the possibility of loss that might arise as a result of having to seek early repayment or redemption of investments.
7. Maturity Structure of Borrowing Limits – the purpose of this is to ensure that the Council is not required to repay all of its debt in one year. The debt in the 15 years and over category is spread over a range of maturities from 23 years to 50 years.

# REPORT

Reference: E/15/2



**To:** Executive  
**Date:** 21 May 2015  
**Status:** Non Key Decision  
**Report Published:** 27 May 2015  
**Author:** Keith Dawson Director  
**Executive Member:** Cllr John Mackman, Place Shaping Portfolio Holder  
**Lead Officer:** Keith Dawson

**Title:** Resourcing Plan Selby – delivering the ambition

## Summary:

The Local Plan Programme Board was set up in November 2014 to monitor progress on Plan Selby and keep the Executive informed of progress and risks. Plan Selby is being delivered to an extremely ambitious timescale and the Programme Board received a report in April 2015 setting out the resources required to keep to this timescale. The report identified that four additional posts will be required to cover an intensive programme of work. The Board approved the report and agreed that it should be discussed with the Executive.

## Recommendations:

- i. That Executive note the position on Plan Selby
- ii. That Executive approve the virement of £52k from Access Selby's operational contingency to enable recruitment of the Principal Planning Policy Officer post;
- iii. That Executive recommend to Council the drawdown of £281k from the Contingency Reserve.

## Reasons for recommendation

Approval of the full increase in resources recommended by the Board will mitigate the resource based risks to the Plan Selby and significantly increase the likelihood of achieving the local plan timetable.

## 1. Introduction and background

- 1.1 Under the Planning and Compulsory Purchase Act 2004 the planning system is a 'plan led' system in which decisions must be made in accordance with the adopted local development plans unless material considerations indicate otherwise. The regional level of spatial planning was abolished by the Localism Act 2011 and therefore for a District Council the development plan consists of local adopted plans plus the County level plans such as the Waste and Minerals plan.
- 1.2 Selby District will ultimately have two locally adopted plans. Strategic policies are contained in the adopted Core Strategy (adopted October 2013) which is supplemented by a second plan which sets out site allocations and detailed development plan policies. Initially both plans were being prepared in parallel but given the rapidly changing national legislative and policy context in 2011 it was decided to prioritise the strategic plan in the Core Strategy and then subsequently prepare an allocations and policies plan.
- 1.3 Following the dismissal of the legal challenge to the Core Strategy by the High Court in Autumn 2014 it was agreed that the Council should speed up progress on adopting the allocation and policies plan (Plan Selby) and to provide resources to achieve that option. The resultant 'faster track' timetable was as follows:
- Initial Consultation (Nov 2014 – Jan 2015)
  - Preferred Options Consultation (Dec 2014 - Jan 2015)
  - Plan Publication (Jun 2016 – July 2016)
  - Plan Submission (Nov 2016)
  - Plan Adoption (July 2017)
- 1.4 This timetable has been confirmed in the Council's recently revised Local Development Scheme.
- 1.5 The risks to this 'speed up progress' approach were accepted as being:
- a. The timetable can only be indicative as later stages have less certainty
  - b. It assumes no changes to national policies
  - c. It assumes all Planning Policy officers work at least 90% of their time on PLAN Selby
  - d. The number of representations received at each stage and the complexity of issues raised will impact on time taken to input and analyse
  - e. Some evidence base studies are substantial and may raise fundamental issues
  - f. We can only control the timetable up to suspension – after that the Inspector leads on progress
- 1.6 Programme management arrangements were in place through the setting up of a Local Plan Programme Board chaired by the Chief Executive and which comprised the Lead Councillor for Place Shaping, the Director of Community Services and the Solicitor to the Council. Resources were allocated to appoint a project officer for an 8 week period to commission a number of studies

required urgently as part of the evidence base. It was also agreed to allocate funds for the master planning exercise included in the Programme for Growth from April 2015 onwards to develop the vision for the District's 3 Market Towns. On 1 March 2015 the interim project officer, a chartered town planning consultant with good experience in plan making, was appointed as the Interim Planning Policy Manager for up to 6 months, working between 3 and 5 days per week.

- 1.7 To provide some national context for this report, Nathaniel Lichfield & Partners publish an annual overview of Local Plan Progress since the National Planning Policy Framework (NPPF) was introduced in 2012. 126 plans have been examined or submitted for examination. Of these, just under a half have been found sound and a third of these are subject to immediate or early review. Twenty one councils have withdrawn their Plans, and the remaining 43 Plans are ongoing. Almost half of these have experienced delays and the slow progress is partly because Local Plan making is in the midst of an 'evidence arms race' as all parties involved seek to present the strongest evidence on housing need as ammunition for the examination process. The greater length of time to get plans through the system is down to LPAs recognising the need to build up the evidence base to support their housing targets. Also Plans that were found sound took on average around a year and a half from submission to being found sound, as Councils have had to change or improve their evidence base and reassess their strategies. For this reason, the report concludes that it is likely the average timescale for adopted plans will continue to increase. These reports emphasise the need for investing sufficient resources in the plan preparation process otherwise the adoption stage can be jeopardised by issues raised during the examination stage.
- 1.8 Following the receipt of headline figures from the Strategic Housing Market Assessment which confirmed the two stage approach of Core Strategy and Plan Selby, the Interim Planning Policy Manager was asked by the Board to carry out a planned full review of the programme and resources to identify any potential risks that the programme would not be met and to indicate what resources would be required in such a scenario. The Interim Planning Policy Manager has drawn upon the experience of the East Riding of Yorkshire planners in a peer review of the project programme as well as advice provided by Arup's who have been commissioned to guide the Council in its site selection process.
- 1.9 He concludes that the timescales to which the Council is working is very tight with no contingencies for slippage and with a considerable amount of different work tasks to be completed in relatively short timescales. The latter is particularly the case during September, October and November 2015 when officers will be drawing together the Preferred Options Consultation Documents for member sign off. In addition
  1. There remains the potential for the evidence to throw up consequences that require further work.

2. The proposed time allocated to the main focussed engagement is only one month, in June/July. This may be seen by some as too short and pressure may be put on the Council to extend deadlines.
3. The proposed focussed engagement, albeit to be accompanied by good coverage on the Council's website and press releases, will by its very nature be focussed towards invited participants. This is also likely to raise concerns by some local community organisations that they have not been part of the engagement and need more time to be consulted.
4. The responses to the focussed engagement could be numerous and raise significant issues that require more work than currently programmed for.
5. The current staffing levels of qualified planners and management in the Policy and Strategy Team are likely to be insufficient to cope with what will be an intensive period of work for the rest of the year which will include:
  - a. The completion of the commissioning and subsequent managing and monitoring of consultants undertaking 24 separate pieces of work/evidence on PLAN Selby.
  - b. Playing a major role in the proposed focussed engagement, particularly that in June/July in connection with the Market Towns and Designated Service Villages to assist the consultants and ensure meaningful and as far as possible a collaborative approach to plan making
  - c. The need to fulfil the Council's Duty to Cooperate in strategic planning matters and its Duty to Support Neighbourhood Planning
  - d. The need to undertake survey work to check and establish appropriate boundaries for development limits, infill limits, strategic countryside gaps, proposed policy designations, site option boundaries and site assessment

1.10 In reality it has not been possible to dedicate 90% of planning policy officer time to Plan Selby and assessment indicates a level of approximately 60% of time has been achieved. As well as work on Plan Selby the policy team has had to undertake work on such projects as the Community Infrastructure Levy, Neighbourhood Plans Waste and Mineral Planning and Duty to Cooperate. This work is a statutory requirement for the Council for which there is no other resource currently available. In addition resources have been dedicated to the 5 Year Housing Land Supply and the Authority Monitoring Report. There has also been an increase in Planning Application/DM Consultation Responses as a result of a significant and sustained rise in applications and pre-application discussions. There has also been work on a Supplementary Planning Guidance (Flood Risk Sequential Test), and corporate initiatives such as developer engagement and economic development related work. This type of work will continue and a percentage of 90% of policy officers time spent on PLAN Selby is unlikely to be achieved without significant additional support.

1.11 The review has confirmed that the establishment of a generic policy team without a lead officer with significant planning policy experience is now unsustainable given the national and local imperative of securing an up to date Adopted local plan. There is also a wider impact on the organisation as the development management service is not receiving the level of policy support it needs to deal effectively with planning applications and appeals at a

time when that service is itself under extreme and sustained pressure from the volume and complexity of applications, and the Council's ability to influence economic development including contributing to sub regional initiatives such as the Local Enterprise growth plans and Spatial Plan is severely limited.

- 1.12 The Interim Planning Policy Manager therefore prepared a report for Programme Board recommending that additional resources be allocated to support the work as a matter of urgency. Even then it was identified that the timescales were extremely challenging given the sheer volume and complexity of work and that some risks such as consultation responses and evidence studies throwing up additional work could not be mitigated by these additional resources.
- 1.13 The Board considered that report and supported the proposal and asked that the matter be brought to the attention of the Executive at the earliest opportunity after the election.

## **2. The Report**

- 2.1 The Report to the Board's April meeting advised that sufficient resources and skills need to be made available for 'in house' tasks and set out the resources required to mitigate this risk. The resources required for the next 18 months are as follows:
- One FTE Planning Policy Manager
  - One FTE Principal Planning Policy Officer
  - One part time planning policy officer
  - One full time clerical assistant/programme officer
- 2.2 Due to the difficulties of recruiting to such posts, maximum flexibility is required which is likely to result in a mixture of short term contracts, secondments, and agency workers. Details of the proposed posts and responsibilities are attached at Appendix One. The current and proposed structure is set out at Appendix Two.
- 2.3 The Board also agreed a contingency reserve should be established for the Plan Selby budget to respond quickly to any changing need for resources which may arise through the commissioning process, focussed engagement, and the emerging evidence base.
- 2.4 Since the Board received the report the peak in Plan Selby workload has started in earnest and there are now insufficient resources available to match the peak in work. The Interim Manager has worked over 37 hrs per work since the beginning of April to keep the momentum going and seek to meet some of the early key milestones for PLAN Selby. This post is currently funded until September for between 23 to 29 hrs per week. Other members of the team are fully utilised within their normal hours and some have been putting in additional hours unpaid. There are over 20 individual projects being delivered in house or by consultants. Whilst the team has kept pace with

commissioning required work, there are now insufficient resources to manage consultants and respond to requests for information.

- 2.5 To keep the programme on track additional resources are needed *immediately*. Approval of the additional resources will mitigate the resource based risks to the local plan timetable and significantly increase the likelihood of achieving the local plan timetable. Any delay in allocating additional resources and recruiting suitable staff will significantly reduce the likelihood of delivering the Plan Selby programme. If additional resources are not made available immediately the timetable will not be met. In addition there is a significant risk that none Plan Selby work will remain limited or outstanding. This includes neighbourhood planning, work on supplementary planning documents, and influencing the content of the East Riding, York, and North Yorkshire spatial plan. The spatial plan is likely to be a key document influencing future investment decisions for the LEP and private investors. Further there is risk that the evidence base will become outdated as the time taken to prepare Plan Selby increases.
- 2.6 Even if resources are provided the Board has been advised that there are two further and significant risks to the programme. First, the legal challenge to the Core Strategy is due to be heard in October this year, with a decision anticipated by the end of the year. If the Core Strategy is quashed then the Council would need to consider rolling the Core Strategy and Plan Selby work into a combined Local Plan or starting again from scratch. The Council has previously indicated a desire to continue with plan preparation whilst waiting for the outcome in anticipation of rolling both plans together, as pausing the evidence gathering process to make that decision later poses risks of the evidence becoming out of date and/or consultations having to be repeated. The decision to pause evidence gathering in 2011 resulted in part in the pressures now experienced with a large number of studies having to be commissioned and evaluated at the same time.
- 2.7 Secondly, North Yorkshire County Council transport officers are considering the current Selby town transport model in the light of the District's policy timetable. It could be that they recommend the provision of a new traffic model for Selby town and that would affect the Plan Selby programme. The timescale for a decision on whether a new model is required appears to be at least 8 weeks away. A new model is understood to cost about £300,000 and NYCC transport officers have indicated that NYCC could make a contribution of £100,000 towards this cost. Waiting for the outcome of those discussions before committing resources would increase the likelihood of at least some slippage to the programme as the resources are required immediately. If resources are committed it would be intended to draw down on the commitment flexibly so that unnecessary costs are not incurred in the longer term.
- 2.8 There are four options for additional resources, each with associated specific risks in addition to the general risks outlined above.

## **2.9 Option One: Provide the full Increase in Resources as recommended by Programme Board**

2.9.1 Approval of the full increase in resources recommended by the Board will mitigate the resource based risks to the local plan timetable and significantly increase the likelihood of achieving the local plan timetable.

2.9.2 The potential cost is as follows:

Interim Planning Policy Manager £ 61,000 to £90,000 per annum

Principal Planning Policy Officer £ 48,410 - £70,000 per annum

Planning Policy Officer £23,790 - £30,000 per annum

**Total £133,200 – 190,000**

2.9.3 Recruitment of the clerical assistant/programme officer is already underway with funding from Access Selby's in-year contingency.

2.9.4 This estimate represents the 'worst case' scenario as agency staff costs are significantly higher than recruiting to temporary posts.

## **2.10 Option Two: No Change in resources.**

2.10.1 The Interim Planning Policy Manager's current contract will not be renewed when it comes to an end in September. The significant progress made in managing and co-ordinating the programme will be lost and future resilience to any unexpected results from the focussed engagement or reporting evidence base will be significantly reduced. There is a very high risk that the timetable will slip by at least 6 months and probably longer.

2.10.2 There will be continued delays in none Plan Selby work and no resources to support the continued increase in planning application consultations and DM enquiries exposing the Council to further risks of unsound decisions and costs or being designated as 'under-performing' on planning as timescales for processing applications are not met and/or decisions are overturned on appeal.

2.10.3 This option would result in a return to a planning policy function that is not sustainable given the current national and local context.

2.10.4 Cost: Nil

## **2.11 Option Three: Limited Increase in resources**

2.11.1 To maintain the current capacity of the team would require as a minimum the Interim Planning Policy Manager's current contract to be renewed for a period of 18 months when it comes to an end in September and the appointment of a full time clerical assistant/programme officer for up to 18 months. This would maintain the current management and co-ordination arrangements and provide much needed support to the programme.



2.11.2 For the reasons identified above this option will result in a very high risk that the timetable will slip by between at least 3 to 6 months.

2.11.3 There will be continued delays in none Plan Selby work and no resources to support the continued increase in planning application consultations and DM enquiries exposing the Council to further risks of unsound decisions and costs or being designated as 'under performing' on planning as timescales for processing applications are not met and/or decisions are overturned on appeal.

2.11.4 Cost: Interim Planning Policy Manager £ 61,000 to £90,000 per annum (Recruitment of the clerical assistant/programme officer is underway with funding from Access Selby's in-year contingency.)  
**Total £ 61,000 to £90,000 per annum**

## **2.12 Option Four: Significant Increase in Resources**

2.12.1 Under this option the Council could decide to renew the Interim Planning Policy Manager's current contract for a period of 18 months when it comes to an end in September plus appointing either one FTE Principal Planning Policy Officer for up to 18 months OR a full time clerical assistant/programme officer for up to 18 month.

2.12.2 This approach would reduce the cost but is likely to delay the Plan Selby Programme by 3 months giving Preferred Options Consultation April /May instead of January/Feb next year.

2.12.3 Whilst this allows time to consider the impacts of the outcome of the legal challenge it would create a delay to the preferred options stage if the Council successfully defends the appeal but a greater delay if the Council loses the appeal and decides to press ahead with a combined plan as it delays the evidence gathering and the resources will not be available to manage the consultants currently commissioned to ensure the reports meet the Council's requirements.

2.12.4 Cost: Planning Policy Manager £ 61,000 to £90,000 per annum  
Principal Planning Policy Officer £ 48,410 - £70,000 per annum  
(Recruitment of the clerical assistant/programme officer is underway with funding from Access Selby's in-year contingency.)  
**Total £109,104 - £160,000**

2.13 All options require in addition a £100,000 contingency reserve to cover the cost of unexpected commissions and any additional evidence required following the receipt of consultant reports and the results of focussed engagement.

## **3. Legal/Financial Controls and other Policy matters**

### **3.1 Legal Issues**

- 3.1.1 In order for Plan Selby to be adopted by the Council it must be examined by an independent Planning Inspector who must conclude that any Duty to Cooperate has been met and that the plan is 'sound'. Experience suggests that the Plan will be subject to rigorous scrutiny at examination by those with vested interests in the sites considered. In addition it can be anticipated that the adoption itself can be subject to legal challenge in the Courts as has been the case with the Core Strategy. Accordingly quality and thoroughness of preparation are essential and must be given the same priority as speed.
- 3.1.2 Further, in the absence of an adopted plan decisions on applications can only be judged against the presumption in favour of sustainable development. Saved policies in the 2005 Local Plan will become more out of date judged against the evidence base and national policy. The ability to direct development to suitable and acceptable locations will continue to be diminished. In the case of housing and gypsy and traveller site applications the lack of a 5 year supply of allocated sites will continue to weigh heavily in the balance in favour of granting applications.
- 3.1.3 If decisions are made that cannot be justified in the absence of a local plan then there is a risk that the Council will face an increased number of appeals which will further deplete resources as well as putting the Council at risk of adverse costs awards.

## 3.2 Financial Issues

- 3.2.1 The costs of the proposed posts are dependent upon recruitment. For the purposes of assessing the funding proposals a 'worst case' approach has been adopted.
- 3.2.2 A summary of the costs of each option (excluding the clerical post which is already under recruitment and funded from Access Selby's in-year contingency) is set out below. The costs assume posts are filled with effect from July 2015:

Option	2015/16 £000's	2016/17 £000's	Total £000's	Contingency £000's	Total £000's
1 – Full resource	142.5	142.5	285	100.0	385.0
2 – No change	0.0	0.0	0.0	100.0	100.0
3 – Limited increase	67.5	67.5	135.0	100.0	235.0
4 – Significant increase	120.0	120.0	240.0	100.0	340.0

- 3.2.3 Where possible it is proposed to use virements to fund the additional posts but subject to the option ultimately chosen the amounts involved are beyond the limits delegated to officers.
- 3.2.4 Access Selby has an operational contingency of £70k p.a. - £18k has already been allocated to the clerical post in 2015/16 and 2016/17. This would leave £52k p.a. available as a contribution to the proposed posts, although this would fully utilise Access Selby's contingency for the years 2015/16 and 2016/17. Since its inception Access Selby has managed in-year income and

expenditure within service budgets without needing to draw on this contingency and therefore allocating it to the Local Plan should not pose a significant risk. Should the Executive approve this virement, recruitment to the Principal Planning Policy Officer could commence.

- 3.2.5 The Council has a contingency reserve to cover one-off issues/spending pressures that arise. As at 1 April 2015 the balance stood at £500k although surpluses from 2014/15 are expected to increase this and therefore there is sufficient to cover the proposals contained in this report. It is proposed that Council be asked to approve a drawdown from this reserve to cover the remainder of the additional costs.
- 3.2.6 It should also be noted that planning fee income to the 20 May 2015 is £252k against a profiled budget to the end of May of £95k – an additional £157k. There is a risk that income will tail off over the remainder of the financial year and therefore it is not proposed to use this additional income to offset the cost of the Local Plan but it does demonstrate that overall there are additional resources coming into the Council which help to mitigate the cost pressures.
- 3.2.7 In summary the proposed funding package based on option 1 is:

	2015/16 £000's	2016/17 £000's	Total
Access Selby Contingency	52.0	52.0	104.0
Contingency Reserve	140.5	140.5	281.0
Total	192.5	192.5	385.0

### 3.3 Impact Assessment

- 3.3.1 As set out in the report.

## 4. Conclusion

- 4.1 The Local Plan Programme Board has recognised the need for additional resources to maintain progress on the Local Plan timetable. This report sets out the options and the Board's recommendation.

## 5. Background Documents

*Signal Failure? A Review of Local Plans and Housing Requirements March 2015. Nathaniel Lichfield & Partners*  
*Positive Preparations. A Review of Housing Targets and Local Plans March 2014. Nathaniel Lichfield & Partners*

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**Appendices:**

*Appendix One Extract from Local Plan Programme Report*

*Appendix Two Proposed Structure*

## **Appendix One**

### **Extract from Report to the Local Plan Programme Board 24 April 2015**

#### **Additional Staff Resources**

To maximise the Council's ability to meet the timelines set out in this paper, and beyond to the publication of the plan in 2016 additional resources to the existing permanent staff structure are essential.

The proposed additional resources are set out below:

#### **Post 1: A FTE Planning Policy Manager for up to 18 months, and preferably a longer term contract/permanent post**

**Costs: Open market recruitment: circa £61,000 per annum**

**Recruitment agency: circa £90,000 per annum**

The Interim Planning Policy Manager is currently working between 3 and 5 days a week to maintain momentum on PLAN Selby work and is costing the Council between circa £50,000 and £62,160 per annum.

#### **Post 2: One FTE Principal Planning Policy Officer for up to 18 months**

- To work closely with the PLAN Selby planning policy officer responsible for the Council's SHLAA and the Councils Sustainability Appraisal Consultants (Waterman) and provide the additional information necessary on some 300 site options for housing, employment and possibly retail across the District to allow for later site option sustainability appraisals, and to update this information as new evidence emerges. Information to include:
  - Distance to schools and capacity of schools
  - Distance to health care facilities and capacity of healthcare facilities
  - Distance to community facilities/playing fields/public open space etc
  - Distance to conservation areas, listed buildings, areas of importance for nature conservation etc
  - Cross references to Landscape Character Areas/Landscape Sensitivity/Green Infrastructure
  - Constraints information not already recorded in the SHLAA
  - Planning policy information not already recorded in the SHLAA.
- To work closely with the PLAN Selby planning policy officer responsible for the preparation of DM policies and the Council's DM team to scope and draft DM policies for member consideration, sustainability appraisal and member approval.
- To assist the policy team and the consultants of Market Town Studies and Designated Service Village Studies (Green Infrastructure and Landscape Appraisal Studies (GI/LA) on the technical information requirements for and the facilitating of the Focussed Community and Stakeholder Engagement during June/July and later in September on the GI and LA work.
- To assist the policy team in site and designation survey work in connection with, for example the delineation of development/settlement limits, assessment of site options, town centre policy mapping, options for land release from the Green Belt.
- To assist in the officer analysis stages and the drafting of the Preferred Options Consultation Documentation during October/November 2015.

**Costs: Open market recruitment: circa £48,410 per annum**

**Recruitment agency: circa £70,000 per annum**

**Post 3: One part time planning policy officer for up to 18 months to work on**

- Neighbourhood Planning
- Flood Risk Sequential Test Supplementary Planning Document
- Duty to Cooperate and Adjoining LPA Enquiries.
- Waste and Minerals Planning
- PLAN Selby work as referred to in Post 1 above.

**Costs: Open market recruitment: circa £23,790 per annum**  
**Recruitment agency: circa £30,000 per annum**

**Post 4: A full time clerical assistant/programme officer for up to 18 months**

- the Project Officer for the LPPB
- the clerical support for PLAN Selby weekly team meetings
- the clerical support in reporting to, and communicating with the Executive, Policy Review Committee, the Council and Ward Members.
- the coordinating and communications link in terms of the logistics of, and information available for the focussed community/focussed engagement and Preferred Options Consultation between all relevant parties. (Relevant parties including the Council members, the policy team, communications team, website manager, the rest of the Council, stakeholders, and community groups.)
- trained up in the Covalence Project Management System and set up PLAN Selby and all its tasks/projects within this system.

**Costs: Open market recruitment: circa £23,480 per annum**  
**Recruitment agency: circa £40,000 per annum**

Alternative and/or complimentary resource options would be to:

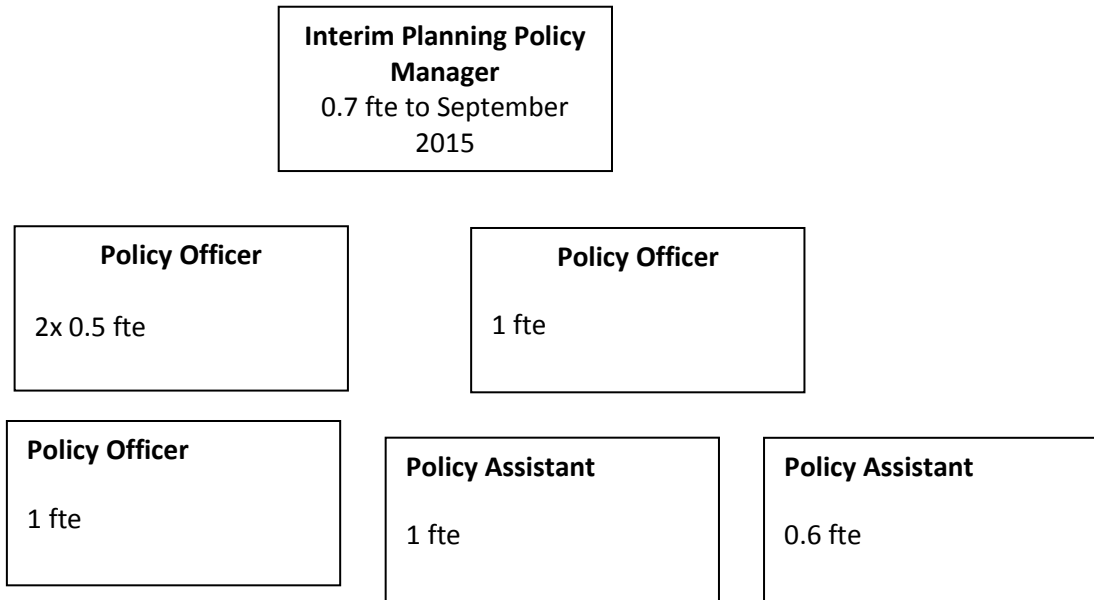
- Continue using the independent chartered planning consultancy KVA Planning on a two day per week basis at circa £25,000 per annum (this resource was set up last year and currently continues up to the end of June)
- Take advantage of any assistance that neighbouring planning authorities may be able to provide on specific projects (currently unable to estimate costs, but would be less expensive than agency rates, but more expensive than open market recruitment)
- Utilise the interest expressed by a planning consultant from local consultants O'Neil Associates at peak workload on complex planning issues and report writing. (circa £700 per day)

A permanent member of the Policy and Strategy Team is to start maternity leave in July 2015. She works part time (approx. 20 hrs per week).

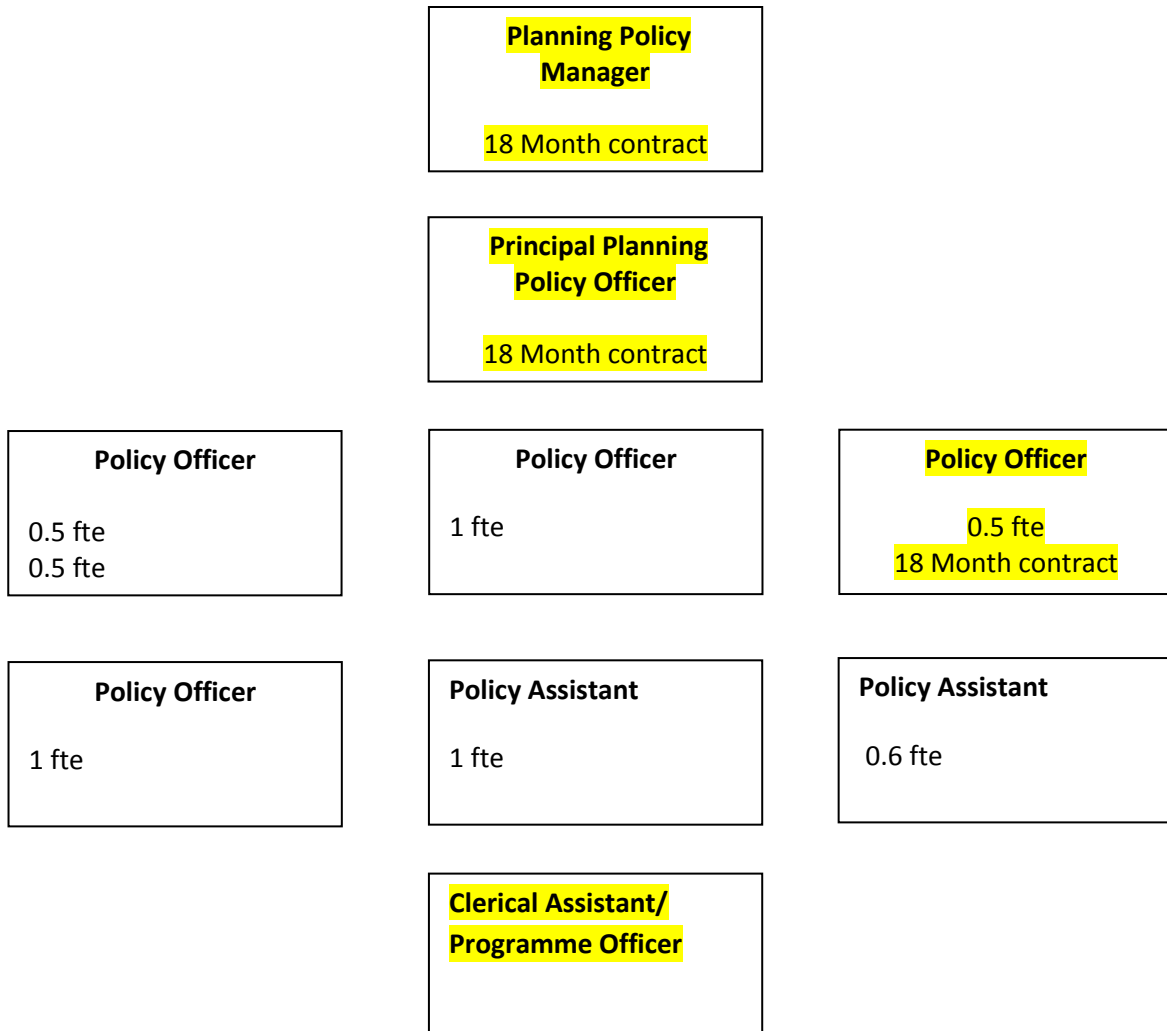
Maternity cover to replace her post from July onwards is to be sought and a good option would be to advertise for a full time maternity cover plus post for 18 months and thereby fill some of the proposed additional resources above at the same time.

**Appendix Two  
Current and Proposed Structure**

**Current Structure**



**Proposed Structure**



# Selby District Council

## REPORT

Reference: E/15/3



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** Non key Decision  
**Report Published:** 27 May 2015  
**Author:** Keith Dawson, Director  
**Executive Member:** The Leader  
**Lead Officer:** Keith Dawson

**Title: Economic Development Commission**

### Summary:

A review of the potential for economic development in the district has identified areas where the Council could take a more proactive role. This report recommends commissioning East Riding of Yorkshire Council to develop an action plan for economic development on behalf of Selby District Council.

### Recommendations:

- i. **To approve a virement of £50,000 from the Programme for Growth contingency for the economic development commission**

### Reasons for recommendation

To commission East Riding of Yorkshire Council to develop an action plan for economic development.

#### 1. Introduction and background

- 1.1 Selby District Council is exploring its potential for proactive economic development activity following a peer review carried out by East Riding of Yorkshire Council.
- 1.2 A positive partnership has developed through the peer review process. This growing relationship can be extended by inviting East Riding of Yorkshire Council to develop an action plan for economic development on behalf of Selby District Council.



1.3 This report sets out the scope for the first stage of this work and recommends that funds are allocated from the Programme for Growth contingency for this project.

## **2. The Report**

2.1 The current national and local imperative is to support economic growth to secure economic recovery and to build economic resilience to withstand economic shocks such as the 2008 crash.

2.2 Selby District Council has not provided a direct economic development service for over seven years. A review of this position by East Riding of Yorkshire Council has identified the potential for the Council to provide a proactive economic development activity

2.3 The review started with a detailed economic profile of Selby District to identify significant economic opportunities. The review went on to propose a series of work streams and associated recommendations through which Selby District Council can take forward the review.

2.4 These workstreams may be grouped into the flowchart set out at Appendix 1 to provide an indicative work programme. The workstreams in the first stage of the work programme are described in more detail below.

2.5 The first Work stream is Understanding our Offer. This assesses the current economic climate of the district in order to direct and inform future investment and policy decisions and includes the following:

- Updating the Selby District Economic Profile on a defined basis and supplementing this with regular interpretation of new regional and national policies and funding streams.
- Using complementary data to create a set of robust Functional Economic Areas for Selby District, and using these to direct and inform policy and investment decisions.
- Using economic intelligence to assess the suitability of allocated employment land and working with key stakeholders to bring forward tailored new development sites.

2.6 The second work area is Understanding our Partners. This aims to clarify the overarching priorities of the Leeds City Region and York, North Yorkshire & East Riding LEPs and set out how Selby District is best placed to contribute toward them.

2.7 The third work area is to set out clear priorities for Selby based on the initial economic profiling work. It will include appropriate engagement with council officers and the Executive, relevant stakeholders and key external partners.

- 2.8 The aim is to complete a succinct Economic Development Action Plan for Selby District to provide a vision and priorities for taking forward economic development in Selby District for the next 3-5 years.
- 2.9 The action plan will set out a clear choice of options for further work, supported by defined outcomes, clear performance measures, and an assessment of return on investment.
- 2.10 A positive partnership has developed through the peer review process. This growing relationship can be extended by inviting East Riding of Yorkshire Council to undertake the first stage of implementing the review and develop an action plan for economic development.
- 2.11 East Riding of Yorkshire Council has confirmed that the work can begin immediately subject to confirmation of budget

### **3. Legal/Financial Controls and other Policy matters**

#### **2.1 Legal Issues**

- 3.1.1 Contained in report.

#### **3.2 Financial Issues**

- 3.2.1 Following receipt of the Peer Review report further work has taken place to identify the estimated costs of the proposed work areas.
- 3.2.2 The cost of undertaking the first stage of implementation is estimated to be less than £50,000. The Programme for Growth contains a contingency of £312k and it is recommended that funds are allocated from this contingency for this project.

#### **3.3 Impact Assessment**

- 3.3.1 As set out in the report.

### **4. Conclusion**

- 4.1 This report sets out the scope for the first stage of an economic development commission and recommends that funds are allocated from the Programme for Growth contingency for this project.

### **5. Background Documents**

None

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**Appendices:**

Potential Economic Development Workstreams

## Economic Development Review Work Streams

**Understanding our Offer**

Update the 'SDC: Economic Profile' on a defined basis and consider supplementing this with regular interpretation of new regional/national policies and funding streams.

Use complementary data to create a set of robust Functional Economic Areas for Selby District, and use these to direct and inform policy and investment decisions.

Use economic intelligence to assess the suitability of allocated employment land and work with key stakeholders to bring forward tailored new development sites.

**Understanding our Partners 1**

Clarify the overarching priorities of the Leeds City Region and York, North Yorkshire & East Riding LEPs and set out how Selby District is/will contributing/contribute toward them.

**Defining our priorities**

Develop a succinct Economic Development Action Plan for Selby District to inform resourcing/investment decisions and aid negotiations with key funders/partners.

**Inward Alignment**

Develop a consistent and long-term network of one-to-one support for local businesses to create a 'culture of commerce' in Selby District.

Provide business support from designated 'business hubs' and develop bespoke packages of business support for key local sectors.

Establish a 'High Street Fund' to help reinvigorate Selby District's high streets, fostering a spirit of creativity and cooperation between local communities and businesses.

**External Engagement**

Market Selby District's 'economy offer' proactively with partners and external investors, and develop ongoing relationships with key indigenous businesses.

Provide an inward investment function to create and retain investment in Selby District.

Establish a virtual 'skills hub' for Selby District and/or explore the potential for integrating local learning provision into the Humber model.

**Understanding our Partners 2**

Engage effectively with each relevant LEP to advocate Selby District and provide concerted ongoing support for the local economy.

Reinforce existing, and create new, partnerships with surrounding local authorities and businesses to expose Selby District to broad regional economic opportunities.



# Selby District Council

## REPORT

Reference: E/15/4

Public



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** Non-key decision  
**Report Published:** 27 May 2015  
**Author:** Michelle Dinsdale - Policy Officer  
**Executive Member:** Councillor Crane  
**Lead Officer:** Keith Dawson

**Title:** Scrap Metal Dealers Policy

### Summary:

A draft Scrap Metal Dealers Policy has been developed (Appendix A). The draft policy consolidates existing documents and procedures into a comprehensive policy that covers legal requirements, the application process and enforcement issues. A number of reports have been presented to the Licensing Committee throughout the development of the policy. On the 5 February the Executive approved a six week consultation process from 9 February until 23 March 2015. No responses were received to the consultation and no charges are proposed to the draft policy.

### Recommendations:

**To approve the draft policy**

### Reasons for recommendation

To have a comprehensive policy in place to ensure that the Council is in a position to act and respond to any future changes in legislation.

## 1. Introduction and background

- 1.1 The Council has the responsibility, under the Scrap Metal Dealers Act 2013 (the Act), for the issuing of both scrap metal dealer site licences and scrap metal dealer collector licences.
- 1.2 Council approved a report in September 2013 that gave delegated authority to Access Selby Directors and to the Licensing and Appeals Committee to allow the implementation of the provisions contained within the Act. The Council has since been issuing licences in line with the Act however there is currently no comprehensive policy covering the licensing and all related issues for scrap metal dealers.
- 1.3 A report was taken to the Licensing Committee on 05 January 2015 to inform them that the policy was being developed. The Licensing Committee made a number of initial comments with regard to providing guidelines in respect of the type of vehicles that scrap metal dealers use and these have been incorporated into Appendix C of the draft policy.

## **2. The Report**

- 2.1 The aim of the policy is to consolidate existing documents and procedures into a comprehensive policy that covers legal requirements, the application process and enforcement issues.
- 2.2 The Home Office produced a supplementary guidance document which has been used as an aid in shaping the policy.
- 2.3 The draft policy has been benchmarked against Scrap Metal Dealer Policies from other authorities in the region.
- 2.4 There are currently 9 scrap metal site licences and 3 scrap metal collectors licences issued in the district.
- 2.5 On the 5 February the Executive approved a six week consultation process with the public and the trade from 9 February until 23 March 2015.
- 2.6 The consultation was published on our website and all current licence holders were written to inviting feedback. We also contacted neighbouring authorities who have a similar policy to ask for their feedback. Hard copies of the policy were made available on request for members of the public to view.
- 2.9 On 2 March 2015 a report was taken to Licensing Committee to make them aware of the consultation and seek their comments ahead of a formal consultation response being made. Licensing Committee raised several queries regarding the draft policy and a response to all the issues raised was sent to all members of the committee on 6 March 2015 in order to assist them with formulating their consultation response.
- 2.10 During the consultation period no formal responses were received from the public or Licensing Committee and therefore no changes are proposed to the policy.

- 2.11 A further report was taken to the Licensing Committee on the 13 April 2015 informing the committee of the outcome of the consultation. The Licensing Committee have raised concerns regarding a number of issues not addressed in the policy and have expressed a wish to attend the Executive meeting on the 4 June 2015. The Licensing Committee expressed concern that the policy does not impose restrictions or conditions on the type of vehicle scrap metal dealers should use for transporting scrap metal or state that it should be a high sided vehicle. The Act does not give the licensing authority the right to impose these kinds of restrictions or conditions. Appendix C of the policy (Licensee code of conduct) includes a list of recommended measures which licence holders should consider and one of these relates to load safety and the use of a caged vehicle.
- 2.12 The Licensing Committee also consider that there needs to be a process whereby the Council could check the past history of applicants with neighbouring authorities. The Act prescribes quite clearly the essential information to be provided to a licensing authority to enable it to make a decision as to whether or not to grant a licence. Therefore if an applicant has been refused a licence by another authority the outcome of any further applications should be the same.
- 2.13 Whilst no changes to the draft policy are proposed, officers are proposing some changes to internal procedure and the application form in response to a number of the issues raised by Licensing Committee on 2 March 2015. The first change is the declaration on the application form now includes a statement that applicants must sign which states that they will inform us of any new criminal convictions during the period they have the licence. The second change is that applicants will be required to provide details for each vehicle which they intend to use whilst conducting their business as a scrap metal dealer and to inform the Council of any changes.

### **3. Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

- 3.1 Current provisions are in accordance with the Scrap Metal Dealers Act 2013. All decisions will be made under delegated authority by officers with any appeals being heard by the Licensing and Appeals Committee.

Licensing and enforcement decisions will be made with regard to the policy; however the Council reserves the right to depart from the policy in exceptional cases.

#### **Financial Issues**

- 3.2 None at this present time.

#### **Impact Assessment**

3.3 The policy applies to all regardless of gender, age, disability, religious belief, race or ethnic minority or sexual orientation.

#### **4. Conclusion**

4.1 A comprehensive Scrap Metal Dealers Policy has been developed. As part of the development of the policy reports were presented to the Licensing Committee on three separate occasions. The draft policy was subject to a six week public consultation process. No formal responses were received during the consultation period and therefore no changes have been made to the draft policy.

#### **5. Background Documents**

Home Office, Scrap Metal Dealers Act 2013, Supplementary guidance (updated December 2013)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/265871/SMDA\\_supplementary\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/265871/SMDA_supplementary_guidance.pdf)

Licensing Committee Agenda and Minutes 5 January 2015, 2 March 2015 and 13 April 2015

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#### **Appendices:**

Appendix A - Scrap Metal Dealers Policy



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# Scrap Metal Dealers Policy



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## 1. Introduction

Selby District Council, as a local authority, is responsible for the licensing of scrap metal dealer site licences and scrap metal dealer collectors licences. This policy outlines the requirements of the Scrap Metal Dealers Act 2013 (the Act). It gives guidance to new applicants, existing licence holders and members of the public.

The Act came into effect on 1 October 2013 and repealed the Scrap Metal Dealers Act 1964 and part 1 of the Vehicles (Crime) Act 2001 that deals with motor salvage operations.

The aim of the Act was to regulate the scrap metal trade and reduce the number of metal thefts and the impact this has on society and its infrastructure.

## 2. Definition of Scrap Metal

Scrap metal includes:

- Any old, waste or discarded metal or metallic material; and
- Any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.

This definition also includes platinum and other rare metals now being used in catalytic converters in vehicle exhausts.

The following are not considered to be scrap metal:

- Gold;
- Silver; and
- Any alloy of which 2% or more by weight is attributable to gold or silver.

## 3. Definition of a Scrap Metal Dealer

The definition of a scrap metal dealer can vary and each business will be considered on its own merits according to their circumstances. However, the Act defines a scrap metal dealer as a person who carries out any businesses which consists wholly or in part of the buying and selling of scrap metal, whether or not the metal is sold in the form it was bought. This can therefore include the following businesses and trades:

- Skip hire firms, when the skip contains significant amounts of scrap metal e.g. when used for demolition activity or sites at engineering, manufacturing establishments or plumbers yards; and

- Motor salvage operators.

A person will be considered to carry on a business as a motor salvage operator if they do one or more of the following:

- Recover salvageable parts from motor vehicles for re-use or re-sale and sell the remainder of the vehicle for scrap;
- Buy written off vehicles then repair or re-sell them;
- Mainly buy or sell motor vehicles for the purpose of salvaging parts from them or repairing them and re-selling them.

If the sale of scrap metal is incidental to the main type of work or business undertaken then a licence will not be needed, for example tradesmen such as plumbers and electricians.

The definition does not include second hand goods, i.e. jewellers or businesses trading in second hand gold and silver jewellery/products and they are not required to have a licence.

## 4. Types of Licences

There are two types of licences for the dealing of scrap metal that Selby District Council has the authority to issue. All licences are issued for a period of 3 years, and renewal applications must be received before the expiry of the existing licence. It is not possible for any person or business to hold both a site licence and a mobile collector's licence from Selby District Council, however, they could hold a licence with another local authority. An applicant will be unable to trade until a licence has been issued.

### Site Licences:

A site licence authorises the licence holder to carry on a business at any site in the Selby District as identified in the licence.

A site licence holder can transport metal from third party businesses by arrangement from any other local authority area providing it is in the course of the business from that site.

A site licence holder cannot regularly engage in collecting waste materials and old, broken, worn out or defaced articles by means of visits from door to door in the area they are licensed or elsewhere, as this would constitute carrying on a business as a mobile collector. It would be acceptable to collect by arrangement, for instance where a motor salvage operator is asked to transport a damaged vehicle from an address to their site.

If a site licence holder uses self-employed mobile collectors to collect scrap metal which will be processed by the site, each collector will need a mobile collector's licence.

A site is defined in the Act as any premises used in the course of carrying on a business as a scrap metal dealer.

## **Collectors' Licences:**

A collector's licence authorises the licensee to carry on businesses as a mobile collector in the Selby District area only. A separate collector's licence is needed for each local authority area where a mobile collector collects scrap metal. A mobile collector can dispose of or sell scrap metal in any local authority area regardless of whether a collector's licence is held for that area.

A mobile collector will need a licence to buy or sell any scrap metal collected. Even if the material is provided free of charge, a licence is required in order to sell it on.

A mobile collector's licence will cover any employees working for that business. If they are not employed directly by that mobile collector's business and are self-employed, they will need their own collector's licence even if they are collecting metal from the same van as a person who has a mobile collector's licence.

Mobile collectors and site licence holders need to ensure they comply with relevant environmental legislation and regulation when carrying out their business.

## **5. Determination of applications and the issuing of licences**

Applications for a Scrap Metal Dealers Licence or the renewal of a current licence will be available on the Selby District Council website. For guidance on completing applications please see Appendix C of this policy.

When an application is received Selby District Council will determine whether the applicant is suitable for the licence. To determine this Selby District Council will check for the following:

- Whether the applicant or site manager has been convicted of any relevant offence. (Please see Appendix A for a list of relevant offences)
- Whether the applicant or any site manager has been the subject of any relevant enforcement action.
- Any previous refusal of an application for the issue or renewal of a scrap metal dealer licence and the reason for refusal.
- Any refusal of an application for a relevant environmental permit or registration and the reasons for refusal.
- Any previous revocation of a scrap metal licence and the reason for revocation.

# Selby District Council: Scrap Metal Dealers Policy - 2015

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- Whether the applicant has demonstrated that there will be in place adequate procedures to ensure that the provisions of this Act are complied with.

Selby District Council may also consult the following bodies regarding the suitability of an applicant:

- North Yorkshire Police
- The Environment Agency
- Neighbouring Local Authorities
- The Council's Environmental Health department

The Environment Agency maintains a register for public inspection of scrap metal licences issued by all local authorities in England. The register includes the following information:

- Name of the authority which issues the licence.
- Name of the licensee.
- Any trading name of the licensee.
- Address of the site identified on the licence.
- Type of licence.
- Date of expiry on the licence.

Selby District Council will update this register once a successful application has been processed.

## **6. Complying with the law**

The Act sets out standards for which holders of a scrap metal dealer licence must meet. It outlines strict ways in which the licence holder must conduct their business. Failure to meet these standards will result in Selby District Council as a regulatory authority taking enforcement action against the licence holder as outlined in section 7 of this policy. Details of the standards required and necessary conduct of business can be found in Appendix C of this policy.

## **7. Inspection and Enforcement**

A police officer or an authorised officer of the Council may enter and inspect a licensed site at any reasonable time, with notice to the site manager.

Entry and inspection without notice would only occur in the following circumstances:

# Selby District Council: Scrap Metal Dealers Policy - 2015

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- Reasonable attempts to give notice had been given and had failed
- Entry to the site is reasonably required for the purpose of ascertaining whether the provisions of the Act are being complied with.
- To investigate offences under the Act.

Selby District Council is committed to effective enforcement activity to ensure that the use of scrap metal dealer licences is not abused and that the trade of scrap metal in the district is lawful and appropriate. We take a 'firm but fair' approach and will take any enforcement action necessary in line with our Corporate Enforcement Policy which can be found on the Council's website.

## 7.1 Considerations

When we decide on enforcement action, the following will be taken into account to determine whether a licence should be revoked because the person is no longer fit and proper to remain a licensed trader.

- Witness statements (where appropriate, e.g. when a complaint is received)
- Interview with the licence holder
- Previous history of the licence holder

Any decision to prosecute a licence holder for any of the offenses created by the Act will be taken having regard to the Code for Crown Prosecutors.

## 7.2 Levels of Enforcement Action

In the event of minor transgressions, particularly if the licence holder has no history of transgressions and the Council believe that the transgression was unintentional, a written warning is likely to be issued.

In more serious cases of transgression, or where we find evidence of malpractice or non-compliance with this policy among licence holders we can revoke licences in line with the Act.

We reserve the right to revoke licences immediately in line with prescribed circumstances as detailed in the Act.

Licences which are revoked must be immediately returned to the Council.

Selby District Council also has the authority to issue a closure notice to any premises that we believe are dealing in scrap metal in the course of their business without a licence. A copy of the notice must be given to the person who appears to be the site manager and any person who appears to be a director, manager or other officer of the business.

The closure order and any relating conditions would be subject to a decision by the Court.

### **7.3 Appeals**

If we refuse to grant or renew a licence, or we impose conditions upon a licence of any type, the applicant has a right of appeal. Licensees may also appeal against suspension or revocation of a licence. Any appeal must be lodged within twenty-one days of the decision. Any enforcement action that we take will also give notice of a right of appeal, if one exists.

All appeals will be heard by Selby District Councils' Licencing and Appeals Committee in accordance with our constitution, unless it is an appeal regarding a closure or discharge order which would be heard by the Crown Court.

## **8 Policy review**

As a regulatory body, we are always monitoring changes to legislation. When changes take place, we will review the policy and update it as necessary. We will also regularly carry out a review to monitor its effectiveness and keep it in line with best practice.



## Appendix A - Relevant offences

The following are a list of prescribed relevant offences under the Scrap Metal Dealers Act 2013:

- An offence under section 1, 5 or 7 of the Control of Pollution (Amendment) Act 1989
  - An offence under section 170 or 170B of the Customs and Excise Management Act 1979(d), where the specific offence concerned relates to scrap metal
  - An offence under section 110 of the Environment Act 1995
  - An offence under sections 33, 34 or 24B of the Environmental Protection Act 1990
  - An offence under section 9 of the Food and Environment Protection Act 1985
  - An offence under section 1 of the Fraud Act 2006(h) where the specific offence concerned relates to scrap metal, or is an environment related offence
  - An offence under section 146 of the Legal Aid, Sentencing and Punishment to Offenders Act 2012
  - An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002
  - Any offence under the Scrap Metal Dealers Act 1964
  - Any offence under the Scrap Metal Dealers Act 2013
  - An offence under sections 1, 8, 9, 10, 11, 17, 18, 22 or 25 of the Theft Act 1968(a), where the specific offence concerned relates to scrap metal, or is an environment-related offence
  - Any offence under Part 1 of the Vehicles (Crime) Act 2001
  - An offence under sections 85, 202, or 206 of the Water Resources Act 1991
  - An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007
  - An offender under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010
  - Any offence under the Hazardous Waste (England and Wales) Regulations 2005
  - Any offence under the Hazardous Waste (Wales) Regulations 2005(g)
  - An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002
  - Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000
  - Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007
  - Any offence under the Transfrontier Shipment of Waste Regulations 1994
  - Any offence under the Transfrontier Shipment of Waste Regulations 2007
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- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011

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## Appendix B - Guidance for applicants

### Am I eligible?

Scrap metal dealer licences, both site and collector's, can be applied for by an individual, partnership or company.

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit: [www.environment-agency.gov.uk/wastecarriers](http://www.environment-agency.gov.uk/wastecarriers)

### Requirements prior to applying

In order to apply for a scrap metal dealers licence from Selby District Council you must provide a Disclosure and Barring Service (DBS) basic disclosure certificate. This must have been granted within the last **3 months** to be valid for your application for a scrap metal dealers site or collectors licence. We will accept copies if they have been verified by our customer contact centre.

### How to apply

Application forms can be found on the Selby District Council website [www.selby.gov.uk](http://www.selby.gov.uk) You will be required to submit the following:

- A completed application form;
- The relevant application fee; and
- An in date DBS basic disclosure certificate or certified copy.

### Renewals

Renewal application forms can also be found on the Selby District Council website [www.selby.gov.uk](http://www.selby.gov.uk). A renewal application must be received before the expiry of the current licence therefore we recommend applicants start the renewal process three months before the expiration of a current licence.

### What happens next?

Once all necessary checks have been carried out the council will determine your application and inform you of their decision. We aim to deal with all applications as quickly as possible,

normally within six weeks of receiving an application. However, this is subject to timely responses from external agencies we require information and checks from.

## **If you are successful**

Your licence will be issued and will be valid for three years. Once you have your licence you must ensure you adhere to the licensee code of conduct (Appendix C of this policy).

## **If you are unsuccessful**

Should you be unsuccessful, the reason for your refusal will be confirmed in writing. You have the right to lodge an appeal within 21 days of receipt of your refusal. All appeals will be heard by the Council's Licensing and Appeals Committee.

## **What if my circumstances change?**

It is very important that the council knows of changes to circumstances which affect the licence. We have put together this list of things we need to be told about.

Every licensee must let the council know if they:

- move house, or change primary address details;
- move business premises;
- change business vehicles;
- change contact details (including phone number and email address); or
- receive a police warning or caution, or are fined or arrested

**This document should be used as a guidance tool. Only the courts can give an authoritative opinion on statute law.**

**Every effort has been made to ensure this document is both comprehensive and accurate but in an attempt to simplify the law omissions have been made. Please refer to the Scrap Metal Dealers Act 2013 and associated regulations for full details of the law.**

**You should seek your own legal advice on the matters raised in this guidance note.**

## Appendix C - Licensee code of conduct

Scrap metal dealers receiving a site or collectors licence must abide by the following requirements set out in the Act:

1. A scrap metal dealer who holds a site licence must display a copy of the licence at each site identified in the licence.
2. The copy must be displayed in a prominent place in an area accessible to the public.
3. A scrap metal dealer who holds a collector's licence must display a copy of the licence on any vehicle that is being used in the course of the dealer's business and the copy must be displayed in a manner which enables it to be easily read by a person outside the vehicle.
4. A scrap metal dealer who fails to comply with this section is guilty of an offence and is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
5. A scrap metal dealer must not receive scrap metal from a person without verifying the person's full name and address.
6. That verification must be by reference to documents, data or other information obtained from a reliable and independent source.
7. All reasonable steps will be taken to ensure stolen metals are not bought.
8. The dealer must record the following information about all scrap metal purchased—
  - (a) the description of the metal, including its type (or types if mixed), form, condition, weight and any marks identifying previous owners or other distinguishing features;
  - (b) the date and time of its receipt;
  - (c) if the metal is delivered in or on a vehicle, the registration mark (within the meaning of section 23 of the Vehicle Excise and Registration Act 1994) of the vehicle;
  - (d) if the metal is received from a person, the full name and address of that person;
  - (e) if the dealer pays for the metal, the full name of the person who makes the payment acting for the dealer.
9. Where the disposal is in the course of business under a site licence, the dealer must record the following information—
  - (a) the description of the metal, including its type (or types if mixed), form and weight;
  - (b) the date and time of its disposal;
  - (c) if the disposal is to another person, the full name and address of that person;
  - (d) if the dealer receives payment for the metal (whether by way of sale or exchange), the price or other consideration received.
10. Where the disposal is in the course of business under a collector's licence, the dealer must record the following information—
  - (a) the date and time of the disposal;
  - (b) if the disposal is to another person, the full name and address of that person.

## Selby District Council: Scrap Metal Dealers Policy - 2015

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11. Dealers must only accept payment for scrap metal via cheque or electronic transfer and must keep a copy of the cheque or receipt of the transfer.
12. All licences shall be returned immediately to the licensing authority on expiry or other reasonable demand.

Selby District Council would also recommend that licence holders consider the following measures. There are no legal requirements to take the following steps, however it is strongly recommended as good practice.

1. A site licence holder may wish to carry a copy of the relevant site licence in their vehicle so they are not mistaken for an unlicensed mobile collector.
2. Blackened copper wire that has obviously had its insulation removed should not be bought other than where the supplier can provide a satisfactory explanation for the fire damage. In such cases, the cable shall be identified as burnt in the record of the material received, including the reason for the fire damage. A photograph shall be taken and kept with the said record.
3. Any vehicle used for the collection and transportation of scrap metal should ensure the load is safe and secure for example by using a caged vehicle.
4. Staff should be trained in administrative processes and all paperwork should be relevant and kept up-to-date.
5. Dealers should have available and actively use UV torches for detecting forensically marked metals.
6. Suspicious persons should be reported to the local police force for the area concerned.
7. Suspicious transactions should be reported to the local police force for the area concerned.
8. Dealers should display prominent signage at their premises stating that "We report suspected metal thieves to the Police".

# Selby District Council

## REPORT

Reference: E/15/5

Public/Private (Delete as appropriate)



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** Non key decision  
**Report Published:** 27 May 2015  
**Author:** Michelle Dinsdale - Policy Officer  
**Executive Member:** Cllr Mark Crane  
**Lead Officer:** Keith Dawson

**Title:** Taxi Licensing Policy (hackney carriage and private hire vehicles, drivers and operators)

**Summary:** The Executive approved the Taxi Licensing Policy (Appendix A) on 5<sup>th</sup> February 2015, following full public and trade consultation. The decision to approve the policy was 'called in' by Licensing Committee on 6<sup>th</sup> March 2015, who disagreed with the split between wheelchair accessible and non-wheelchair accessible hackney carriage vehicles. On 18<sup>th</sup> February 2015 Scrutiny Committee resolved to allow Licensing Committee to produce and present further evidence in relation to the Taxi Licensing Policy and to refer the decision back to the Executive for reconsideration alongside the further evidence.

### Recommendations:

- i. **Reconsider the decision to approve the Taxi Licensing Policy, taking into account the further evidence produced and presented by the Licensing Committee.**

### Reasons for recommendation

- i. To ensure that the Council is in a position to act and respond to any future changes in taxi and private hire legislation.

- ii. To assist the Council in maintaining a mixed taxi fleet which meets the needs of the travelling public by providing with quality and choice.
- iii. To protect the public's health and safety.

## **1. Introduction and background**

- 1.1 Consultation on the draft Taxi Licensing Policy took place between 6 October and 14 November 2015 policy and a good level of response was received.
- 1.2 Full details of the consultation methodology and analysis of the responses is contained within the report which went to the Executive on the 5<sup>th</sup> February.
- 1.2 The Taxi Licensing Policy was approved by the Executive on 5<sup>th</sup> February 2015.
- 1.4 Following the Licensing Committee meeting held on 6<sup>th</sup> February 2015, the decision of the Executive to approve the Taxi Licensing Policy, in particular the percentage of wheelchair accessible and non-wheelchair accessible hackney carriage vehicles, was 'called in' to Scrutiny Committee.
- 1.5 On 18 February 2015 Scrutiny Committee agreed to refer the matter back to the Executive for reconsideration and invited Licensing Committee to produce and present its further evidence to the Executive.

## **2. The Report**

- 2.1 Analysis of the consultation responses found that the highest number of respondents considered the current number of Wheelchair Accessible Vehicles (WAV) to be just right.
- 2.2 Based on the outcome of the consultation, Officers proposed that the policy objective be to maintain the current make-up of the hackney carriage fleet (i.e. 75% WAV and 25% non-WAV).
- 2.3 Licensing Committee recommended to the Executive that a 60/40% split would be more appropriate. Licensing Committee provided no evidence in support of their recommendation.
- 2.4 If the current policy were to continue the fleet would ultimately consist of 100% WAV.
- 2.5 At the Scrutiny Committee meeting held on 18 February 2015, it was explained to the Committee there had been no evidence presented by the Licensing Committee in support of the 60/40% split



recommendation and that the results of the consultation supported the proposed policy.

- 2.6 Scrutiny Committee resolved that the Licensing Committee be given an opportunity to present further evidence to support their view that a 60/40 ratio was the most appropriate.
- 2.7 At the time of writing this report no further information has been presented by Licensing Committee.

### **3. Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

- 3.1 Current provisions are in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. The policy does not replace the legislation governing hackney and private hire operations. It sets out what that legislation is and provides guidance on the Council's particular requirements in complying with that legislation.  
Licensing and enforcement decisions will be made with regard to the policy; however, the Council reserves the right to depart from the policy in exceptional cases.

#### **Financial Issues**

- 3.2 None at this present time.

#### **Impact Assessment**

- 3.3 Equality, diversity, and community impact screenings have taken place on the policy.  
The policy will assist with maintaining a mixed taxi fleet, which aims to provide quality and choice and meet the varying needs of the travelling public.

### **4. Conclusion**

The Executive approved the Taxi Licensing Policy following full public and trade consultation. Based on the outcome of the consultation, the policy objective be to maintain the current make-up of the hackney carriage fleet (i.e. 75% WAV and 25% non-WAV). The decision to approve the policy was 'called in' by Licensing Committee, in respect of the 75/25% split. Licensing Committee propose that a 60/40% split would be more appropriate. Licensing Committee provided no evidence in support of their proposal. Scrutiny Committee resolved that Licensing Committee be allowed to produce and present further evidence and to refer the decision back to the Executive for

reconsideration alongside the further evidence. At the time of writing this report no further information has been presented by the Licensing Committee.

## **5. Background Documents**

Executive Agenda and Minutes 5 February 2015  
Scrutiny Committee Agenda and Minutes 18 February 2015

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### **Appendices:**

**Appendix A:** Selby District Council Taxi Licensing Policy (hackney carriage and private hire vehicles, drivers and operators)

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# Taxi Licensing Policy

Hackney carriage and private hire vehicles, drivers and operators

*A new approach to public service*



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## 1. Introduction

Selby District Council, as a local authority, is responsible for the licensing of taxis (i.e. hackney carriages) and private hire vehicles in the district. This policy sets out a standard that we use to inform decisions, and should also be useful for the taxi and private hire trade and the public. Licence holders and applicants will find more guidance on the application process in the appendices to this policy and on the council website. If a member of public has a concern or query about the taxi trade, they should get in touch with Selby District Council.

Taxis and private hire vehicles form an important part of the local transport provision. As a regulator, Selby District Council aims to ensure the safety of drivers and the public without introducing unduly stringent licensing requirements. Our overall aim is to promote the availability of a safe, accessible and convenient taxi and private hire vehicle service in Selby District.

### 1.1. About this policy

This policy sets out the council's approach to regulating the taxi and private hire industry. It includes the way we make licensing decisions, and our enforcement agenda. Licensing and enforcement decisions will be made with regard to this policy; however, the council reserves the right to depart from this policy in exceptional cases. If a committee decision substantially differs from the guidance set out in this policy, a full justification will be provided.

### 1.2. Licences we issue

We issue five licences in our role as regulator of the taxi service, listed below:

- Taxi driver's licence
- Taxi vehicle licence
- Private hire driver's licence
- Private hire vehicle licence
- Private hire operator's licence

Note that the licence we issue to individuals who wish to drive taxis or private hire vehicles is a "**driver's licence**", and the licence issued to all motor vehicle road users by the DVLA<sup>1</sup> is a "**driving licence**".

The badge and licence we issue to successful applicants remain the property of the council.

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<sup>1</sup> Driver and Vehicle Licensing Agency:  
[www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency](http://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency)

### 1.3. Taxis and private hire vehicles; what’s the difference?

Taxis are also known as hackney carriages, which are not the same as private hire vehicles. The licences, fares, insurance and working practices of these two types of transport are different.

To clarify the differences between them, only taxis may use the word “**taxis**” or “**cabs**” in their name or advertising. Some of the differences are set out in the table below.

	Private Hire	Taxis
<b>Bookings</b>		
Can be pre-booked	✓	✓
Can wait in a taxi rank	✗	✓
Can be hailed down	✗	✓
<b>Fares</b>		
Set by the council	✗	✓
Uses a taximeter <sup>2</sup>	✗	✓
<b>Visual differences</b>		
Illuminated roof sign	✗	✓
“Black cab” type allowed	✗	✓
Licence plate	Colour: Red	Blue
	Shape: Rectangular	Semi-circular
	Position: Front and rear	Rear

## 2. Application process

### 2.1. Duration of licence

In general, we issue licences on an annual basis. Licences for vehicles are held for one year, but vehicles need to be checked more frequently the older they become. The licence will remain until its expiry unless the council revokes or suspends it.

Licence type	Duration
Hackney carriage driver’s licence	1 year
Private hire driver’s licence	1 year
Private hire vehicle operator’s licence	1 year
Vehicle between 0–5 years old	1 year
Vehicle between 5–7 years old	6 months
Vehicle 7+ years old	4 months

<sup>2</sup> Private hire vehicles are permitted to use their own taximeter, but this is not common in Selby District. Taxis must use a taximeter. For more, see Section 5.8 – Taximeters.

## **2.2. Licence fees**

All licence fees are published on the council website. These are reviewed annually in line with the Corporate Charging Policy, and generally increase with inflation.

## **2.3. Renewals**

Every year upon licence renewal for drivers, we check the DVLA driving licence record (we need a signed mandate in order to do this). We run checks with the DBS every three years and medical checks for over-45s every five years.

## **2.4. Guidance notes**

The full costs of the application (including the criminal records check, medical check, driving proficiency test and character reference) are to be paid by the applicant. Unfortunately, we cannot reimburse applicants for any costs incurred, whether a licence is granted or not. Applications must be submitted in their entirety, with all required documents and the relevant application fee. Guidance notes are provided for applicants in Appendix A – Guidance notes for applicants (Drivers). Details of the checks we carry out on applicants can be found in the following section.

# **3. Checks on the driver**

To effectively meet our regulatory goals, we carry out a number of checks on licence holders and applicants. These checks are carried out to ensure that all licensees are fit and proper to drive taxis and private hire vehicles, and are eligible to work in the UK. Driving a taxi or private hire vehicle will bring members of the trade into regular, close contact with members of the public, and often involves working with vulnerable groups such as children, the elderly, and disabled people. These background checks help us keep the public safe, and increase the trust in the taxi and private hire industry.

## **3.1. Disclosure and Barring Service**

We ask for an enhanced Disclosure and Barring Service (DBS, previously CRB) check on all drivers. Applicants and licence holders must submit a DBS check upon application and at least every three years upon renewal. Convictions must be declared, including all criminal and traffic offences. Any convictions, spent<sup>3</sup> or unspent, will be taken into account for the licensing decision but will not necessarily prevent a licence being granted. The council will consider the nature of the offence and other factors before making a decision.

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<sup>3</sup> The taxi and private hire trade is an exception to the rehabilitation of offenders list. The council will take into account both spent and unspent offences when considering whether to grant a licence.

In the interests of public safety, the council will not issue a licence if the applicant has a history of crimes of dishonesty, violent or sex-related offences and major motoring offences (including drink driving). Further guidance on the relevance of convictions can be found in Appendix C – Relevance of convictions.

In the case of foreign nationals, a DBS check will only cover the time period since the applicant's arrival in the UK. If this time is too short to make a judgement about the applicant's character, the council may require the applicant to obtain a certificate of good conduct or similar relevant document from their embassy or from the Association of Chief Police Officers.

### **3.2. Medical checks**

Drivers need to be in a good condition of health to ensure the safety of their passengers, themselves and other road users. As well as driving, the day-to-day work of a licensed driver may also include lifting heavy items of luggage, wheelchairs and shopping etc. Any applicant for the grant or renewal of a licence who is unable to satisfy the licensing authority that they meet the required medical standard will not be issued with a licence.

We have a standard medical form which is filled in by the applicant's own GP, the costs of which must be met by the applicant. Every licence holder must undergo a medical check upon application, and at the age of 45. Drivers over the age of 45 will be required to undergo a medical examination every five years, until they reach the age of 65, after which a medical check must be done annually.

The driver must be fit to drive up to the DVLA Group 2 standard. Drivers who already have DVLA Group 2 certification which covers the entirety of the licensing period may be exempted from this requirement.

In addition, all licence holders are required to inform the licensing authority of any illness or condition that affects their ability to drive.

### **3.3. Driving proficiency and experience**

All applicants must have held a full DVLA driving licence for at least one year.

The Driving and Vehicle Standards Agency (DVSA) also have a practical driving test for drivers of hackney carriage and private hire vehicles. All new applicants for hackney carriage and private hire driver's licences will be required to produce evidence that they have successfully completed the DVSA practical driving test prior to the initial application.



### **3.4. Previous taxi and private hire licences**

If a new applicant has held a licence as a taxi driver in any other area, or has ever had a licence suspended or revoked, they must declare this on their application form. The council will run a check on the applicant's licensing history in these cases.

### **3.5. Character reference**

In order to ensure a high standard of safety for users of the taxi service in Selby District, we require a character reference for each applicant. Each applicant is asked to nominate a referee who has known them for at least three years, and has a position of good standing in the community. We normally expect a reference from a professionally qualified person, for example a lawyer, doctor or other healthcare professional, teacher, engineer or accountant.

## **4. Changes to licensee circumstances**

Licence holders must inform the council if they move house, if their condition of health changes, if they are involved in a motor vehicle accident, convicted of a crime or cautioned by a police officer. Notifications of this type must be made as soon as reasonably practicable, and always within three days. A full list of incidents and changes in licence details that the council must be informed of is found in Appendix A – Guidance notes for applicants (Drivers).

### **4.1. Failure to notify**

Failure to report or declare these changes are very serious, and often attract an additional weighting to the actual offence, with harsher enforcement action. For example, a minor traffic offence is not likely to materially change whether a driver is a fit and proper person to hold a licence. However, a licensee who commits a minor traffic offence and fails to notify the council is in breach of this policy, is disregarding their legal obligation to notify and is demonstrating dishonesty. A minor traffic offence is forgivable, assuming the licensee drives with more care in future. Failure to notify is likely to lead to a review of the licence.

Failure to notify the council of a conviction or caution by the police is extremely serious. Licensees may wish to note that the police will notify us directly in many cases, and this should be in addition to the licensee's notification.

## **5. Vehicles**

We are not overly restrictive with the types of vehicles that can be licensed, but we do need to ensure that all vehicles are safe, that they clearly display licensing plates,

and that there is provision in the fleet for all accessibility requirements. Guidance on the accessibility requirements of vehicles can be found in Section 6 – Accessibility.

### 5.1. About the vehicle inspection

At vehicle inspection we will check vehicle registration, insurance, and MOT documents, make sure the vehicle itself is fit for purpose and issue licence plates. The table below sets out the frequency of tests required for vehicles, based on their age:

Vehicle age	Frequency of vehicle tests and checks
0–5 years	One check per year
5–7 years	Two checks per year
7+ years	Three checks per year

Routine vehicle inspections are booked about 4–6 weeks in advance of the expiry of the licensed period of the vehicle. It is expected that drivers attend and cooperate with a vehicle inspection.

If a vehicle licence is suspended it must have another inspection within two months of the suspension notice, otherwise the vehicle licence is revoked.

If a defect should occur or develop on a vehicle between inspections that could affect the safety of that vehicle and the travelling public, the driver and/or proprietor must let the council know so that an investigation can begin.

A checklist to help prepare for a vehicle inspection can be found in Appendix B – Guidance notes for vehicles inspections.

### 5.2. Licence plates

Upon successful inspection the vehicle becomes licensed, and will be issued with licence plates. At all times it must then clearly display the issued licence plates in the proper locations.

The large licence plates must be securely attached to the back of the vehicle, and the small licence plates must be fixed in a position easily visible to passengers – in most cases this will be the dashboard. In addition, private hire vehicles are given a second licence plate for the front of the vehicle.

Loss of (or damage to) a licence plate must be reported and replaced immediately at the licensee's expense. No hiring contract is to be entered into without a licence plate affixed to the vehicle. If the vehicle is being taken off the road and not being replaced, the licence plates must be returned to the council.

On some vehicles or on certain occasions, a driver may not wish to display large licence plates (for example on executive vehicles, limousines, or when using a regular licensed vehicle for a wedding). For these situations, discreet licence plates may be requested from the council and issued at the licensee's expense. These will be considered on a case-by-case basis by the Licensing Committee.

### **5.3. Safety equipment**

All licensed vehicles must have seat belts in the driver's seat and all passenger seats where fitted by the manufacturer. We recognise that some vehicles, including purpose-built taxis with rear-facing seats, do not have seatbelts fitted for all seats. However, we expect that the majority of vehicles will have the same number of seatbelts as the maximum number of passengers permitted by the licence (as well as the driver's own seatbelt).

The vehicle must also carry a fire extinguisher. If safety equipment is not clearly visible, then signs must be in place to indicate its location.

It is encouraged that a BS 8599 compliant first aid kit is carried in all licensed vehicles, which should carry – at a minimum – plasters, eye pads, a range of bandages and dressings, safety pins, disposable gloves and a leaflet giving general guidance on first aid.

### **5.4. Vehicle condition**

Between inspections the driver must maintain the licensed vehicle in good condition, making sure it is roadworthy and clean inside and out.

### **5.5. Taxi lights**

In order to help members of the public tell the difference between taxis and private hire vehicles, taxis must be fitted with a sign on the roof which can be lit up at night. Private hire vehicles are prohibited from any sign on the roof which may be mistaken for a taxi light.

### **5.6. Tinted windows**

All windows must be sufficiently transparent so as not to compromise road safety or prevent clear vision into the vehicle. As a guide, vehicles fitted with manufacturers tinted windows will only be accepted if the front windscreen allows 75% of light, all other windows must allow at least 70% of light to be transmitted through them. Any vehicles with windows darker than the above specification and which do not allow the occupants to be clearly visible from the exterior will not be licensed (notwithstanding the exceptions made in section 5.7).

### **5.7. Non-standard vehicles**

Vehicles which do not conform to the above type specification may still be considered for licensing, and further conditions may be attached to ensure the safety of the public. Each application will be considered on its merits by the Licensing Committee.

In allowing for non-standard vehicles, the council aims to include executive vehicles, limousines and novelty vehicles in the transport hire industry. It is not to make exceptions for substandard vehicles which would not otherwise be licensed.

The Licensing Committee will normally inspect any non-standard vehicle submitted for application. Special conditions for non-standard vehicles are often used. Some examples of special conditions that may be placed upon a limousine include:

- that a more formal dress code is observed by the driver
- that the vehicle is used only for special occasions (i.e. not for everyday private hire use)
- an exemption from the tinted window condition

### **5.8. Taximeters**

All taxis must be fitted with taximeters. Installation of taximeters must be carried out by an appropriate installer and accompanied with a certificate of installation. All taximeters will be tested over the measured mile, and programmed with Selby District Council's most recent fare structure. No attempt should be made to change the taximeter, except by an authorised officer.

The taximeter will be used for all journeys taken by taxi, even if under a private hire contract. For journeys ending outside of Selby District, another fee may be agreed in advance. If no such agreement is made, only the fare showing on the taximeter may be charged. More information can be found in Section 8 – Fares. The taximeter must be visible to passengers at all times.

### **5.9. Trailers**

A driver who wishes to tow a trailer must satisfy the council that insurance is in place for this use. Where the trailer obstructs the view of the rear vehicle plate, an additional licence plate must also be clearly displayed on the rear of the trailer (in addition to the rear of the vehicle).

### **5.10. Advertising**

If a driver or operator wishes to display advertising anywhere on or in the vehicle, written permission must be obtained from the council. Advertising which could cause offence is not permitted in any location on a taxi or private hire vehicle. Specific

subject matter that will not be permitted includes alcohol, cigarettes and political parties. Unauthorised advertising will be subject to enforcement action.

#### **5.11. Motor vehicle accident**

If a licensed driver has a motor vehicle accident, they must inform the council immediately. If the damage materially affects the safety or performance of the vehicle, it must then undergo another inspection before any contract for hire is to be undertaken. If the inspection deems it necessary, the vehicle will need to successfully pass an MOT test.

#### **5.12. Changing a vehicle**

We cannot directly change a licence to another vehicle. Instead, we issue a new licence for the new vehicle, and refund any full calendar months for the period remaining on the previously licensed vehicle.

## **6. Accessibility and taxi vehicle requirements**

In regulating the taxi and private hire trade we aim to meet the diverse needs of all accessibility requirements in our district. This includes wheelchair users, the visually impaired, the elderly and other groups that may be disabled or otherwise have accessibility requirements. We do not place any restrictions on private hire vehicle types, but we do check that they are safe. For taxis, we only allow certain types of vehicles to be licensed, set out as follows.

#### **6.1. New vehicles with new applicants**

Where a new application for a hackney carriage vehicle licence is made, the licence will only be granted if the vehicle is wheelchair accessible.

#### **6.2. Replacement vehicles**

An existing vehicle may be replaced by a vehicle of similar type. All wheelchair accessible vehicles may only be replaced by another wheelchair accessible vehicle. There are a number of saloon-type vehicles in the fleet; these may be replaced by either a wheelchair accessible vehicle or another saloon

Current hackney carriage drivers licenced to drive a wheelchair accessible vehicle can make a request to be added to the waiting list to change their vehicle to a licence for non-wheelchair accessible vehicle (Appendix D).

In the event that a licence for a non-wheelchair accessible vehicle becomes available i.e. when an existing licence holder of a non-wheelchair accessible vehicle surrenders their licence, or where monitoring identifies a need for more non-

wheelchair accessible vehicles, those on the waiting list will be considered for the available licence(s).

### **6.3. Assistance dogs**

Taxis must carry guide/assistance dogs at no extra charge. Refusing to carry a disabled person on the basis of their disability is discrimination, and is a serious criminal offence.

### **6.4. Definition of wheelchair accessible vehicles**

Wheelchair access and egress may be made via the side doors or rear doors. All vehicles that are wheelchair accessible must be so constructed as to facilitate the carriage of people with disabilities. It must be capable of accommodating a wheelchair user in a wheelchair in the passenger compartment, provided that the wheelchair fits either facing forwards or rearwards as recommended by the Disabled Persons' Transport Advisory Committee and the Medical Devices Agency. Under no circumstances must the wheelchair be placed sideways in the passenger compartment.

Approved anchorages must be provided for the wheelchair and the wheelchair user. These anchorages must be either chassis or floor linked and capable of withstanding approved dynamic or static tests. Restraints for wheelchair and occupant must be independent of each other. Anchorage must also be provided for the safe stowage of a wheelchair when not in use, folded or otherwise, if carried within the passenger compartment. They must be designed so as not to cause injury to other passengers.

A ramp or ramps for the loading of a wheelchair and occupant must be available at all times for existing wheelchair accessible vehicles. The entry must be either via the nearside passenger door or via the rear. An adequate locking device must be fitted to ensure that the ramps do not slip or tilt when in use. Provision must be made for the ramps to be stored safely when not in use.

## **7. Operators and the private hire trade**

Private hire vehicles require bookings to be made in advance, and these bookings are carried out by a licensed operator. Operator's licences are non-transferable.

Among other responsibilities, all operators must:

- make sure that all of their drivers are licensed by Selby District Council
- make sure that their premises are sanctioned by the council, including any planning permission required for the site
- make sure that all vehicles in their fleet are licensed
- prevent defective or unsafe vehicles from being used, even if licensed

- provide enough off-street parking for the number of vehicles in their fleet
- stop private hire vehicles from parking illegally near the base
- familiarise themselves with this policy
- be able to explain the contents of this policy to their drivers
- inform the council in writing of any changes to the details of their licence within three days of the change being made, including changes to –
  - the registration of any vehicles on the licence
  - the details of any driver on the licence
  - the drivers listed on the licence
  - the operator's own contact details, home address or business premises

No contract for hire is to be entered into before the details are correct on the registered licence. It is therefore important to let the council know as soon as possible.

Operators must always and only use the trading name registered on the licence for business purposes such as bookings and advertising.

### **7.1. Record Keeping**

Operators and owners of private hire vehicles must keep records of each booking, including the name of the passenger, the destination, the name of the driver, the number of the vehicle and any fare quoted at the time of booking. This information will enable the passenger to be traced if this becomes necessary and should improve driver security and facilitate enforcement. Records are to be held for at least twelve months and be available for inspection upon request.

### **7.2. Prompt Attendance**

If a driver is aware of a booking under a contract for private hire, they must be on time for that appointment in the correct place, unless delayed or prevented by sufficient cause. If a legitimate reason for the delay is encountered, every reasonable effort must be made to contact the passenger.

### **7.3. Insurance checks**

Operator must make sure that every operating base is covered by public liability insurance and employer's liability insurance in place for the duration of their licence. The insurance certificate must be available for inspection upon request.

All vehicles on the operator's licence must be covered by appropriate insurance. Where an insurance cover note is in place, the operator must ensure that the driver on expiry of that cover note advises the council of the new period of cover. It is the responsibility of both the operator and driver to ensure that they have the correct insurance cover in place to cover the number of passengers that they are entitled to

carry. The operator must therefore regularly monitor insurance and personally examine the insurance certificates to satisfy themselves as to their validity.

#### **7.4. Plying for hire**

The licence of a private hire vehicle and driver's licence do not permit the licensee to ply for hire on the street, but only to accept bookings through their operator. As a legal requirement of the licence, private hire driver's licences may be subject to enforcement action if found to be plying for hire.

#### **7.5. Taxi ranks**

Private hire vehicles are not permitted to use taxi ranks for any reason, including picking up and dropping off passengers.

### **8. Fares**

The council sets rates for taxi fares (but not for private hire vehicles). The most up to date taxi fares can be found on our website. The table of fares should be clearly displayed in taxis. Private hire vehicle operators and owners are able to set their own rates.

A taxi driver may not demand a fare in excess of the fare shown on the taxi meter, unless a fare has been previously agreed. If a fare has been previously agreed, the driver may not charge more than this agreement.

Drivers must make no attempt to cancel or hide the fare shown on the taximeter until the passenger has had reasonable opportunity to see it and a payment settled.

### **9. Complying with the law**

All people at all times should comply with the law. Taxi and private hire drivers/operators are no exception, and should not do anything illegal at any time. There are a number of offences which are particularly serious breaches of the law for professional drivers. If a driver does not comply with the law in a way that could put members of the public in danger, the driver's licence will be suspended or revoked in addition to any enforcement action due to breach of the law.

#### **9.1. Mobile phone use**

Drivers must not use a mobile phone or any other mobile device whilst driving. It is legal to bring the vehicle to a halt in a safe place and take a phone call, although it may be considered unreasonable to do so with passengers in the vehicle. The hard shoulder of a motorway is not a safe place, and drivers must never stop on a hard shoulder to make or answer a call. The only permitted use of a mobile device while



driving is with a hands-free system – though this may also be inappropriate with passengers.

## **9.2. Alcohol**

Drink driving is a serious offence for any motorist. Professional drivers must take particular care, and not drink alcohol immediately before or at any time while driving or being in charge of a vehicle.

## **9.3. Discrimination**

Drivers should carry all passengers upon every reasonable request without discriminating in any way. If a driver refuses to carry a passenger, they will be invited to a hearing and given a chance to state their reasons for refusal. If the council is satisfied that the reasons are justifiable then no action will be taken, otherwise appropriate enforcement action will be considered and applied. Particularly serious is discrimination on the basis of the protected characteristics of the Equality Act 2010 (including age, disability, gender identity, race, religion, sex and sexual orientation).

## **9.4. Carrying the right number of passengers**

Vehicles are licensed to carry up to a specified maximum number of passengers. Carrying more passengers than this maximum is a severe breach of policy.

## **9.5. Parking at taxi ranks**

Taxi drivers must remain with their vehicle while at a taxi rank. Drivers are not permitted to use taxi ranks to park their vehicle.

Private hire vehicles are not allowed to use taxi ranks in any capacity.

## **9.6. Vehicle use**

It is illegal to allow a person who does not hold a private hire vehicle licence to drive a licensed private hire vehicle, even when that vehicle is not being used as a private hire vehicle. This means that a licensed driver's family and friends are not permitted to drive the private hire vehicle at any time.

# **10. Code of conduct**

## **10.1. Behaviour**

All licensees must behave in a civil, polite and courteous manner at all times while working as a driver or operator. No swearing, abusive language or offensive gestures are sanctioned, and licensees must conduct themselves so as to avoid offence, nuisance and hazard to the public.

Licensees may be required to attend an interview or hearing. They must therefore respond to an interview request by the licensing authority. It is an offence to fail to comply with a reasonable request from an authorised officer.

Taxi drivers have a duty of care to their passengers, and must behave accordingly.

### **10.2. Dress code**

We are committed to encouraging a professional image of drivers in the district. As such, drivers' clothing must be clean, smart and professional at all times. Specifically, sportswear and beach clothing are not appropriate for drivers while on duty.

### **10.3. Identification badge**

Drivers must wear their identification badge as issued by the council at all times when on duty. It must match the photo ID displayed in the vehicle being driven.

We will supply a driver's badge and photo ID. If a badge is lost, damaged or stolen this must be reported immediately, and a replacement badge paid for.

The photo ID must be visibly displayed in the vehicle to the passengers. Only the ID of the driver currently driving the vehicle may be displayed.

### **10.4. Receipts**

A driver must issue a receipt if requested by a passenger following a journey, and may not refuse to issue a receipt in these circumstances. Many licensees issue receipts as standard practice, which we encourage.

### **10.5. Luggage**

Drivers are to give all reasonable assistance with passengers' luggage in loading and unloading. According to this definition of reasonable, drivers are expected to help passengers to get their luggage to and from the entrance of a building.

### **10.6. Safe places to drop off and pick up passengers**

Drivers must never pick up or drop off a passenger in an unsafe location, nor allow a passenger to get out of the vehicle in an unsafe way (onto a road, for example).

### **10.7. Lost property**

Drivers must check the vehicle for property that may have been inadvertently left there by a passenger. If any property is found, drivers must take all reasonable steps to return property to any passenger who leaves something in the vehicle. Where this is impractical or the attempt to return property has failed, the driver must return the property to the council, where it will be recorded and further attempt to return the property will be made.

### **10.8. Animals**

Drivers may not carry any animal which does not belong to a passenger in the vehicle. Carriage of an animal owned by a passenger is at the discretion of the driver, apart from guide dogs and other assistance dogs, which must be permitted with their owner free of charge (as per section 6.3).

### **10.9. Food in the vehicle**

The driver must not eat or drink whilst carrying fare-paying passengers in the vehicle.

### **10.10. Music**

Noise nuisance is to be avoided. Drivers must not use the radio or any other sound equipment without the express permission of the passenger. Even with passenger permission, the radio system must never be used in a way that would alarm or cause nuisance to any person, including members of the public.

### **10.11. Smoking and e-cigarettes**

The council enforces a no smoking and no e-cigarette policy in licensed vehicles. Drivers must not smoke tobacco or use e-cigarettes or vaporisers, nor allow passengers to do so whilst in the vehicle. The vehicle must clearly have a no smoking sign on display.

## **11. Complaints about drivers**

Members of the public are able to make complaints about drivers in the taxi and private hire vehicle trade. In these cases we will always keep in touch with the complainant while carrying out an investigation. Drivers will be told about the complaint, and invited to an interview to discuss it as part of the investigation. We will follow up by taking enforcement action where appropriate.

## **12. Enforcement**

Our commitment to effective enforcement activity is not only good for public safety, but also for the responsible people in the taxi and private hire vehicle trades. We believe that the majority of those in the taxi and private hire vehicle trades seek to comply with our policy and the law, and we see it as our role to clamp down on unlicensed operators and liaise with other agencies, especially the police, to ensure compliance with this policy and with the law. Any enforcement action will be taken in line with our Corporate Enforcement Policy.

### **12.1. Considerations**

When we decide on enforcement action, the following will be taken into account to determine whether the person is fit and proper to remain a licensed trader.

- Witness statement (where appropriate, e.g. when a complaint is received)
- Interview with the driver/operator
- Previous history of the driver/operator

### **12.2. Levels of enforcement action**

In the event of minor transgressions, particularly if the driver has no history of transgressions and the council believe that the transgression was unintentional, a written warning is likely to be issued.

In more serious cases of transgression, or where we find evidence of malpractice or non-compliance with this policy among licence holders, we can suspend or revoke licences. Where public safety is the primary cause for concern, we reserve the right to suspend or revoke licences immediately.

Licences which are suspended or revoked must be immediately returned to the council, along with any badges, cards and licence plates.

### **12.3. Appeals**

If we refuse to grant or renew a licence, or we impose conditions upon a licence of any type, the applicant has a right of appeal. Licensees may also appeal against suspension or revocation of a licence. Any appeal must be lodged within twenty-one days of the decision. Any enforcement action that we take will also give notice of a right of appeal, if one exists.

## **13. Policy review**

As a regulatory body, we are always monitoring changes to legislation. When changes take place, we review the policy and update it as necessary. We will also regularly carry out a review to monitor its effectiveness and keep it in line with best practice.

## Appendix A – Guidance notes for applicants (Drivers)

### Am I eligible?

To become a taxi or private hire driver you will need to get a licence from the council. In order to be eligible for a licence you must:

- have held a full DVLA driving licence for at least 12 months
- be able to demonstrate that you are “fit and proper” to hold a licence

We carry out a number of checks to determine whether you meet these criteria, as outlined in the taxi licensing policy under Section 3 – Checks on the driver.

### Before you apply

The Driving and Vehicle Standards Agency (DVSA) have a test specifically for taxi and private hire drivers. Applicants must complete a DVSA test before applying to the council for a driver’s licence.

Drivers must have a good working knowledge of the area in which they work. The council does not currently test applicants’ knowledge with a topographical test, but does expect new applicants to maintain the high standards expected by passengers.

Before applying for a licence, you must:

- have received your DVSA test certificate
- make sure you have the local geographical knowledge required of a driver

### How to apply

You will need to complete and submit all of the following at the same time:

- application form
- a digital photo (sent via email to [licensing@selby.gov.uk](mailto:licensing@selby.gov.uk))
- Driving Licence Mandate
- DBS application form (CRB)
- three documents for proof of identity
- medical form completed by your own GP
- the relevant application fee (non-refundable)
- referee contact details for your character reference
- DVSA test certificate

### What happens next?

Once the checks have been carried out the council will determine your application and inform you of their decision in writing. You may be asked to go to the Licensing Committee to provide further evidence that you are a fit and proper person.

### **If you are unsuccessful**

Should you be unsuccessful, the reason for your refusal will be confirmed in writing. You will be informed of your right to appeal, which would go to the Magistrates' Court and must be made within twenty-one days of the notice of refusal.

### **If you are successful**

If you are successful you will receive your driver's badge and licence along with your attached conditions. Once you receive your driver's badge you are licensed to drive a hackney carriage (for hackney carriage drivers) or a private hire vehicle (in the case of private hire drivers). The vehicles used for hire must be licensed by Selby District Council, although the vehicle that you drive does not necessarily have to be owned by you. When working as a driver you must wear your badge in such a position that it can be clearly seen at all times.

It is important that you read and fully understand your licence conditions, because if you are found to break them it may result in your licence being suspended or revoked. The driver's licence lasts one year and you will be sent a reminder for renewal 4–6 weeks before the licence expires.

### **How long does the whole process take?**

We aim to deal with your application as quickly as we can, and normally within six weeks of receiving an application. However, because the process relies on other organisations to provide information it can sometimes take longer. An application will not be considered until all parts of the application have been received, including the relevant fee.

### **What if my circumstances change?**

It is very important that the council knows of changes to circumstances which affect the licence. We have put together this list of things we need to be told about.

Every licensee must let the council know if they:

- move house, or change primary address details
- move business premises
- change contact details (including phone number and email address)
- receive a police warning or caution, or are fined or arrested

Additionally, every licensed driver must inform the council if they:

- have a motor vehicle accident
- get points on their driving licence, or are suspended/disqualified from driving
- develop a health condition, or a known health condition deteriorates
- change the operator through whom they work (private hire only)

## Appendix B – Guidance notes for vehicles inspections

Vehicles are tested at least every year at a full vehicle inspection. Vehicles over five years old also have interim inspections (see Section 5 – Vehicles).

### Paperwork

The following documents must be presented at Access Selby Customer Contact Centre before the annual full vehicle inspection:

- the relevant inspection fee
- MOT certificate (required by law for taxis even if the vehicle is less than three years old)
- insurance certificate
- application form
- vehicle registration document (logbook)
- evidence of current vehicle tax

Interim inspections will only need the following:

- the relevant inspection fee
- MOT certificate
- insurance certificate

### Vehicle standards

At the inspection, as throughout the year, the vehicle must be:

- safe, clean and tidy inside and out
- in good mechanical order
- fitted with working seat belts
- fitted with a fire extinguisher, which in turn must be:
  - a dry powder extinguisher
  - at least 600g
  - within its functional date (i.e. not expired)
  - near the driver
  - readily available for use at all times

### Seating

The vehicle must be presented for inspection with the number of seats in position for which it is licensed. If it is wheelchair accessible, the number of seats and wheelchair spaces must not exceed the number of seats for which the vehicle is licensed.

### Licence plates

If the vehicle is being inspected at renewal or for an interim inspection, the large plate must be securely attached to the rear of the vehicle. The small plate must be securely fixed to the dashboard.

If the vehicle has not been previously licensed, the plates will be issued after the vehicle has passed its test, and must be securely attached straight away.

If you are changing your vehicle or taking it off the road, the old plates must be returned to the council before the new plates and licence are issued.

### Notice for display in vehicle

It is encouraged that the notices overleaf be displayed in a prominent position, visible to passengers. There is one notice for taxis and one for private hire vehicles, highlighting some of the differences between the licences and vehicle type.

**Notice for taxi passengers** – what you can expect from the taxi trade and what the taxi trade can expect from you

The driver will:

- Drive with due care and courtesy towards the passenger and other road users.
- Use the meter within the licensed area, unless the passenger has agreed to hire by time.
- If using the meter, not start the meter until the passenger is seated in the vehicle.
- If travelling outside the licensed area, agree the fare in advance. If no fare has been negotiated in advance for a journey going beyond the licensing area then the driver must adhere to the meter.
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Ensure they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off.
- Be aware of the fare on the meter and make the driver aware if it is approaching the limit of their financial resources.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.

**Notice for passengers of private hire vehicles** – what you can expect from the private hire vehicle trade and what the trade can expect from you

The driver will:

- Ensure that the passenger has pre-booked and agrees the fare before setting off.
- Drive with due care and courtesy towards the passenger and other road users.
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Ensure they have enough money to pay the fare before travelling. If wishing to pay by credit card or to stop on route to use a cash machine, check with the driver before setting off.
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.



## Appendix C – Relevance of convictions

The guidance for the relevance of convictions that we use has regard to the joint circular distributed by the Department of Transport and the Home Office (DOT 2/92, HO 13/92).

1. Each case will be decided on its own merits.
2. A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of convictions for 3 to 5 years, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
3. The following examples afford a general guide on the action to be taken where convictions are admitted.

### (a) Minor Traffic Offences

Convictions for minor traffic offences, e.g. obstruction, waiting in a restricted street, speeding etc, should not prevent a person from proceeding with an application. If sufficient points have been accrued to require a period of disqualification of the applicant's driving licence then a Hackney Carriage or Private Hire Driver's licence may be granted after its restoration but a warning should be issued as a future conduct.

### (b) Major Traffic Offences

An isolated conviction for reckless driving or driving without due care and attention etc. should normally merit a warning as to future conduct and advice on the standard expected of Hackney Carriage and Private Hire Vehicle Drivers. More than one conviction for this type of offence within the last two years should merit refusal and no further application should be considered until a period of 1 to 3 years free from convictions has elapsed.

### (c) Drunkenness

#### (i) *With Motor Vehicle*

A serious view should be taken of convictions of driving or being in charge of a vehicle while under the influence of drink. An isolated incident should not necessarily debar an applicant but strict warnings should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence. At least 3 years should elapse (after the restoration of the driving licence) before an applicant is considered for a licence. If there is any suggestion that the applicant is an alcoholic, a special medical examination should be arranged before the application is entertained. If the applicant is found to be an alcoholic a period

of 5 years should elapse after treatment is complete before a further licence is considered.

*(ii) Not in Motor Vehicle*

An isolated conviction for drunkenness need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating critical examination (see (i) above). In some cases, a warning may be sufficient.

**(d) Drugs**

An applicant with a conviction for a drug related offence should be required to show a period of at least 3 years free of convictions before an application is entertained or 5 years after detoxification treatment if he/she was an addict.

**(e) Indecency Offences**

As Hackney Carriage and Private Hire Vehicle Drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, importuning, or any of the more serious sexual offences, should be refused until they can show a substantial period (at least 3 to 5 years) free of such offences. More than one conviction of this kind should preclude consideration for at least 5 years. In either case if a licence is granted a strict warning as to future conduct should be issued.

**(f) Violence**

As Hackney Carriage and Private Hire Vehicle Drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least 3 years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

**(g) Dishonesty**

Hackney Carriage and Private Hire Vehicle Drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc. Overseas visitors can be confused by the change in currency and become “fair game” for an unscrupulous driver. For these reasons a serious view should be taken of any conviction involving dishonesty.

In general, a period of 3 to 5 years free of conviction should be required before entertaining an application.

## **Appendix D – Transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle**

### **How to apply**

All current licensed drivers who wish to be considered for a transfer from a wheelchair accessible vehicle to a non-wheelchair accessible vehicle i.e. a saloon should contact the Council in writing to register their interest.

### **What happens next?**

Your name will be added to the waiting list. When a vacancy arises all current licensed drivers will be notified in writing. Notice of the vacancy will also be placed on the council's website.

Once an opportunity arises (e.g. when a licence for a non-wheelchair accessible vehicle is surrendered, or where monitoring of the make-up of the fleet identifies a need) those on the waiting list will be considered for the available licence(s).

### **Who makes the decision?**

Under powers delegated by the Licensing Committee, a panel of officers, which includes representatives from both the Legal and Enforcement sections, will decide who from the waiting list will be awarded a licence in respect of a non-wheelchair accessible vehicle.

### **How is the decision made?**

In order to reach a decision, the panel will consider the following:

- The driver's record of behaviour
- The driver's length of service

Only those drivers who the panel consider have demonstrated a 'good record' of behaviour will qualify to be considered for a non-WAV licence.

### **Definition of 'good record' of behaviour**

In general a 'good record' of behaviour is where the driver has demonstrated a maintained standard of public safety, professional service and compliance with all of the legislation and the Council's taxi licensing conditions and administrative processes.

A good record can cover the whole range of expectations of a licensed driver but there are particular cases where it will be inappropriate to grant a transfer/ issue a licence;

- Where the driver has previously failed to report a matter which is a condition of their licence or required by a relevant Act of Parliament

- Where a driver is found to be or has been in possession of more than one DVLA licence in contravention of DVLA controls
- Where there is conflict with Council's Taxi Licensing Policy, relating to convictions and driver conduct
- Where a licence is revoked for any reason, or suspended, as part of a Court finding or Council sanction (or where a period of suspension was imposed instead of revocation)
- Where at the point of the decision the driver licence is suspended as either part of an investigation or prosecution by this or any other Authority
- Where there has been a distinct neglect or failure to appropriately follow the administrative process in licensing functions.

It should be noted that the above list is not exhaustive.

### **Length of service**

The driver with the longest period of continuous service, and who meets the 'good record of behaviour' principle, will be awarded the available non-WAV licence. Continuous service means service as either a private hire driver or Hackney carriage driver, or a combination of both, but only with Selby District Council.

### **Appeals**

Any appeal must be lodged within twenty-one days of the decision. All appeals will be heard by the Licensing Committee.

## **Appendix E – Hackney carriages enforcement**

The following sections outline the hackney carriage offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

### **Offence under the Town Police Clauses Act 1847**

- Giving false information on application for hackney carriage proprietor's licence
- Failure to notify change of address of hackney carriage proprietor
- Plying for hire without hackney carriage proprietor's licence
- Driving a hackney carriage without hackney carriage driver's licence
- Lending or parting with hackney carriage driver's licence
- Hackney carriage proprietor employing unlicensed driver
- Failure by hackney carriage proprietor to hold hackney carriage driver's licence
- Failure by hackney carriage proprietor to produce hackney carriage driver's licence
- Failure to display hackney carriage plate
- Refusal to take a fare
- Charging more than the agreed fare
- Obtaining more than the legal fare
- Travelling less than the lawful distance for an agreed fare
- Failing to wait after a deposit to wait has been paid
- Charging more than the legal fare
- Carrying other person than the hirer without consent
- Driving hackney carriage without proprietor's consent
- Person allowing another to drive hackney carriage without proprietor's consent
- Drunken driving of hackney carriage
- Wanton or furious driving or wilful misconduct leading to injury or danger
- Driver leaving hackney carriage unattended
- Hackney carriage driver obstructing other hackney carriages

### **Offence under the Local Government (Miscellaneous Provisions) Act 1976**

- Failure to notify transfer of hackney carriage proprietor's licence
- Failure to present hackney carriage for inspection as required
- Failure to inform local authority where hackney carriage is stored if requested
- Failure to report an accident to local authority
- Failure to produce hackney carriage proprietor's licence and insurance certificate
- Failure to produce hackney carriage driver's licence

- Making false statement or withholding information to obtain hackney carriage driver's licence
- Failure to return plate after notice given after expiry, revocation or suspension of hackney carriage proprietor's licence
- Failure to surrender driver's licence after suspension, revocation or refusal to renew
- Permitting any vehicle other than hackney carriage to wait on a hackney carriage stand
- Charging more than the meter fare for a journey ending outside the district, without prior agreement
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable

## Appendix F – Private hire enforcement

The following sections outline the private hire offences. It is important that drivers become familiar with the offences, as ignorance of an offence will not protect a licence holder from the full weight of the law.

Many of the offences are explicitly discussed in the policy. This is simply provided as a comprehensive list of offences for which we can prosecute.

### Offence under the Local Government (Miscellaneous Provisions) Act 1976

- Using an unlicensed private hire vehicle
- Driving a private hire vehicle without a private hire driver's licence
- Proprietor of a private hire vehicle using an unlicensed driver
- Operating a private hire vehicle without a private hire operator's licence
- Operating a vehicle as a private hire vehicle when the vehicle is not licensed as a private hire vehicle
- Operating a private hire vehicle when the driver is not licensed as a private hire driver
- Failure to display private hire vehicle plate
- Failure to notify transfer of private hire vehicle licence
- Failure to present private hire vehicle for inspection as required
- Failure to inform local authority where private hire vehicle is stored if requested
- Failure to report an accident to local authority
- Failure to produce private hire vehicle licence and insurance certificate
- Failure to produce private hire driver's licence
- Failure to wear private hire driver's badge
- Failure by private hire operator to keep records of bookings
- Failure by private hire operator to keep records of private hire vehicles operated by him
- Failure to produce private hire operator's licence on request
- Making false statement or withholding information to obtain private hire driver's or operator's licence
- Failure to return plate after notice given after expiry, revocation or suspension of private hire vehicle licence
- Failure to surrender drivers licence after suspension, revocation or refusal to renew
- Charging more than the meter fare when hackney carriage used as private hire vehicle
- Unnecessarily prolonging a journey
- Interfering with a taximeter
- Obstruction of authorised officer or constable
- Failure to comply with requirement of authorised officer or constable
- Failure to give information or assistance to authorised officer or constable

**Offence under the Transport Act 1980**

- Driving a private hire vehicle with a roof sign which contravenes section 64(1)
- Causing or permitting a private hire vehicle to be driven with a roof sign which contravenes section 64(1)



## Appendix G – Glossary

Applicant	An individual or organisation applying for a licence or licences from the council.
Authorised officer	An officer of the council with powers to enforce.
Council	In this policy, the council refers to Selby District Council
CRB	Criminal Records Bureau. See DBS.
DBS	Disclosure and Barring Service. An agency which provides records of criminal records and history to the council.
Driver's licence	A licence issued by the council to taxi and private hire vehicles, drivers and operators.
Driving licence	A licence issued by the DVLA to all motorists.
DSA	Driving Standards Agency. See DVSA.
DVLA	Driving and Vehicle Licensing Agency
DVLA Group 2	A standard of medical health required of professional drivers and drivers of large vehicles. It has a higher standard of health than the standard Group 1, which is required of all licensed motorists.
DVSA	The DSA (Driving Standards Agency) and VOSA (Vehicle and Operator Services Agency) have merged to become the DVSA (Driving and Vehicle Standards Agency). They are responsible for a number of functions, including the assessment for taxi driving standards, which we require of all licensed drivers in the district.
Hackney carriage	See taxi.
Licensing Committee	A committee of Selby District Council which determines applications for licences, including taxi and private hire.
Minicab	A word sometimes used to describe private hire vehicles.
MOT	Ministry of Transport. Usually used to refer to the test and vehicle inspection which makes sure that all vehicles on the road are roadworthy and safe.
Private hire	A vehicle which can be hired under the Local Government (Miscellaneous Provisions) Act 1976.
Taxi	A vehicle which can be hired under the Town Police Clauses Act (1847). Also known as a hackney carriage.
Taximeter	A meter which calculates the distance travelled and time spent on a passenger journey in a taxi. The rates are set by the council and determine a fair fee for both passenger and driver.
VOSA	Vehicle and Operator Services Agency. See DVSA.
We	In this policy, "We" refers to Selby District Council.

# Selby District Council

## REPORT

Reference: E/15/6



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** None key decision  
**Report Published:** 27 May 2015  
**Author:** Gillian Marshall – Solicitor to the Council  
**Executive Member:** Councillor Mark Crane – Leader of Council  
**Lead Officer:** Jonathan Lund – Deputy Chief Executive/Monitoring Officer

**Title:** Amendments to the Constitution

### Summary:

The Constitution was reviewed in 2014 in preparation for the reduction in the number of Councillors after the election from 41 to 31. As part of that review Council gave Audit and Governance Committee a role in reviewing the Constitution prior to any further amendments being made. Notwithstanding that review, further changes now need to be made.

The Executive is asked to note these proposals and refer them to Audit and Governance Committee prior to their consideration by full Council.

### Recommendations:

- i. **To refer the proposed changes to full Council to consider in the light of any comments provided by Audit and Governance Committee**

### Reasons for recommendation

To update the constitution as required by law and in other respects to speed up decision making and increase transparency.

### 1. Introduction and background

- 1.1 The Constitution was reviewed in 2014 in preparation for the reduction in the number of Councillors from 41 to 31. Notwithstanding that review, further changes now need to be made or are recommended.
- 1.2 In some of the proposed changes the amendments are required as a matter of law and the Council has no option. In the other cases the proposals are aimed at speeding up decision making whilst maintaining the transparency and accountability required in good decision making through the Forward Plan and recording of delegated decisions.

## **2. The Report**

2.1 The proposed changes required are as follows

- Changes are required to disciplinary processes for statutory officers – the previous requirement for a Designated Independent Person has been removed and replaced with the need for a vote in favour at full Council who will be advised by the Independent Person appointed under the Standards arrangements adopted by the Council. This change is required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and must be made at the first ordinary meeting of Council after 11 May 2015.
- An amendment is proposed to the Financial Procedure Rules to increase in the level of in year virement that can be approved under delegated powers. The proposal is that the level should £50 000 rather than the current £20 000 which would be consistent with the level of authority granted under Contract rules and the definition of a significant officer decision which should be recorded and publicised. The authority should be limited as now to the s151 Officer.
- It is also proposed that the limits on approving the sale of land (currently £15 000) in the Financial Procedure Rules be changed to £50 000 in accordance with the other financial limits. This would be delegated to Directors in consultation with the s151 Officer. There are also some minor consistency issues in the Rules which need addressing and that can be picked up in these changes.
- It is proposed that the role of monitoring the Council's use of the Regulation of Investigatory Powers Act for surveillance be added to the Terms of Reference of Audit and Governance Committee. The Home Office Code of Practice indicates that Member level review on an annual basis (at a minimum) should take place and it is likely this will be one of the recommendations arising from a recent visit by the Office of the Surveillance Commissioner.
- Changes are also proposed to reflect the new procedures for giving effect to the recommendations of the CEFs via delegated powers

2.2 In addition to the above known changes the last Government issued a consultation paper on 29 January 2015 for proposed changes to the Local Authorities Functions and Responsibilities Regulations. These regulations

identify the split in decision making responsibility between Council (and committees of Council) and the Executive. They were first introduced in 2000 and regularly amended until 2013. This proposal is to replace the existing set and all the amendments with a new 2015 version. The consultation closed on 6 March 2015. It is likely that the new Government will proceed with some or all of these changes in the new Parliament. We will need to ensure these are reflected in the revised Constitution. Depending on timing we may be able to refer these for approval by Council in June. Alternatively Council may wish to grant general delegated powers to the Monitoring Officer to amend the Constitution where required to do so as a matter of law.

- 2.3 The proposed timetable for consideration of these changes is as follows
- Executive - 4 June – to note and refer proposed changes to Council to be considered in the light of the comments of Audit and Governance Committee
  - Audit and Governance – 17 June
  - Council - 23 June

### **3. Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

- 3.1 An up to date Constitution reduces the risk of legal challenges to the decisions of the Council.

#### **Financial Issues**

- 3.2 Controls will remain in place to ensure financial probity.

#### **Impact Assessment**

- 3.3 No other impacts have been identified.

### **4. Conclusion**

- 4.1 That Executive should note these proposals and refer them to Council to be considered in the light of any comments made by Audit and Governance.

### **5. Background Documents**

None

*Contact Officer:*

Gillian Marshall  
Solicitor to the Council  
X42095

#### **Appendices:**

None.

*All spreadsheets should be sent as separate pdf attachments. Please take care with spreadsheets with more than one tab and ensure the pdf includes all tabs.*

*All appendices should be alphabetical and not numeric.*

# Selby District Council

## REPORT

Reference: E/15/7

Public



**To:** The Executive  
**Date:** 4<sup>th</sup> June 2015  
**Status:** Key decision  
**Report Published:** 27 May 2015  
**Author:** Julia Jennison, Policy Officer  
**Executive Member:** David Peart – Lead Councillor for Housing, Leisure, Health and Culture  
**Lead Officer:** Jonathan Lund, Deputy Chief Executive

**Title:** York, North Yorkshire and East Riding Housing Strategy & Selby Action Plan 2015-21

### Summary:

A new York, North Yorkshire and East Riding (YNYER) Housing Strategy has been developed to provide an overarching vision for the area. This replaces the existing North Yorkshire sub-regional Housing and Homelessness Strategy 2010-2015. A separate Homelessness Strategy for 2015-20 will be developed for each district.

Each local authority and the Local Enterprise Partnerships in the Leeds City Region and Humber have had representation and involvement in the development of the new Housing Strategy, and following approval by each of the districts it will be launched in September 2015.

Each district will then work up its own local action plan, and progress on these plans is to be reported to the December meeting of the YNYER Housing Board. In Selby the action plan is to be developed by a small working group (already in place) with the Head of Operations in consultation with the Lead Councillor for Housing, Leisure, Health and Culture.

### Recommendations:

- i. To approve the York, North Yorkshire and East Riding Housing Strategy 2015-21, and
- ii. To delegate the development of the Action Plan to the Head of Operations in consultation with the appropriate Executive Member

## **Reasons for recommendation**

The Executive is asked to approve the York, North Yorkshire and East Riding Housing Strategy for 2015-21 to enable the joint approach to strategic housing to continue. This approach will help all partners to develop ambitions around new market and affordable homes and the significant and positive economic impact that this will have for the area, in line with the Local Growth Deals from July 2015.

### **1. Introduction and background**

- 1.1. The existing North Yorkshire sub-regional Housing and Homelessness Strategy 2010-2015 was developed jointly with other districts, and the new draft strategy has built on this approach to include York, the East Riding of Yorkshire, and the Local Enterprise Partnerships (LEPs) in the Leeds City Region and Humber.
- 1.2. Close working between these partners and our stakeholders has resulted in the development of this new York, North Yorkshire and East Riding Housing Strategy 2015-21, which aims to support and enable economic growth and meet the housing needs of local communities.
- 1.3. All the local authorities in the partnership are covered by the Leeds City Region and Humber LEPs, and their housing priorities are reflected in the strategy.

### **2. The Report**

- 2.1. The new Strategy sets the strategic priorities for housing growth and delivery from 2015 to 2021, with the YNYER Housing Board responsible for its development, implementation and delivery. The document sets out how partners will work with stakeholders to deliver the housing aims of the LEP and Housing Board members.
- 2.2. Investing to increase the supply of housing is at the core of the Strategy, particularly with new targets in the YNYER Strategic Economic Plan (SEP) to double the rate of housebuilding and triple affordable housing output compared to 2012-14. These targets are based on estimates provided by each authority in the LEP area for an upper level of delivery, taking into account the latest overall housing figures and the target percentage for affordable housing in that local planning authority.
- 2.3. Evidence supporting the priorities in the strategy is presented against five main themes:
  - 1. Affordability and the supply of homes**
  - 2. Our geography**
  - 3. Changing demography**
  - 4. Quality of our housing stock**
  - 5. Homelessness and specific needs groups**

- 2.4. **Affordability and the supply of homes.** Demand for housing is strong, but affordability remains an issue with Selby's house price to income ratio in 2013 standing at 6.9% (so house prices were 6.9 x income, comparing mean house price with mean annual earnings for the district). Demand for homes continues to outstrip supply, and the new targets in the SEP aim to address this. The vision for the Housing Strategy is: *'To enable the delivery of more new homes and for all housing to be of a quality, type and size which meets the needs of our urban, rural and coastal communities and supports economic growth'*
- 2.5. **Our Geography.** In rural areas, local wages are traditionally lower than in urban areas, with house prices and rental charges higher. The development of good quality affordable homes for rent and purchase is critical to ensuring that our rural communities continue to be viable.
- 2.6. **Changing Demography.** North Yorkshire, and Selby in particular, has a significant and growing population of older people, many of whom wish to remain living independently. We need to ensure that assistance is available to allow them to remain living at home through the provision of adaptations and housing related support, but should this not be possible, that suitable alternative accommodation such as Extra Care is available.
- 2.7. For younger people, affordability is an issue, particularly for first time buyers who struggle to raise a deposit. A number of initiatives are now available to assist such as low cost intermediate housing for purchase through S106 opportunities, and the offer of Firstbuy, where the government and housebuilders together provide a 20% loan towards the purchase. In addition for those under 35 who are in receipt of Housing Benefit, their eligibility is now restricted to the cost of shared accommodation which is in short supply in Selby.
- 2.8. **Quality of our housing stock.** Whilst the overarching aim of the Strategy is to develop new homes, these count for a small proportion of our stock. We need to ensure that existing homes are maintained to a good standard, whether in the public or private sector. The standard of housing has a significant impact on households' health and quality of life.
- 2.9. **Homelessness and specific needs groups.** The prevention of homelessness is far more cost effective than dealing with its consequences and has far better outcomes. We will continue to work with partners to share best practice, and each district will develop its own Homelessness Strategy in response to this Housing Strategy (this is the subject of a separate report).
- 2.10. Some vulnerable groups experience particular difficulty in accessing housing, and we need to ensure that suitable opportunities are available. In particular, where housing and housing related support is provided for those with mental health problems or physical or learning disabilities, they can be enabled to live successfully in the wider community. We need to ensure that there is sufficient accommodation and support to meet these needs.



- 2.11. The development of these overarching priorities was shaped by the various partners across the wider sub-region, and in order to ensure that they meet our local priorities a small working group was set up in Selby which Councillor Ivey attended. This group is due to reconvene to develop a local action plan around the detailed proposals later this year.
- 2.12. A light touch consultation for the Strategy was agreed at YNYER Housing Board and Chief Housing Officers Group on 28<sup>th</sup> November 2014, and this approach was highlighted at Executive Briefing on 18<sup>th</sup> December 2014. Following this, the consultation link was circulated to Executive members by e-mail on 10<sup>th</sup> February 2015, and was published on our webpages with a closing date of 9<sup>th</sup> March 2015.
- 2.13. Consultation responses were positive with all respondents supporting the vision and priorities, and following review a final Strategy has been produced for approval by each district. In Selby district this is programmed for approval by Executive on 4<sup>th</sup> June, and a formal launch by the partnership is planned for 14<sup>th</sup> September 2015 in Thirsk.
- 2.14. As mentioned at 2.11, each district will then develop its own local Housing Strategy Action Plan in response to the detailed proposals contained within the strategy. Progress on the action plans will be reported to the Housing Board in December.
- 2.15. As the Homelessness Strategy is no longer part of the sub-regional strategy, a Selby Homelessness Strategy and Action Plan are to be developed in response to it, and these will be the subject of a separate report to Executive.

### **3. Legal/Financial Controls and other Policy matters**

#### **Legal Issues**

- 3.1. Under the Deregulation Act 2015 the requirement on local housing authorities to prepare a housing strategy is repealed from 26<sup>th</sup> May 2015. However, the local authority still has the power to prepare one if it considers it beneficial to do so.

#### **Financial Issues**

- 3.2. The costs of delivery can be managed through the development of our tailored local action plan, with a focus on continuing a joint countywide approach.

#### **Impact Assessment**

- 3.3. A copy of the Equality Analysis prepared by the North Yorkshire Housing Strategy Manager is available on request.

#### **4. Conclusion**

- 4.1. The York, North Yorkshire and East Riding Housing Strategy for 2015-21 will enable the joint approach to strategic housing across the region to continue, and help deliver our own housing ambitions.

#### **5. Background Documents**

- 5.1. Equality Analysis Housing Strategy 2015-21.

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#### **Appendices:**

Appendix A  
**York, North Yorkshire and East Riding Housing Strategy 2015-21**



# York, North Yorkshire and East Riding Housing Strategy 2015-21



EAST RIDING  
OF YORKSHIRE COUNCIL

HAMBLETON  
DISTRICT COUNCIL



SELBY  
DISTRICT COUNCIL





**I am very pleased to be launching a new Housing Strategy to cover York, North Yorkshire and East Riding for the period from 2015 to 2021.**

This strategy builds on and develops a new era of joint working with the York, North Yorkshire and East Riding Local Enterprise Partnership, as well as the Local Enterprise Partnerships in the Leeds City Region and Humber. It will help all of our partners to deliver ambitions around new market and affordable homes and the significant and positive economic impact that this will have for the area, in line with the Local Growth Deals from July 2015.

Within the pressing need and demand for new housing supply in all tenures there is also a need for homes suited to older households, homes that will meet the needs of a wide range of household types, new affordable housing and accommodation and support for vulnerable households. Existing housing should also be of a good standard and we need to work to address issues around fuel poverty. We also need to ensure that our hard work in reducing the number of homelessness households in the sub region continues and is supported as a strategic priority.

*R Foster*

Councillor Richard Foster

Chair - York, North Yorkshire and East Riding  
Housing Board





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# 1

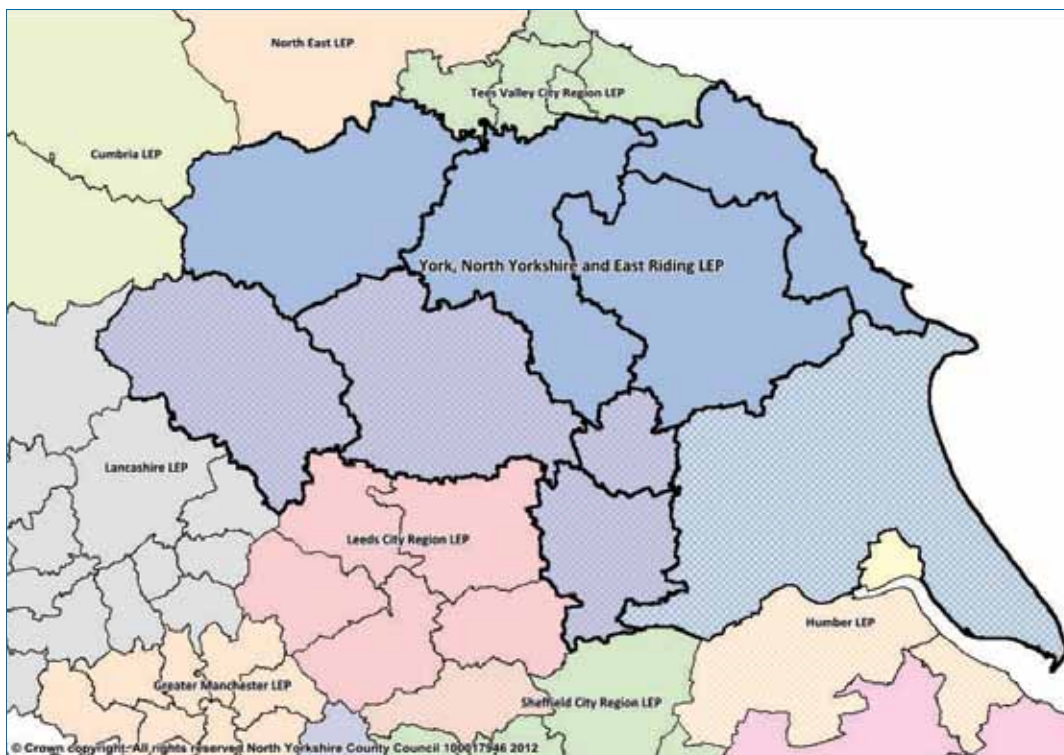
## Introduction

This Housing Strategy sets the priorities for housing growth and delivery from 2015 to 2021. It covers the Local Enterprise Partnership (LEP) area of York, North Yorkshire and East Riding and delivery of the priorities and proposals identified here are supported by the York, North Yorkshire and East Riding Housing Board. This document sets out nine strategic housing priorities but does not detail plans for the numbers or local distribution of housing - this spatial planning flows from work undertaken to develop individual Local Plans. This will be addressed through local authorities' Local Plans which are at varying stages of development. Nevertheless these plans and any associated work undertaken in their preparation have informed the spatial elements of this strategy.

This strategy is the culmination of close working between the Housing Board and the York, North Yorkshire and East Riding LEP and our stakeholders.

It builds on previous work by the North Yorkshire Strategic Housing Partnership, City of York Council (CYC) and East Riding of Yorkshire Council (ERYC) and the evidence base in the York and North Yorkshire and East Riding Strategic Economic Plan (SEP)<sup>1</sup>. The overarching aim is to support and enable economic growth, deliver the housing priorities set out in the Growth Deals<sup>2</sup> from Government to the LEPs for our area and meet the diverse housing needs and aspirations of our local economies and communities.

All of the Local Authorities in this partnership are covered by the York, North Yorkshire and East Riding LEP. Harrogate, Selby, Craven and York are also within the Leeds City Region LEP area and East Riding of Yorkshire also falls within the Humber LEP. We will work with these LEPs and reflect their housing priorities this document, where appropriate.



Local Enterprise Partnership area

Legend:  York, North Yorkshire & East Riding LEP     Local Authorities also in Leeds City Region LEP     Local Authorities also in Humber LEP

<sup>1</sup> <http://www.businessinspiredgrowth.com/about-the-lep/documents/>

<sup>2</sup> <https://www.gov.uk/government/publications/york-north-yorkshire-and-east-riding-growth-deal-2014>

This strategy, its priorities and proposals will be underpinned by local Housing Strategies and/or local Housing Action Plans, as well as a Homelessness Strategy produced and delivered by each Local Authority. This will enable each to address local circumstances and priorities in the context of delivering sub-regional objectives.

The vision and priorities here cover not only the need for affordable housing, as in previous strategies, but also set out our aims and ambitions in relation to increasing housing supply overall and for new homes to be across all tenures and price brackets. The overarching aim of this strategy is to help to deliver the York, North Yorkshire and East Riding SEP and the resulting 'Growth Deal' from Government.

Housing falls mainly under **Priority 4: Successful and Distinctive Places** in the SEP which includes aims around housing and economic development as well as identifying the broad locations where development is expected to take place. The main housing aims in the York, North Yorkshire and East Riding Growth Deal focus on delivery of over 3,000 new jobs and 4,000 new homes. In summary these are:

- support housing and employment growth ambitions by investing in major strategic development sites in Northallerton, Catterick Garrison, Middle-Deepdale in Scarborough and Selby creating over 4,000 new homes
- double house building (compared to 2012-14 build rates) and triple delivery of affordable housing. This will mean delivery to the maximum annual housebuilding rate identified in the existing Local Plan of each authority in the LEP area
- deliver local strategic housing priorities and outcomes in response to priorities identified in the SEP and Local Growth Deal Implementation Plan, including work on older persons and rural housing
- get up-to-date Local Plans in place, deliver effective strategic planning by working together and across boundaries, and ensure delivery of housing in Local Plans.

House building is an essential element of economic growth and job creation. It is also vital for meeting local housing needs and is the most effective means of delivering affordable housing via planning gain. The ambition to double the total annual rate of house building across the LEP area in the Growth Deal was agreed by the Housing Board and the LEP Infrastructure Board and was a headline in the Strategic Economic Plan for York, North Yorkshire and East Riding.

The approach seeks to double housing completions, from an average of 2,700 a year in 2012/13 and 2013/14 across the LEP area. The target is to double this to a combined delivery figure of around **5,400** new homes per year across York, North Yorkshire and East Riding.

House building across the area showed a very significant shortfall during 2012/13 and 2013/14 compared to the combined total of build rates promoted by the local planning authorities. Within that, there was significant variation between authorities, with some at or close to their housing targets and others significantly below. The target of around 5,400 new homes each year is based on delivering housing at the maximum rate provided for by each local authority in its Local Plan (or the latest estimate in the most up to date Local Plan at the time of producing the SEP in early 2014), including the identified buffer amount (as required by the National Planning Policy Framework).

Inevitably, individual maximum housing delivery rates for Local Planning Authorities within this will be adjusted up or down as Local Plans are developed, are adopted and reviewed. The housing requirement agreed in each Local Plan will take primacy.

The Housing Board will work with the LEP, the Homes and Communities Agency (HCA) and Local Authorities to help achieve the upper level of housing (including any buffer) agreed in each Local Plan in the area, against the overall aim to double housebuilding to around 5,400 units per annum.

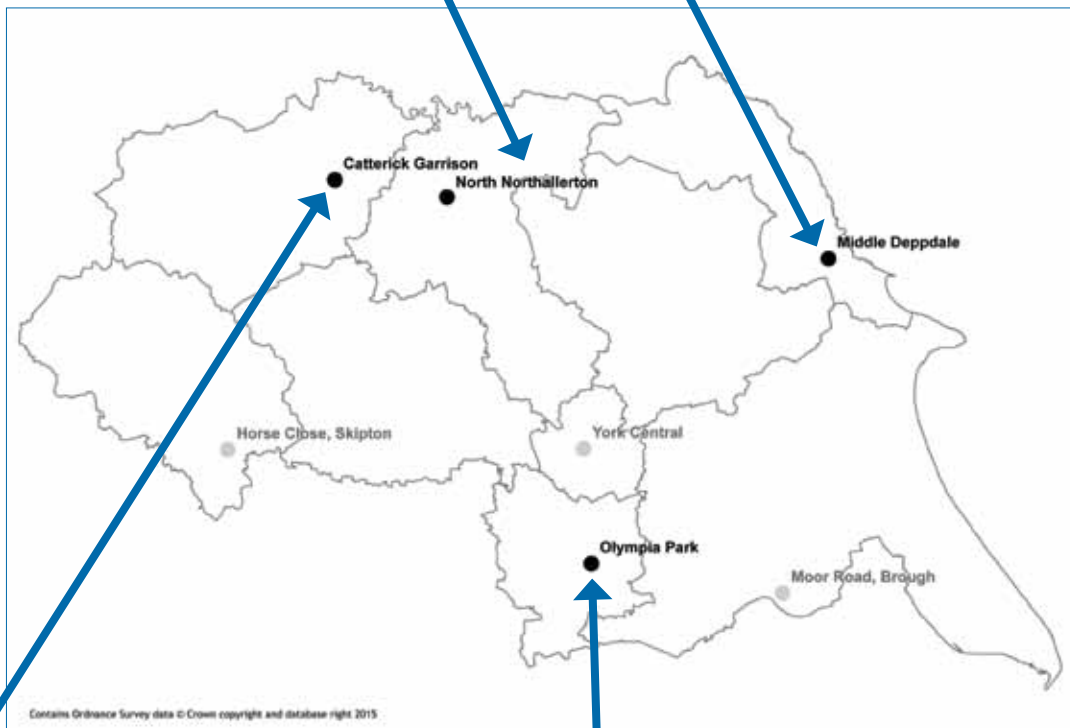


## ■ Strategic Housing Sites Supported by Growth Deals

North Northallerton



Middle Deepdale



Catterick Garrison



Olympia Park

Delivery of affordable housing in the LEP area during 2012/13 and 2013/14 was also low, at an average of around 600 units per year. This is of particular concern given the great need for affordable housing across almost all of the area, as detailed Section 3. In addition to doubling house building rates, the SEP also set out an ambition to increase the delivery of affordable homes to over **1,600** per year across the area, thereby almost tripling the delivery of new affordable homes compared to 2012-14. The target of 1,600 affordable homes each year is based on estimates provided by each Local Authority in the LEP area for an upper level of delivery, taking account of the latest overall housing figures and the target percentage for affordable housing in that local planning authority.

The target to increase the annual house building rate in the LEP area to around 5,400 homes, including 1,600 affordable homes, is a very significant increase on recent build rates. Achieving this will require:

- major investment in infrastructure, particularly in York and other focus points for housing growth
- a package of investment in site specific infrastructure to unlock major sites in York and the growth towns across the area
- major investment to support affordable housing provision
- funding and support for a range of other bespoke housing initiatives to improve delivery and to tackle housing issues in the LEP area, such as housing for older people, working age households and in rural areas.

The York North Yorkshire and East Riding LEP was successful in securing funding for some of the above via the Growth Deal for 2014 and 2015. However, a number of areas remain unfunded. The Housing Board will work with the LEP and Government to secure significant funding towards major infrastructure, to unlock sites and support local initiatives in order to reach the desired uplift in housing delivery. In particular, a close partnership

between the Board, the LEP, the HCA, Local Authorities, house builders and Registered Providers will be essential to progress towards the agreed housing targets for the area.

The Growth Deals for Leeds City Region and the Humber also included investment to release new housing supply:

- funding to support site clearance and remediation at Holgate Beck - capital works at the York Central site that will accommodate housing, office, retail and leisure
- funding for a new bridge over the Leeds/Liverpool canal to open up land, including for affordable housing at Horse Close, Craven
- loan funding (subject to due diligence) to accelerate delivery of 750 homes at Moor Road, Brough.

Investing to increase the supply of housing in the right places across a range of price points is therefore at the core of this Strategy. This document sets out how we will work with our stakeholders to deliver the housing aims of the LEP alongside other strategic housing priorities of this Housing Board. The vision for this strategy is:

**‘To enable more new homes and for all housing to be of a quality, type and size which meets the needs of our urban, rural and coastal communities and supports economic growth’**

The vision will be achieved by delivering **Nine Housing Priorities** and supporting actions over the next five years.

■ **One**

Work with partners to increase the supply of good quality new housing across all tenures and locations (in line with Local Plans/site allocations).

■ **Two**

Ensure that our housing stock reflects the needs of urban, rural and coastal communities.

■ **Three**

Ensure that our housing stock meets the diverse needs of our population at all stages of their lives.

■ **Four**

Via policy guidance and negotiation, ensure new homes are of good design and environmental quality regardless of tenure.

■ **Five**

Continue to make best use of our existing stock and ensure that it is of a decent quality to meet the needs of our communities.

■ **Six**

Ensure all homes have a positive impact on health and well being and are affordable to run.

■ **Seven**

Continue to reduce homelessness.

■ **Eight**

Ensure housing is allocated fairly and on the basis of need.

■ **Nine**

Provide appropriate housing and support for those with specific housing needs.

The background to the development of these priorities is set out in **sections 2 and 3** of this document. **Sections 4 and 5** set out the proposals to deliver the priorities and the **final sections** outline the governance arrangements and our approach to risk. The Board will agree a specific action plan each year to set out the steps we will take with our partners to deliver the Nine Priorities.

# 2

## Setting the Scene: Housing, Economic and Planning Context

### ■ Housing Context

The Government's current housing strategy 'Laying the Foundations: A Housing Strategy for England' was published in November 2011. It presents the Government's priorities for housing, its role in the wider economy and contribution to social mobility. It also sets out the housing provision that the Government wants to see, focused on the continued importance of home ownership, alongside the need for affordable housing, and the increasing role of the Private Rented Sector.

Alongside this, the Government has developed a range of policies aimed at invigorating the housing market within the recent economic recovery through: the financing of new supply, the Localism Act (2011), and the National Planning Policy Framework (2012), amongst others. The focus is on increasing housing supply, supporting the housebuilding industry and helping first time buyers. In response to the impact of the housing market downturn on the economy, there has been investment to support the housing market through schemes such as Get Britain Building, Builders Finance Fund, Local Infrastructure Funds and the Help to Buy Programme. Investment in our area in market intervention, working closely with public and private sector partners, totaled over **£53m** for 2013/14 and 2014/15.

These initiatives are designed to address the problems caused in the housing market post boom and recession, namely limited new supply resulting in high and rising prices. This is alongside little or no growth in incomes and high inflation in recent years. The recently published 'Home Truths' Report<sup>3</sup> by the National Housing Federation (NHF) highlights the challenges presented by function of the housing market in 2014/15 brought on by increasing demand, lack of supply, difficulties accessing finance, welfare and rising private rents.

Estimates in the report point to a need for around 245,000 new homes each year in England to meet the growing demand and more to clear the backlog. The report highlights that house prices have more than doubled (accounting for inflation) in the past 40 years and, across the UK, the average home costs seven times the average salary, particularly affecting first time buyers.

This background of high house prices, high house price/rent to income ratios, lack of supply of new homes and predicted household formation was a key driver for the SEPs in our area and is a key aspect for this strategy to address.

### ■ Housing in the Economy

Both nationally and locally, good quality housing has a critical role to play in creating and supporting economic growth, which in turn supports communities. A responsive and balanced housing market supports local economic vitality in the long term. As well as driving growth, housing and related activity also makes a substantial contribution to the UK Gross Domestic Product (GDP). Averaged over the past 10 years, rents contributed an estimated 14% to household spending (9% of GDP); dwellings contributed 20% of total fixed investment (4% of GDP) and value added generated by house building contributed an estimated 2% of Gross Value Added (GVA)<sup>4</sup>.

Housing plays two important economic roles. Firstly, the availability of the right type of housing which is affordable on local incomes is crucial to economic growth, maintaining a local labour supply and sustaining communities. Secondly, new housing construction provides and creates investment and a flow of skilled jobs both directly and in the supply chain. This local workforce then spend their incomes on local goods and services.

<sup>3</sup> 'Home Truths, Broken Market, Broken Dreams 2014/15'. National Housing Federation September 2014

<sup>4</sup> The Role of Housing in the Economy Oxford Economics 2010

Every £1 invested in the construction of new homes generates **£2.84** in local spend<sup>5</sup>. Recent research<sup>6</sup> indicates that **2.3** person years of direct employment is created for every new house built in addition to the equivalent number in other sectors - a total of **4.5** person years of employment for every new house built. Research by the Home Builders Federation asserts that these are 'real' jobs-permanent, skilled employment opportunities that move from site to site as new homes are delivered. In relation to affordable housing, the Home Truths Report for Yorkshire and Humber also estimates that every new affordable home built adds £83,126 and creates 1.9 jobs in the regional economy.

The impact of this is widely felt. The household wealth and confidence resulting from secure jobs and tenure has a positive impact on investment and spending behaviour ensuring that our local economies remain vibrant and attractive places to live, work and shop, and, in turn, attract and support new and existing businesses. Recent research shows that the average homeowner spends around £5,000 on furniture and decorating to make their house 'feel like home' within 18 months of moving into a property.<sup>7</sup>

The impact of households being unable to access the local housing market on the local economy is widely recognised. Employers both nationally and in the LEP area identify a shortage of housing as constraint on business growth. A recent survey for the National Housing Federation<sup>8</sup> found that nearly four out of five employers say the lack of housing which people can afford is stalling economic growth, with 70% warning it would affect their ability to attract and keep workers.

The report also found that 55% of managers said that the availability of housing for employees would be important if they were relocating or expanding and 78% said that house prices are a problem in their local area. Over 70% agreed that building more homes would stimulate the local economy and bring in more business and customers and 58% said that building more homes would help them recruit and retain staff.

The University of York<sup>9</sup> found that households' inability to access homeownership has resulted in recruitment and retention difficulties, particularly for key workers, in high cost areas, as staff relocate to less expensive housing markets. Housing which is affordable to those working in social care and health, for example, is vital both in relation to our local demographic profile and the desire of households to live independently for as long as possible.

It is within this national context and understanding of the role of housing in our economies, that we look now to the picture for the York, North Yorkshire and East Riding area.



The Tannery, York

<sup>5</sup> University of York CCHPR 2012

<sup>6</sup> The Case for Housing Savilles and Oxford Economics 2010

<sup>7</sup> Planitherm Glass (2012)

<sup>8</sup> <http://www.housing.org.uk/media/press-releases/housing-crisis-choking-economic-recovery-say-businesses/>

<sup>9</sup> Rapid Evidence Assessment of the economic and social consequences of worsening housing affordability University of York 2009

# 3

## York, North Yorkshire and East Riding Housing Challenges

The York, North Yorkshire and East Riding area lies within the Yorkshire and Humber Region. It comprises the seven Borough/District housing authorities of North Yorkshire with East Riding of Yorkshire Council and the City of York Council, together with North Yorkshire County Council, the North York Moors and the Yorkshire Dales National Parks. These areas make up the York, North Yorkshire and East Riding Local Enterprise Partnership, one of the 39 LEPs in England. The local authorities work as a housing partnership responsible for the development, implementation and delivery of this strategy.

The area has a population of over 1.1m and is very diverse in its economies and geography. It is one of the country's most beautiful and varied areas, with stunning countryside and coast and a rich heritage. Parts are among the most affluent in the country whilst others have challenges associated with deprivation. The distinctive character includes market towns, urban centres, coastline and countryside. Our housing markets are shaped by the mixed economy and geography of our area and we need our housing offer to keep pace with the needs and aspirations of our communities and the demands of our growing and ambitious economy.

The City of York has a population of around 198,000, including a significant student population which makes up around 10% of the population in term time. The rest of the area has a combined population of around 932,500 in an area covering over 3,000 square miles. Around one third of the population is in East Riding which includes rural areas and larger settlements including Beverley, Bridlington, Goole and Driffield. Outside the City of York, 45% of our population live in rural areas<sup>10</sup>, with the remainder living in the two main towns of Harrogate and Scarborough and market towns, including the administrative centres of Malton, Northallerton, Beverley, Richmond, Selby and Skipton.

The area includes two of the UK's 15 National Parks, Areas of Outstanding Natural Beauty and over 40 miles of coastline. In terms of population density, 2012 midyear population estimates show the area as the second least densely populated of the 39 LEP areas (after Cumbria) with 106 persons per km<sup>2</sup> compared to 411 in England.

Our housing market reflects, and in some areas magnifies, the issues outlined above. Our market has dual characteristics with an upper tier functioning over a wider area, with household migration and commuting areas extending into the Leeds City Region, Tees Valley and Hull/Humber conurbations. The interrelationships between the wider housing markets are important to recognise, for example, the policy approach in East Riding to manage development around Hull to support the ongoing regeneration in the City. The area also attracts people (often retirees) from the south east and other affluent areas. There is also a second tier housing market which is far more local and links smaller and rural communities to local service centres and employment.

The demand for homes in many parts of York, North Yorkshire and East Riding is strong, despite the recent national economic downturn, with continuing high house prices compared to regional and national averages. The appeal of the area means that there is pressure in the housing market from residents and newly forming households alongside commuters, retirees and second/holiday homes owners wishing to buy. This impacts on housing availability, demand for affordable housing, communities, land prices and affordability. The resulting lack of housing which households can afford (both private and affordable housing) has been identified by the Housing Board and the LEP as a constraint on local and sub regional economic growth and on community prosperity.

<sup>10</sup> <https://www.gov.uk/government/statistical-data-sets/rural-statistics-local-level-data-sets>

The recent National Housing Federation 'Home Truths' Report for Yorkshire and the Humber<sup>11</sup> 2014/15 found that house price to income ratios were higher than the average for England in four of our nine local authority areas. The top five least affordable areas in Yorkshire and Humber were in North Yorkshire. The report blames the region's affordability crisis on the housing shortage and provides the following breakdown from 2013 data:

2013	Mean House Price (£)	Mean Private Rents (£)	Mean Annual Earnings (£)	House Price to Income Ratio (%)	Income needed for 80% Mortgage (£)
Craven	198,173	552	22,693	8.7	45,297
East Riding	164,073	496	25,428	6.5	37,502
Hambleton	236,350	598	23,670	10.5	54,023
Harrogate	271,935	802	25,714	10.6	62,157
Richmondshire	212,416	573	23,072	9.2	48,552
Ryedale	217,858	562	23,124	9.4	49,796
Scarborough	158,721	438	22,542	7.0	36,279
Selby	185,419	553	26,842	6.9	42,381
York	211,844	738	24,970	8.5	48,421
Y, NY, ER Ave	<b>206,750</b>	<b>598</b>	<b>24,488</b>	<b>8.4</b>	<b>47,257</b>
England	<b>251,879</b>	<b>720</b>	<b>26,520</b>	<b>9.5</b>	<b>57,572</b>

Source: NHF Home Truths: Yorkshire and Humber 2014

Our house prices range from 6.5 to 10.6 times annual earnings, all above the 4:1 which would be considered 'affordable'. House price to income ratios are particularly high in Richmondshire, Ryedale, Hambleton and Harrogate. Deposits required for an 80% mortgage are 2.5 times incomes in Harrogate. Rents in the Private Rented Sector (PRS) take up on average 26% of incomes and are higher than the national average in both York and Harrogate. Average PRS rents in Harrogate take up over a third of the local average income.

The percentage of second homes, is more than double the average for England (see page 17) and is particularly high in the Authorities which are also part of National Parks (Scarborough, Craven and Richmondshire).

In addition, research by Shelter in 2013<sup>12</sup> found that Harrogate and Hambleton are housing 'black spots' for first-time buyers, with only 1.6% and 2.6% of housing classed as affordable on local incomes

respectively. London's figure is 1.6%. York is another example quoted with 97% of homes on the market unaffordable for a typical couple with children and only 3.1% of housing classed as affordable on local incomes. The report found that, while most of Britain's affordability crisis was concentrated in the south, there was a "band of low affordability" from the Lake District to the Vale of York.

Within our area there are also very high house prices in the National Parks, making the issues described with the lack of housing and affordable housing even more acute. Recent research by Lloyds Banking Group<sup>13</sup> found that average house prices in the Yorkshire Dales were 31% above the 'county average' and 11% higher in the North York Moors. This, alongside the high demand from retirees, commuters and second home buyers puts pressure on local household incomes and the affordable and private rented sectors.

<sup>11</sup> Home Truths - Broken Market Broken Dreams Yorkshire and the Humber 2014/15' National Housing Federation October 2014

<sup>12</sup> [http://england.shelter.org.uk/professional\\_resources/policy\\_and\\_research/policy\\_library/policy\\_library\\_folder/how\\_much\\_of\\_the\\_housing\\_market\\_is\\_affordable](http://england.shelter.org.uk/professional_resources/policy_and_research/policy_library/policy_library_folder/how_much_of_the_housing_market_is_affordable)

<sup>13</sup> <http://www.lloydsbankinggroup.com/Media/Press-Releases/2014/lloyds-bank/national-parks-attract-125000-house-price-premium/>

Behind this there are also areas which include some of the most deprived wards and more suppressed house prices, with 20 Lower Super Output Areas across the area in Scarborough (8 LSOAs), East Riding (9), Harrogate (1), Selby (1) and York (1) falling within the top 10% most deprived areas in England from the 2010 Index of Multiple Deprivation (IMD). There can be house price differentials within Local Authority areas, as evidenced by the significant difference between prices Beverley and Goole in East Riding, for example.

## ■ Supply and Demand

Behind the high and rising house prices, the **supply of new homes** in all tenures falls well behind the demand. A major constraint on the delivery of housing is that starts on site have slowed when larger builders consolidated and pulled back during and since the national economic downturn. The number of homes completed across York, North Yorkshire and

East Riding reduced significantly over the economic downturn. However, since the emerging recovery there has been a recent and marked increase in the number of starts on sites and planning permissions granted, with an 83% increase in starts from 2012/13 to 2013/14. The number of completions in that period increased by only 1%.<sup>14</sup>

These figures support the market sentiment that house building is beginning to increase, however, it will take sometime for the industry to gear up to deliver in terms of skills and materials, for all of these completions to take place and for purchasers and mortgages to be in place once they are complete. There is also a need to increase and diversify the supply chain for homes in the area to ensure greater resilience by engaging with a wider range of suppliers.

Permanent New Build Dwelling Starts and Completions						
Y, NY and ER	Starts			Completions		
LEP	Private	RP/LA	All	Private	RP/LA	All
<b>% Change 12/13 - 13/14</b>	<b>85%</b>	<b>69%</b>	<b>83%</b>	<b>0%</b>	<b>13%</b>	<b>1%</b>
<b>% Change England 12/13 - 13/14</b>	<b>26%</b>	<b>51%</b>	<b>26%</b>	<b>6%</b>	<b>-42%</b>	<b>4%</b>

Source: DCLG Live Tables (does not include conversions)



For information on the potential scale of need and demand for new and existing homes in our area, household population projections from the Office of National Statistics (ONS) are available by Local Authority area. These are based on ONS 2012 based sub national population projections and assume that past trends continue. The projections are not an assessment of housing need nor do they take account of future policies, however, they do provide an indication of the likely increase in households in our area, given the continuation of recent demographic trends. These figures are based on trends in smaller households and newly forming households as well as a proportion of in migration.

The projections for our area are presented below and shows a total of **33,000 new households** predicted to form by the end of this strategy period (to 2021) and a total of 77,300 by 2037.

The household projection data also provides information on projected average household size in five year bands. The data from this is presented below and shows that, whilst the number of households is projected to grow, household sizes are projected to fall by 2.7% to 2.21 people by 2022.

		2012 - 2021		2022 - 2037		Total 2012 - 2037	
	Households 2012	Average Annual Increase	Total Change	Average Annual Increase	Total Change	Average Annual Increase	Total Change
England	22,304,760	218,592	2,185,920	203,655	3,258,472	209,400	5,444,392
Craven	25,670	124	1,242	125	1,995	125	3,237
Hambleton	38,630	221	2,212	134	2,139	167	4,351
Harrogate	67,875	365	3,645	344	5,504	352	9,149
Richmondshire	21,334	108	1,082	55	878	75	1,960
Ryedale	23,803	131	1,308	112	1,785	119	3,093
Scarborough	49,550	164	1,642	168	2,689	167	4,331
Selby	34,978	390	3,904	299	4,790	334	8,694
East Riding	144,036	1,020	10,199	820	13,125	897	23,324
York	84,247	779	7,790	712	11,388	738	19,178
<b>Y, NY and ER</b>	<b>490,123</b>	<b>3,302</b>	<b>33,024</b>	<b>2,768</b>	<b>44,293</b>	<b>2,974</b>	<b>77,317</b>

Source: ONS 2015

	Average Household Size 2012	Average Household Size 2017	Average Household Size 2022	% Change in Household Size 2012-22
England	2.36	2.33	2.30	-2.4
Craven	2.21	2.16	2.13	-3.4
Hambleton	2.28	2.23	2.20	-3.6
Harrogate	2.28	2.24	2.22	-2.7
Richmondshire	2.31	2.29	2.26	-2.0
Ryedale	2.24	2.19	2.17	-3.0
Scarborough	2.15	2.11	2.08	-2.9
Selby	2.39	2.35	2.33	-2.3
East Riding	2.28	2.25	2.22	-2.6
York	2.28	2.26	2.23	-2.6
<b>Y, NY and ER</b>	<b>2.27</b>	<b>2.24</b>	<b>2.21</b>	<b>-2.7</b>

Source: ONS 2015

Projected household formation only is one part of the evidence in relation to the number of new homes to be provided in an area and does not take account of economic forecasts and other influencers such as local and national planning policy, availability of land, finance, construction sector capacity, mortgage availability and economic growth. This information evidences the quantum of homes which may be needed to satisfy demand if households form at the rates predicted against a current annual new build dwelling completion rate of 1,400 homes 2013/14. In reality, a careful balance needs to be struck between ability to deliver and household formation via the Local Plan process.

Within the context of demand and need for new housing across the area is also the issue of local opposition to development. A recent national survey by the Building Societies Association<sup>15</sup> showed that, while there was general agreement that a major uplift in new house building is crucial to resolution of the housing crisis, 49% of British people would oppose the building of more than 300 properties in their neighbourhood and 53% would oppose developments of between 100 and 299 properties. The Housing Board has identified this as a significant barrier to achieving the aims of this strategy. The Board will develop specific actions to address this and improve communication to support efforts, locally and nationally, to work with local communities to understand and address concerns around new development, housing need and promote the wider benefits of new homes in an area.

## ■ Tenure

The tenure of our existing stock is not diverse. 88% is in the private sector; either owner occupied or privately rented, the second highest of all of the LEP areas in England (after Cornwall and the Isles and Scilly) and the vast majority of this is owner occupied. The current supply of affordable housing is very low compared to other LEP areas and there are increasing pressures on this and our private rented stock. As of December 2014 there were 15,277 households registered on Choice Based Lettings (CBL)/Housing waiting lists in the area and the 2011 Strategic Housing Market Assessments (SHMAs) covering our areas identified a shortfall of over 4,000 affordable homes if new and pent up demand were to be met.

With the issues posed by rising house prices and the limitations on mortgage lending, the Private Rented Sector (PRS) has taken on an increasing role in our housing market in recent years. Nationally, 16.5% of households live in the PRS as it offers a flexible form of tenure and meets a wide range of housing needs. It also contributes to labour market mobility. It is often the tenure of choice for students and young professionals but it can also provide a sustainable home for other household types. Very many young people will be unable to afford to access home ownership if house price and income trends continue and are not likely to qualify for affordable housing. If they wish to live independently, private renting is their main option.

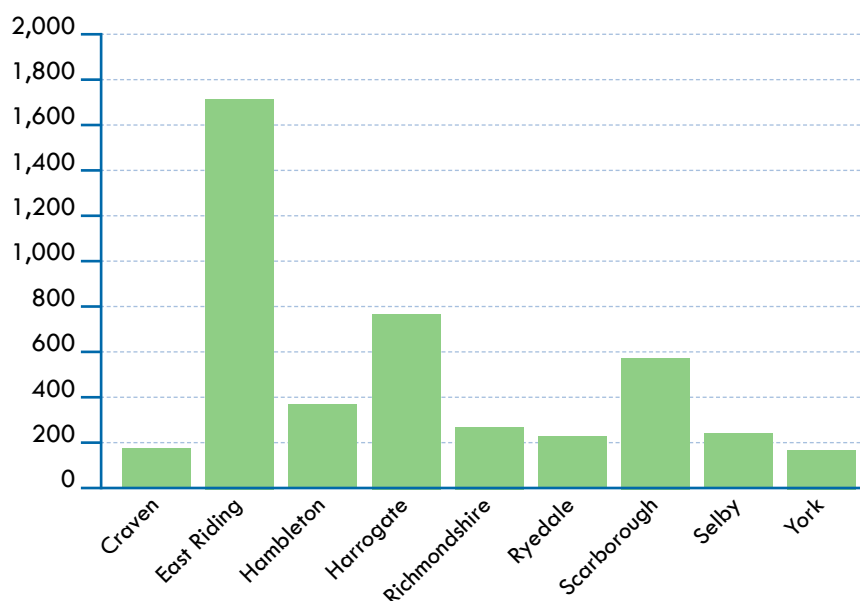
The PRS therefore has an increasingly important role in providing choices for local people and is a resource that needs to be better used and understood. In some areas, good quality private rented accommodation of a suitable size is often scarce, particularly for young/single people and can be expensive, despite being the only option for many younger households. This is exacerbated by the current Social Size Criteria restrictions which caps housing benefit for younger people (in or out of work) to a single room rate. In York, the large student population also impacts on the use of the PRS and the ability of the wider population to access this sector.

Within the overarching need to increase the supply of homes to address demand and affordability issues, there is a need to deliver the right type and tenure of homes to meet the needs of a wide range of households on a wide range of incomes. This will include new supply of starter homes, private rented, intermediate tenures and more affordable housing. Indeed, one of the aims set out in the Growth Deal is to triple the rate of affordable housing delivery in the next five years, whether via planning gain or other means and we also need to increase the range of access points to the market, ranging from social rent to helping households access home ownership.

Whilst new build will be the main way of providing new housing, the use of existing stock as intermediate or affordable housing will also contribute to meeting housing need, as well as tackling our relatively small proportion of empty homes and addressing wider regeneration needs in some areas (see graph below). Whilst the proportions of empty homes is relatively low, bringing properties back into use has significant impacts on local communities.

The issues above, aligned with the objectives of the Local Enterprise Partnership (as set out in Section 1) mean that an increase in the supply of new build homes will be vital in improving affordability and accessibility in the housing market and also in contributing to the local economy.

### ■ Long Term Vacant Stock 2013 (units)



Source: Neighbourhood

### ■ Planning Context

The planning system is a key mechanism for addressing housing need and demand over the life of this strategy. In line with the requirements of the National Planning Policy Framework, the Local Planning Authorities in the LEP area are progressing well in terms of plan-making and their ability to deal with large scale planning applications on strategic sites which include the development of market and affordable housing. Local Planning Officers and Housing teams across the area have an increasingly strong track record of working together, alongside North Yorkshire County Council and other agencies, to bring forward new housing to meet local needs.

The Housing Board, alongside the Spatial Planning and Transport Board, recognises the challenges in Local Plan development and the varying points in the process of each Local Planning Authority. Members will work together within the spirit and requirements of the Duty to Cooperate to provide support and

challenge where appropriate and to learn lessons from each other, particularly in relation to key cross-boundary issues.

Officer Groups at various tiers, including the North Yorkshire Planning Officers Group, the North Yorkshire Development Plans Forum, and the Local Government North Yorkshire and York Spatial Planning and Transport Technical Officers Group will provide progress updates to the Housing and Planning Boards. A Directors of Development Group has also been established which will further assist in providing strategic leadership and support in relation to this element of the growth agenda and effective collaboration through the Duty to Cooperate.

The progress of each Planning Authority against the Local Plan requirements (as of Dec 2014) is set out in the table above and will be monitored by the Housing Board. Delivery of new homes will be subject to annual monitoring in line with best practice and requirements.

## ■ Housing requirements and Local Plan progress (as of April 2015)

District	Annual figure	Housing requirement	Broad pattern of distribution	Strategic sites	Source	Position
Craven	160	<b>2,400</b> 2012-2027	70% South Sub-Area - 51% within Skipton town and 15% in South Craven villages; 14% in Mid Sub-Area; 16% in North Sub-Area	Horseclose		Preliminary Consultation undertaken on Draft Local Plan during Autumn 2014
Hambleton	290	<b>6,540</b> 2004-2026	35% Northallerton; 28% Thirsk	North Northallerton (950) Sowerby Gateway (900)	Core Strategy 2007 Allocations DPD 2010	Adopted
Harrogate						Local Plan to be revised
Richmondshire	180	<b>2,700</b> 2013-2028 plus <b>500</b> military	Approximately 70% at Catterick Garrison	Catterick Garrison sites (1,900)	Submitted Core Strategy with modifications (2014)	Adopted Core Strategy
Ryedale	200 -250	<b>3,000</b> 2012-2027	50% Malton and Norton; 25% Pickering; 10% Kirkby Moorside	Not at present	Local Plan Strategy 2013	Adopted Core Strategy Helmsley Plan Examination March 2015 Sites Document Preferred options Spring 2015
Scarborough	Approx. 600	<b>9,200</b> 2011-2030	Most development in Scarborough, followed by Whitby and Filey	Middle Deepdale (c1,350) Lancaster Park, Scalby (900) South of Cayton (2,340)	Draft Local Plan May 2014	Consultation on Draft Local Plan undertaken Summer 2014
Selby	450+	<b>5,340</b> 2012-2027	Selby 51% (2,500) Sherburn in Elmet 11% (700) Tadcaster 7% (360)	Olympia Park (1,000)	Core Strategy 2013	Adopted Core Strategy
York	996	TBC	Development will be concentrated in York and Urban extensions to the City along with the freestanding new settlement of Whinthorpe and sites on the edge of the larger villages	Whinthorpe (6,000) East of Metcalfe Lane (1,800) North of Clifton Moor (2,800) North of Monks Cross (1,400) York Central - major mixed use site 60ha.	The housing requirement Publication Draft Local Plan approved by Cabinet Sept 2014.	Publication draft of York Local Plan currently not progressing pending further consideration of the housing requirement. Further technical work ongoing to be reported to members in due course.

District	Annual figure	Housing requirement	Broad pattern of distribution	Strategic sites	Source	Position
East Riding of Yorkshire	1,400	<b>23,800</b> 2012-2029	Major Haltemprice Settlements west of Hull 14.9% (3,550 dwellings) Principal Towns - Beverley, Bridlington, Driffild, Goole - 45.6% (10,850)	Bridlington - 3 large sites (2,123) Rawcliffe Rd, Goole (1,064)	Submission Strategy and Allocations Documents January 2014	Examination Ongoing
NYMNPA				Helmsley	Core Strategy and DPD adopted 2008 LDS Adopted May 2013	
YDNPA					LDS Dec 2014	

## ■ Housing Challenges - The Geography of the area

The geography of York, North Yorkshire and East Riding is described above. The unique geographic mix, from historic city to deep rural and coastal, presents a range of specific housing issues for this Strategy to address. Atypical of much of the rest of Yorkshire and Humber, many of our housing market areas face additional challenges to more urban areas due to either their rural or coastal location.

## ■ Urban

Our urban areas generally have house prices above those in our neighbouring urban housing markets and challenges around the availability of homes that local people can afford. The housing markets focussed on the City of York and the main towns are popular with a range of households including commuters working in neighbouring areas, those talking up employment, students, older households looking to live close to amenities and facilities and newly forming households from more expensive areas and their is resulting pressure on all tenures.

The opportunities for new housing provision are often limited by the lack of sites which can be viably developed, particularly brownfield, alongside transport and infrastructure pressures in the City of York and our major towns.



Westfields at Osmotherley

## ■ Rural

The issues set out above are more acute in rural areas. Many smaller, rural businesses struggle to attract a workforce and communities struggle to meet local needs, such as for social and health care workers, farm worker and teachers. Local wages are traditionally lower than in urban areas and property prices and rental levels are higher. In relation to new development, land values are higher than in urban areas and build costs are higher due to the lack of opportunities to achieve economies of scale and the need for materials and design with fit with the existing vernacular. Many workers struggle to find suitable homes and some businesses resort to providing transport to bring their workforce in from areas where housing is relatively more affordable. This is unsustainable for households, workers, business and communities.

The population of the North York Moors National Park decreased between the 2001 and 2011 Census and the population of the Yorkshire Dales was static. There is therefore a need to support these areas by ensuring there is a resident population to support the local economy and provide services and facilities. Related to this, both National Park Authorities have developed planning policies which aim to enable new housing linked to local housing needs.



Access to services and facilities is more limited and the cost of living can be higher in rural compared to urban areas, particularly in terms of transport and fuel/heating costs as many of our rural areas are not connected to the mains gas network.

The quality of life offered by our rural areas is a strong attractor for existing populations, in migrants, retirees and second/holiday home owners. In several areas, the percentage of second homes is well above the national average, with Richmondshire, Scarborough and Ryedale having particularly high proportions of the housing stock as second homes.

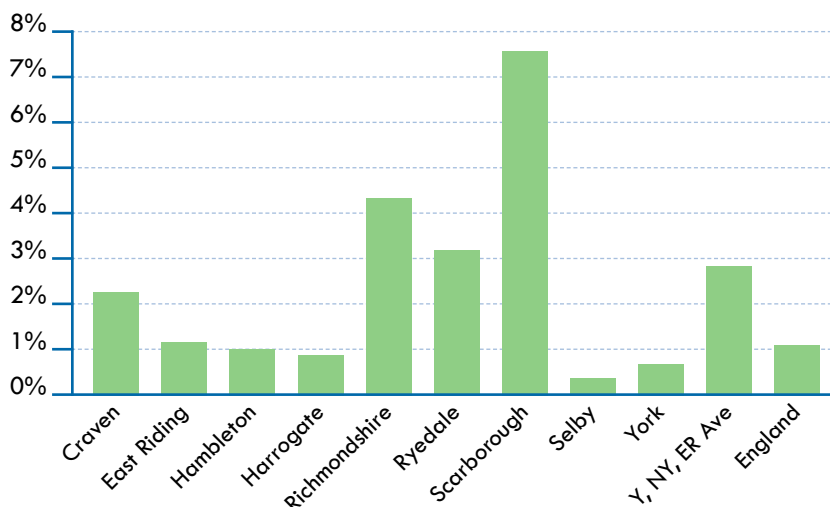
The size and character of many of our settlements also creates challenges when delivering new housing in rural areas. Opportunities are scarce and development costs are relatively high because sites are typically small and there is a need to reflect local architecture and settlement form through high quality design and materials. The overall picture of affluence masks the significant population employed locally in relatively poorly paid employment. Residents in rural areas often struggle to buy their own homes and are heavily dependent on a very restricted supply of private rented, social rented or other affordable tenures.

Research by The University of York<sup>16</sup> found particular evidence that rural housing affordability has an impact on local rural economies and on the character of communities, due to the combined pressures of a lack of housing supply and problems accessing the private or social rented sectors. The work found that it was not just those on the lowest incomes that were priced out in rural areas, but dual earner middle-income households could also not afford housing, even at entry level prices in rural areas.

Local rural employers also need to have a local workforce. A particular local example of this is at Wensleydale Creamery. Based in the small market town of Hawes in Richmondshire it is the UK's only official producer of Wensleydale cheese and its story mirrors the experiences of many rural businesses. The Creamery is quoted in the National Housing Federation report:

“We struggle on occasions to retain staff due to the high costs of housing in rural North Yorkshire. Over the years we’ve had employees who have really found it difficult to find accommodation locally, and as a result some are forced to move away...Wensleydale Creamery is an iconic brand, and we try to invest in our local community whenever possible. But the lack of affordable homes for rent and sale can make this more difficult.”

■ % Second Homes



Source: NHF Home Truths Yorkshire and Humber 2014

<sup>16</sup> Rapid Evidence Assessment of the economic and social consequences of worsening housing affordability. University of York 2009.

The housing authorities and their partners have responded proactively to this issue over recent years and will continue to do so, with the provision of more rural housing remaining a key strategic priority over the LEP area. Local Authorities and Registered Providers (RPs) in the area have committed to continue to invest in a Rural Housing Enabler (RHE) Programme, established in 2011, to increase the supply of rural affordable housing and this forms part of our action plan.

## ■ Coastal

Our coastline includes some of the best in the UK, including three areas designated as Heritage Coast. However; there are pockets, particularly in the coastal towns of Scarborough, Bridlington and Withernsea with concentrations of poor condition and poorly managed private housing. These properties tend to be located in deprived neighbourhoods, characterised by high levels of Houses in Multiple Occupation (HMOs); low income households in private rented homes; crime and anti-social behaviour, benefit dependency, fuel poverty and empty commercial units.

A key issue is the unwillingness and inability of owner occupiers, housebuilders or landlords to invest in these areas, resulting in a vicious circle of reducing confidence and increased social issues. Access to

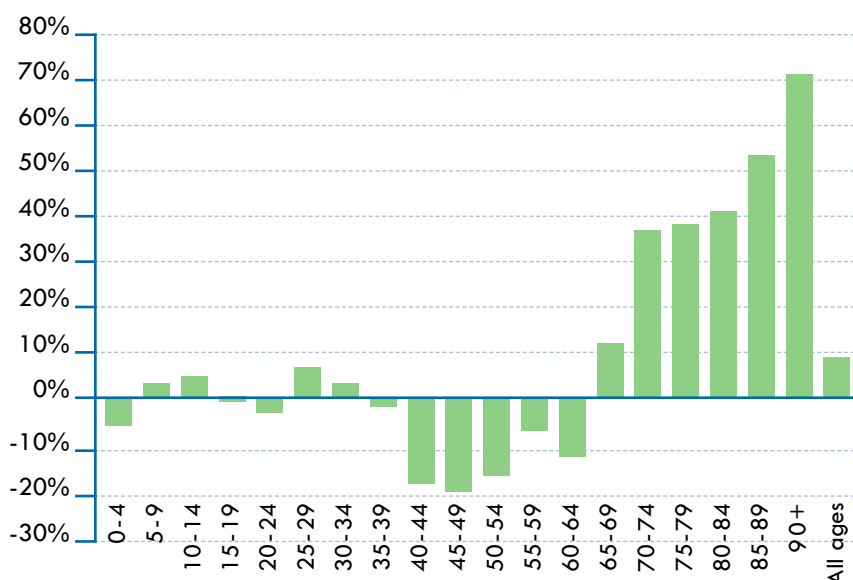
affordable finance is a real problem, as lenders are unwilling to provide finance in places with low rental and capital values and no other investment is available to reverse this.

Through market intervention in specific streets to complement economic development strategies and Area Action Plans, Local Authorities and other partners have sought to ensure that these towns improve and flourish as tourist destinations and diversify their economic base to make them more attractive places for people to live and work. There is also an aim to invest in communities whilst encouraging new housing which also attracts households on a range of incomes to invest in the area.

## ■ Demography

The age profile of our area is changing rapidly. According to mid-year population estimates from 2012, only 16% of our population is aged 16 to 30, 46% are aged 30 to 64. 21% of the York, North Yorkshire and East Riding population is aged over 65 years<sup>17</sup>, compared to 16% in England. Sub national population projections from 2012 show this trend continuing - whilst the overall population is projected to grow by 8% by 2037, the number of older people will make up a large part of this, particularly those aged over 90 years.

### ■ % Population Change 2012-37



Source: ONS sub national population figures

<sup>17</sup> <http://neighbourhood.statistics.gov.uk/dissemination/Info.do?m=0&s=1413807718094&enc=1&page=analysisandguidance/analysisarticles/local-enterprise-partnership-profiles.htm&nsjs=true&nsc=false&nsv=false&nswid=747>



## Older Households

Our area has a significant and growing population of people aged over 65 years. The proportion of older people ranges from 17% in York to almost one quarter of the population in Scarborough, Ryedale and Craven. This is the 6th highest proportion of the population aged over 65 of the 39 LEP areas in England.

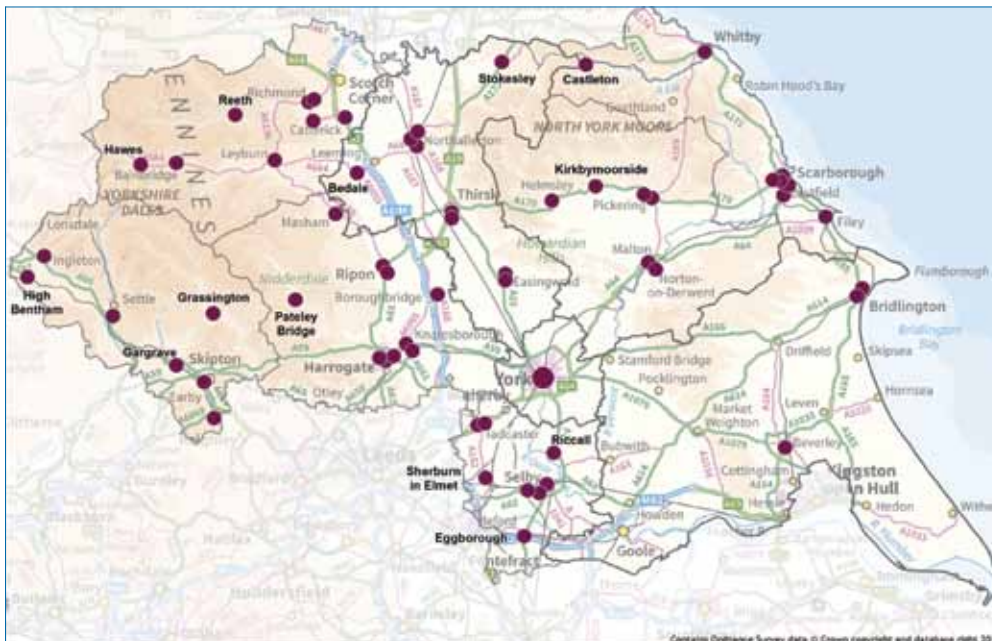
The majority of these households will live independently and make informed housing and support choices. Many of them will be relatively healthy, wealthy and active and will wish to meet their needs and aspirations in the private market. A proportion of them however, will also live with a long term limiting illness and/or dementia. They may need or wish to move to more suitable/manageable accommodation as under occupation poses problems with heating and maintaining homes and also restricts family homes coming to the market. Modern, purpose built accommodation suitable for older people, particularly in the private market, would allow 'downsizing' and free up family accommodation which is in short supply. The high proportion of larger, detached properties in the area will not, for the most part, meet the needs of our older population.

There have also been significant changes to national policies in relation to care, including the introduction of the Care Act 2014. This strategy looks to support parallel strategies, such as the Care and Support Where I Live Strategy in North Yorkshire, and by

providing housing for older people where we can. This includes supporting Extra Care Developments, older people's housing in the affordable and private housing markets and services such as Telecare/Health, Home Improvement Agencies and Handyperson Schemes.

Based on research across the sub region, such as North Yorkshire County Council's Our Future Lives Policy and the Care and Support Where I Live Strategy<sup>18</sup>, one of the response we are making to the needs of older households is to develop Extra Care housing to provide for a wide range of housing, support and care needs in a number of locations. Extra Care housing offers high quality on site care and self-contained accommodation with a focus on community involvement and individual wellbeing. There are currently 23 Extra Care type schemes in operation in the area and proposals for several more. Across the area, there are plans for an Extra Care development in every major town and several rural areas, with plans for developments including Helmsley, Stokesley, Beverley, Hawes and Masham, which will also act as community hubs providing facilities such as shops, cafes and GP surgeries.

Across the area we support older households to live independently through the provision of aids and adaptations, Disabled Facilities Grants and Home Improvement Agencies. In addition, we are also enabling the provision of housing suitable for older people as part of mixed housing developments through negotiation and the use of planning policy.



Planned and Existing Extra Care Developments

<sup>18</sup> <http://www.northyorks.gov.uk/article/29404/Care-and-support-where-i-live-consultation>

## ■ Younger Households

Overall, our area has a smaller than average working age population. This means we have less younger, working people to support the economy, provide services and facilities both formally and informally. It also limits our ability to attract and respond to job creation.

There is a particular shortage of suitable accommodation for young people who wish to live independently which is affordable on local incomes, particularly in rural areas and market towns. Not having a suitable place to live which they can afford can affect a young person's ability to gain or sustain work locally or remain in study. It also means that young people continue to live with family or leave their area to find suitable and affordable accommodation and find it difficult to return. As a consequence, communities are becoming unbalanced and local employers struggle to retain their younger workforce. There is particular issue with a lack of available properties for those under 35 who are in receipt of Housing Benefit.

There is a need to enable mixed and sustainable communities and this means having a mix of households in areas to enable greater community sufficiency and mutual support from families and wider networks.

## ■ Quality of our Housing Stock

The overarching aim of this Strategy and of the LEP is to develop more new homes. We must work with our partners to ensure that this new supply provides a lasting legacy for future generations and that the affordable housing provided is of sufficient size and quality to provide long term sustainability and meet a wide range of housing needs.

However, new homes count for less than one per cent of the total stock each year and innovative asset management and maintaining and improving the quality of existing stock in all tenures is fundamental in delivering our priorities. It is imperative that we seek to make best use of existing homes and seek ways to use both the PRS and the owner occupied sector to address local housing needs. The social housing stock in the area largely meets the Decent Homes Standard and this also to be maintained.

Housing quality has a significant impact on our lives. Investing in our homes and ensuring standards are maintained delivers a wide range of positive outcomes not just for households but for the area as a whole including:

- fewer homes that pose a risk to health and well being
- improved outcomes for families and young people
- greater independence for older or vulnerable households
- lower carbon emissions, improved energy efficiency and reduced fuel poverty
- less anti-social behaviour relating to derelict or nuisance properties
- communities that are more cohesive, attractive and economically vibrant.

The primary responsibility for repairing and maintaining homes rests with the property owner. Over recent years, many millions of pounds of public and private sector money has been invested to ensure the quality of private rented and owner occupied housing is improving. Within this overall picture however significant challenges remain particularly in funding terms as grant funding to support landlords and home owners has diminished significantly in recent years. Some of our homes do not meet expected standards and can have damaging consequences on health and wellbeing.

This is particularly apparent in coastal areas where there are issues with quality and repair and in our rural areas where many properties are hard to heat and insulate due to their construction and may also be off the gas network and where group repair schemes are difficult to deliver due to the dispersed nature of some areas. There is an emerging issue of under occupation, particularly linked to older home owners. This manifests itself in rooms not heated and large homes which are difficult to maintain as many in this group are asset rich (in terms of the equity/size of their homes) but income poor.

The proportion of households in fuel poverty in the area is above the national average. A key reason for this is that many settlements are unable to access mains gas, therefore relying on expensive alternatives. Poor energy efficiency in the PRS is also a concern, leaving many vulnerable and low income households unable to afford to heat their homes to a reasonable level. Households living without suitable heat are at greater risk of a range of conditions such as mental health problems, respiratory issues, heart attack and stroke. In addition, our area has an aging population who are more significantly affected by these issues.

Improvements in the efficiency of existing stock also makes a significant contribution to carbon reduction, as around one third of carbon emissions are from domestic dwellings. Councils are committed to carbon reduction targets and the associated programmes including the Green Deal and Better Homes.

The student population, particularly in the City of York, can also present issues in the exiting PRS. Whilst students are a valuable economic asset, there has been debate about the impact student households have on the wider housing market. Part of this has centred on the impact that concentrations of student households can have on the sustainability of neighbourhoods. The City of York Council has recently agreed to use new planning laws to require landlords to seek permission for new shared dwellings in some areas to manage the impact.

Our approach to some of the issues to date has involved the use of the Housing Health and Safety Rating Systems (HHSRS) and encouragement and support to home owners and effective partnerships with landlords and other local organisations, guided by the Housing Board and the Private Sector Sub Group and funded by initiatives such as 'Better Homes'. This approach will continue.



Handyperson Services



## ■ Homelessness

Addressing the needs of homeless households and preventing homelessness remains a key priority within the area. We know that preventing homelessness is more cost effective than dealing with its consequences<sup>19</sup>, and it delivers far better outcomes for those concerned. The priority and resource given to this issue means that levels of homelessness have been significantly reducing in recent years despite the economic downturn and recent welfare reforms and against national trends, but we cannot afford to be complacent about our success.

We are keen to maximise the opportunities afforded by an area wide strategic approach in terms of addressing homelessness and particularly homelessness prevention. The Homelessness Group has and will continue to play an important role in sharing best practice and jointly developing new initiatives and protocols to improve performance including the joint commissioning of services. Funding for many of the successful services that have been developed has been obtained on a fixed term basis. Local Authorities are keen to secure alternative sustainable funding with homelessness prevention embedded within investment and commissioning plans.

An example of this is the North Yorkshire Prevention partnership delivering Young People's Housing Solutions @The Hub service, jointly funded by the Supporting People Commissioning Plan, North Yorkshire County Council Children & Young People and Local Authorities.

In recent years all our local authorities have been striving to take a more proactive approach towards preventing homelessness. Central to this has been the shift in emphasis towards early intervention, coupled with the development and commissioning of new services. Our resources have been focussed on investment to support these activities and this will continue.

## ■ Vulnerable and Specific Needs Groups

A lack of suitable accommodation can significantly affect the support, care or treatment of a vulnerable person. Whilst there is some specialist supported housing provision in the sub-region for vulnerable groups, demand exceeds supply and there is a shortage of accommodation for those clients ready to move on to more independent housing.

Certain vulnerable groups within our communities experience difficulties in accessing appropriate housing and housing related support. Additional assistance is often required to ensure that these residents are not further disadvantaged or socially isolated as a result. For example, we are aware that vulnerable people are likely to need additional guidance and support in accessing housing options including through Choice Based Lettings and our Housing Options teams support households where necessary. We are committed to ensuring that vulnerable residents are offered the chance to get back on a path to a more successful life by supporting them to live in settled and sustainable accommodation.

A number of vulnerable groups have been identified through the Supporting People Group as priorities for housing related support. These are people who have experienced domestic abuse, young homeless or potentially homeless people, ex-offenders, people with mental health problems, people with substance misuse issues and single vulnerable people who require support to make a successful transition from temporary to a sustained tenancy. This is in addition to the priority given to support services for older people and dementia sufferers as highlighted previously.

Whilst a number of vulnerable people require short term support, there are groups of younger people who are likely to need care and support for life - with learning disabilities, autism or complex needs. The aspiration is for them to live as independently as possible in the community. For some people this will mean specialist accommodation, typically between four and twelve apartments close to shops, transport links and sometimes linked to Extra Care schemes.

<sup>19</sup> Evidenced Review of the Cost of Homelessness, DCLG, August 2012

Working closely with the Supporting People Commissioning Group and key agencies, we are committed to enabling and supporting a mixture of supported accommodation, floating support and other assistance to enable disabled clients and clients from other vulnerable groups to access all tenures including private sector housing.

For varying reasons, Gypsies, Roma, Travellers, and Showpeople, Black and Minority Ethnic groups and migrant workers living in the sub-region also have difficulty accessing suitable settled accommodation and appropriate housing support services. Cultural and language differences and literacy issues can

create barriers in accessing mainstream housing advice services and suitable accommodation for these groups. The Local Authorities and the County Council work together and with external partners to increase awareness of Gypsy, Roma, Traveller and Showmen issues. Officer representatives from Housing and Planning departments have had specific training to better understand the needs and lifestyle of the GTRS community. We will continue to develop and share good practice.

Having set out an understanding and evidence of the issues we face in our area, the next section looks at how we will address these issues.



Sowerby Gateway, Thirsk

# 4

## Meeting Our Housing Challenges

Set out above are the challenges that the priorities and actions from this Housing Strategy need to address within the housing, economic and planning context for York, North Yorkshire and East Riding. In summary, there are **Six Key Issues** or challenges to be addressed:

- Supply and the affordability of homes
- Our Geography
- Changing Demography
- Quality of our Housing Stock
- Homelessness
- Vulnerable Households and Specific Needs Groups

Developed from the contextual evidence and via consultation with our stakeholders, the agreed vision for the area is:

“To enable the delivery of more new homes and for all housing to be of a quality, type and size which meets the needs of our urban, rural and coastal communities and supports economic growth.”

We have developed **Nine Housing Priorities** to address the issues we face and deliver the vision:

Issue	Priority
<b>Supply and Affordability</b>	<b>1</b> Work with partners to increase the supply of good quality new housing across all tenures and locations (in line with Local Plans/site allocations).
<b>Geography</b>	<b>2</b> Ensure that our housing stock reflects the needs of urban, rural and coastal communities.
<b>Demography</b>	<b>3</b> Ensure that our housing stock meets the diverse needs of our population at all stages of their lives, reflecting changing local demographics and promoting social cohesion.
<b>Quality</b>	<b>4</b> Via policy guidance and negotiation, ensure new homes are of high design and environmental quality, regardless of tenure. <b>5</b> Continue to make best use of existing stock and ensure it is of a decent quality to meet the needs of our communities. <b>6</b> Ensure all homes have a positive impact on health and wellbeing and are affordable to run.
<b>Homelessness</b>	<b>7</b> Continue to reduce homelessness.
<b>Vulnerable Households and Specific Needs Groups</b>	<b>8</b> Ensure affordable housing is allocated fairly and on the basis of need. <b>9</b> Provide appropriate housing and support for those with specific needs.

These priorities are supported by detailed **Proposals** which will be delivered over the lifetime of the Strategy. Proposals set out against each of the nine Priorities are set out in the next section. By delivering these priorities and the local and sub regional action plans for each year of the strategy, the York, North Yorkshire and East Riding LEP will be aided in delivering the priorities presented in the Growth Deal, namely:

- support housing and employment growth ambitions by investing in major strategic development sites in Northallerton, Catterick Garrison, Middle-Deepdale in Scarborough and Selby creating over 4,000 new homes
- double house building (compared to 2012-14 building rates) and triple delivery of affordable housing
- deliver local strategic housing priorities and outcomes in response to priorities identified in the SEP and Local Growth Deal Implementation Plan, including work on older persons and rural housing
- get up to date Local Plans in place, deliver effective strategic planning by working together and across boundaries, and ensure delivery of housing in Local Plans.

In addition, the Leeds City Region and Humber LEP Growth Deals will also be supported by delivery of York Central, Horseclose, Skipton and Moor Road, Brough.

The Housing Board will develop, monitor and report on specific annual targets/outcomes and outputs for each of the five years of this Strategy, under each activity i.e. number of new homes, number of affordable homes etc. Progress against each of the priorities each year will be taken from the action plan and published in an Annual Report and published on our website:

[nycyehousing.co.uk](http://nycyehousing.co.uk) 

which also includes Annual Reports detailing our achievements under the previous York and North Yorkshire Housing and Homelessness Strategy 2010-15.



Derwenthorpe housing development

# 5

## Housing Priorities and Proposals

Set out below are the proposals which will deliver the Nine Priorities up to 2021. A detailed action plan will be developed and agreed by the Housing Board for each year of the strategy so that we can work towards the overarching aims and respond to the changing environment year on year.

Following agreement of the Priorities and Proposals in this strategy, each Local Authority will agree its own Local Action Plan, setting out how it will deliver the priorities and proposals. It will identify specific local projects and a targeted response to issues.

Each authority will also have the scope to identify additional priorities that reflect particular local circumstances, provided they are complementary to this strategy. Each Local Authority will also develop and adopt a Homelessness Strategy and Action Plan under Priority 7.

The table below sets out the Nine Priorities and their delivery proposals developed to address each of the issues as set out in Sections 2 and 3.

Priority 1 - Work with partners to increase the supply of good quality new housing across all tenures and locations	
PROPOSALS	
1	Double our house building rate to 5,400 completions per year and triple affordable housing delivery to 1,600 per year (compared to 2012-14 build rates by delivering the maximum annual housebuilding rate identified in Local Plans).
2	Get up to date Local Plans in place (in line with Growth Deal requirement).
3	Ensure that new housing development provides jobs, skills and apprenticeships for local people.
4	Increase the number and diversity of house builders/providers/landlords to enable delivery in urban and rural areas.
5	Enable and support self build, custom build and community led housing to add to supply.
6	Support the viable delivery of affordable housing via Planning Gain and other means (Rural Exception Sites, 100% affordable housing developments) and bring empty properties back into use.
7	Increase diversity and choice in terms of size, type and tenure to meet the needs of our communities.
8	Maintain an up to date understanding of our housing markets and housing need across all tenures.
9	Improve communication with communities affected by new development and seek to address areas of concern.



**Priority 2 - Ensure that our housing stock reflects the needs of urban, rural and coastal communities**

**PROPOSALS**

<b>1</b>	Continue to support the Rural Housing Enablers (RHE) Network and RHE team.
<b>2</b>	Respond to changes to the affordable housing threshold on 'small sites' and the impact of the Vacant Building Credit.
<b>3</b>	Address the needs of coastal housing markets including tackling deprivation and poor quality private rented and owner occupied housing.
<b>4</b>	Address falling populations in the National Parks and use housing to sustain balanced communities.
<b>5</b>	Address urban housing needs and affordability across all tenures (linked with Priority 1).

**Priority 3 - Ensure that our housing stock meets the diverse needs of our population at all stages of their lives**

**PROPOSALS**

<b>1</b>	Increase the number and range of homes suitable for our aging population across all tenures.
<b>2</b>	Increase the number, quality and range of homes suitable for working age households, including in the private rented sector and for first time buyers, to enable mixed and sustainable communities.

**Priority 4 - Via policy guidance and negotiation, ensure new homes are of good design and environmental quality, regardless of tenure**

**PROPOSALS**

<b>1</b>	Work closely with house builders, land owners and Registered Providers to communicate our aspirations and needs around quality and design and the integration of affordable homes on new build, conversion and/or refurbishment schemes.
<b>2</b>	Explore opportunities to use innovative methods of construction to deliver new, high quality homes.
<b>3</b>	Ensure affordable housing, particularly that delivered via Planning Gain is flexible and of a quality and size suitable for a range of households and for maximum occupancy if needed.

**Priority 5 - Continue to make best use of existing stock and ensure it is of a decent quality to meet the needs of our communities**

**PROPOSALS**

<b>1</b>	Develop and maintain an understanding of the condition of existing stock.
<b>2</b>	Identify and use opportunities to redevelop exiting residential or commercial stock for new housing.

**Priority 6 - Ensure all homes have a positive impact on health and well being and are affordable to run**

**PROPOSALS**

<b>1</b>	Explore opportunities to use innovative methods of construction to deliver new, high quality homes (link to Priority 4).
<b>2</b>	Continue to deliver investment in Energy Efficiency works and make best use of Disabled Facilities Grants.
<b>3</b>	Reduce the impact that poor housing has on health and well being.

**Priority 7 - Continue to reduce homelessness**

**PROPOSALS**

<b>1</b>	Continue and improve partnership working to prevent homelessness.
<b>2</b>	Improve access to prevention and Housing Options services.
<b>3</b>	Improve support for young people.
<b>4</b>	Increase suitable housing options.
<b>5</b>	Reduce the use of temporary accommodation and improve quality.

**Priority 8 - Ensure affordable housing is allocated fairly and on the basis of need**

**PROPOSALS**

<b>1</b>	Support the sub regional Choice Based Lettings system or other allocation policies as agreed locally.
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**Priority 9 - Provide appropriate housing and support for those with specific needs**

**PROPOSALS**

<b>1</b>	Identify new and improved opportunities to provide housing and support for households with specific needs.
<b>2</b>	Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople.

# 6

## Delivery of the Priorities and Proposals

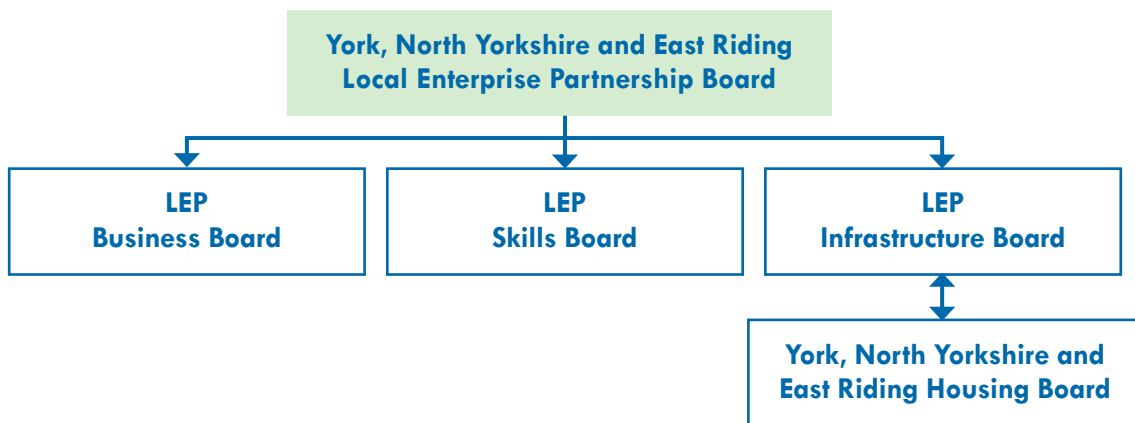
The overview and monitoring of the delivery of the proposals set out in this document will be taken forward by the Housing Board, covering York, North Yorkshire and East Riding, working closely with the LEP Board/LEP Infrastructure Board. The delivery of the actions set out as part of this strategy and the LEP Growth Deal is heavily reliant on the Housing Board and its sub groups maintaining strong relationships with a wide range of partners, including house builders, Registered Providers, Local Authorities and a range of public and private service providers.

The Housing Board is well placed to continue to work with public and private sector housing providers to ensure in future that public funding and private investment are utilised in the most effective way in our housing markets and communities, against the priorities set out below. There is a good track record

of affordable housing delivery and partnership working, supporting two successful strategic housing partnerships in North Yorkshire and Humber as a foundation for this.

### ■ Governance

Our governance structure is headed by the Housing Board. The strategic responsibility for delivery of the Priorities and Proposals set out above lies with the York, North Yorkshire and East Riding Housing Board. The Board has a direct link from the constituent local authorities and into the York, North Yorkshire and East Riding LEP. The Board is responsible for developing an annual action plan and undertaking monitoring against the targets set out in that action plan. The Board will also will scrutinise and challenge any areas of underperformance and look to ways to mitigate this.



The York, North Yorkshire and East Riding Housing Board is made up of political representatives from:

- Craven District Council (Chair)
- Ryedale District Council
- East Riding of Yorkshire Council
- Selby District Council (Vice Chair)
- Hambleton District Council
- Scarborough Borough Council
- Harrogate Borough Council
- City of York Council
- Richmondshire District Council
- North York Moors National Park Authority
- North Yorkshire County Council
- Yorkshire Dales National Park Authority

The recent changes in the role of the Housing Board as part of the development of the LEP Strategic Economic Plan and the relationship with the LEP Infrastructure Board, as well as the wider remit in terms of enabling increased housing supply across all tenures, means that the Board now also includes representatives nominated by the Homebuilders Federation (HBF) and the National Housing Federation (representing Registered Providers). The representatives (as of 1st April 2015) are Barratt Homes (Yorkshire), York Housing Association and Broadacres Housing Association.

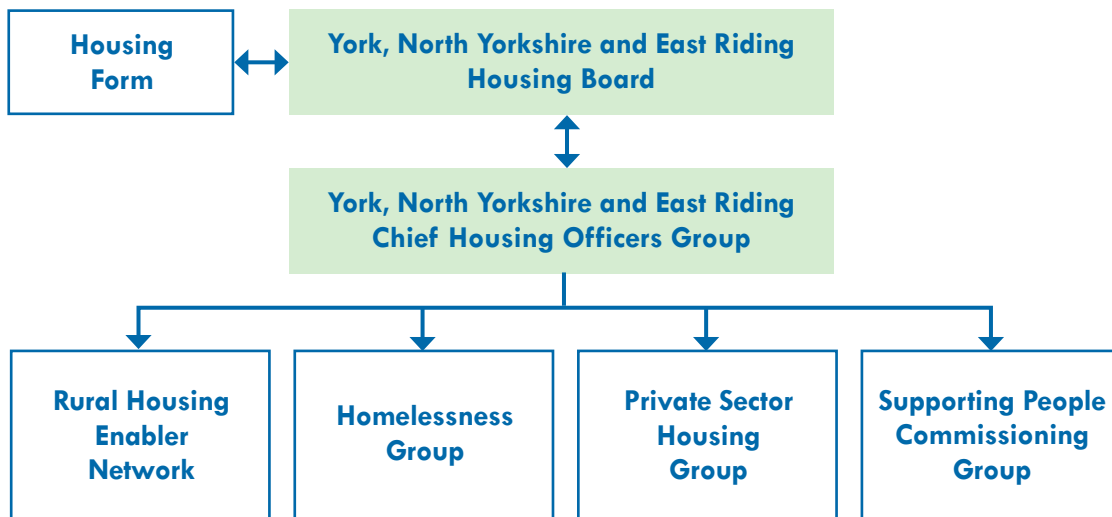
The Homes and Communities Agency (HCA) and our Health and Well Being Boards are also represented. They act in an advisory capacity but do not have voting rights. The Housing Board

has the experience and maturity to guide housing investment and to work with key stakeholders to deliver housing priorities and feed into the LEP Infrastructure Board on housing matters as part of the LEP 'Local Growth Team'.

Changes to the membership of the Board, terms of reference, agendas and minutes of meetings will be published on regularly on our website at:

[nycyerhousing.co.uk](http://nycyerhousing.co.uk) 

The Board is supported in delivering specific Priorities and Proposals by several officer groups as set out below. The role and make up of these groups is set out in more detail in Appendix 3.



## ■ Resources - Funding

Although public funding for housing is currently limited, the York, North Yorkshire and East Riding LEP Growth Deal awarded approximately £21m to front fund infrastructure to unlock large housing sites via a combination of grant and recoverable investment. Further investment will come from the Leeds City Regional and Humber LEPs, and from the HCA in the form of funding from programmes including the Large Sites Infrastructure Programme and Local Growth Fund (Housing and Infrastructure) and the Builders Finance Fund. The Help to Buy scheme has also had a significant impact on the housing markets in our area and the demand for new homes. As part of the initial 'firm' allocations of housing investment from Central Government via the Affordable Homes Programme (AHP) from 14/15 onwards, RPs and Local Authorities in the area have also been awarded approximately £19m by the HCA to deliver new affordable homes, supported housing, bring empty homes back into use and provide traveller pitches. We expect that more will come forward from bids to the AHP and other HCA programmes through the process of Continuous Market Engagement through 2014/15 and beyond. House Builders and Registered Providers will invest from their own lending and reserves and further investment will come from Local Authorities, including the use of commuted sums and New Homes Bonus and from other programmes such as Help to Buy, Disabled Facilities Grants, Local Infrastructure Funding and energy efficiency improvements.

To continue to deliver our ambitions and priorities it is important that we achieve value for money and continue to lever private sector and alternative funding as future Government capital allocations are likely to continue to reduce, particularly if currently funded priorities are not delivered in the required timescales.

## ■ Resources - Staffing and Delivery

The actual delivery of housing and investment is through many formal and informal partnerships and individuals. These include housebuilders, local authorities, housing associations, the third sector, local land and estate agents, individuals and the private sector. Major programmes of investment such as the delivery of new affordable homes are overseen and facilitated by bodies such as the HCA.

Staffing capacity for sub-regional working within individual local authorities is limited because of the size and nature of the partner organisations. However, the sub-region has a good track record of partnership working and sharing expertise through specialist groups as described above. Sub-regional partners jointly employ a small staffing team including Rural Housing Enablers and a Housing Strategy Manager to support, manage, administer and deliver key areas of work and represent and champion York, North Yorkshire and East Riding at regional and national groups and events.



The Chocolate Works, York

# 7

## Risks and Mitigation

The Action Plan for each year will include an assessment detailing the risks of not delivering each element of the plan and mitigating actions. Whilst some elements of delivery are outside the direct control of the Board, the action plan strives to better manage and, wherever possible, mitigate, risks to ensure the best chance of successful delivery.

One of the main areas of risk is in relation to the Growth Deal aim to double the rate of house building across the LEP area by 2021. The delivery of this aim relies on many factors, including:

- a supply of land with allocated for housing development/planning permission
- the financial capacity of the house building sector
- the required infrastructure to enable development, such as utilities and transport
- the capacity of the construction industry and the supply of skills, labour and materials
- the availability of mortgages in the owner occupied sector
- national housing and planning policies
- the continued stability of the local, national and global economy throughout the lifetime of the plan.

The Housing Board is taking steps to understand and mitigate the risks associated with these factors where it is able. Initially, this has involved bringing private house builder representation onto the Board to ensure that members are aware of market issues and what they can do to assist delivery. In addition the Board is working with the LEP to develop and improve relationships with house builders of all sizes and with RPs to set out the aims of the Strategy and the opportunities that brings. The Growth Deal funding for the four strategic housing sites is focussed on providing infrastructure to enable delivery and we will continue our focus on

identifying opportunities of this type and working with the LEPS in our area. Each annual housing action plan will include steps which the Board and its partners can take to encourage and support housing delivery across all tenures.

In relation to the need for a supply of sites with planning permission, the membership of the Housing Board was reviewed in 2014 to ensure that elected members and officers covered a mix of housing and planning areas, for example the current Chair is also the Leader of Craven District Council, Vice Chair of Policy Committee and the Lead Member for Affordable Housing. As well as local efforts by Board and Chief Housing Officer Group members to work to get Local Plans in place, we will also work closely with the North Yorkshire Planning Officers Group and the Development Plans Forum to understand and support the progress towards adopted plans. Where there are delays or challenges in adopting Local Plans we will also work together to manage the impact on housing delivery. The Board will also lobby and respond to Government consultations on policy areas which impact on the delivery of this strategy.

### ■ Review

This Strategy sits alongside the Strategic Economic Plan of the York, North Yorkshire & East Riding LEP and, as such, covers the same period from 2015 to 2021. The Board will develop, monitor and review annual action plans to delivery the priorities of this strategy. There may be a need for a light touch review mid-way through this strategy's lifetime and the Board will consider this in 2017/18.

### ■ Equalities Impact Assessment

An Equalities Impact Assessment (EIA) has been undertaken for the strategy and is available at:

[nycyerhousing.co.uk](http://nycyerhousing.co.uk) 

# 8

## Conclusions and Summary

This document has set out the main housing issues for the York, North Yorkshire and East Riding area and the challenges set out in the Local Growth Deal. From this, the Housing Board for the area has then developed and agreed a vision, priorities and proposals and will go on to develop sub regional and local annual action plans.

The issues and priorities and the document overall were developed in consultation with the Housing Board members, Housing Forum, Local Authorities, National Parks officer groups, the York, North Yorkshire & East Riding LEP house builders, and the HCA in Summer and Autumn 2014. Details of the consultation are set out in Appendix 4.

This Strategy was formally adopted by the York, North Yorkshire and East Riding Housing Board in April 2015. It will be published on our website at:

[nycyerhousing.co.uk](http://nycyerhousing.co.uk) 

and on the websites of the member organisations. Annual Reports of progress and any subsequent amendments will also be consulted on and published on the website.

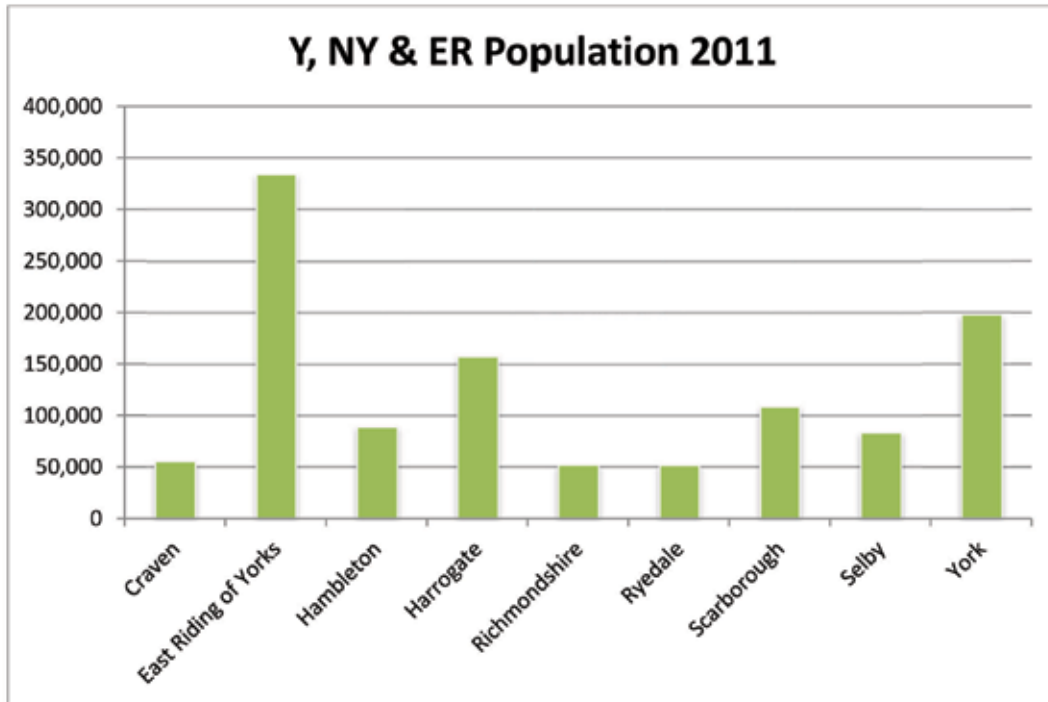


Farndale Housing Development

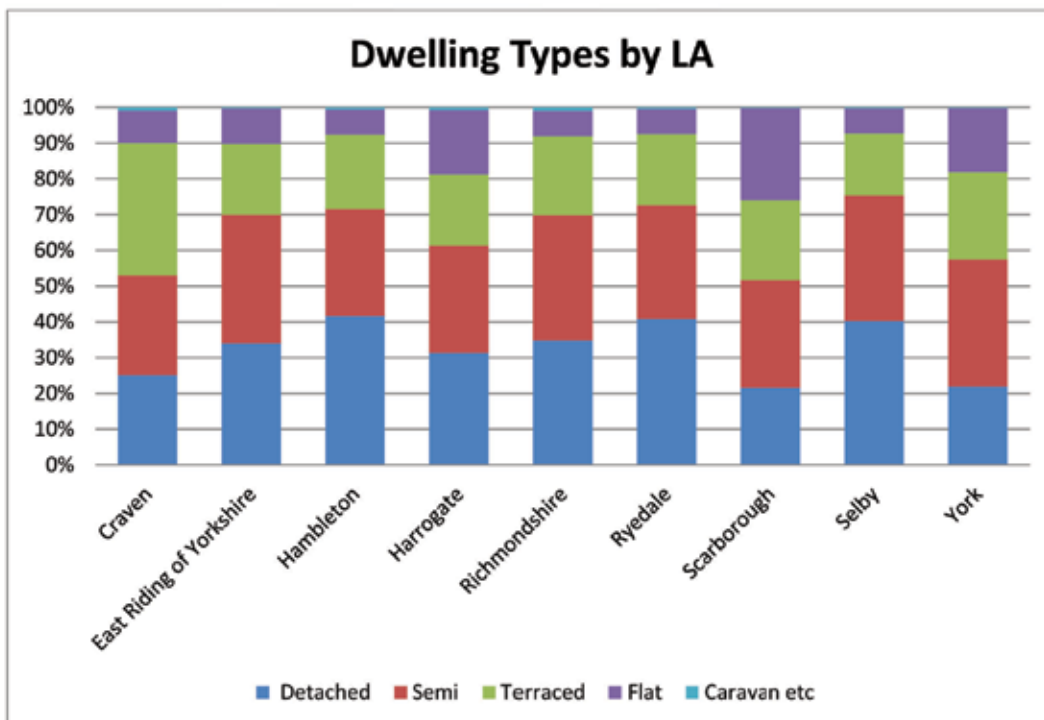


# A1

## Social and Housing Stock Data for York, North Yorkshire and East Riding

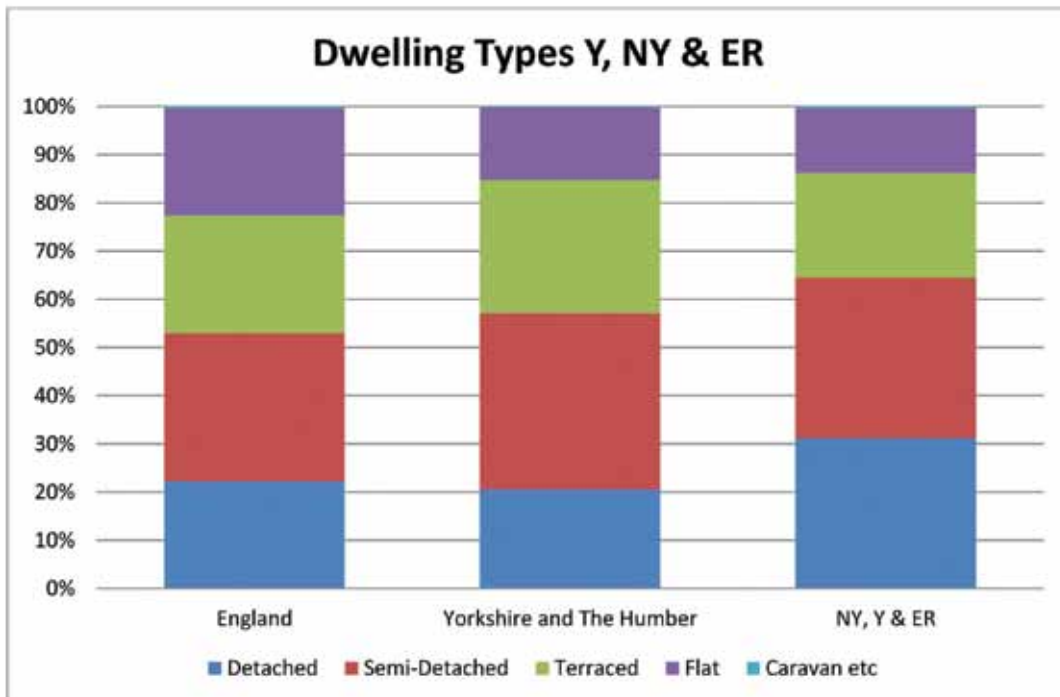


Source: ONS Census 2011

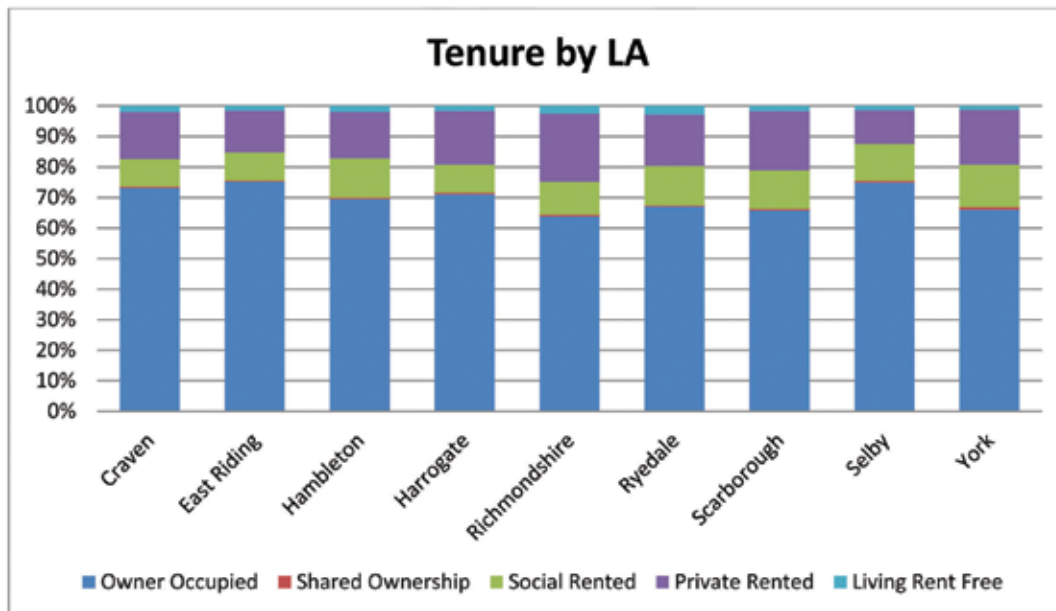


Source: ONS Census 2011

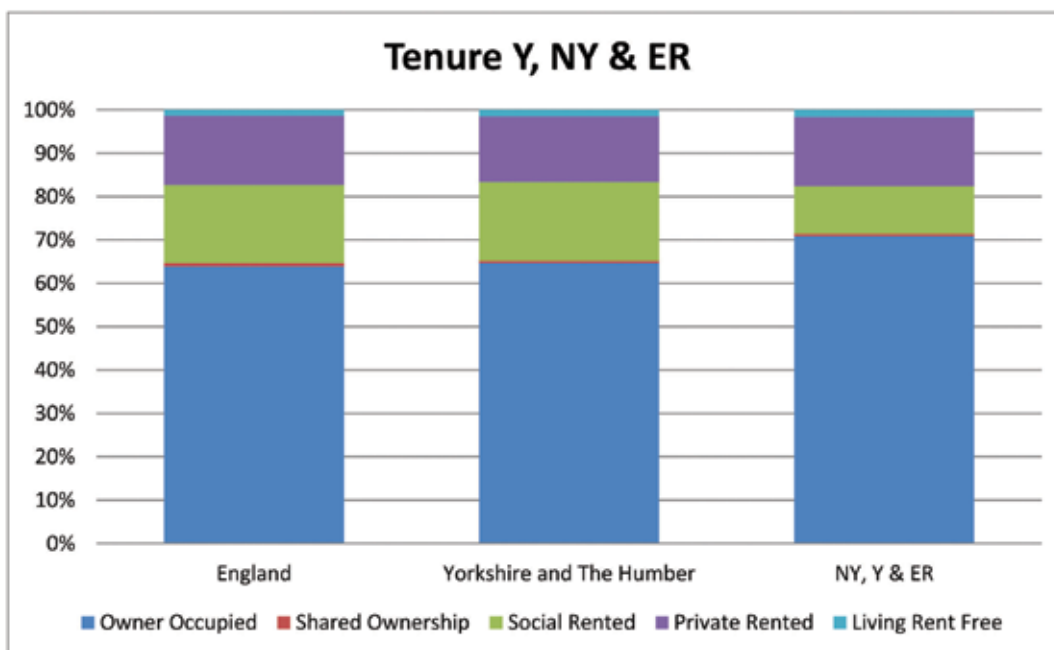




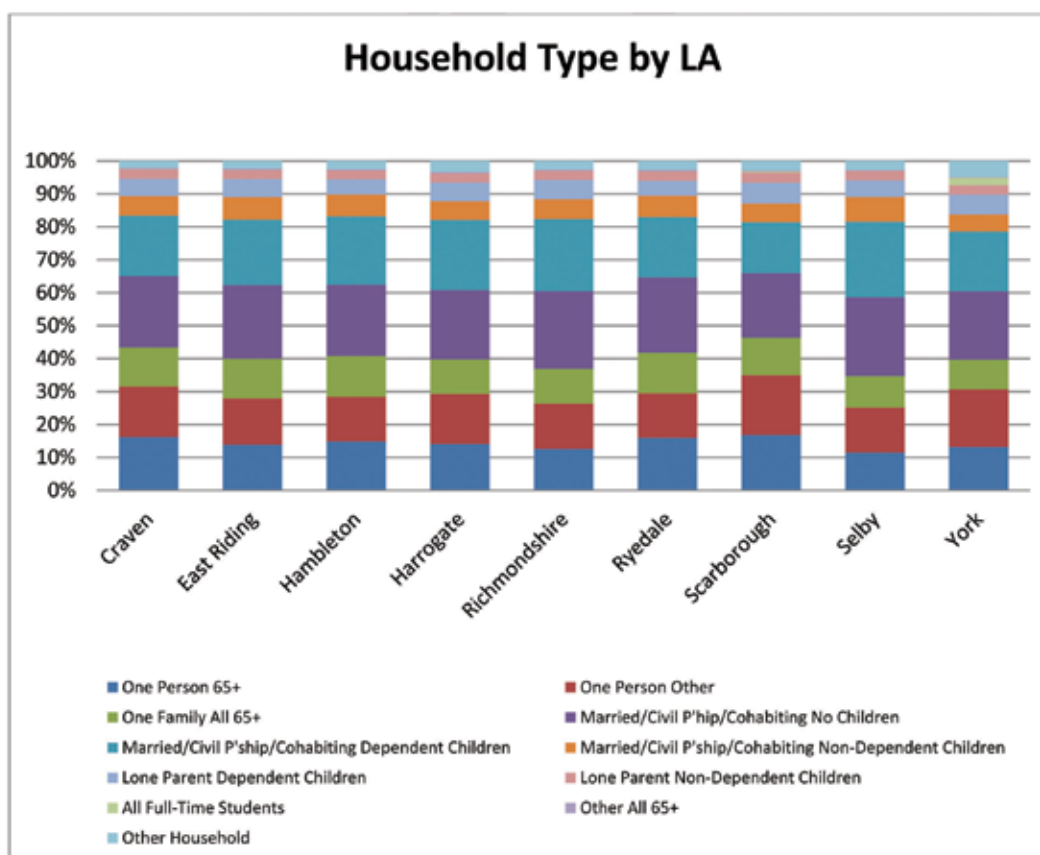
Source: ONS Neighbourhood Statistics



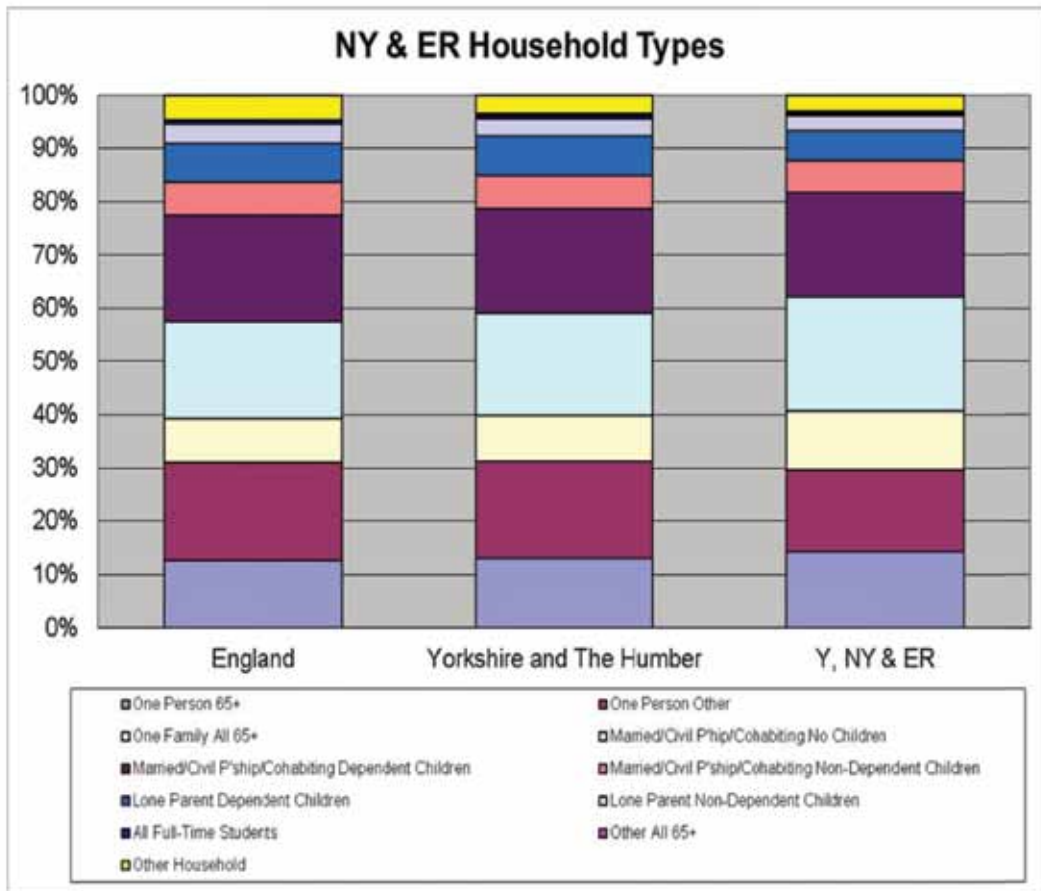
Source: ONS Neighbourhood Statistics



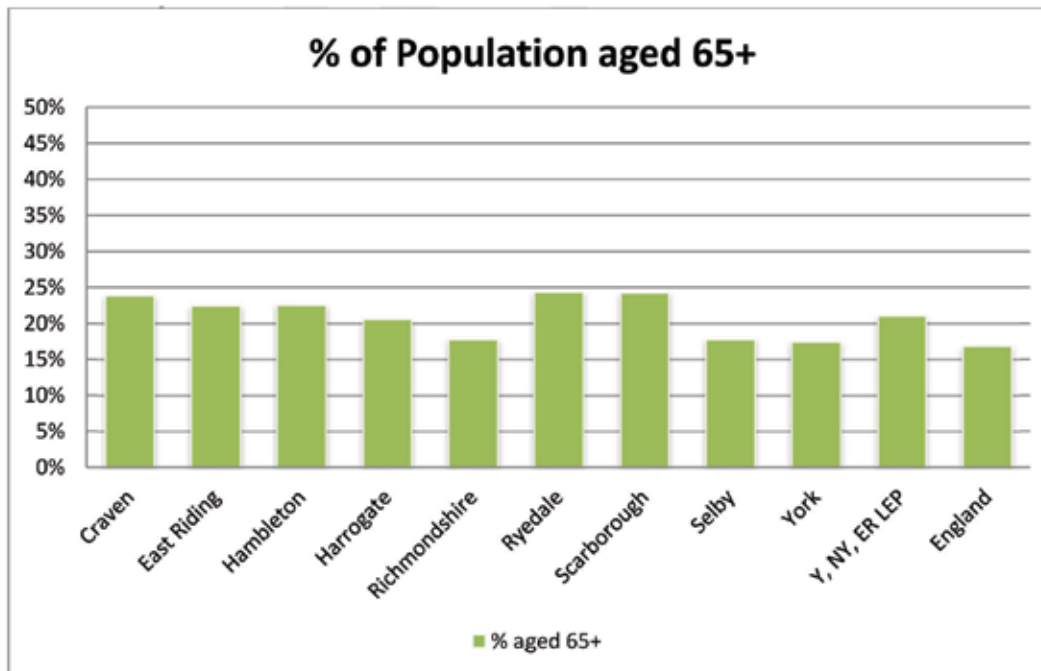
Source: ONS Neighbourhood Statistics



Source: ONS Neighbourhood Statistics



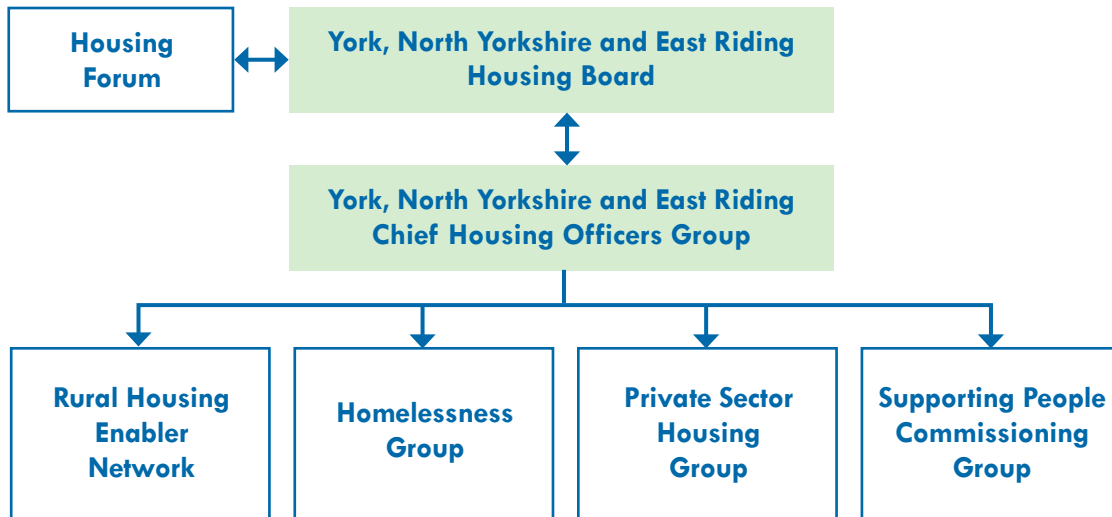
Source: ONS Neighbourhood Statistics



Source: ONS Neighbourhood Statistics

# A2

## Sub Regional Technical Groups



### ■ Housing Forum

The Housing Forum comprises Council Members and officers and representatives from a wide range of housing and support providers within the sub-region. It provides a sounding board through which The Board and other groups consult on key policy documents and initiatives as well as being a vehicle for promoting and sharing good practice and innovation. Its views are reported to the Housing Board and it currently Chaired by the Housing Board Vice Chair.

The Forum will perform an important role in supporting the development and delivery of the Action Plan. It will advise and feed back on performance and flag up areas that require review in the light of changing policy or good practice.

### ■ Officer Groups Chief Housing Officers Group

The Chief Housing Officers Group provides technical support and advice to the Board. It comprises Chief Housing Officers from all the local authorities, plus

representatives from North Yorkshire County Council, the two National Parks, the Homes and Communities Agency, the Health and Well Being Boards and housing association representatives. It is responsible for identifying new initiatives, championing good practice, ensuring that accurate performance and monitoring information is reported to the Board, responding to new challenges and delivery issues as they arise. It also plays a key role in liaising with colleagues from other disciplines both within their own local authorities and through other sub-regional groups such as the Development Plans Forum and Planning Officers Group.

This Group is further supported by specialist technical groups - the Homelessness Group, Private Sector Housing Group, the North Yorkshire Rural Housing Enabler Network and the Supporting People Commissioning Group, which each have responsibility for driving forward aspects of the strategy and key actions related to their area of expertise and identified in the Action Plan, as well as carrying out more detailed monitoring to ensure delivery. There is a Chief Housing Officer representative on each of these groups.

### **Homelessness Group**

**Role: to increase homelessness preventions through joint working and sharing best practice.**

**Attended by: Housing Options Team Leaders from each Local Authority and County Council.**

### **Private Sector Housing Group**

**Role: To improve the quality of our housing stock and work with the private sector**

**Attended by: Local Authority Private Housing lead officers**

### **Rural Housing Enabler Network**

**Role: to increase the supply of Rural Affordable Housing.**

**Attended by: Local Authority and Registered Providers who are funding partners of the Network.**

### **Supporting People Commissioning Group**

**Role: To manage and oversee the locally ring fenced budget for housing related support services in North Yorkshire and services that are managed in partnership.**

**Attended by: NYCC, the District and Borough Councils, Probation and the Health community**

# A3

## Consultation Record

Date	Consultee(s)	Stage
<b>July/August 2014</b>	Housing/Planning Officers from each Local Authority and National Parks and Y, NY and ER LEP	Development of vision and priorities
<b>21 July 2014</b>	Briefing for Gypsy, Romas, Traveller, Showman sub group	
<b>5 Sept 2014</b>	Agenda item at Y, NY and ER Chief Housing Officers Group	
<b>10 Sept 2014</b>	Briefing at RHE Network Meeting	
<b>22 Sept 2014</b>	Topic of Housing Forum Agenda item at Housing Board	
<b>21 Oct 2014</b>	Briefing for Supporting People Commissioning Body and Homelessness Group	
<b>24 Oct 2014</b>	Presentation/workshop at North Yorkshire Partnership Conference	
<b>18 Nov 2014</b>	Agenda item at North Yorkshire Development Plans Forum	
<b>25 Nov 2014</b>	Briefing for Private Sector Group	
<b>28 Nov 2014</b>	Agenda item at Y, NY and ER Chief Housing Officers Group	
<b>8 Dec 2014</b>	Topic of Housing Forum Agenda item at Housing Board	
<b>Jan 2015</b>	Wider Partners - Publication on Website	Consultation Draft
<b>Feb 2015</b>	Agenda item at Harrogate and District Housing Forum	
<b>24 Feb 2015</b>	Agenda item at North Yorkshire Development Plans Forum	
<b>26 Feb 2015</b>	Agenda item at Home Builders' Federation Yorkshire Planning Meeting	
<b>3 March 2015</b>	Agenda item at NYCC Corporate Management Board	
<b>6 March 2015</b>	Agenda Item at Y, NY and ER Chief Housing Officers Group	
<b>16 March 2015</b>	Topic of Housing Forum Agenda item at Housing Board	

A4

## Equalities Impact Statement (EIA)

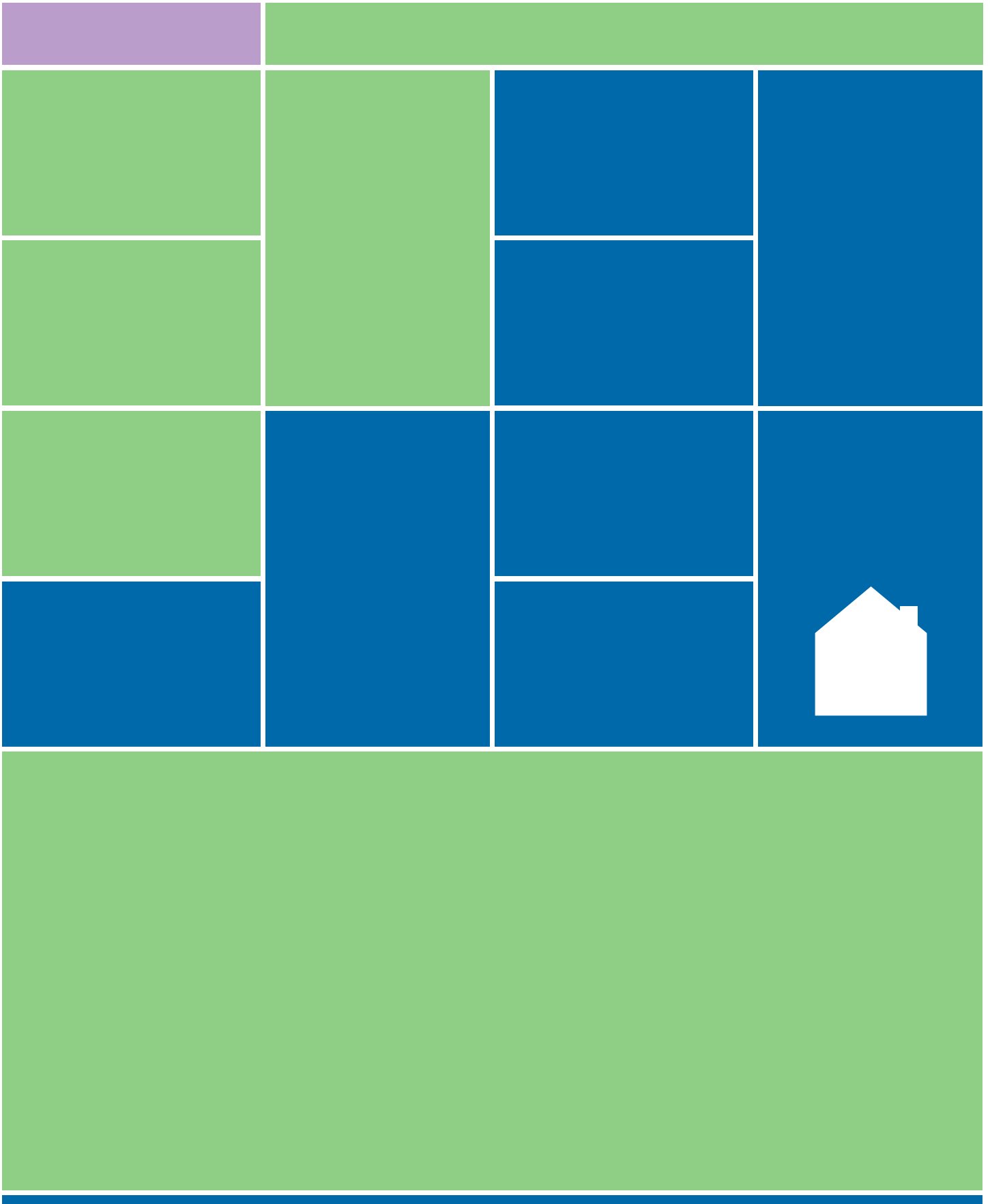
**A full copy of the Equalities Impact Statement is available on request:**

[nycyerhousing.co.uk](http://nycyerhousing.co.uk) 

Notes







This information is available in alternative formats and languages

# Selby District Council

## REPORT

Reference: E/15/8

Public



**To:** The Executive  
**Date:** 4<sup>th</sup> June 2015  
**Status:** Key decision  
**Report Published:** 27 May 2015  
**Author:** Julia Jennison, Policy Officer  
**Executive Member:** David Peart – Lead Councillor for Housing, Leisure, Health and Culture  
**Lead Officer:** Jonathan Lund, Deputy Chief Executive

**Title:** Selby Homelessness Strategy & Action Plan 2015-20

### Summary:

Our current Homelessness Strategy is contained within the North Yorkshire sub-regional Housing and Homelessness Strategy 2010-15. A new sub-regional Housing Strategy is currently under development and is the subject of another report to Executive. Beneath this overarching sub-regional strategy, each district will formulate its own Homelessness Strategy and Action Plan to address local issues, and in particular continue the successful focus on homelessness prevention and housing advice.

This draft Homelessness Strategy and Action Plan for Selby is proposed for consultation between 15<sup>th</sup> June and 3<sup>rd</sup> August, and following review would come back to Executive for approval on 1<sup>st</sup> October 2015.

### Recommendations:

- i. That the draft Selby Homelessness Strategy & Action Plan 2015-20 is approved for consultation

### Reasons for recommendation

The Executive is asked to agree the recommendation to enable the draft Selby Homelessness Strategy and Action Plan 2015-20 to be published for consultation.

## **1. Introduction and background**

- 1.1. The current Homelessness Strategy for Selby District is contained within the North Yorkshire sub-regional Housing and Homelessness Strategy 2010-2015.
- 1.2. A fresh York, North Yorkshire & East Riding (YNYER) Housing Strategy 2015-21 is being developed in the context of a wider partnership with York, East Riding, and the Leeds and Humber Enterprise Partnerships, and this is the subject of a separate report to Executive.
- 1.3. Within the new YNYER Housing Strategy, evidence supporting the priorities is presented against five main themes:
  - 1. Affordability and the supply of homes**
  - 2. Our geography**
  - 3. Changing demography**
  - 4. Quality of our housing stock**
  - 5. Homelessness and specific needs groups**
- 1.4. Beneath this overarching strategy, a local Homelessness Strategy and Action plan is to be developed by each district in response to theme 5.

## **2. The Report**

- 2.1. Within the new YNYER Housing Strategy, there are 9 shared strategic priorities below the 5 main themes, two of which guide our approach to our local Homelessness Strategy –
  - PRIORITY 7 Continue to Reduce Homelessness
  - PRIORITY 9 Provide appropriate Housing and Support for those with Specific Needs
- 2.2. The prevention of homelessness is far more cost effective than dealing with its consequences, and it delivers far better outcomes for those concerned. In Selby over the last few years our Housing Options Service has successfully prevented and relieved homelessness in an increasing number of cases – a 222% increase from 134 cases in 2012, to 298 cases in 2014. However, despite a similar 221% increase in the number of formal homeless applications taken, the number of homeless acceptances has remained fairly low – 25 in 2012, 30 in 2013 and 39 in 2014.
- 2.3. In order to inform this new strategy we have carried out a desktop review of our service and outcomes in Selby over the last three years. This can be found at Appendix 1 of the Strategy. As part of the planned consultation, we will seek the views of both service users and partner agencies in the district who can continue to help us deliver positive outcomes wherever possible.
- 2.4. We are keen to continue the joint approach to homelessness alongside other districts, and in particular to maximise opportunities for joint working and

funding bids. The county Homelessness Group has a pivotal role in the development of partnerships and protocols, and has enabled a countywide approach to be established sharing best practice. This has resulted in a number of new initiatives being developed such as the Young Persons Hub.

- 2.5. It is also co-ordinating work towards achieving a 'Gold Standard' Housing Options service by March 2017. This will involve peer group inspections of our service by neighbouring local authorities and benchmarking to ensure that we have reached the required standard. Work is progressing on this, and our own peer review is planned for 24-26<sup>th</sup> June 2015.
- 2.6. With reference to good practice across the county and the requirements of the Gold Standard for homelessness which we aim to achieve, a small officer working group has been established which has developed a draft Selby Homelessness Strategy and Action plan for 2015-20 (a maximum 5 year period), which sets out the detail below the priorities mentioned at 2.1, contained within 7 overarching aims. These are set out in the YNYER Housing Strategy as a framework within which districts can develop their detailed plans:
  1. Continue and improve partnership working to prevent homelessness
  2. Improve access to prevention and Housing Options services
  3. Improve support for young people
  4. Increase suitable housing options
  5. Reduce the use of temporary accommodation and improve quality of temporary accommodation
  6. Identify new and improved opportunities to provide housing and support for households with specific needs
  7. Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople
- 2.7. These priorities are explored in more detail in the draft Strategy, where key issues and outcomes have been set out in response to our review, and as a key part of our aim to achieve a Gold standard service, the requirements of which are set out below:

### **Ten Gold Standards**

1. To adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. To actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. To offer a Housing Options prevention service to all clients including written advice
4. To adopt a No Second Night Out model or an effective local alternative
5. To have housing pathways agreed or in development with each key partner and client group that include appropriate accommodation and support
6. To develop a suitable private rented sector offer for all client groups, including advice and support to both client and landlord
7. To actively engage in preventing mortgage repossessions
8. To have a homelessness strategy which sets out a proactive approach to preventing homelessness, and is reviewed annually to be responsive to emergency needs
9. To not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. To not place any families in Bed and Breakfast accommodation unless in an emergency and for no longer than six weeks

- 2.8. We also explore the various resources available to us to deliver the Homelessness and Housing Options Service, and in particular how the impact of reduced funding can be mitigated. Joint working both with colleagues within the Council, and with local partner agencies, will ensure that where grants and loans are available, these are taken up, both to enhance our own service and to assist households to find the best solution to their housing issue.
- 2.9. It is proposed that the draft Selby Homelessness Strategy and Action plan be published for consultation between 15<sup>th</sup> June and 3<sup>rd</sup> August, to include discussion at the local Selby Homelessness Steering Group made up of local partners, and collection and consideration of service user feedback.
- 2.10. Following review by the working group (which the Lead Councillor for Housing, Leisure, Health and Culture will be invited to attend), the revised Homelessness Strategy and Action Plan would come back to Executive for approval on 1<sup>st</sup> October.

### 3. Consultation Plan

Date	Event	Action
4/6/15	Executive	Approval of Draft Homelessness Strategy & Action Plan for consultation
15/6/15 – 3/8/15	Consultation	Draft on website for comment.  Consult Selby Homelessness Steering Group, meeting 13/7/15.  Surveys with all households who approach our service.  More detailed surveys for households we place in temporary accommodation  Diagnostic Peer Review (DPR) for Gold Standard 24-26 June
4/8/15 – 17/9/15	Review	Collate responses, survey results and feedback from DPR, analyse and adjust strategy
1/10/15	Executive	Final approval

### 4. Legal/Financial Controls and other Policy matters

#### Legal Issues

SDC has a statutory duty in respect of homelessness, and this Strategy & Action plan sets out how we will fulfil this whilst prioritising prevention work.

#### Financial Issues

- 4.1. There are costs arising from this statutory duty relating to the provision of advice, assistance and temporary accommodation, with reduced funding available from Supporting People. The Strategy addresses these issues in the section on Resources.

#### Impact Assessment

- 4.2. The impact assessment will be completed by the working group and will be considered alongside the final policy by Executive.

## **5. Conclusion**

- 5.1. Consultation on our draft Homelessness Strategy and Action Plan 2015-20 will allow us to ensure that with local partner agencies we develop an approach to homelessness and housing options work which meets local need.

## **6. Background Documents**

- 6.1. None

Contact Officer:

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Policy Officer  
Selby District Council  
jjennison@selby.gov.uk

### **Appendices:**

Appendix A  
Selby Homelessness Strategy 2015-2020 Consultation Draft

Appendix B  
Selby Homelessness Strategy Action Plan 2015-2020 Consultation Draft



## Consultation Draft - Selby Homelessness Action Plan 2015-2020

1. Continue and improve partnership working to prevent homelessness					
Target	Why	How	Baseline position	Milestones 2015/16	Resource
Continue close working with other districts in North Yorkshire to share resources and best practice.	To use our resources to best effect	Remain a partner of the North Yorkshire Strategic Partnership and North Yorkshire HomeChoice allocations scheme. Continue to be part of the Young Persons Housing Solution, County Homeless Group and the Selby Homeless Steering Group	Full partner attending regular meetings	Continue opportunities for shared services and approach eg Breathing Space	Lead Officer Housing/Housing Officer. Other NY districts
Provide the best service we can to customers with the benefit of experience of partners both in Selby and other districts	To improve services in an environment of reduced resource	Challenge the service we offer and achieve the Gold Standard by 2017	Experience shared through regular meetings and informal contacts	Work progressing towards meeting the Gold Standard. Peer review planned for June 2015	NY Partnership. Lead Officer Housing, Housing Officer and Housing Options Team
	Ensure that the needs of vulnerable groups are taken into account	Continue to work with providers and local agencies such as Probation and the Police, Drug and alcohol services and the Mental Health Team to deliver and develop services in partnership	Providers and local agencies invited to regular meetings of Homelessness Steering Group	Ensure that processes and linkages are up to date	Lead Officer Housing/Housing Officer. Homelessness Steering Group

Offer advice and signposting where financial difficulties have been identified	To minimise the impact of welfare reform and assist households in managing their resources	Welfare Reform Project Group to be developed	There are already 6 weekly Housing and Revenues meetings ongoing which continue to monitor the impact of Welfare Reform alongside the Homeless Steering Group and the County Homeless Group	Group to continue to meet 6 weekly, feeding into the Homeless Steering Group and County Homeless Group	Lead Officer Housing/Housing Officer. Lead Officer Benefits & Taxation. Homelessness Steering Group
<b>2. Improve access to prevention and Housing Options services</b>					
<b>Target</b>	<b>Why</b>	<b>How</b>	<b>Baseline position</b>	<b>Milestones 2015/16</b>	<b>Resource</b>
Provide information and advice which is universal, clear, transparent and accessible to all including vulnerable groups, Gypsies, Roma, Travellers and Showpeople, migrant workers	To ensure that everyone who needs help is assisted including non priority households	Early contact encouraged through wide circulation of a prevention leaflet to explain our services. To include letting agents and RP partners	Information reviewed during 2014/15	Prevention leaflet updated on an annual basis.	Housing Options Supervisor, Housing Officer and budget
Ensure that all client groups receive targeted advice and assistance	A best practice approach to dealing with housing advice and homeless approaches	With partners, develop a Housing Pathway for each client group through process mapping.	Housing Pathway for young people working well	Identify Pathways for non-statutory homeless and Rough sleepers	Lead Officer Housing/Housing Officer. Housing Options Team. Homelessness Steering Group
Maintain levels of homeless prevention work	To assist households in avoiding crisis point	Signposting and promoting our services	298 cases in 2014/15 and 39 acceptances	Maintain high number of enquiries and low level of homeless acceptances	Housing Options Team. Homelessness Steering Group

Ensure that vulnerable people are not sleeping rough	To ensure the health and safety of individuals at risk	Consider extending our severe weather emergency offer throughout the year	Currently provision only offered where temperature falls below certain levels	Option to extend the service considered	Lead Officer Housing/Housing Officer
Access relevant funding pots and grants	To allow us to enhance or extend our services	Pursue external funding opportunities eg Homelessness Grant, Platform for Life, and within the authority access Discretionary Housing Payments	Various external opportunities as presented.  £88,562 DHP allocated to Selby during 2014/15	Options to be considered and bids submitted where appropriate.	Lead Officer Housing
Access shared support, education and training opportunities	To share best practice and training in a climate of reduced resource	Joint training for LA teams and partners on local response to homelessness and the importance of prevention work	Ongoing training accessed through the County Training Group	Continue to access this training	Housing Options Team. Other local authority teams. Homelessness Steering Group
Raise awareness of our service with Officers, Councillors, Registered Providers and private sector landlords	To ensure effective signposting	Provide regular updated and briefings about the services we offer	Leaflet produced for use by private sector landlords to highlight our service – for them to include with NTQs. Member update regarding the Housing Options Service	Consider training opportunities for Councillors	Lead Officer Housing
<b>3. Improve support for Young People</b>					
<b>Target</b>	<b>Why</b>	<b>How</b>	<b>Baseline position</b>	<b>Milestones 2015/16</b>	<b>Resource</b>
Lead on the provision of solutions at the Hub	Ensure no increase in the number of young people presenting as homeless	Continue to support and follow the young people's Pathway approach	In 2014, 2 young people presented as homeless	Target 2 or less. Full review of Young Persons Pathway in 2015/16	Housing Officer, Housing Options Supervisor (Hub Co-ordinator)
Continue to work with local partners to ensure floating support is available	To ensure that young people are supported through temporary and permanent accommodation	Continue to commission floating support services	Services provided through Foundation and Horton	Ensure that services are maintained for those most in need	Lead Officer Housing/Housing Officer. Local partners. Supporting People

Ensure that accommodation is available for move on from temporary accommodation	To allow young people to move towards independent living	Ensuring that suitable accommodation is available for move on when the young person is ready	Provision by Foundation which includes 3 self contained units at our hostel in Ousegate	Units continuing to be provided for this purpose	Lead Officer Housing/Housing Officer
Share an understanding of homelessness issues	To ensure that young people are aware of the wider implications of homelessness	Offer awareness raising sessions with schools	Homeless Prevention Officers (NYCC) visit schools across the Selby District as part of their work within the Selby Young Persons Hub	Sessions in schools continuing	Homeless Prevention Officers (NYCC)
No 16/17 year olds in B&B	B&Bs are inappropriate accommodation for young people, and is government guidance	Continue with a partnership approach to avoid B&B placements	Nil in 2014/15	Target Nil	Housing Options Team
Signpost to education, employment and training opportunities	To ensure that housing outcomes for young people are sustainable in the longer term	Provision of information and referrals	Part of the service offered by our partners currently	Support the continued funding of these services	Lead Officer Housing
<b>4. Increase suitable housing options</b>					
<b>Target</b>	<b>Why</b>	<b>How</b>	<b>Baseline position</b>	<b>Milestones 2015/16</b>	<b>Resource</b>
Support local partners who provide specialist advice and support	To ensure sufficient resource and expertise locally	Continue to commission services where a need is identified	Provision through CAB, Relate, IDAS.	Maintain and review services and support funding	Lead Officer Housing
Utilise Frontline Prevention fund	To avoid homelessness by enabling households to remain in situ	Increase the use of the Frontline Prevention fund	11 cases assisted, budget £15k Actual spend in 2014/15 was £11,899	Aim to assist up to 30 cases	Housing Options Team

Access Discretionary Housing Payments	Assist households who are in temporary financial difficulty for a time limited period	Continue to work with colleagues in Benefits to access Discretionary Housing Payments	Housing and Revenues and Benefits meet on a 6 weekly basis	Meetings to continue	Housing Options Team
Continue to assist those with mortgage arrears to avoid losing their home	Improved outcomes for households, and savings through a reduction in homeless approaches	Consider signing up to Wakefield's Breathing Space scheme	Mortgage Rescue scheme has finished and there is no other provision of this type	Sign up to Breathing Space 2015	Lead Officer Housing
Assist more households to meet their housing need in the private sector	Increase access to settled accommodation in the private rented sector	Continue to offer a Bond Guarantee scheme. Work with private landlords to assist them in finding a suitable tenant, and provide follow up visits	We have signposted 42 households to private rented tenancies since December 2013	Increase the numbers assisted into PR year on year through use of Housing Options Development Officer role Greater use of Facebook and Twitter	Housing Options Development Officer
Help older people to remain at home where this is appropriate	Where this is their preference and they are near to support networks	Explore housing options for older people including access to Disabled Facilities Grant	31 DFGs were approved in 2014/15. At May 2015 there are 926 households receiving Lifeline	Maximise the use of DFG funds and the Lifeline service	Lead Officer Housing
Increase the stock of affordable housing	Increase the affordable housing stock to meet identified need	Support and enable the development of suitable rented and sub market homes for sale including Extra Care through Registered Provider partners, the Rural Housing Enabler and Homes & Communities Agency	56 AH units delivered 2014/15	At least 56 units to be delivered	Policy Officer Housing. Rural Housing Enabler. RP Partners

Make best use of our existing housing stock	To ensure that suitable accommodation is available for letting	Continue to inform the allocations scheme through the HomeChoice partnership	Regular review of policy through NY Project Board meetings	Regular reviews and minor amendments are made on an ongoing basis in response to government steer and case law	Lead Officer Housing/Housing Officer
<b>5. Reduce the use of temporary accommodation and improve quality</b>					
<b>Target</b>	<b>Why</b>	<b>How</b>	<b>Baseline position</b>	<b>Milestones 2015/16</b>	<b>Resource</b>
Ensure that residents are aware of our Housing Options service	To ensure an early approach wherever possible to avoid crisis point and temporary accommodation being required	Development and highlighting a leaflet to explain our services	Awareness raising through Open Door, Citizenlink and partners	Leaflet to be compiled and circulated to local partners, agencies, and private sector landlords. Highlight in resident newsletter, Citizenlink	Housing Options Supervisor
Maintain minimal use of B&B	Costly and our own self contained hostels are more appropriate in most cases	Continue to monitor and manage the use of our hostel accommodation to ensure places are available	16 households were placed in B&B during 2014/15 No families were in B&B for more than 6 weeks	No families in B&B except in an emergency and then for no longer than 6 weeks Sustain or reduce numbers in temporary accommodation (excepting those accommodated through SWEP and NSNO)	Housing Options Team
Ensure that good quality temporary accommodation is available	To ensure that households are appropriately housed	Review the type, quality and location of our hostels	Hostels improved 2014	2015 Review usage and consider how our provision might be improved	Lead Officer Housing
Ensure that housing support is available to all in temporary accommodation	To ensure that assistance is given to provide a long term solution	Provide funding for/support the commissioning of housing related support	Everyone in temporary accommodation is on a support plan	Maintain 100%	Lead Officer Housing

<b>6. Identify new and improved opportunities to provide housing and support for households with special needs</b>					
<b>Target</b>	<b>Why</b>	<b>How</b>	<b>Baseline position</b>	<b>Milestones 2015/16</b>	<b>Resource</b>
Ensure that suitable floating support is available	Tenancy sustainment and the avoidance of repeat homelessness	Continue to commission and support suitable local services	Currently Foundation for young people, care leavers, adult offenders and domestic violence perpetrators, and Horton for singles, couples and families	Implement Moving Forward pre tenancy training	Horton Housing, Adult Learning and Skills in partnership with Housing Options
Offer a tailored service which meets the needs of diverse households	To ensure that our service is accessible to all	Continue to attend local partner meetings eg Learning Disability Partnership, Disability Forum	Meetings attended	Continued attendance. 2015 raise awareness of what we can offer	Lead Officer Housing. Housing Officer. Policy Officer Equalities
Take account of the needs of households with special needs in our allocations scheme	To enable them to access accommodation advertised through HomeChoice	Continue to contribute to meetings of the HomeChoice Equalities Group	We are a member of the Equalities Group	Continue to consider the needs of particular groups at review	Lead Officer Housing/Housing Officer. Community Officers. Members of HomeChoice
Continue to work closely with local colleagues in the Police, mental health services, and attend MAPPA and MARAC meetings	To ensure that appropriate information is shared and that decisions are made jointly where appropriate	Attend regular and ad-hoc meetings to agree an approach and discuss individual cases	Meetings attended. 2015 closer working with the policy through joint location at the Civic Centre	Continued joint working and sharing of best practice	Housing Officer, Housing Options Police NY Mental Health IDAS
Ensure that the needs of those subject to domestic violence are met	To allow a joint approach to finding suitable alternative accommodation in or out of the district	Work closely with IDAS to ensure that the needs of domestic violence survivors and perpetrators are met	We refer cases to IDAS and assist in re-housing. Where suitable, a Making Safe service can be used to enable the household to stay put Provide support to 150 adults each year resulting in a minimum of 20 homeless preventions	Sustain case load and number of homeless preventions	Housing Options Team/Housing Officer IDAS

7. Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople					
Target	Why	How	Baseline position	Milestones 2015/16	Resource
Continue to work with County, Horton and the Traveller Community to address the housing and support needs of Gypsies, Roma, Travellers and Showpeople	To ensure that the needs of all our community are met	Support the commissioning of housing support for our site in Burn	Horton provide a service at Burn	Ensure that the service continues to be provided	Lead Officer Housing. Horton
		Explore the provision of gypsy/traveller sites in the district	Initial options considered	Further options to be considered	Lead Officer Housing. Planning Policy Team



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Selby District Council

# HOMELESSNESS STRATEGY

2015 - 2020

Consultation Draft June 2015



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## Foreward

To add

Consultation Draft

# 1. Introduction

This new five year strategy sets out Selby District Council's aim to tackle homelessness across the district. It details how we will provide straightforward and effective access to a range of housing services, support and other opportunities for Selby district's residents threatened with or affected by homelessness, to help them rebuild their lives. It continues the work started in 2003 when our first action plan was developed, and builds on progress made since that date.

Losing a home can have a devastating effect on a household and can result in vulnerable people, including children, having to move away from their established support networks, friends and schools. The effects of homelessness are felt not only by individuals and their families; there is also an impact on the wider community. It is important therefore that the Council's efforts to tackle homelessness are seen as part of a bigger picture, which includes tackling the causes of social exclusion and improving access to health and social care services. However, to achieve this in the current economic climate, the emphasis must be on prevention, multi-agency working, sharing of resources and looking for creative and innovative solutions.

This new 2015-20 strategy has been shaped by national policy, and by both the emerging North Yorkshire Housing Strategy (2015-20) and a desktop review of homelessness and the homeless services provided in Selby over the past few years. It will take account of customer feedback and partner views.

A holistic approach towards homelessness is required as the causes and effects are complex, and solutions need to be more than the simple provision of accommodation. We need to consider wider issues such as poor health, loss of income and relationship breakdown. This strategy recognises the important role that other partners and stakeholders have to play in harnessing skills and delivering sensitive and tailored solutions to some of these issues within our communities.

A small officer working group was set up to inform and guide the strategy, and consideration included :

- what services are currently provided across the district
- utilisation rates, gaps in services and perceived need
- resources available to meet this need

Local partner agencies including the voluntary sector will have the opportunity to shape our approach, including consultation on the draft strategy through the Selby Homelessness Steering Group. This Group includes members of our own Housing Options Team, local homeless service providers, and advice and support agencies. Wider consultation will take place between June and August, and service user feedback about both the accommodation and the services we provide will also be taken into account.

## Consultation Plan

Date	Event	Action
4/6/15	Executive	Approval of Draft Homelessness Strategy & Action Plan for consultation
15/6/15 – 3/8/15	Consultation	<p>Draft on website for comment.</p> <p>Consult Selby Homelessness Steering Group, meeting 13/7/15.</p> <p>Surveys with all households who approach our service.</p> <p>More detailed surveys for households we place in temporary accommodation</p> <p>Diagnostic Peer Review (DPR) for Gold Standard 24-26 June</p>
4/8/15 – 17/9/15	Review	Collate responses and feedback from DPR, analyse and adjust strategy
1/10/15	Executive	Final approval

## 2. Context

### National policy

In 2011 the government published its first national housing strategy, '**Laying the Foundations: A Housing Strategy for England**', outlining its approach to homelessness prevention, meeting the needs of vulnerable people, managing the consequences of homelessness and addressing rough sleeping. This strategy also enables local authorities, if they wish, to give extra priority in their allocations scheme to working households and those making a community contribution, and requires additional preference to be given to ex-service personnel when it allocates council housing.

In the same year the government also published its strategic vision to end rough sleeping - '**No Second Night Out**'.

In August 2012 the Ministerial Working Group on Homelessness published its national homelessness strategy '**Making Every Contact Count**' - a joint approach to preventing homelessness which included a number of challenges for local authorities in the light of the Localism Act 2011 and Welfare Reform changes introduced in 2012.

The **Localism Act** provides local authorities with the option to introduce fixed-term tenancies (from 1<sup>st</sup> April 2015 in Selby) and gives greater flexibility when allocating social housing and operating waiting lists. It also enables local authorities to bring their homelessness duty to an end through the offer of private rented accommodation.

Under the previous system social landlords were normally only able to grant lifetime tenancies. Sometimes this meant that people acquire a social home at a moment of crisis in their life, and continue to live there long after their need for it has passed. Meanwhile there are people waiting for a social home who face much more difficult circumstances. This was unfair, and represented a poor use of valuable public resources.

The Government has protected the security and rights of existing social housing tenants, including when they move to another social rented home. However, provisions in the Localism Act allow for more flexible arrangements for people entering social housing in the future. Social landlords will now be able to grant tenancies for a fixed length of time. The minimum length of tenancy will be two years in exceptional circumstances with five years or more being the norm.

There is no upper limit on the length of tenancy. Councils can still offer lifetime tenancies if they wish. More flexible tenancies will allow social landlords to manage their social homes more effectively and fairly, and deliver better results for local communities.

Section 153 refers to the relationship between schemes and strategies and suggests with reference to Section 3 of the Homelessness Act 2002 that the following be added –  
In formulating or modifying a homelessness strategy, a local housing authority in England shall have regard to –

- a) Its current allocation scheme under section 166A of the Housing Act 1966
- b) Its current tenancy strategy under section 150 of the Localism Act, and
- c) In the case of an authority that is a London borough council, the current London housing strategy

People who experience a homelessness crisis need somewhere suitable to live. Councils have a duty to house people who are eligible, in priority need and unintentionally homeless; and this duty will remain in place. Central Government will also continue to fund support and advice to prevent homelessness and rough sleeping.

However, under the previous rules, people who became homeless were able to refuse offers of accommodation in the private rented sector, and insist that they should be housed in expensive temporary accommodation until a long-term social home becomes available. This meant that in some circumstances people in acute, but short-term housing need, acquired a social home for life, although they may not have needed one, while other people who needed a social home in the longer term were left waiting.

The Localism Act lets local authorities meet their homelessness duty by providing good quality private rented homes. This option could provide an appropriate solution for people experiencing a homelessness crisis, at the same time as freeing up social homes for people in real need on the waiting list.

The **Welfare Reform Act 2012** introduced Universal Credit, changes to Housing Benefit, Local Housing Allowance, Council Tax Benefit and Child Support and reforms to the Disability Living Allowance.

- In April 2013 a cap was introduced on the total amount of benefits that working age people can receive. The cap applies to the combined income from the main out-of-work benefits, plus Housing Benefit, Child Benefit and Tax Credits. The cap is £500pw for couples and lone parents and £350pw for single adults.
- Council Tax Benefit no longer exists and has been replaced by Localised Council Tax Support Schemes administered by local authorities.
- Following the introduction of the shared room subsidy in social housing, children of different sexes are expected to share a bedroom until the age of ten and children of the same sex are expected to share a bedroom until they are 16 years old. Housing benefit is calculated on this basis, and in households of working age where families are viewed as under-occupying a home, tenants are required to meet any shortfall in rent.
- Housing benefit for under 35s is now based on the single room rate – reflecting the cost of renting a room in shared house. Therefore any single tenants who are under 35 occupying a one bedroom flat and receiving housing benefit are required to meet any shortfall.
- In April 2013 community care grants and crisis loans were abolished and replaced by locally administered schemes. Personal Independence Payment (PIP) has replaced Disability Living Allowance (DLA) for new claimants aged 16 to 64. This is based on how a person's condition actually affects them, rather than on the condition they have.
- Universal Credit will combine and replace a number of existing benefits for people who are out of work, and tax credits for people in work. Claimants will be responsible for managing their own rent and council tax payments, and it is expected that the service will be delivered 'digital by default'. For many claimants, this will be the first time they have managed their own budgets and paid rent direct to their landlord, and they may require assistance to do this. We are looking to make early advice and assistance available to them to avoid possible increased levels of homelessness as households struggle to manage their finances. Local authorities are able to apply for funding via

Discretionary Housing Benefit Payments for people struggling to pay their rent because of an imposed sanction through welfare reform, although it is unclear how long this funding might be available.

Finally, the Government is reducing public spending, including the ending of ring fenced 'Supporting People' funding within its overall grant to local government. This will have significant impact on the level of support services available to residents.

## **Sub Regional Context**

### **The North Yorkshire Housing Strategy 2015 - 2020**

Selby District's Homelessness Strategy is underpinned by the emerging North Yorkshire Housing Strategy, due to be approved in summer 2015. This document is the culmination of close working between the North Yorkshire Housing Board and the York, North Yorkshire and East Riding LEP and our stakeholders. It builds on the previous work of the North Yorkshire Strategic Housing Partnership, City of York Council and East Riding of Yorkshire Council, the evidence base presented in the York and North Yorkshire and East Riding Strategic Economic Plan. Click here to download the strategy:

<http://www.northyorkshirestrategicichousingpartnership.co.uk/>

The strategy includes nine shared strategic priorities for 2015-20, including priorities for homelessness services which are largely considered through two of these priorities:

Priority 7 : Continue to Reduce Homelessness

Priority 9 : Provide appropriate housing and support for those with specific needs

We have considered these key interventions agreed across the region, and developed an action plan within our Selby Homelessness Strategy which is relevant to our local situation with seven overarching aims :

- Priority 1 Continue and improve partnership working to prevent homelessness
- Priority 2 Improve access to prevention and Housing Options services
- Priority 3 Improve support for young people
- Priority 4 Increase suitable housing options
- Priority 5 Reduce the use of temporary accommodation and improve quality
- Priority 6 Identify new and improved opportunities to provide housing and support for households with specific needs
- Priority 7 Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople

These priorities will be developed further in Section 3.

## **Sub regional Tenancy Strategy**

The North Yorkshire Tenancy Strategy was developed in partnership by all local authorities in North Yorkshire to provide an overarching guide to social landlords working in the county for the development of their individual Tenancy policies.

It provides an overview of what each authority expects of partners in their own individual



Tenancy Policies, is consistent with local homelessness strategies and allocation schemes, and takes account of the tenancy and rent standards. In particular it allows authorities to consider the introduction of flexible fixed term tenancies.

### **Sub regional allocation scheme, HomeChoice**

Selby District Council is a partner in the North Yorkshire wide HomeChoice Allocations scheme which was launched in July 2011. The scheme was reviewed after it has been in operation for 12 months, and a revised policy was agreed in 2013.

A number of changes were made to the original scheme to reflect changing government policy around access to social housing. In particular, where tenants are in arrears due to a reduction in Housing Benefit caused by the underoccupation penalty within the welfare changes, an exception can now be made to allow them to move to a smaller property.

### **North Yorkshire County Council's Children's Trust and Young People's Plan 2014-17**

The North Yorkshire Children and Young People's Plan and the work of the North Yorkshire Health and Wellbeing Board also run concurrent to this strategy and underpin key aspects of it, particularly in respect of priorities around tackling youth homelessness.

The Children and Young People's Plan is the single, overarching plan for North Yorkshire County Council's Children's Trust. It sets out the strategic direction and priorities for improvement for children and young people across North Yorkshire including Selby for the period 2014-17. It brings together the key priorities for everyone working with children, young people and families and sets out in detail the actions needed to improve outcomes with reference to ten key principles.

Click here to download the strategy - [http://www.northyorks.gov.uk/media/2725/Children-and-Young-Peoples-Plan-2014-17---Young-and-Yorkshire/pdf/Young\\_and\\_Yorkshire\\_-\\_Children\\_Young\\_Peoples\\_Plan\\_2014-17.pdf](http://www.northyorks.gov.uk/media/2725/Children-and-Young-Peoples-Plan-2014-17---Young-and-Yorkshire/pdf/Young_and_Yorkshire_-_Children_Young_Peoples_Plan_2014-17.pdf)

### **North Yorkshire's Health and Wellbeing Board**

From April 2014, new arrangements have taken effect to deliver public health priorities across North Yorkshire, and a new Health and Wellbeing Strategy is being developed. A number of strategic priorities are set out within the strategy that will help to reduce many of the health and wellbeing problems that can lead to homelessness or arise from it. These focus on work to reduce lifestyle factors that can lead to ill health, improving access to and take up of services, providing support and care services for people who are vulnerable to enable them to live independently, and continuing work to break the cycle of poor health and deprivation by focussing on the wider determinants that influence health over the long term, such as low educational attainment, deprivation, skills and worklessness.

Click here to download the strategy -

<http://www.nypartnerships.org.uk/CHttpHandler.ashx?id=21125&p=0>

### **2020 North Yorkshire Care and Support 'Where I Live Strategy'**

North Yorkshire County Council consulted at the end of 2014 on a strategy that will transform services to ensure people can remain safe and independent in their own homes, improve the amount and quality of accommodation with care and support across the county by 2020 and meet financial savings. This strategy replaces the out of date 'Our Future Lives Policy' and reflects changes in economic circumstances and the County Council's Extra Care ambitions. It explores different models of providing accommodation for vulnerable groups and young people including sheltered accommodation, residential and nursing care and homeshare - an initiative that matches someone who needs help to live independently in their own home with someone who has a housing need and is willing to provide a little help and support in exchange

for accommodation. This scheme can help people who own or rent a home who need low-level support as well as those who cannot afford housing such as students, people who have a low priority housing need, or those living in hostel accommodation. It also pledges to increase the availability and choice of accommodation and services for people with complex needs, mental health issues, and learning and physical disabilities - and to enable the development of supported living schemes for younger people living with a learning disability. Additionally the strategy commits to:

- continue to work with colleagues in Children and Young People's Services to ensure the smooth transition of young people between services and to identify their needs and the care and support they may require as they move from childhood into adulthood and to use this information to plan any future housing developments.
- continue to work with partners including the voluntary sector to put in place employment and training opportunities, especially within Extra Care housing schemes, for people who cannot access these through traditional routes.

A final strategy is due to be produced early in 2015. Click here to access the consultation: <http://www.northyorks.gov.uk/article/29404/Care-and-support-where-I-live-consultation>

### 3. Review of Homelessness in Selby District 2012-14

We have carried out a desktop review of our service over the last three years which shows an increase in both homeless prevention work carried out by our Housing Options Team, and in the number of homeless cases presenting to the Council. Our aim is always to avoid households becoming homeless wherever possible, and this review will consider both prevention work and homeless outcomes between 2012-14.

A copy of the detailed review can be found in Appendix 1.

### 4. Homelessness Priorities for Selby district 2015 – 2020

A key aim of this strategy is to be able to increase homeless prevention work across Selby district, and avoid households reaching crisis point. In the current climate of limited resources the Council will strive to ensure that it provides and maintains services which meet the housing and support needs of those people who find themselves in danger of losing, or without, a home.

Where prevention is not possible we aim to provide an effective service to help households through the assessment of their homeless application, and if appropriate during any period in temporary accommodation through to finding a permanent settled home.

Working with our partners across the district we aim to:

- encourage people to seek assistance before they reach a homelessness crisis
- ensure a holistic approach to clients who approach our services
- identify suitable and personalised housing options for those who cannot remain in their current situation

Our strategy explores the services and initiatives currently in place to achieve these goals and our action plan highlights our plans for future improvements.

This chapter sets out the priorities for our service in Selby, informed by the overarching priorities set by the North Yorkshire Housing Strategy 2015-21 (priorities 7 and 9):

#### **Continue to Reduce Homelessness**

- |            |  |
|------------|--|
| Priority 1 | Continue and improve partnership working to prevent homelessness |
| Priority 2 | Improve access to prevention and Housing Options services        |
| Priority 3 | Improve support for young people                                 |
| Priority 4 | Increase suitable housing options                                |
| Priority 5 | Reduce the use of temporary accommodation and improve quality    |

#### **Provide appropriate housing and support for those with specific needs**

- |            |  |
|------------|--|
| Priority 6 | Identify new and improved opportunities to provide housing and support for households with specific needs                  |
| Priority 7 | Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople |

## **Priority 1 Continue and improve partnership working to reduce homelessness**

### **Key issues**

- We are a member of the North Yorkshire Strategic Housing Partnership which is led by the Local Government North Yorkshire and York Housing Board. This Board comprises political members from each North Yorkshire local authority, North Yorkshire County Council, the two National Parks and representatives from two Registered Providers and the house building industry, with advice and support from the Homes and Communities Agency. Its role is to identify shared strategic housing ambitions and priorities and to monitor performance and delivery against them.
- Under the Board sit a number of officer groups headed by the North Yorkshire Chief Housing Officers Group which is made up of Chief Housing Officers from all the local authorities, plus representatives from North Yorkshire County Council, the two National Parks and key local Registered Providers.
- This Group is further supported by specialist technical groups, significantly for this strategy, the County Homelessness Group. This is a group of Housing Managers and Team Leaders who meet quarterly to champion good practice, develop shared protocols and identify funding opportunities. The group also flag delivery issues as they arise, ensure that accurate performance and monitoring information is reported, and make recommendations to the Chief Housing Officers on how best to respond to any new challenges. Locally members of this group also play a key role in liaising with colleagues from other disciplines both within their own local authorities and through other sub-regional groups.
- Partnership working within the County Homeless Group has also contributed to the development of this new Homelessness Strategy for Selby, and it will continue to provide feedback allowing a joint approach to government funding opportunities across the North Yorkshire partnership.
- North Yorkshire County Council is a key partner providing funding for services and staffing through the Supporting People programme including the Young People's Hub and services to Gypsies, Roma, Travellers and Showpeople. The County also worked alongside Selby and other North Yorkshire local authorities on the sub regional procurement of services through the Home Improvement Agency to deliver improvements and adaptations to assist vulnerable clients.
- At a local level, we work closely with a wide range of partner organisations including the North Yorkshire Social Care Team and Mental Health Team, and local agencies who provide housing and related support services. Regular Homelessness Steering Group meetings are held where a joint approach to services can be enabled, and trends can be identified early allowing additional resources to be considered where necessary. See Appendix 2 for a list of our partners.
- Through partnership working we have also signed up to joint protocols for Multi Agency Public Protection Assessments (MAPPA) and No Second Night Out (NSNO), a single service offer tailored to a customer's needs, and attended Multi Agency Problem Solving (MAPS) to deal with offenders of anti-social behaviour. (MAPPA) procedures have been re-written to align with the North Yorkshire Home Choice allocations system to provide appropriate services for ex-offenders.

## **Priorities**

We will continue to work with our partners to ensure that we share good practice and continue collaborative working through membership of the North Yorkshire Housing Partnership.

To maintain close working with our partners at North Yorkshire County Council (County), and with Registered Provider partners working in the district: Foundation and Horton Housing (our floating support agencies which are Supporting People funded) and other agencies such as the Police and Probation.

Joint working with County will continue to provide effective advice and assistance for those with drug, alcohol and mental health problems.

We maintain close working relationships with colleagues within the Council including Housing Benefits, Planning, Environmental Health and Legal.

### **Desired Outcomes**

- To develop the best holistic outcomes for our clients.
- To further improve and develop our services in an environment of reduced funding.

### **Key Actions**

- Continue to remain a partner of the North Yorkshire Strategic Partnership and North Yorkshire HomeChoice.
- Continue close working with other districts in North Yorkshire to share resources and best practice.
- Increase access to settled accommodation, and seek to make better use of the private rented sector, improving access to housing advice for landlords and effective floating support services for vulnerable clients.
- Continue to work with providers and agencies such as Probation and the Police to deliver and develop services.
- Build on the success of the Young People's Pathway to develop with partners a Housing Pathway for each client group.
- Moving Forward pre-tenancy training to be offered from June 2015
- Continue to offer training hours about homelessness for local groups and partner agencies

## **Priority 2 Improve access to prevention and Housing Options services**

### **Key Issues**

- Footfall into the Housing Options Service was 735 (14 per week) in 2013-14, and 656 (13 per week) in 2014/15.
- The top three reasons that households become homeless in 2014 in Selby are:
  - Parents/family/friends can no longer accommodate them
  - violent relationship breakdown
  - loss of a private sector assured short hold tenancy

The earlier we are approached the more likely it is that we will be able to prevent homelessness; if households access the service later rather than earlier, we have only limited time to work through alternative options.

- In recent years there has been an increase in the number of single people seeking help and this is likely to continue. In particular there is a shortage of accommodation for people under 35 in receipt of housing benefit who now qualify for the shared room rate only.
- We continue to provide for the needs of rough sleepers and in October 2013 signed up to the 'No Second Night Out' joint protocol alongside other districts in North Yorkshire, which provides a single service offer tailored to customers needs. Where the temperature is likely to remain below freezing for three nights, in accordance with government guidance, we offer temporary accommodation to rough sleepers who may not wish to take up our other services or seek permanent accommodation; this emergency accommodation may be B&B. Partner agencies across the district are crucial in ensuring that these individuals are offered help in the short term, and that they are encouraged to seek a longer term solution.
- The County Homelessness Group is the main driver for improving services across the county and sharing best practice, and is driving adoption of the Gold Standard which aims to deliver an excellent service to our customers which is streamlined, efficient and modern.

## Priorities

The Council has pledged to achieve a "Gold Standard" Housing Options service by March 2017. This will involve peer group inspections of our service by neighbouring local authorities and benchmarking to make sure that advice and assistance for our clients - both written and face to face - is of a "gold standard" service.

### Ten Gold Standards

1. To adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. To actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. To offer a Housing Options prevention service to all clients including written advice
4. To adopt a No Second Night Out model or an effective local alternative
5. To have housing pathways agreed or in development with each key partner and client group that include appropriate accommodation and support
6. To develop a suitable private rented sector offer for all client groups, including advice and support to both client and landlord
7. To actively engage in preventing mortgage repossessions
8. To have a homelessness strategy which sets out a proactive approach to preventing homelessness, and is reviewed annually to be responsive to emergency needs
9. To not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. To not place any families in Bed and Breakfast accommodation unless in an emergency and for no longer than six weeks

To further improve our Housing Options service by improving the information and advice we provide - so it is universal, clear, transparent and accessible to all.

To ensure that households are aware of the service we offer, and approach us early.

To ensure that opportunities to fund assistance for households are fully taken up.

To consider extending our severe weather offer

### **Desired Outcomes**

- Ensure that we improve our service and share best practice through delivery of a Gold Standard Housing Options Team Service
- Take part in the delivery of Diagnostic Peer Reviews through the Peer led Practitioner Prevention Partnership
- Embed a holistic approach to developing homeless services
- Continue to focus a higher proportion of resources on prevention
- Work more closely with health and mental health colleagues
- Develop a Pathway approach to each user group
- Ensure that comprehensive information on housing options in both the private and social housing sectors is made readily available and accessible to all.
- Ensure that our services are suitable for all client groups including vulnerable people, Gypsies, Roma, Travellers and Showpeople, black and minority ethnic groups and migrant workers
- Ensure that clients have continued access to housing related support
- Ensure that the needs of non-priority households are addressed through housing advice and assistance

### **Key Actions**

- Deliver a service which meets the Gold Standard, and participate in peer reviews across the partnership
- We will continue to employ a full time officer (Housing Options Development Officer) whose purpose is to access affordable private rented accommodation for use by Housing Options customers. We are a leader sub-regionally in this area and have extended this contract until April 2016 with a likely ongoing commitment from Homeless Grant.
- Try to engage with households in difficulty by publicising our service and creating a new leaflet to issue to lettings agents and registered providers of social housing in the area signposting households towards the service at an earlier stage (when notices are served or formal action is being considered). This will hopefully buy us some time to negotiate a stay in their current accommodation or source alternative housing.
- Negotiate wherever possible with lenders and/or landlords to avoid homelessness
- Continue to work with our Housing Benefits colleagues to allocate our budget for Discretionary Housing Benefit payments to clients who fulfil the criteria for this payment to assist them to remain in their homes.
- Continue to work closely with Mental Health Team colleagues to ensure the best outcomes for this vulnerable client group.
- Continue to work with the 'No Second Night Out' protocol and work with the Salvation Army (York) under contract to deliver weekend cover in Selby.

## Priority 3 Improve support for young people

### Key Issues

- Homelessness and advice services for young people in Selby have been brought together under one roof - '**Young People's Housing Solutions @ the Hub**'. The Hub offers universal support and advice on housing-related issues to all young people aged 16 to 25 through a partnership of the Selby Housing Options team, Hub Coordinator, Time out/mediation worker (Foundation) and a homelessness prevention worker from children and young people's service. The Hub's main aim is to support these young people to stay at home or in other suitable living arrangements with family and friends wherever possible.
- Whilst returning to live at home is often the best option for young homeless people, there are circumstances where this is not appropriate or safe. Where this is the case we need to ensure there is good quality accommodation available for them, that floating support is in place to help them budget and sustain a tenancy, and that they are given priority for housing in the future after this supported period has ended. The Young Person's Pathway is a National Exemplar, funded by North Yorkshire County Council's Supporting People and Children's Services, and Selby District Council also commit to resource it.
- In Selby we have a designated Time Out worker and Children and Young Person's Service (CYPS) worker provide training in schools to teach young people about homelessness and how their behaviour can impact on their housing and lifestyle.
- For those young people at risk of homelessness, the service offers advice and mediation to help them remain in / return to their home or make alternative suitable living arrangements with friends or family. Where this is not successful, young people who require more intensive support will be offered accommodation and support services under the new 'Pathway' approach.

#### Pathway process

- **Pathway 1** – support is maintained to try to help young people return home. They may be provided with emergency accommodation with a host family (for up to two weeks) or with short-term accommodation (for up to six weeks) whilst this is happening.
- **Pathway 2** - longer term support is offered where young people have been unable to return home. The support required will be determined following assessment of need and may include generic floating support without accommodation or more intensive support with accommodation for up to two years. This will be followed by a period of resettlement and priority for housing.

In Selby, Foundation manage 8 units of accommodation with support for young people which has proved successful in enabling them to move on to independent living. 3 units are provided as second stage move on accommodation within part of our own homeless hostel to allow young people to trial being more independent prior to having an unsupported tenancy. New national funding programmes such as 'Platform for Life' may provide the opportunity to fund these types of schemes in the future (See Resources, Section 5).



In the longer term, young people not in employment, education or training (known as NEETS) need to be able to access opportunities to progress in order to sustain a successful outcome in the long term.

### **Priorities**

To continue to work with partners across North Yorkshire to provide a consistent and holistic approach to dealing with young people - working with the voluntary sector, with Social Care colleagues, Safe and Sound Homes (SASH), and Foundation.

Ensure that the successes of this approach are maintained and built upon, and that we continue to assist young people with housing issues.

Funding needs to be prioritised to continue with the Pathway and Hub approach to the service we offer to young people

To maintain our record of no 16/17 year olds in B&B

### **Desired Outcomes**

- To continue to provide homeless advice for young people under one roof
- To continue to provide universal support and advice on housing-related issues to all young people aged 16 to 25.
- Ensure that pre-tenancy training is available to bridge the gap between supported accommodation and independent living
- To continue to signpost to opportunities for employment, education and training

### **Key Actions**

We need to:

- Continue to participate in and support Young People's Housing Solutions @ the Hub
- Continue to support the Young Persons Pathway including weekly meetings to discuss individual young people and tenancy sustainment. The Pathway will be the subject of a full review in 2015/16
- Continue to work with Foundation to refer all young people who present to the Housing Options Team for floating support, to assist with applying for benefits, debt advice, mental health issues, drug and alcohol issues, and any other problem they may have with access to suitable housing provision due to their age and vulnerability. This will include signposting to suitable employment, education and training opportunities
- Continue to attend MAPS (Multi Agency Problem Solving) meetings to work in partnership with the local police and local Registered Providers (attended by Enforcement, Community Officers, and Housing Options if required)
- Continue with the programme of work for the Time Out and Homeless Prevention Workers. Investigate funding opportunities such as Homelessness change and Platform for Life
- We have recently restructured resources and increased the number of high need units in Selby. We need to consider whether these units are required in the longer term, and whether additional units might be needed.

## Priority 4 Increase suitable housing options

### Key Issues

- In 2011 Selby became a partner of North Yorkshire HomeChoice, a choice based lettings partnership which operates across all of North Yorkshire, except Harrogate. Home Choice replaced traditional housing waiting lists and offers eligible residents improved housing choice, flexibility and transparency when looking for a property.
- In 2012 Selby signed up to the North Yorkshire Tenancy Strategy [www.northyorkshirestrategichousingpartnership.co.uk/images/documents/NY\\_Tenancy\\_Strategy\\_Oct\\_2012.pdf](http://www.northyorkshirestrategichousingpartnership.co.uk/images/documents/NY_Tenancy_Strategy_Oct_2012.pdf). This framework articulates a number of shared goals in respect of tenancy policy across North Yorkshire. It seeks to protect and provide for the interests of vulnerable groups, increase choice, advice and access for customers and address issues of equality, diversity and fairness and consistency across the county.
- We are keen to help older people for whom moving may be very traumatic, and where it is possible to enable them to stay put with adaptations or support this will generally be a preferred option.
- Many clients are facing housing difficulties and accessing our services as a result of financial exclusion and worklessness. We need to help them rebuild their lives by ensuring that they have access to appropriate financial services to enable them to manage their money on a day to day basis, plan for the future and cope with financial pressures.
- Grant funding is reducing - Selby District Council's overall grant funding reduced from £111,142 in 2013/14 to £110,714 in 2014/15 and this is a pattern that is likely to continue into the future .
- Selby's Frontline Prevention Fund has assisted 16 households to obtain private sector rented accommodation in 2014/15. However, it is only available to over 18s who are in receipt of a means tested benefit.
- Our Mortgage Rescue scheme offered homeowners in financial crisis the option of renting their existing property from a Housing Association subject to certain criteria. This scheme was accessed by 2 households during 2013/14, but this option is no longer available since the government ended the scheme in April 2014.
- In 2014/15 the government awarded Selby District Council a grant of £88,562 for Discretionary Housing Benefit Payments (DHP) part of which was used to assist 222 clients to stay in their existing homes. Of these a DHP was paid to approximately 175 people to help them stay in their existing home rather than them looking for alternative accommodation. The DHP for the district has since been reduced to £85,563 for 2015/16 and is likely to continue to decrease in the future.
- We have worked with private sector landlords to increase access to suitable accommodation for our clients. The Homelessness Review at Appendix 1 gives more detail and makes an assessment of the possible savings which have been achieved for households who would have been owed a full homeless duty (See the Spend to Save section of the Homelessness Review in Appendix 1).

## Priorities

Whilst many younger clients are supported to make life changes, there is also a need for support for people with more complex needs. Floating support can be the least expensive and most effective intervention to help people achieve independent living.

We need to ensure that housing providers, housing support providers and other agencies across Selby can continue to help vulnerable groups by offering advice and assistance to maximise their incomes and signposting them to the best support services possible. This includes helping with debt awareness and prevention, tackling fuel poverty, providing assistance and advice to cope with rising food and energy bills, assisting with access to affordable credit and ethical financial services, and avoiding court action, repossession and homelessness.

We need to continue to assess feedback from customers regarding our use of private sector properties to improve and extend the service we offer.

To continue to assist older people and people with disabilities to remain in their homes where possible through Disabled Facilities Grants delivered via a local Homes Improvement Agency (HIA).

To implement a replacement for the Mortgage Rescue scheme. Breathing Space, (at the time of writing this draft, approval is awaited) which is run by Wakefield Council, aims to assist households with mortgage arrears to access an interest free loan in order to help them to stay in their own homes where they would otherwise have faced repossession.

## Desired Outcomes

- Ensure that the service continues to meet customer needs through ongoing review
- Continue to offer support and services that help to match those people with homes that are the right size and type to meet their needs
- Further develop our relationship with private rented sector landlords so they are ready and willing to take on tenants who are at risk of homelessness and who may be in receipt of benefits. In particular we aim to access smaller units to meet the shortage in the social sector.
- Maximise the use of existing housing stock and increase the amount of affordable housing, in particular smaller and shared accommodation that is more affordable to single people
- Work with the Homes and Communities Agency and partners to identify any affordable housing schemes that could be funded through the Affordable Housing Programme 2015-18, Continuous Market Engagement and other emerging funding programmes.
- Continue to support the development of additional affordable accommodation within the district through our planning policies, whether through Section 106 Agreements or 100% affordable sites delivered by Registered Provider partners.
- Continue to support the North Yorkshire Rural Housing Enabler Programme

## Key Actions

- Improve our website and literature to make the information easier to understand
- Expand our contact with applicants and private landlords through the use of new technology including Twitter and Facebook

- Continue to work with Foundation to provide floating support for clients needing this service
- Continue to offer support and financial assistance for older people and people with disabilities to maintain and adapt their existing homes
- Remain a partner of North Yorkshire Home Choice
- Work with private sector landlords to improve access and improve services across the private rented sector through the provision of free advice and assistance regarding housing issues and in particular help to manage tenancies
- Continue to support the North Yorkshire Tenancy Strategy

## Delivering More Affordable Homes

### Key Issues

#### Shortage of Affordable homes

- The Selby Strategic Housing Market Assessment (SHMA) 2009 identified a need for an additional 409 affordable homes per year between 2009 – 2014. Actual output during the whole of that period was 355.
- The results of a new SHMA 2015 are awaited.
- This impacts on our ability to find appropriate housing; at 31<sup>st</sup> March 2015 following review in 2014, Selby had 671 households registered on its waiting list.
- Welfare Reform has had a massive impact on the private rented sector as people below the age of 35 are no longer entitled to the single room rate for private rented accommodation when claiming housing benefit. Selby District is covered by 4 Local Housing Allowance areas, the main one being York. The Shared Room rate for these 4 areas are:
 

York	£67.09 pw
Wakefield	£55.00 pw
Leeds	£64.60 pw
Doncaster	£55.12 pw
- New affordable homes delivered recently through planning gain on market housing sites have been mainly two or three bedroom properties to meet the identified need. Traditionally the social housing stock across Selby has been dominated by 3 bed homes which provided for growing families to put down roots and stay put even when children left home and the property was underoccupied. However, the single room supplement has meant that the cost of the 'spare' room is no longer covered by benefits and there is a higher demand for smaller homes.
- However, although there are two bed homes in development, there is a reluctance to build one bed homes which may over time become unpopular either as families grow, or if welfare policy changed. The shortage of one bedroom accommodation is currently addressed through accessing the private sector, particularly as most of this accommodation is available at Local Housing Allowance rates.
- There are 2 Extra Care schemes in Selby district which offer a flexible housing environment for older people, but more provision is needed particularly with the numbers of older people in the district set to rise

- Intermediate housing products such as shared ownership and shared equity can play an important role in helping to bridge the gap between social renting and owner-occupation, with some products enabling occupants to staircase and acquire further equity in their home. This tenure can be an attractive option for younger working people on a low income who are otherwise unable to access the housing market, either due to affordability or because of challenges in saving for a deposit.
- Other home purchase products have been introduced specifically to meet the needs of first time buyers, such as Help to Buy and Firstbuy

## **Priorities**

To ensure through our joint allocations scheme, NY HomeChoice, that homes are always allocated to those in most need.

To continue to deliver more affordable homes across the district, particularly smaller homes. In the light of Welfare Reform changes, to encourage the provision of more shared homes across the district to provide affordable housing options for single people, both in the private and social rented sector.

To address the needs of older people both in the offer of improvements to enable them to stay in their own home, and in accessing new housing schemes including Extra Care schemes.

Ensure that sub market sales products such as shared ownership, shared equity and discount for sale continue to be negotiated on S106 schemes to meet the need for these products and potentially free up more social and affordable rented homes for those who really need them

## **Desired Outcomes**

- Double housebuilding (compared to 2012-14 rates) and triple delivery of affordable housing (LEP target)
- Ensure the delivery of more affordable homes across the district to meet local housing needs ensuring that they are of the right size and of good quality
- Provide more settled accommodation for single people and improve their housing choices
- Continue to let homes to those households in most need through HomeChoice

## **Key Actions**

- Continue to work to increase the supply of affordable accommodation within the district through close working with the Homes and Communities Agency, Registered Provider Partners and continued support of the Rural Housing Enabler Programme.
- Work closely with our planning department to negotiate an element of smaller homes and provision for older people as part of the affordable housing provision on market housing sites.
- Continue to work with County to develop additional Extra Care schemes in the district
- Continue to increase access to the private rented sector including consideration of the use of Houses in Multiple Occupation where these are properly managed

## **Priority 5 Reduce the use and increase the quality of temporary accommodation**

### **Key issues**

- Proactive prevention work is the first step to a value for money approach which will minimise the use of temporary accommodation
- Our average occupancy rates in 2014/15 were 67% at Ousegate Lodge and 45% at Edgerton Lodge
- We have recently improved our own temporary hostel accommodation offer at Ousegate Lodge and Edgerton Lodge.
- Minor adjustments to the Home Choice allocations policy have been agreed to reflect changes to housing benefit rules to avoid the possibility of rent arrears for future tenants, and to help those who will be affected by the single room subsidy to move to a smaller home if they wish to.
- Housing Options Advisors consider 'Move-On' in the private sector as well as in social housing to address barriers to move-on from temporary accommodation.
- The use of local B&Bs is restricted in the main to emergencies on evenings and at weekends, and households are moved into our temporary accommodation as soon as possible
- In the past we have had to offer households B&B out of the district due to lack of availability locally

### **Priorities**

To ensure that early contact is made with households in housing crisis to try wherever possible to keep them in their existing home as long as we can

To try to keep households in accommodation near to their current family/friends and social networks

To balance the provision of temporary accommodation to meet changing need, and avoid having accommodation sitting empty.

To review our current temporary accommodation provision and consider whether either the properties or the location could be improved. In particular, we will consider how our offer at Edgerton Lodge in Tadcaster might be improved.

### **Desired outcomes**

- To reduce the number of households placed in temporary accommodation
- To continue to reduce the use of B&B provision where this is avoidable
- All temporary accommodation to be of a good quality
- A reduction in the number of households placed outside of the district

### **Key actions**

- Ensure that residents are aware of the Housing Options service and that it is available to all
- Continue to use temporary accommodation only where necessary

- Review the quality of our own temporary housing stock
- Identify local B&B providers
- Explore extending our work with private landlords through our new Housing Options Development Officer. However we can only discharge our homeless duties into the private sector if the tenancy is for 12 months or more, and private tenancies are often offered for an initial 6 month period.

## **Priority 6 Identify new and improved opportunities to provide housing and supported living for households with specific needs**

### **Working with Vulnerable Groups**

#### **Key Issues**

- In Selby district we work with many vulnerable groups including those who may find themselves homeless through a lifestyle choice, mental illness, or domestic abuse.
- It is vital that we engage with partners to ensure that the needs of vulnerable households are considered in the development of our service and that our communication methods are accessible to all. This is particularly challenging in rural areas where there are fewer groups and facilities and where access to the internet can be problematic, and voluntary sector networks are particularly useful in identifying hard to reach groups.
- North Yorkshire HomeChoice is the key tool for accessing housing within Selby district. It is therefore critical that we ensure that it is accessible to everyone in housing need.
- MAPPA (Multi Agency Public Protection Arrangements) and MARAC (Multi Agency Risk Assessment Conference) meetings are pivotal forums for close working with housing providers, the Probation service, the Police, and other agencies - and for developing procedures to provide safe housing solutions for offenders leaving prison, victims of domestic violence and helping to keep adults and children safe from violent partners. More strategically we have recently worked closely with the probation service and other North Yorkshire local authorities to review the process for housing ex-offenders.
- The Multi Agency Public Protection Authority (MAPPA) protocol has been refreshed and improved to provide greater clarity around protocols and timescales for securing accommodation for offenders leaving prison.
- Specialist drug and alcohol services in North Yorkshire are now delivered through a new service, North Yorkshire Horizons. Specialist services can provide a range of advice and support locally including counselling, day programmes and access to detoxification services. There is also a dedicated helpline available which is totally confidential and the service is delivered via a local service hub. Horton and Foundation will also pick up some of this work.

- **Women's Refuges** provide a safe environment for women and their children who are the victims of DV with a network of support. There is no Women's Refuge in Selby district, but where accommodation is required we make referrals to providers elsewhere in the country in line with best practice. There are very few refuges for men, but where appropriate we will refer to specialist provision elsewhere.

We refer cases to IDAS, our local domestic violence service, to provide a 'making safe' service to victims of domestic violence to help them stay safe in their own homes.

Consultation Draft



## Priorities

To ensure that our staff are trained to ensure that vulnerable clients are fairly represented and supported when using our services.

To continue to signpost people to appropriate services and work closely with Citizens Advice to refer people with debt and in need of debt advice.

Continue to work closely with colleagues through the County Homelessness Group to ensure that wherever possible a joint approach is agreed to specialist provision.

Attend a wide range of partnership meetings including the North Yorkshire HomeChoice Equalities Group and Mental Health panel meetings, and liaise with support services to ensure that the views and difficulties faced by vulnerable groups such as older people and those with dementia, gypsy and traveller groups, domestic violence cases and MAPPA and young people are taken on board when developing services.

## Desired Outcomes

- To continue to work with our partners to provide specialised support services to enable clients to sustain tenancies no matter what their vulnerability may be.
- To continue to offer specialist housing support ourselves to vulnerable clients once they have been housed.
- To achieve planned moves for those who need them including for clients who are being released from prison -safe housing for the clients as well as looking at risks to the community.
- Development of specialist housing provision to meet identified need

## Key Actions

We will:

- Continue to support and participate in a joint working approach with our partner agencies
- Deliver support services to vulnerable groups through the procurement of services and regular liaison.
- Consider opportunities for the development of specialist provision eg for those with mental health difficulties or Learning disabilities

## **Priority 7 Continue the good practice and joint working across the sub region in relation to Gypsies, Roma, Travellers and Showpeople**

### Key issues

- We are part of the North Yorkshire Gypsy & Traveller Partnership, which has representatives from the County and District/Borough Councils, and works with resident and transient communities to improve communication and understanding between them and local housing and planning authorities.
- We also sit on procurement panels for supported services within North Yorkshire; gypsy and travellers supported services and floating support services
- Research shows there is a close link between the lack of good quality sites and poor physical and mental health, lower life expectancy and poorer education outcomes. A

significant number of households have no permanent base and are often moved around, sometimes against their will.

- In Selby we have a small permanent site in Burn with support provided by Horton Housing provide
- It is extremely rare for a homeless approach to be made by this client group

### **Priorities**

To work with partners and the community to reduce conflict and misunderstanding

To identify suitable sites for permanent and temporary use in order to avoid the need for enforcement action and a potential homeless application

### **Desired outcomes**

- To ensure that illegal encampments are avoided, and that alternatives are available to the travelling community
- To ensure that all client groups are aware of the services we offer

### **Key actions**

- Continue to work with North Yorkshire County Council, Horton and the Traveller Community to address the housing and support needs of Gypsies, Roma, Travellers and Showpeople
- Continue to explore the provision of gypsy/traveller sites in the district

## 5. Delivering the Homeless Strategy

### Resources

#### Frontline Homeless Prevention Fund

This was developed in 2013 to support our proactive “spend to save” approach towards preventing homelessness and the costs that would have been incurred had the person become homeless, including temporary accommodation costs.

Losing a home can have a devastating effect on a household and can involve vulnerable people, including children, moving away from support networks, friends and schools. It can also mean having to spend time in temporary accommodation and increase the demand upon housing allocations through North Yorkshire Homechoice.

The Frontline Homeless Prevention Fund allows payments to be made to households facing homelessness to enable them to remain in their existing accommodation or access alternative housing, whilst making savings to the public purse. Flexibility is encouraged and recommendations should be delegated to empower front-line Housing Options Advisers, who can then identify problems and prevent homelessness if they are in a position to offer a swift remedy.

The benefits of the scheme are:

- Reduction in the number of homeless applications
- Reduction of households in bed and breakfast and temporary accommodation
- Provides a cost effective option
- Flexible, imaginative and cost effective solutions allowing officers to think innovatively

In 2013/14 there was £15,000 available with a maximum possible spend per household of £500, meaning we could assist a minimum of 30 households. 11 cases were assisted and the remaining funding carried forward.

#### Bond Guarantee scheme

As house prices remain high, there has been an increase in demand for rented accommodation. Unfortunately the demand exceeds the supply of council housing and social housing and it is therefore necessary for households, often on a low income, to rent property from private landlords.

Private landlords ask for a bond from the tenant to safeguard themselves against tenants causing damage to the property or leaving owing rent. It usually takes the form of a cash payment equal to a least one month's rent but often more. To offer assistance to tenants wishing to rent in the private sector, the Bond Guarantee Scheme enables homeless households to gain access to privately rented accommodation where they are unable to provide a landlord's bond or deposit.

We act as a guarantor for the tenant's bond meaning the tenant does not have to find the extra money and the landlord still has the security of a bond. The scheme provides a guarantee against loss or damage to the property or its contents, to a maximum of £400.

The bond is not a cash payment and we pay no money up front to the landlord. We offer landlords a guarantee that we will honour any bond money requested in lieu of rent arrears, legal fees or damage). It is then expected the tenant will repay the money to the council.

**Personalisation Fund** - For rough sleepers or sofa surfers (6 months+). This is sub regional funding to move people into sustainable accommodation by providing tailored solutions to meet customers needs.

**Spot Purchase Scheme** - Generic Floating Support for rough sleepers and street drinkers – contracts with Horton, Foundation and Salvation Army. This – can result in the provision of accommodation and would usually be used with the Personalisation Fund.

### **Youn Persons Housing Solutions Hub**

Includes funding for Foundation

### **Discretionary Housing Payments**

A discretionary housing payment (DHP) is a short-term payment from the council to help cover some housing costs which does not need to be repaid.

In 2014/15 Selby District Council received £88,562 to help households claiming housing benefit who are struggling with their housing costs. This can be used to help with a rent shortfall including where this has resulted from the single room rate, benefit cap or other reduction in housing benefit. It may also cover a tenancy deposit, rent in advance or removal expenses if necessary.

### **Case study**

Last year we paid £440 for rent due in advance in respect of a new tenancy. This was for a young couple who had been living in hostel accommodation and had been supported by Foundation Housing And SDC. A private rented property was secured for them when they became ready for independent living. The DHP helped to secure the property

### **DWP Transition funding**

The DWP additional funding is intended to meet the costs of implementing welfare reform changes (primarily dealing with additional DHP applications). Selby received £10,510 this year, and spend is subject to individual bids being worked up.

### **Homelessness Grant**

Homelessness Grant funding has reduced from £111.142.01 in 13/14 to £110.714.14 in 14/15, and this reduction is likely to continue into the foreseeable future. However, it has been very useful in scoping the size of the team and in testing new approaches to homelessness prevention.

The Housing Options Team are allocated £60,000 of this grant, with the remainder being available for specific targeted work subject to an individual business case.

The 1.5 FTE posts which were grant funded in previous years have now become part of the core staffing arrangements on a permanent basis. This demonstrates our long term corporate commitment to seeing homeless prevention services sustained in Selby regardless of the availability of otherwise of grant. The team is now made up of 0.5 FTE Housing Options Supervisor, and 2.5 FTE Housing Options Advisers.

The only post still funded by grant is now the Housing Options Development Officer role and, as grant has been freed up from other resource commitments, this can now be a long term project.

### **Supporting People**

Supporting People announced that they were cutting their funding to homeless prevention services in Selby District by 18.5% from 1<sup>st</sup> April 2015. This reduces actual funding from £180,343 to £146,979.

Funding for our own temporary accommodation at Ousegate Lodge and Edgerton Lodge has reduced from £25,813 to £21,037, but we are managing to continue to provide the service through efficiencies

Supporting People also fund Horton's **St@ySelby** service which provides floating support for 50 clients in the district. However, the cut of 18.5% has resulted in the loss of a Full-Time Floating Support Worker and a reduction in capacity of 17 clients per year. The service can now only be able to support a maximum of 33 clients through full floating support. However, there is also an expectation that there will be increased drop-in and Triage provision and that there will be an increased number of clients supported to maintain accommodation. In order to meet this requirement there will be a need to further reduce the units of full floating support, which will drastically impact on the overall effectiveness of the service

### **The North Yorkshire Local Assistance Fund (NYLAF)**

This replaces the discretionary Social Fund scheme which was managed by the DWP. The Welfare Reform Act 2012 abolished the Social Fund and meant that new locally based provision would now be delivered by local authorities instead of the DWP.

The Social Fund previously provided crisis loans and community care grants – cash for general living expenses and to see people through during times when there were issues with their benefits. The new NYLAF provides emergency support for vulnerable adults to move into or remain in the community, and to help families under exceptional pressure to stay together. It does not replicate the social fund: no cash payments, crisis loans or community care grants are available.

Awards are made in kind, for example by supplying vital household goods and basic necessities such as essential items of household furniture and equipment, food vouchers, utility top-up vouchers and/or utility reconnection charges, and essential home repairs. The highest requested items throughout 2014/15 were food and utility (electric or gas) top-up, or the emergency short term items as these can be requested on multiple occasions.

During 2014/15, the district of Scarborough continued to submit the highest number of applications, followed by the districts of Harrogate and Selby. Selby's share of the annual total was 11.5%.

### **Investment in new homes**

Major programmes of investment such as the delivery of new affordable homes are overseen, facilitated and in part funded by the Homes and Communities Agency. We will need to continue to work closely with the Agency to explore funding opportunities through the Affordable Homes Programme 2 and Continuous Market Engagement to enable more affordable provision on Registered Provider led sites across the district.

### **Staffing Levels**

The Housing Options service at Selby comprises -

- 0.5 Housing Options Team Leader
- 2.5 FTE Housing Options Advisors
- Housing Options Development Officer

Additionally the service benefits from the support of two key roles provided by partners:

- 0.5 Children and Young People Homeless prevention worker (provided by North Yorkshire County Council) to support 16/17yr olds and care leavers for the Selby Young People's Hub
- 0.5 Time Out Worker (Provided by Foundation) to support 18-25yr olds for the Selby Young People's Hub.

### **Partners**

Whilst the provision of a Housing Options Service is a statutory duty of the Council, the actual delivery of the service relies on the support of many formal and informal partners including other North Yorkshire local authorities, North Yorkshire County Council, Registered Providers, local delivery agents, support agencies, the voluntary sector and private sector companies. Moving forward we will need to work closely with these partners if we are to realise the ambitions of the strategy. Partnership working will become increasingly critical in light of government funding cuts and as we increasingly need to demonstrate value for money

Selby District Homeless Steering Group meet quarterly and are regularly attended by more than 20 agencies.

### **Monitoring, Review and Implementation**

We have identified a number of tasks which are set out in our Action Plan overleaf which we will need to complete in order to deliver our ambitions. In order to ensure the best possible outcomes for our service users, a number of these actions are jointly delivered with our partners.

The Action Plan will be a tool for the Council to monitor progress against key milestones and targets on a regular basis, reporting to the Steering Group on the outcomes. The Plan will be reviewed annually at the Steering Group meetings, and an annual action plan review will be completed jointly to ensure that our approach is up to date.

Funding opportunities will also be shared in this forum with opportunities for joint commissioning considered as they arise.

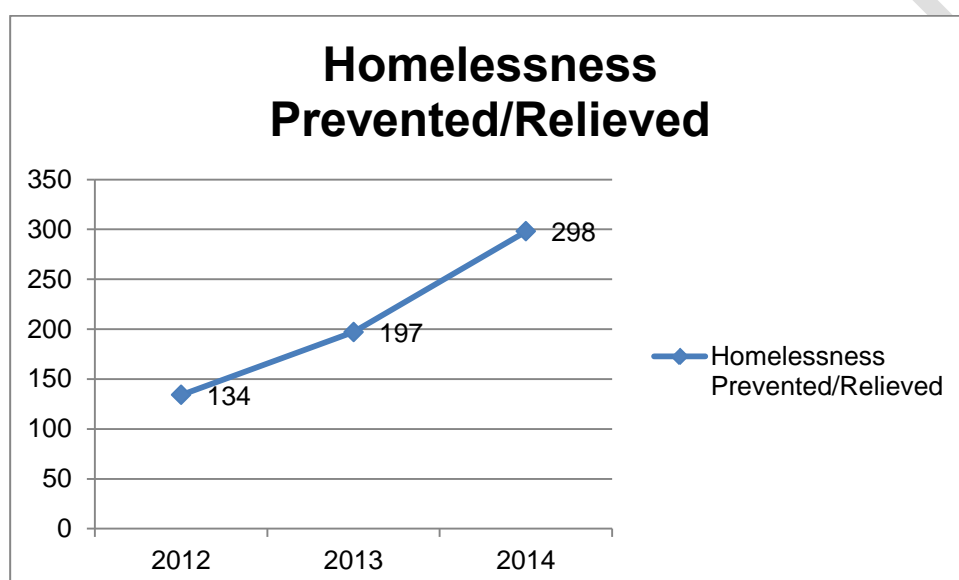
Consultation Draft

## Review of Homelessness in Selby District 2012-14

We have carried out a desktop review of our service over the last three years which shows an increase in both homeless prevention work carried out by our Housing Options Team, and in the number of homeless cases presenting to the Council. Our aim is always to avoid households becoming homeless wherever possible, and this review will consider both prevention work and homeless outcomes between 2012-14.

### Prevention

We have adopted a more pro-active approach towards preventing homelessness and our team now provide advice to anyone seeking help with a housing or homelessness issue, and focusses more on prevention services. Central to this has been a move towards early intervention and assistance, provided in partnership with local agencies. During 2014, 298 households were prevented from becoming homeless following housing advice from our team, compared to 197 in the previous year - an increase of 101 households or 51%.



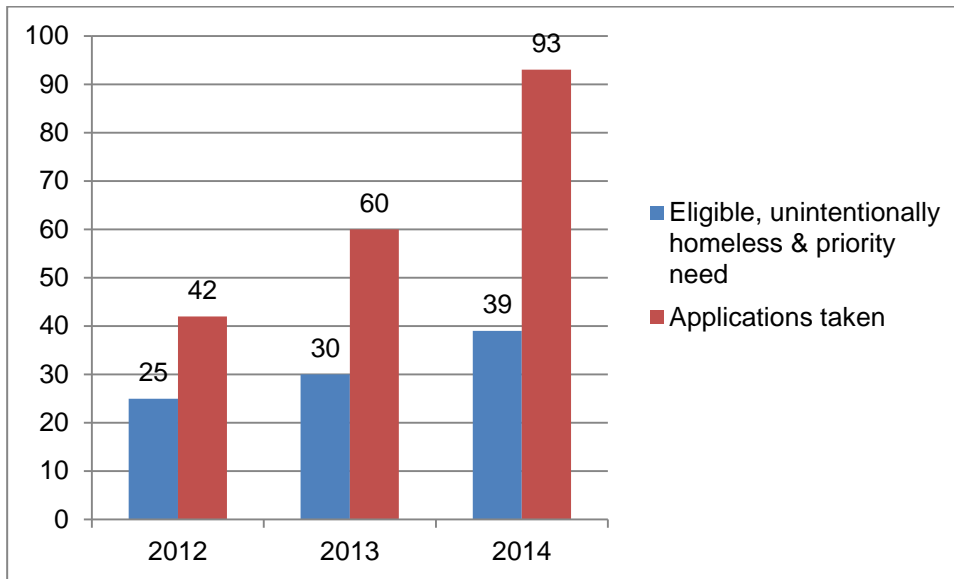
In 2012 our Housing Options Team prevented or relieved 134 cases of homelessness, and this number has steadily risen year on year by 47% in 2013, and a further 51% between 2013 and 2014.

The work of our team continues to assist households in finding solutions, through interventions such as liaising with family, friends or private landlords, to ensure that wherever possible homelessness is avoided. This has provided some very positive outcomes.

### Homelessness

Due to the success of the preventative approach our homelessness acceptances have remained fairly low over the last few years (compared to applications taken) despite the lack of shared accommodation for single people, and the increasing pressure on households due to Welfare Reform. Our outcomes were 30 acceptances in 2013, and 39 in 2014.





Whilst we were well on target to see a reduction in homeless acceptances for 2014, the final quarter figures have meant that overall we have accepted 9 cases more than in 2013, equating to a 30% rise. It is worth mentioning that there has been a significant increase in demand on the service over this period and, as such, a rise of this size is marginal when considering national trends in increasing homelessness.

Of the 18 applications taken in the last quarter, half of households were found to have priority need as they had dependent children, 6 were priority need due to mental illness or disability (which is significant as there had been none in this category in the preceding twelve months), 2 due to physical disability and 1 as a result of fleeing violence. Half of those accepted were from the 25-44 age bracket with 4 cases age 45-59.

2 cases were from the 16-24 age group, which would normally be picked up by the Young Persons Pathway but due to lack of provision locally (there is no supported accommodation for 16-24s with dependent children) they have had to come through the homeless route. However, they were able to be supported through the Hub.

The most common reasons for homelessness in the cases accepted over this time period were parents/friends/family no longer willing to accommodate, and violent relationship breakdown. This has also been a general pattern in previous years.

	2012	2013	2014
Termination of AST	5	6	7
Parents/friends/family no longer willing to accommodate	8	4	10
Rel B/down (NV)	4	4	3
Rel B/down (V)	3	8	10

Key: Gold = top reason, silver = second reason, bronze = third reason

In order to monitor and mitigate the impact of welfare reforms which have resulted in reduced incomes for many of our clients, a number of working groups have been considering how we can assist households. These include –

- Selby Homelessness Steering Group, where there are regular updates and attendance by Department of Work and Pensions (DWP) staff
- Housing, Revenues and Benefits Joint Working Group, who meet to discuss the impact on a 6 weekly basis

The Joint Working Group is an informal opportunity for more effective joined up working across council services, to create an environment where decisions can be discussed and challenged as needed. It also allows for pro-active discussion and planning for challenging cases that may be on the horizon. The ultimate aim is to create a better service for the customer or tenant, reducing evictions, arrears, homeless presentations and sustaining tenancies. DHP awards are a standing item on the agenda.

There have been some positive outcomes from this approach –

- where it has allowed an underoccupying tenant who was identified due to Housing Benefit issues to be referred through to Community Officers who have then encouraged the tenant to downsize, and
- where DHP or benefits issues have been resolved through the sharing of information, thus avoiding tenancy action and a homeless application.

There is a shortage of smaller properties for those affected by the bedroom tax who wish to downsize. Recent changes to the **spare room subsidy** provide that households are no longer entitled to receive Housing Benefit for bedrooms that are not being used within their homes.

At 23<sup>rd</sup> March 2015 (the last full week not affected by rent free weeks) the households affected in Selby district can be broken down as follows:

	<b>14% 1 bed restriction</b>	<b>Reduction</b>
Local authority	218 households	£8.82- £12.20
Housing association	150 households	£0.73 - £20.09
	<b>25% 2 bed restriction</b>	<b>Reduction</b>
Local authority	50 households	£18.03 - £28.32
Housing association	10 households	£20.95 - £36.93

As a result, households have either had to reduce their expenditure to meet the additional cost and remain in their home, or try to seek alternative accommodation elsewhere. This has put additional pressure on the demand for smaller homes.

Our negotiations for affordable housing under S106 within market housing schemes have resulted in more 2 bed homes coming through, but there is a reluctance on the part of both

the Council and Registered Provider partners to accept 1 bed units which in the longer term may be low demand.

As a result of increasing house prices and mortgage lending restrictions, the private rented sector has become the only option for many of our clients; In Selby the average house price is now £ to add (2015 SHMA). However, accessing the private sector is still difficult for many households due to the requirement for a deposit and rent in advance. Additional administration fees and credit check fees can also cause financial barriers for those wishing to access this tenure.

In order to address this, we have employed a Housing Options Development Officer (HODO), who has marketed the availability of bond and rent in advance significantly. Since 2013 when this role was established, we have been able to offer rent in advance as well as a deposit. During 2013/14 we helped 11 households access the private rented sector through the Frontline Prevention Fund, and during 2014/15, an additional 16 cases were assisted either to stay in their current accommodation or to access funding for rent in advance to secure private rented accommodation. In 2014/15 this created savings of £76,625 based on research showing the cost of assisting a homeless household (see Resources, Section %).

For the first time in around 2 years, two cases have been accepted as a result of mortgage arrears. This is most likely due to the withdrawal of the government's Mortgage Rescue Scheme and the lack of a replacement locally with another suitable scheme for homeowners who are struggling financially.

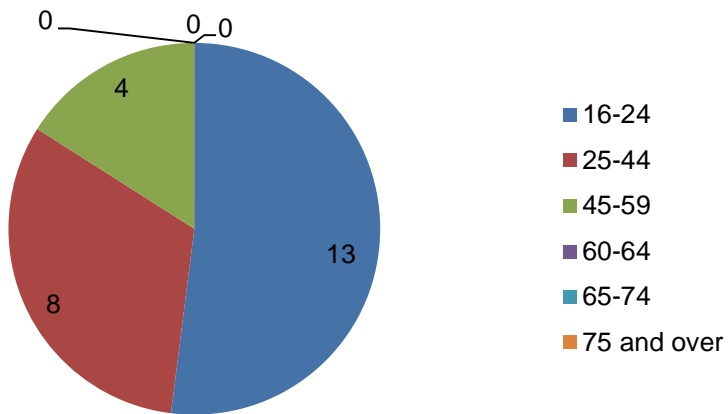
In response, we are considering signing up to a regional mortgage assistance loan scheme, Breathing Space, administered by Wakefield District Council on behalf of participating local authorities in Yorkshire and Humberside. The scheme provides for owner occupiers who are in difficulty with their mortgage payments, eg because of a drop in income due to loss of a job or ill health, to access an interest free secured loan. The scheme is only intended to provide short term help, but can pay mortgage or mortgage instalments for up to 12 months depending on the circumstances.

It is likely that at least one of the homeless cases due to mortgage arrears could have been prevented if the scheme had been in place already and a referral could have been made.

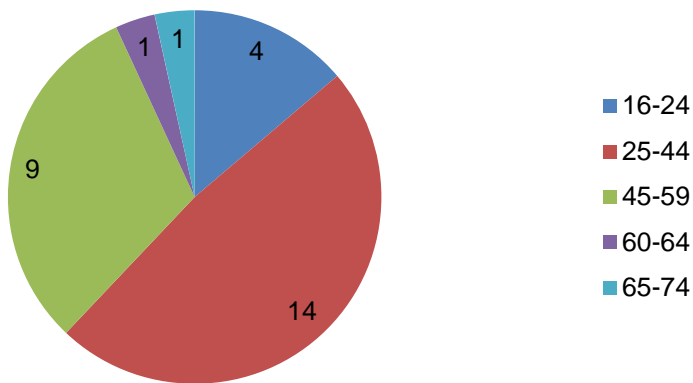
During 2012-14 there has been a large reduction in the number of 16-24 year olds accepted as homeless, from 52% of the total in 2012, to 14% in 2013 and 21% in 2014. This has largely been a result of our joined up approach to youth homelessness and the offer of new services set up for young people, set out below. However, there is an increasing number of 25-44 year olds found to be homeless (many as a result of families or friends being no longer willing to accommodate them), 32% in 2012, 48% in 2013 and 59% in 2014.

These trends are evidenced in the pie charts below.

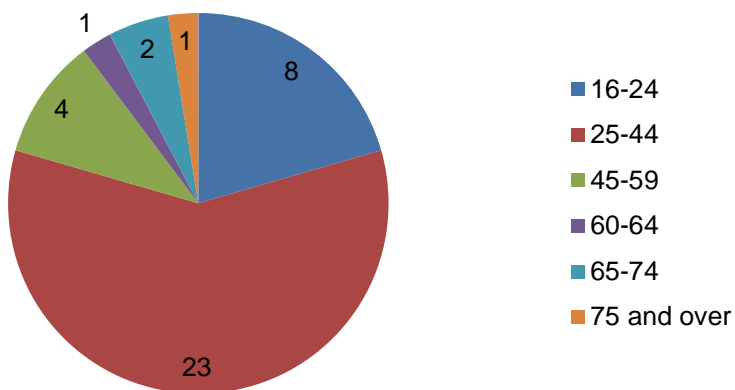
### 2012



### 2013



### 2014



## Our service

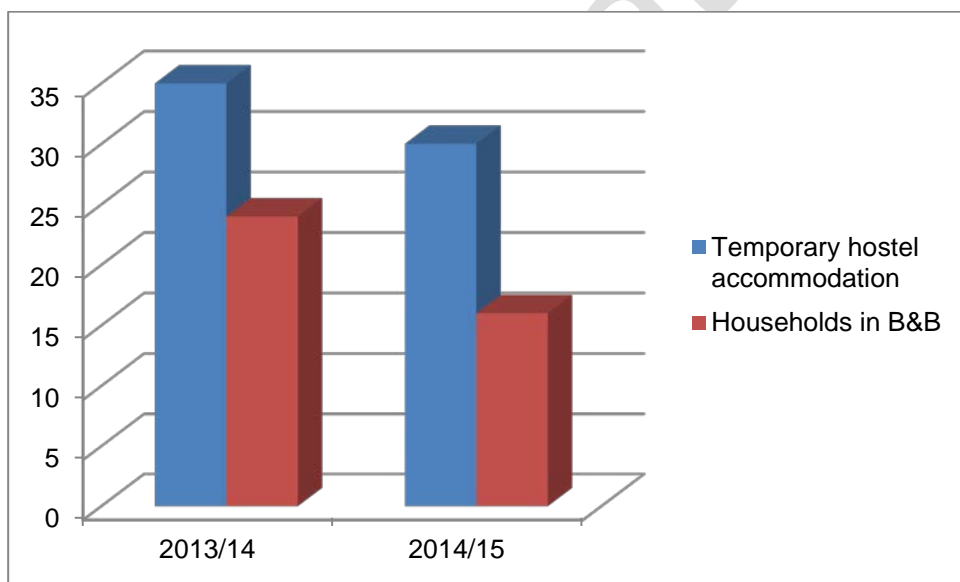
Our Housing Options Advisers are available to help with advice and assistance, and we run a housing surgery with appointments available on a Monday 9.30-12.30, Wednesday 10.00-13.00 and Thursday 9.30-12.30. We are operating in a rural area where transport links can be difficult, and home visits or telephone appointments are also available for clients who are unable to come into the contact centre for whatever reason.

We can always be contacted **out of office hours** either to arrange emergency accommodation or to provide advice and assistance.

Where the customer does not speak good English we refer to the Language Line service, and where appropriate we are assisted by a Polish employee of IDAS for specialist Polish translation.

## Temporary Accommodation

During 2013-14, 35 households were referred into temporary hostel accommodation because they faced a housing crisis, with a reduction to 30 in 2014/15. We always try to avoid using bed and breakfast (B&B) accommodation where we can, and the government has guidelines relating to the use of B&B particularly for vulnerable households such as families, young people aged 16-25 and/or pregnant women. However, during 2013/14 we had no option but to accommodate 24 households in B&B, with a reduction to 16 during 2014/15; these numbers include households accommodated under No Second Night Out and Severe Weather Provision. The average stay in B&B was 3 nights in 2013/14, and 5 nights in 2014/15.



Where intervention and prevention work has been unsuccessful we need to ensure that temporary accommodation goes to those who are most in need, and that households can move on to settled accommodation within a reasonable timescale to ensure the safety net remains in place for others. Where further help is required, our Housing Options Team assist those in temporary accommodation to bid for a permanent home as soon as a suitable property comes available. However, our review showed that temporary accommodation, while essential in a crisis, is not always solving the long term problem for single people, some of

whom experience numerous episodes of homelessness. There is a shortage of smaller properties available, and the recent changes due to Welfare Reform, which removed the Spare Room Subsidy, and subsequent changes in the North Yorkshire Home Choice Allocations Policy, have created increased demand for 1-bed room accommodation. This, in turn, has reduced the number of homes available for those who are single and homeless and has started to increase waiting times for move on from the hostels.

### **Local Authority Hostels**

We have 20 Council owned units of temporary accommodation in total, provided in two 10-bed hostels at Ousegate Lodge in Selby and Edgerton Lodge in Tadcaster. These provide self-contained flats with no shared facilities. Ensuring we are able to offer good quality temporary accommodation is a priority for the Council, and both properties have recently been redecorated throughout with a refresh of all the furniture. A CCTV system has recently been installed at Ousegate to ensure the safety of our residents, and we are looking at improving fire safety by installing systems that will have a direct link to either the fire service or our out of hours contact centre. We are working closely with our partners in the North Yorkshire Fire Service and North Yorkshire County Council to ensure that the safety and comfort of our residents is given top priority.

3 of the units at Ousegate are used as part of the Young Persons Pathway and managed by Foundation Housing. These “move on” units offer transitional accommodation for young people to learn vital life skills, including budgeting, prior to their move on to independent living. There is a balance between ensuring that households are assisted to move on in a timely manner to suitable and appropriate permanent accommodation, and ensuring that emergency accommodation continues to be available to other households when required. During 2014, the average occupancy rate at Ousegate Lodge was 67%, and at Edgerton Lodge 45%.

### **Bed and Breakfast**

Over the past year we have been unable to secure B&B provision in the Selby district and our B&B placements have had to be out of the district. This is not ideal as it takes households away from their local area and support networks. We have recently reviewed our bed and breakfast provision and have been successful in securing several B&Bs both in Selby itself and in surrounding districts. This will give us additional flexibility to manage demand for emergency accommodation and appropriately assist the varied client base that we deal with. Usually the use of B&Bs is limited to managing contacts through our Out of Hours Service both overnight and at the weekend, but it is also used to provide accommodation for those who approach us through No Second Night, and when we offer Severe Weather Provision.

Wherever possible we try not to use B&B, but we have managed to reduce the use of temporary accommodation across the board from 2013/14 to 2014/15 (see bar chart above). The highest number of households in B&B during the review period was 7 in November 2013, although these included 2 under No Second Night Out and 1 under Severe Weather provision.

### **Supply and demand for temporary accommodation**

As outlined above, we have 20 units of our own temporary accommodation available to us, with B&B placements available on an ad hoc basis.

Between 2012 /13 and 2014/15, occupancy levels at Ousegate have varied from 44% (at the lowest) in the last quarter of 2014 to 89% (at the highest) in the second quarter of 2013. At Edgerton Lodge occupancy has varied from 15% in the first quarter of 2015, to 62% in second quarter of 2014.

However, these occupancy levels demonstrate that we always maintain some emergency capacity at the hostels to meet fluctuating need.

On occasions it is necessary to make a placement into B&B even where a hostel place is available to avoid an inappropriate mix of clients. We have seen a significant increase in single people with complex needs who have local support networks presenting through housing options. On further investigation some have not been accepted as statutorily homeless but their priority need category has meant that we have a duty to house them on a temporary basis whilst our investigations are conducted. We expect this trend to continue due to the impact of changes brought about by welfare reform but are continuing to offer local initiatives (such as the frontline prevention fund) which can limit this impact.

### **Rough sleeping and *No Second Night Out***

In 2012, the government called on every local authority to adopt the '*No Second Night Out*' (NSNO) standard by putting in place the right services to help new rough sleepers off the streets quickly. We are committed to ending rough sleeping across the district, and are one of eight districts within North Yorkshire - Hambleton, Richmond, Selby, York, Scarborough, Harrogate and Craven who are adopting the York and North Yorkshire *No Second Night Out* standard.

This standard forms part of our wider commitment to end the cycle of rough sleeping contained within our local and sub-regional housing and homelessness strategies and plans to ensure that:

- No one new to the streets should spend a second night out
- No one should make their home on the streets
- No one should return to the streets once they have been helped off them
- Ultimately no one should arrive on the streets

This protocol specifically relates to our commitment to help people that are new to the street (verified as sleeping rough) so that they do not become entrenched within a rough sleeping lifestyle.

In March 2015 government figures show that rough sleeping in England has risen by 55 per cent since 2010. However, evidence from recent annual estimates in Selby district (on a date agreed by all North Yorkshire districts each November) has shown only 1 case in each of 2012, 2013 and 2014. Generally rough sleepers are more likely to be drawn to cities or coastal areas.

However, where a rough sleeper is identified in Selby, we are committed to providing them with advice and support, where this is requested, to help them get off the streets and into suitable affordable accommodation before they become entrenched.

It is difficult to be sure of the reasons for rough sleeping as there is a reluctance to engage with services, but we know that relationship breakdown is a common cause for street homelessness, and many single homeless people are not considered a 'priority' under the

current legal arrangements unless they can demonstrate that they are vulnerable (under the definition in the Homelessness Guidance).

In Selby we have accommodated two individuals in total under NSNO –

- One for 46 nights, 4 in B&B and 42 in Edgerton Lodge, and
- The other was accommodated both under NSNO and severe weather provision, which included 19 nights in B&B

### **Severe Weather Provision**

In accordance with good practice, on an annual basis we offer provision for rough sleepers during periods of severe weather when temperatures are due to drop below freezing for 3 days or more. It is not necessary for individuals to make a homeless application to access the service, and they can be referred by one of our local partners or through a voluntary sector referral.

In 2012/13 we accommodated 4 households for 16 nights, and in 2013/14, 1 household for 6 nights. At the start of 2015 due to the recent bout of cold weather, we have accommodated several homeless households who are not in priority need under this arrangement, totalling 3 individuals for 6 Nights.

There have been some slight changes to how we manage this process following updated guidance from Homeless Link, and individuals will no longer need to demonstrate a local connection to Selby district or be eligible for assistance to be accommodated. The main focus is on reducing deaths on the streets during severe weather and the normal accessibility rules no longer apply.

In addition we are considering adopting Severe Weather Provision through the year where there are extremes in weather, such as dangerously high winds or flooding, and we perceive there to be a heightened risk to those who are sleeping rough. This will include cases where we do not have a statutory duty and where there is no eligibility for assistance through No Second Night Out.

### **Single People**

Single homeless people are less likely to seek help from us and typically will be sofa surfing and staying with friends and family before reaching crisis point. We need to identify those individuals who need additional support to live independently, and where necessary refer them to sustainable support options for the long term. Our partners provide a range of options which are set out below.

We also offer a range of services for single homeless people who would not normally be eligible for assistance. These include No Second Night Out, access to the Severe Weather Emergency Protocol, and Frontline Prevention Fund, Housing Options Development Officer support into Private Rented accommodation, access to the Bond Guarantee Scheme, Personalisation Fund, Spot Purchase Scheme, and Moving Forward pre-tenancy training which will rollout in June 2015.

### **Young Persons Housing Solutions @ the Hub**

Working in partnership with Health and Adult Services, Children and Young People's Services and other local housing support and accommodation providers, we offer a service to all 16-25



year olds through a Hub based at Access Selby. This approach provides a joined up approach to all issues relating to housing and homelessness.

We can offer:

- Support to young people aged between 16-25 who are homeless or at risk of becoming homeless
- General housing advice and support around issues like benefits and managing a tenancy
- Support and help to stay at home provided it is considered safe and appropriate to do so
- Where staying at home isn't suitable or possible, we offer a range of accommodation and support services through our partners – see down

As parents have parental responsibility until their child is 18, we will always contact them to clarify the circumstances. If a young person presents as homeless due to relationship problems, including with step-parents, we will offer to refer them to Relate, to try to solve their problems even if only in the short term.

A case study is provide below which demonstrates how the scheme can work successfully

A young person (aged 25) approached Selby District Council as homeless due to parental eviction. The applicant had lived in privately rented accommodation with a partner and child, until the relationship ended forcing the applicant to return to their parents. The pathway worked with the applicant and their parents to keep the young person in the family environment until their health was stabilised, and then a move into supported accommodation was organised.

Once they had moved into supported accommodation, the young person worked towards resettlement by managing their tenancy successfully, linking back into training, and accessing health services to improve their long term mental health condition. The young person was then recommended for a Housing Association property with an on going support package, and now works with Foundation as a trustee.

Stakeholder and partnership feedback indicates that the majority of customers are satisfied with the service/process.

Since the implementation of the hub, we have seen a reduction in the number of homeless applications from the 16-25 age group. In 2014 only 8 homeless claims were taken from this age group, only 15% of total claims taken whereas this age group used to make up the highest number of claims as shown in the pie charts shown earlier in this section.

In addition we are proud to report that as a result of this partnership work, during 2014/15 there were no 16/17 year olds placed in B&B, and only 1 such household accepted as homeless as a result of having a dependent child.

Where accommodation is required for homeless young people, it is provided in a variety of ways, allowing us to tailor our support to individual needs:

**Foundation** work in partnership with Children's Social Care and ourselves to provide support and accommodation to all young people aged 16 to 25 who are homeless or at risk of homelessness. Preventative work is carried out with young people and their families, wherever possible, to see whether a return home is feasible. Where this is not possible, young people can be accommodated either in Cygnet House, an eight-bed hostel staffed 24/7, or in their own tenancies within the Selby district. Support to learn independent living skills and how to engage in education, training or employment is offered to all young people they work with. Cygnet House has recently been completely updated and refurbished, and the fresh look is being maintained by customers living in the hostel, who are learning painting and decorating skills from a Foundation volunteer. Through the Young People's Pathway, Foundation have supported and accommodated over 60 young people since the scheme began in Autumn 2011, and one of them has recently been accepted to sit on Foundation's Board of Trustees.

The Springboard Project, funded by the Big Lottery Fund and launched in April 2012, provides a new and innovative range of services to young care leavers (16-24 years) in York, Selby and Ryedale districts, and has recently expanded into Harrogate and Scarborough due to its successful outcomes. Project staff are based in each area who will work with over 150 young people during the course of the 4 year project. Working with a wide range of partners from the voluntary, public and private sectors, the Springboard Project supports young people to build confidence, resilience and self-esteem. It aims to help them gain full independence and access work, training and employment opportunities.

Resttlement and Community Safety (RACS) and Making Safe – Foundation support adult offenders and work with private landlords as well as the local authority and housing associations to secure appropriate accommodation with the aim of reducing re offending. Work is done with the customers to address the reasons behind their offending, and also to learn the life skills they need to maintain their accommodation. Foundation currently work with up to 6 offenders at any one time, and also offer triage sessions for people who only require short term interventions. They also work with perpetrators of domestic violence as part of a multi agency strategy which removes perpetrators of domestic violence from the family home by securing alternative accommodation for them. Work is then done on addressing their behaviour, through targeted one to one sessions and group work.

In 2013/14 Foundation worked with 13 people under the Making Safe scheme, 2 of them in managed accommodation, and 11 with floating support. Of the 13, 11 completed a planned programmed of support and 2 disengaged. Foundation also provided 20 nights of emergency accommodation to 5 males at the request of Childrens' Social Care or the police, none of whom continued to be supported as they were either remanded in custody or moved out of area.

Short term triage sessions were also provided in 2013/14 to 9 further males, only 1 of whom went on to require longer term support. By the end of Q1 in 2014 / 15 they had provided 11 triage sessions, the scheme was at capacity (6) and they currently have a waiting list for the service.

**SASH - Safe and Sound Homes**, previously **Nightstop**. This is a scheme where a night by night placement can be offered to a young person. Transport, meal and a bed for the night are provided by approved and trained volunteers within their own home, with all referrals coming through the Hub at Access Selby. There are currently 5 hosts in Selby district.

The number of referrals has remained fairly consistent over the past 3 years – see below.

	Referrals	Bed nights
2012/13	24	78
2013/14	28	97
2014/15	24	90

Many young people have fed back positive comments with regards to the SASH service, stating that they were made to feel very welcome, felt safe and wanted to return the next day. A measure of success is that whilst the maximum number of nights a young person is allowed through the scheme is 14 nights, many young people have returned for the full 14 nights allowance.

**SASH - Safe and Sound Homes (Barnados)** offer supported lodgings in the Selby area for young people referred via the Hub (provided under SASH since April 2015). This is a longer term solution involving a placement in the home of an approved and trained Barnardo's host for up to two years, where the young person will have a suitable room of their own, breakfast and an evening meal each day. The host and project workers support the young person to develop their independence skills, such as budgeting and basic cooking, and they are encouraged to continue/ begin an education programme/ job and can be referred for additional specialist support with any personal issues they wish to work on.

There are currently two hosts in the Selby area, and there have been three successful placements since 2012 when the young person's pathway was implemented. These successful placements have all moved on to independent living, and both hosts currently have a placement.

Note - On 1 April 2015 SASH started providing a combined emergency accommodation (Nightstop) and Supported Lodgings service. This new three year contract brings together the two services previously provided separately by SASH (Nightstop) and Barnardos (Supported Lodgings).

**St@y Selby** - Horton Housing receives annual funding from Supporting People for a Homelessness Prevention Service (St@y Selby). They deliver a floating support service to single people, couples and families in the district who are homeless or at risk of homelessness, vulnerable and in need of support to access or maintain accommodation. The service was originally commissioned in 2007 with 35 units of floating support, and was renewed in 2010, with an increase in capacity to 50. Once in receipt of service, a client is allocated their own dedicated Support Worker, who will work with them throughout the duration of their support with a minimum of weekly contact. In addition to provision of floating support to 50 clients they also provide a comprehensive triage service, which includes three weekly drop-ins dispersed throughout the District and a telephone advice line which includes out of hours support

They also provide a drop-in service which is open to anyone in the Selby District who is homeless, at risk of homelessness or who is facing housing-related problems. The drop-ins are accessed by those clients who do not require full support via the floating support service, or prefer to access support via drop-ins, and this also includes people on a waiting list for full support, and/or people who have been discharged from full support. Outreach home visits are also provided to complement the drop-in services, for those people who are unable to

access a drop-in. The Triage Service also acts as a crisis intervention for those clients in immediate need of support when there are no spaces available for full floating support.

In 2015/16 there has been a reduction in funding from Supporting People (see Resources in Section 5), and work will continue to address this. This could potentially impact on the number of homeless cases approaching Housing Options and the number of repeat homeless cases.

Y was initially referred to the service by Selby District Council. He had a long history of rough sleeping and Class A drug use and non-engagement with services. He was excluded from the North Yorkshire HomeChoice System, due to previous anti-social behaviour in past tenancies, meaning he cannot access any Social Housing. He had been assessed as 'intentionally homeless' by the Housing Options Team.

Y was allocated a Support Worker through the St@y Selby Floating Support Service. Through intensive support and regular contact Y began to engage with the service and proactively sought out his own private-rented bedsit accommodation through a local agency. However Y faced barriers to securing this tenancy due to lack of finances and a reluctance (by the Letting Agency) to accept him due to his lifestyle and lack of references. The Support Worker was able to advocate on his behalf to the Letting Agent and offer a safety net to them through the ongoing support to be provided to Y once the tenancy was secured. The Support Worker also worked closely with Selby District Council to access the Homelessness Prevention Fund to secure a bond for the property. It was arranged for Housing Benefit to be paid direct to the landlord. Y is now housed for the first time in over a year, after months of rough sleeping. It is likely that this has prevented a serious risk to Y's health this coming winter. Work is ongoing in supporting Y to maintain his tenancy and engage with other specialist services to improve his health and wellbeing.

We also make referrals to other partners and voluntary agencies such as **Emmaus**, whose nearest schemes are in Leeds and Hull. Emmaus offer the opportunity to live in a community, and make a contribution to it by undertaking meaningful work in a social enterprise such as a furniture recycling scheme. This plays an important role in restoring self-esteem and helping individuals to find a way to overcome homelessness in the long term

Where there are additional opportunities for clients to access tailored advice and assistance, or to access funding through specific grants or loans, we will refer them eg to the British Legion, to the Soldiers and Sailors Families Association (SSAFA), or to The Connection at St Martin-in-the-Fields in York.

### **Assistance where we have no statutory duty**

We will also provide advice, assistance and signposting to anyone who approaches our service, regardless of duty, and this can often result in accommodation being secured. This may be a referral to Horton Housing, negotiations with landlords etc

In addition to this, we have ringfenced an element of Frontline Prevention monies to assist these households who approach us for assistance. In 2014/15 we earmarked £5,000 of our own funds which were match funded by North Yorkshire County Council with a further £5,000. This money is specifically used to secure private rented accommodation or maintain existing accommodation for single homeless cases who have no priority. To date, £2,730 has been committed to assist 6 cases since September 2014. The remaining money will be carried over to assist further non-priority cases in 2015/16.

All the local schemes set out below do not require customers to have a statutory duty:

**Young Peoples Housing Solution (The Hub) - 16-25s** – pathway approach with supported accommodation available.

**No Second Night Out** – accommodation provided to ensure no one spends a second night on the streets

**Spot Purchase Scheme** – Generic Floating Support for rough sleepers and street drinkers – contracts with Horton, Foundation and Salvation Army – can result in accommodation provision – would usually be used with Personalisation Fund

**Personalisation Fund** – For rough sleepers or sofa surfers (6 months+) – sub regional funding to move people into sustainable accommodation by providing tailored solutions to meet customers needs

**Severe Weather Provision** – amended the criteria in February 2015 so that people do not have to have a local connection nor be eligible for assistance to access accommodation. Looking to provision throughout the year where there are extremes of weather (high winds, flooding etc) where there is a heightened risk to those sleeping rough, where we do not have a statutory duty and they are not eligible for assistance through NSNO.

**Bond Guarantee Scheme** – Homeless duty not necessary to access – secure accommodation in PRS, can be used with Frontline Prevention Fund

**Frontline Prevention Fund** – Homeless duty not necessary to access (FPF introduced 2013, non-statutory duty introduced in 2014 through match funding provided by County Homeless Group)– secure accommodation in PRS – this will continue in 2015/16 with a view to continuing dependent on funding and receipt of homelessness grant

**Moving Forward pre-tenancy training** – looking to roll out in June 2015 in conjunction with the NYCC Adult Learning and Skills Service – details to be decided but will not be required to have a duty. This will be used in conjunction with the Housing Options service and Housing Options Development Officer role

## **No Wrong Door**

This is a new service going live in May 2015, which has been developed by North Yorkshire County Council to improve the life chances of some of the County's most vulnerable and challenging young people. Two Hubs will exist, in Harrogate and Scarborough, with a dedicated team including life coach and communication support worker who will work with

young people and their families to understand the issues affecting them. From this a clear plan can be identified i.e. rehabilitation and returning to their own home or longer term support through the hub.

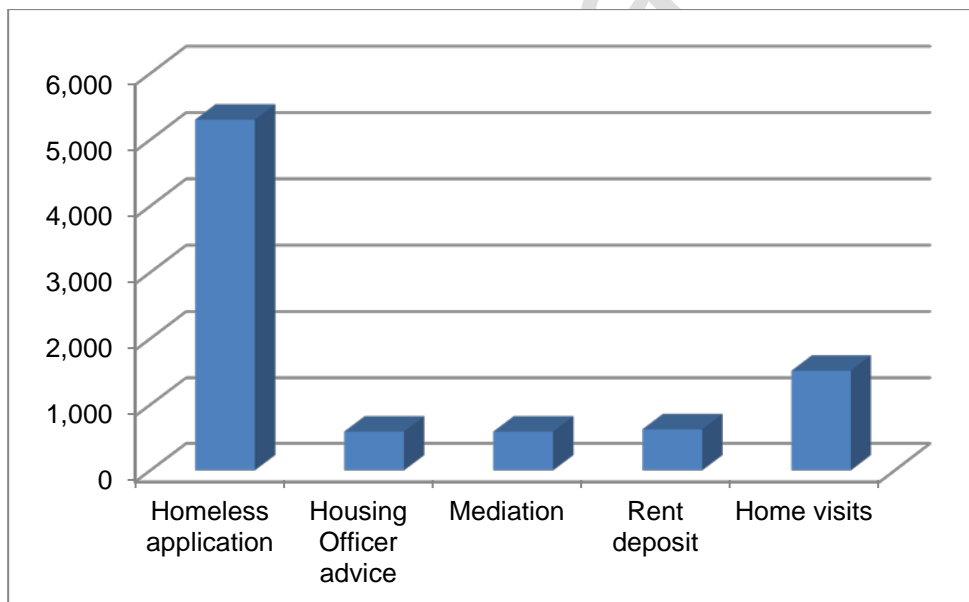
There will be two community supported lodgings placements for 16/17 year olds and outreach support will be held in each of the local authority areas including Selby on a monthly basis, as part of the Young Persons Housing Solutions Hub. A timeline for an intervention will be developed during a young person’s journey with regular review periods to show progress. This will result in an action plan developed with the young person to provide clarity around what needs to be achieved, when and by whom.

**Value for Money Assessment**

Heriot-Watt University published research, *Demonstrating the Cost-Effectiveness of Preventing Homelessness, July 2010*, which demonstrated that preventing homelessness can achieve direct cashable savings for local government when compared to the cost of helping someone who is already homeless. The savings are based on the assumption that the cost to the public purse of providing temporary accommodation and the re-housing afterwards amounts to £5,300 per case per year.

The report concludes that the savings achieved through prevention work compared to acceptance of a main homeless duty are as follows :-

rent bond (37 x less expensive than a homeless case at £5,300), HO advice (9 x less), mediation (9 x less), rent deposit scheme (8.5 x less), sanctuary scheme (5.5 x less), finders fee (4.5 x less), home visits (3.5 x less).



**Spend to Save**

Savings assessed through the use of the Housing Options Development Officer (HODO) role are as follows-

Since its commencement in November 2013 and up until 31<sup>st</sup> March 2015, 37 landlords have come on board to work with us, giving access to 73 properties. We have facilitated 41 housing

options customers into private rented accommodation, 30 of these were at risk of homelessness and it is predicted that 25 of these would have been owed a full homeless duty in the absence of this prevention work.

Of these 25, 9 were funded by the Frontline Prevention Fund, with 6 receiving Discretionary Housing Payments. The average spend from the fund was £500, and the average cost of homelessness is equated to £5,300 per case per year.

## **Information**

Over the past year we have created several leaflets publicising our services, in particular our work with private sector landlords. We have delivered marketing presentations, and raised our profile through our HODO speaking at National Landlord Association meetings.

## **Our Partners**

We work closely with a range of partners to deliver services to homeless households and people who are struggling to remain living in their own homes.

Our work includes making direct referrals and working closely with other agencies to provide the best outcomes, and we share knowledge and plan for improved services through quarterly Homelessness Steering Group meetings.

We also provide regular training to colleagues, partners and local groups regarding the homelessness and the homeless prevention work carried out by our Housing Options Team; recently for the local Mother and Baby group, the Mental Health Team and Children's services. Members were offered a session recently about the No Second Night Out standard, and ongoing sessions are planned.

A list of our local partners is provided at Appendix 1.

## **Food Bank**

Since 2013, along with other local agencies, we have issued food bank vouchers, and we have also contributed by running a collection. In Selby the Food Bank is held at different churches on a regular basis. Since the scheme started we have distributed 26 food vouchers between April 2013-2014, and 21 vouchers between April 2014-2015.

## **Gap Analysis**

- Identification of suitable and available B&B for emergency use. Work has recently been completed to identify additional provision which will be monitored for suitability.
- The shortage of smaller properties has been explored in the review, although this is difficult to resolve in the short term. Opportunities will be explored to meet this shortage through the private rented sector
- In addition to an increase in smaller units, further homes could be identified in the private rented sector to meet specific need, eg for larger families, older people, shared accommodation
- The Breathing Space scheme will fill the gap left by Mortgage Rescue
- Currently there is limited emergency housing provision for those we have no duty to except in severe weather.

## National Practitioner Support Service (NPSS) Statistical compiler

We have reviewed the published information in order to assess our service out turns against others, and to consider whether different approaches might be used.

### Homeless applications/acceptances (and adjusted to the nearest decimal point)

	2012/13	2013/14
<b>Selby</b>	<b>68%</b>	<b>44%</b>
Yorkshire and Humber	34%	33%
Nationally	47%	46%

Consultation Draft



**% Acceptances by ethnic origin (13/14)**

	Selby					Y&H				National			
	%Pop	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
White	<b>98.4</b>	<b>100</b>	<b>100</b>	<b>100</b>	n/a	78.6	77.9	78.3	n/a	63.6	63	61.5	n/a
Black	<b>0.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	4.9	5.7	6.2	n/a	14.8	15.7	16.5	n/a
Asian	<b>0.6</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	7.7	5.6	6.6	n/a	8.3	8.5	9.2	n/a
Mixed	<b>0.8</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	2.3	3.6	2.1	n/a	3.4	3	3.3	n/a
Other	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	3.1	3.3	3.7	n/a	4	4	4.5	n/a
Not stated	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	3.5	4.1	3.1	n/a	5.9	5.8	5	n/a

Consultation

## **Reasons for homelessness**

On a limited data set, using 2012/13 P1E homelessness returns, Selby had a higher number of households presenting following a violent relationship breakdown (21.1%), than Y&H (13.3%) and Nationally (11.5%). For non-violent relationship breakdowns the figures were :- Selby (15.8%), Y&H (6.7%) and Nationally (4.7%).

There were fewer households who had lost their rented or tied accommodation due to termination of an Assured Shorthold Tenancy (AST):- Selby (5.3%), Y&H (15.6%), Nationally (25.2%), and fewer who had lost their rented or tied accommodation for reasons other than termination of an AST :- Selby (0%), Y&H (5.2%), Nationally (5.9%).

The numbers where parents were no longer willing to accommodate was reasonably similar across the board :- Selby (15.8%), Y&H (16.2%), Nationally (16.2%).

*Commentary :- It should be noted that this is a limited data return although it has been noted in more recent data that there has been an increase in households presenting in Selby district following a violent relationship breakdown. Selby is committed to helping those who are victims of domestic abuse through continued investment in IDAS, who provide support and refuge accommodation for victims. Selby also offer ongoing financial support to Relate, who provide counselling services to prevent or assist where relationships are breaking down. Both contracts are reviewed annually to ensure we are using funds to give the best possible outcomes for service users, and to prevent homelessness. The low figures around loss of rented/tied accommodation in Selby district are positive and could reflect the strong focus on working with the private sector, but due to the limited data set we need to be cautious how this is interpreted.*

**Homeless Decisions averaged** (and adjusted to the nearest decimal point)

	2012/13			2013/14		
	S	Y&H	Nat	S	Y&H	Nat
Eligible, unintentionally homeless & priority need	<b>73</b>	34	46	<b>48</b>	34	46
Eligible, homeless, priority need but intentional	<b>5</b>	4	7	<b>9</b>	5	7
Eligible, homeless, not in priority need	<b>16</b>	25	17	<b>29</b>	25	18
Eligible but not homeless	<b>6</b>	34	27	<b>15</b>	34	26
Ineligible	<b>0</b>	2	2	<b>0</b>	2	2

*Commentary :- In Selby there was a significant drop in the numbers of eligible, unintentional homeless & priority need cases between 2012-2014, with 2013/14 figures comparable with national figures although still slightly higher than the regional figures in Yorkshire and Humber.*

## Homeless Prevention

Homeless prevention/relief percentages claimed *(and adjusted to the nearest decimal point)*

	2011/12		Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13	
	Prevention	Relief	Prevention	Relief	Prevention	Relief	Prevention	Relief	Prevention	Relief
<b>Selby</b>	<b>75</b>	<b>25</b>	<b>86</b>	<b>13</b>	<b>92</b>	<b>8</b>	<b>97</b>	<b>3</b>	<b>94</b>	<b>6</b>
Yorkshire & Humber	85	15	82	18	84	16	83	17	85	14
Nationally	88	12	89	10	89	11	90	11	91	9

*Commentary – There has been an increase in homeless preventions compared to reliefs over the last three years in Selby, which follows national trends, although the extent of the increase is lower. Regionally, across Yorkshire and Humber, the proportion of reliefs are higher than both national and Selby figures.*

**Households assisted to remain in their own accommodation or find alternative accommodation (homeless prevention) *(and adjusted to the nearest decimal point)***

	2011/12		Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13	
	Remain	Alternative	Remain	Alternative	Remain	Alternative	Remain	Alternative	Remain	Alternative
<b>Selby</b>	<b>56</b>	<b>44</b>	<b>22</b>	<b>78</b>	<b>44</b>	<b>56</b>	<b>55</b>	<b>48</b>	<b>60</b>	<b>40</b>
Yorkshire & Humber	64	35	67	33	71	29	69	30	70	30
Nationally	88	12	89	10	89	11	89	11	91	9

On limited data set of Q4 12/13 relating to households who were able to remain in their existing home, Selby had a higher proportion of homeless prevention achieved by negotiation/legal advocacy, conciliation and resolving HB problems than Y&H/National but a lower number of mortgage arrears interventions and payments from a homeless prevention fund.

On a limited data set of Q4 12/13 relating to households assisted to find alternative accommodation, Selby had a higher proportion of numbers offered social housing, supported accommodation, and assistance into PRS (without incentive scheme) than Y&H/National but a lower number of accommodation with relatives/friends and PRS (landlord incentive scheme).

*Commentary :- Figures around mortgage interventions are likely to remain low following the cancellation of the Mortgage Rescue Scheme, but it is proposed that the introduction of Breathing Space will help to assist those in these situations. The reporting dates are prior to the introduction of the Frontline Prevention Fund and, as such, figures around homeless prevention and use of the PRS will have increased if current statistical information were available.*

## **B&B use**

		SELBY							Yorkshire & Humber							Nationally						
		Number	% of total	Dependants/Pregnant s/Pregnant	Over 6 wks	% of total	16/17	% of total	Number	% of total	Dependants/Pregnant	Over 6 wks	% of total	16/17	% of total	Number	% of total	Dependants/Pregnant	Over 6 wks	% of total	16/17	% of total
2011/12	Overall	0	0	0	0	0	0	0	128	14	25	1	20	3	2	3635	7	1430	429	39	134	4
2012/13	Q1	0	0	0	0	0	0	0	140	14	25	2	18	0	0	4162	8	1561	526	38	118	3
	Q2	0	0	0	0	0	0	0	144	14	25	1	15	0	0	3852	7	1681	725	44	109	3
	Q3	2	33	1	0	0	0	0	131	13	20	2	15	2	2	3488	7	1319	705	38	69	2
	Q4	1	20	0	0	0	0	0	141	15	14	0	10	5	4	4474	8	1751	680	39	92	2
2013/14	Q1	0	0	0	0	0	0	0	101	12	22	4	22	2	0	4247	8	1846	682	43	72	2
	Q2	0	0	0	0	0	0	0	119	15	15	0	13	1	1	4601	8	1880	731	41	68	1
	Q3	0	0	0	0	0	0	0	70	11	6	0	9	2	3	3873	7	1256	398	32	51	1

*Commentary :- Selby has a significantly lower use of bed and breakfast when compared to Yorkshire & Humber and National figures. Only 3 households were placed in bed and breakfast as part of the local authorities homeless duties between 2011 and the third quarter in 2014, none for over 6 weeks and no 16/17 year olds.*

**List of local partner agencies –**

Avalon  
Barnardos  
Broadacres Housing Association  
Cloverleaf Advocacy  
Community Cohesion  
Community Safer Partnership  
Craven Housing Association  
Domestic Abuse Co-ordinator (NYPD)  
DWP  
Foundation  
Home Improvement Agency  
Horton Housing  
IDAS  
Keyhouse  
NYCC Adult Learning and Skills Service  
NYCC Community Recovery Team  
NYCC Safeguarding  
NY Children and Young People's Services  
NY Fire and Rescue Service  
NY Health and Adult Services  
NY Horizons  
Probation  
Relate  
Richmond Fellowship  
Royal British Legion  
Salvation Army  
SASH  
SDC Benefits & Taxation  
SDC Community Support  
SDC Housing Options  
Selby Advice  
Selby CAB  
Selby Community Recovery Team

Selby Job Centre Plus

Selby Safer Hub (NYPD)

Stepping Stones

Stonewater (formerly Jephson Housing)

Supporting People

Together Group (formerly known as Chevin Housing Association)

York Mental Health

Yorkshire Housing

Young Persons Housing Pathway Co-ordinator

Youth Justice

Youth Offending Team

Consultation Draft



**Details of training courses the Housing Options Team have attended**

1<sup>st</sup> April 2014 - 31<sup>st</sup> May 2015

Homeless Update & Immigration and Decision Making

Personal Safety & Breakaway

York housing conference

Homeless Toolkits training

CIH Level 4 – Certificate in Housing Practice

Young Persons Pathway Training

Benefit awareness

MARAC and MAPPA training

HQH housing law

Dealing with debt and Universal Credit

Five Steps of homelessness

Housing Law and Tenancy management

Managing Tenancies to Prevent Failure

Moving Forward training

# Selby District Council

## REPORT

Reference: E/15/9



**To:** The Executive  
**Date:** 4 June 2015  
**Status:** None key decision  
**Report Published:** 27 May 2015  
**Author:** Gillian Marshall Solicitor to the Council  
**Executive Member:** Councillor Cliff Lunn – Lead Councillor for Finance and Resources  
**Lead Officer:** Karen Iveson – Exec Director (s151)

**Title:** Sale of Land at Barlby

### Summary:

A planning application for residential development of 179 dwellings including 22 bungalows, allotments, children's play area, incidental open space, a new roundabout and landscaping at Turnhead Farm Barlby was approved by Planning Committee on 11 March 2015 subject to the completion of a s106 Agreement. The site in question includes a small area of land owned by Selby District Council. The developer wishes to purchase the land to assist in delivering the proposed development with resultant benefits to the community.

### Recommendations:

- i. **That the Executive approve in principle the sale of the land at Barlby and delegate authority to the Deputy Chief Executive to finalise the terms of sale after consultation with the lead councillor for finance and resources..**

### Reasons for recommendation

To enable the sale of land to proceed, generating a capital receipt and delivery of the benefits identified in the planning application.

### 1. Introduction and background

- 1.1 The site in question includes a small area of land owned by Selby District Council shown on the attached plan edged red. The council land provides access to that part of the site where the bungalows and allotments and leisure facilities will be located. The Council was approached by the developer regarding the sale of that land to facilitate the development before the planning application was lodged.

Liaison took place through the planning process with local Ward Councillors who felt that the application would be acceptable to the community as long as it delivered the benefits that are to be secured by the s106 in terms of the amount of affordable housing and other community benefits. The developer at present has an option over the rest of the site.

The developer now seeks a firm commitment from the Council for the sale of the land however the exact price cannot be calculated until the developer exercises its option on the main site which it will not do until the s106 is signed and planning permission issued.

### **The Report**

- 2.1 Officers have been considering the potential sale in the light of the benefits offered to the community by this composite planning application. Officers have also considered whether the land could be better utilised by its remaining in Council ownership including fulfilling our own development ambitions. The Council will retain land to the rear of the site.
- 2.2 Officers consider that the sale of the land delivers maximum benefit to the community subject to reserving rights of access and other appropriate matters and subject to a right of repurchase if the development does not go ahead. It is anticipated that if the sale of the land is approved the Council would first grant an option to the developer which would take place simultaneously to the completion of the s106 agreement and the issuing of the planning consent. The developer can then exercise its option on the remaining site so that the value of the Council's land can be calculated.

## **3. Legal/Financial Controls and other Policy matters**

### **Legal Issues**

- 3.1 Before the matter proceeds to formal decision the District Valuer must confirm that the price represents best consideration. If it does not then the sale can only proceed if it is deemed that the shortfall is acceptable because it delivers social, economic or environmental benefits. Given that the proposal has been assessed as delivering sustainable development it is likely that these tests would be met although consideration must be given to any state aid issues created. These matters would be considered under the delegation proposed in this report.

### **3.2 Financial Issues**

Viability negotiations on the planning application have included the District Valuer who has agreed the formula to value the site given that it provides access. The valuation allows an uplift of 22.5% on the value and this calculation has been used in the viability assessment of the site to determine the levels of s106 contributions.

### **Impact Assessment**

- 3.3 The site will provide much needed housing and contribute to the 5 year housing land supply as well as providing community benefits. The sale will also generate a capital receipt (value to be determined) and can include covenants reserving access rights to retained land and a right of repurchase if development does not proceed.

### **4. Conclusion**

- 4.1 That the Executive should agree in principle to the sale of the land but should delegate power to approve the final terms to officers given the number of matters which still require negotiation.

### **5. Background Documents**

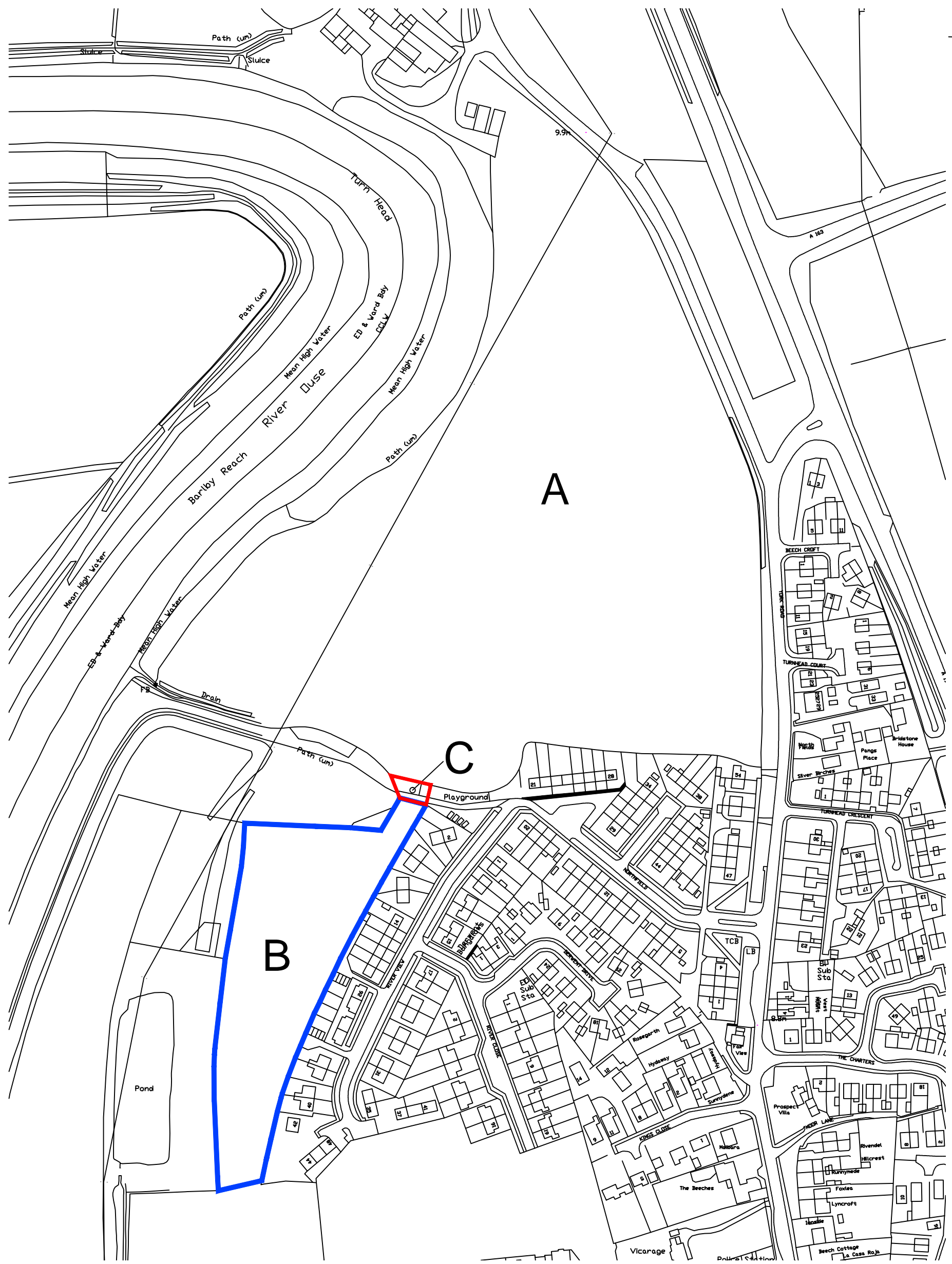
None

*Contact Officer:*

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Solicitor to the Council  
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### **Appendices:**

*Appendix A – Site Plan*



Development :	<b>YORK ROAD</b>			Drawing Title:	
Location:	<b>BARLBY</b>			Drawing Number:	
Marketing Name:	-	Revision:		Date Started:	
		Drawn By:		Scale @ A3:	1:2500
		Checked:			



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# Selby District Council

## REPORT

Reference: E/15/10

Public



**To:** Executive  
**Date:** 4 June 2015  
**Status:** Non Key Decision  
**Report Published:** 27 May 2015  
**Author:** Palbinder Mann – Democratic Services Manager  
**Executive Member:** Councillor M Crane  
**Lead Officer:** Jonathan Lund – Deputy Chief Executive

**Title:** Executive Representatives on Outside Bodies

### Summary:

This report informs the Executive of the current Executive appointments to Outside Bodies.. It asks the Executive to consider these appointments for 2015/16.

### Recommendation:

**To make Executive appointments to outside bodies for the 2015/16 municipal year.**

### Reasons for recommendation

To ensure the Council is represented on Outside Bodies as necessary in 2015/16.

### 1. Introduction and background

Under the current Executive arrangements, the responsibility for appointing representatives on Outside Bodies is split between the Executive and the Council. This report asks the Executive to consider those appointments within its remit.

## **2. The Report**

- 2.1 The list of 2014/15 Executive appointed representatives is attached at Appendix A.

## **3 Legal/Financial Controls and other Policy matters**

### **3.1 Legal Issues**

None within the context of the report.

### **3.2 Financial Issues**

Travel expenses may be incurred for Councillors attending meetings.

## **4. Conclusion**

To ensure the Council is informed it is essential that representatives attend outside body meetings to feed back information to Councillors.

### **Contact Details**

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**Democratic Services Manager**  
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[pmann@selby.gov.uk](mailto:pmann@selby.gov.uk)

**Appendix A – Executive Representatives on Outside Bodies**  
**2014/15**

OUTSIDE BODY	CURRENT COUNCILLORS REPRESENTATIVE	TERM EXPIRES/NO. OF PLACES	REPORT REFERENCE NO.	Comments
Local Government North Yorkshire and York	Cllr M Crane Deputy – Cllr G Ivey	2014 (1)	E/12/71	
Local Government Association	Cllr C Metcalfe Deputy – Cllr C Lunn	2014(2)	E/12/71	
Local Authorities -Yorkshire and the Humber	Cllr M Crane	2014 (1)	E/12/71	
Yorkshire and Humber Employers' Committee	Cllr M Crane	2014 (1)	E/121	
Selby District Local Strategic Partnership	Cllr G Ivey	2014 (1)	E/12/71	
York & North Yorkshire Strategic Housing Board	Cllr G Ivey sub: Cllr J Mackman	2014 (1)	E/12/71	
West Yorkshire Combined Authority Partnership Committee	Cllr M Crane	2014 (1)	E/12/71	The Leader is appointed to this body however must also appoint a deputy
The First Ainsty Internal Drainage Board	Cllr D Mackay Cllr K Ellis	2014 (2)	E/12/71	
Danvm Drainage Board	Cllr Mrs G Ivey Cllr Mrs S Ryder Cllr M Jordan Cllr Mrs A Spetch Cllr Mrs C Mackman	2014 (5)	E/12/71	
PATROL (Parking and Traffic Regulations Outside London)	Cllr C Metcalfe	2015 (1)		
Ouse and Derwent Internal Drainage Board First Electoral Division – Ouse	Cllr W Inness Cllr J Cattanach Cllr K Ellis Cllr B Marshall Cllr Mrs K McSherry Cllr J Deans	2014 (6)	E/12/71	
Third Electoral Division – Cliffe				
Selby Area Internal Drainage Board	Cllr J Mackman Cllr M Dyson Cllr C Pearson Cllr J Cattanach Cllr I Chilvers Cllr Mrs A Spetch Mrs J Dyson Cllr M Crane Cllr Mrs C Mackman Cllr D Peart Cllr M Jordan Cllr J Deans Cllr D Mackay Cllr G Ivey Cllr S Ryder Cllr R Sayner Cllr C Metcalfe Cllr Mrs E Metcalfe Cllr M Hobson Cllr C Lunn Neville Parkinson Glenn Shelley Caroline Sampson Paver Eileen Scothern Simon Parkinson Dean Richardson Gillian Marshall	2014 (11)	E/12/71	Position does not need to filled in by a Councillor
North Yorkshire Building Control Partnership	Cllr C lunn Sub: Cllr M Crane	2014 (1 place and 1 sub)	E/12/71	This is a Joint Committee
Groundwork (North Yorkshire)	Cllr D Peart Cllr J Thurlow	2014 (2)	E/12/71	
Community Safety Partnership	Cllr M Hobson	2014 (1)	E/12/71	
North Yorkshire Joint Procurement Committee	Cllr M Crane	2014	E/12/71	This is a Joint Committee
North Yorkshire Spatial Planning Board	Cllr J Mackman	2014 (1)	E/12/71	



Housing Trust	Cllr J Mackman Cllr I Reynolds Cllr R Packham	2014 (3)	E/12/71 and E/12/69
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